Deposit a Technical Report in PubRep
Technical Reports are a major source of scientific information, prepared for institutional and wider distribution. They are considered grey literature since they are scientific literature which rarely undergo peer review and if so it is mostly limited to the originating organization. Also there are no general formal publishing procedures for such reports but institutional wide ones.

In this guide the procedure for publishing a Technical Report at IST Austria is described. If you have troubles with any of the steps of depositing there is a user guide for PubRep describing the process more thorough.

Facts

Technical Reports are published via IST PubRep
The cover page for the Technical Report will be created throughout the upload process. Do not create one yourself.
It is possible to deposit a Technical Report anonymously for review purposes. If you wish to do so contact library@ist.ac.at.
At the Library Homepage you can find a chronological list of Technical Reports published at IST Austria since its founding (http://ist.ac.at/library/library-services/technical-reports/). Also you can retrieve and download the technical reports at IST PubRep (ist.ac.at/pubrep).
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Deposit a Technical Report

Go to ist.ac.at/pubrep and login to your account with your intranet credentials.

After the login you get to your user area. Click on <New Item>

The Deposit consists of six steps:

- **Type**
  First you define the type of publication, this generates the mask for the publication details.

- **Upload**
  In the first section you upload and license the publication.

- **Description**
  Here you describe the publication (metadata).

- **Subjects**
  In this section you select the fitting subjects from a prefabricated list.

- **FP7/ERC projects**
  Here you enter information in case the publication relates to a FP7/ERC granted project.

- **Deposit**
  These are the last steps. At this point you agree on the terms of deposition and declare full responsibility on copyright issues.
  The current step you are in is indicated green. You can jump between the steps. Information already filled in will be retained. If you use the browser’s step-back-button, though there could be some information loss. You can pause the deposit via <Save and Return> anytime. Then the item will be saved in <Manage Deposits>.
**Type**

Tick Monograph and then <Next>.

<table>
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<tr>
<th>Item Type</th>
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<tr>
<td>Article</td>
<td>An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.</td>
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<tr>
<td>Book Section</td>
<td>A chapter or section in a book.</td>
</tr>
<tr>
<td>Monograph</td>
<td>A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.</td>
</tr>
<tr>
<td>Conference or Workshop Item</td>
<td>A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use &quot;Book Section&quot; or &quot;Article&quot; instead.</td>
</tr>
<tr>
<td>Book</td>
<td>A book or a conference volume.</td>
</tr>
<tr>
<td>Thesis</td>
<td>A thesis or dissertation.</td>
</tr>
<tr>
<td>Patent</td>
<td>A published patent. Do not include as yet unpublished patent applications.</td>
</tr>
<tr>
<td>Teaching Resource</td>
<td>Lecture notes, exercises, exam papers or course syllabus.</td>
</tr>
<tr>
<td>Other</td>
<td>Something within the scope of the repository, but not covered by the other categories.</td>
</tr>
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**Upload**

Either you upload from a local drive or you provide a URL. If the file you are going to upload is named in a generic manner you may consider renaming it specifically (e.g. Creator_Title_Year).

You have different options how to add the data:
- Browse file from local disk
- Drag and drop file from local disk
- Provide a URL
After the upload you have to add some further information for the Technical Report. Click on <Show options>.

If you need any help changing the settings, each entry field has an explanatory description. Just click on the checkbox with the question mark to show the hidden help text.

Amongst others here you make the settings to generate a cover page. Tick ‘Yes, prepend an automatically generated coverpage’. Click <Update Metadata> before proceeding to the next step.
**Description**

Fill in the description (metadata) for the publication:

If you need any help filling in the details each entry field has an explanatory description. Just click on the checkbox with the questionmark to show the hidden help text.

Amongst the individually differing entries there are some fields to fill in equally for every Technical Report:

For Monograph Type tick Technical Report
Within the Publication Details select **Published** for Status and **IST Austria** for Publisher. The Date of Publication is the Date of Deposit.

### Subjects

Select one or up to three subjects. Click on the checkbox with the plus to view the main and sub subjects you can choose from.

<table>
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<th>Search for subject:</th>
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<td>- 000 Computer science, knowledge &amp; general works</td>
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</table>
Add subjects with the <Add> button and then click on <Next>.

**FP7/ERC projects**

In case this is a FP7/ERC granted project fill in its details: The Grant Agreement Number and the availability of the publication and then click on <Next>.
Deposit
You are about to deposit your publication. If you are not sure about some details, click on <Save for Later>. The item will be saved in your workarea and you can view them and make adjustments under <Manage Deposits>. If everything is ready and you agree to the terms of deposition, click on <Deposit Item Now>.

You will receive a status report showing that the Technical Report is deposited and under review. Also a preview of the record will be displayed.

After the review your Technical Report can be found in PubRep (ist.ac.at/pubrep). And also in a chronological list at the Library homepage (http://ist.ac.at/library/library-services/technical-reports/).
Deposit a Technical report anonymously

If you want to deposit a Technical Report anonymously e.g. for a double blind review you have to do so via an anonymous account. (Contact the library to receive the credentials for this account via library@ist.ac.at). Moreover you have to fill in certain fields differently. The following description leads through the whole process of depositing a Technical report – if you are familiar with this process just focus on the marked (⚠️) steps which indicate the fields you have to fill in differently.

First of all you have to prepare two files: the anonymised manuscript and a file with a list of the authors' names. (Anonymous1: Willard Chester; Anonymous2: Hetherington, Jack etc.)

⚠️ Go to ist.ac.at/pubrep and login to the anonymous account.

After the login you get to your user area. Click on <New Item>
The Deposit consists of six steps:

- **Type**
  First you define the type of publication, this generates the mask for the publication details.
- **Upload**
  In the first section you upload and license the publication.
- **Description**
  Here you describe the publication (metadata).
- **Subjects**
  In this section you select the fitting subjects from a prefabricated list.
- **FP7/ERC projects**
  Here you enter information in case the publication relates to a FP7/ERC granted project.
- **Deposit**
  These are the last steps. At this point you agree on the terms of deposition and declare full responsibility on copyright issues.

The current step you are in is indicated green. You can jump between the steps. Information already filled in will be retained. If you use the browser’s step-back-button, though there could be some information loss. You can pause the deposit via <Save and Return> anytime. Then the item will be saved in <Manage Deposits>.

**Type**

Tick Monograph and then <Next>.

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**Edit Item: Article #351**

- **Type**
  - Article: An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
  - Book Section: A chapter or section in a book.
  - Monograph: A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
  - Conference or Workshop Item: A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
  - Book: A book or a conference volume.
  - Patent: A published patent. Do not include as yet unpublished patent applications.
  - Teaching Resource: Lecture notes, exercises, exam papers or course syllabus etc.
  - Other: Something within the scope of the repository, but not covered by the other categories.

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Upload

Either you upload from a local drive or you provide a URL. If the files you are going to upload are named in a generic manner you may consider renaming them specifically (e.g. Creator_Title_Year for the manuscript and Authors list).

You have different options how to add the data:
Browse file from local disk
Drag and drop file from local disk
Provide a URL

After the upload you have to add some further information for the Technical Report and the authors list.

File: Technical Report
Click on <Show options>.
The settings:
For **Content** choose: submitted Version
For **Coverpage** tick: 'Yes, prepend an automatically generated coverpage'.
Click <Update Metadata> before proceeding to the next step.

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**File: Authors list**
Click on <Show options>.
The settings:
For **Content** choose: Additional Metadata
For **Visible to** choose: Repository Staff only
For **Coverpage** choose: No

**Description**
Fill in the description (metadata) for the publication:

If you need any help filling in the details each entry field has an explanatory description. Just click on the checkbox with the questionmark to show the hidden help text.
Amongst the individually differing entries there are some fields to fill in equally for every Technical Report:
For Monograph Type tick Technical Report

Instead of the Author names fill in Anonymous1, Anonymous2 etc.

Within the Publication Details select Submitted for Status and Anonymous for Publisher. The Date of submission is the Date of Deposit.
Subjects

Select one or up to three subjects. Click on the checkbox with the plus to view the main and sub subjects you can choose from.

Add subjects with the <Add> button and then click on <Next>.
FP7/ERC projects
In case this is a FP7/ERC granted project do not fill in its details!!

Deposit
You are about to deposit your publication. If you are not sure about some details, click on <Save for Later>. The item will be saved in your workarea and you can view them and make adjustments under <Manage Deposits>. If everything is ready and you agree to the terms of deposition, click on <Deposit Item Now>.

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After the review your Technical Report can be found in PubRep (ist.ac.at/pubrep). And also in a chronological list at the Library homepage (http://ist.ac.at/library/library-services/technical-reports/).
Deposit a new version

Especially Technical Reports are often published in various versions. So if you want to deposit an upgraded version of a Technical Report in PubRep we strongly recommend that you link those versions in the repository, so users can see at once which versions exist and decide on which they prefer.

To create a new version of a Technical Report you have to be the owner of this particular document. If you are not please contact the Library (library@ist.ac.at).

First you gave to open the older version of the respective Report, which you can find in <Manage deposits>

Click on the <View item> icon.

Select the tab <Actions>.
Select <New version>.

When the new version is created you can change the information accordingly and then deposit it.

Select the tab <Description>.
Click on <Edit item>. This leads you to the deposit form where you can alter the information which differs to the old version and upload the new file.
After depositing the new version you can see the version's relations in the preview.

When the new version is finally accessible in PubRep (after the review), the versioning is displayed in the search results.