

# Deposit a Technical Report

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 within IST Research Explorer, there are several User Guides on our website <https://ist.ac.at/en/research/library/publish-communicate/#IST>

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## Facts

- Technical Reports are published via IST Research Explorer
- 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.
- You can easily filter all Technical Reports published at IST Austria within IST Research Explorer by setting the publication type to “Technical Report”

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- Every Technical Report receives a DOI and is published within our ISSN series “IST Austria Technical Report”. This is only applicable for published Technical Reports - not for anonymous ones!

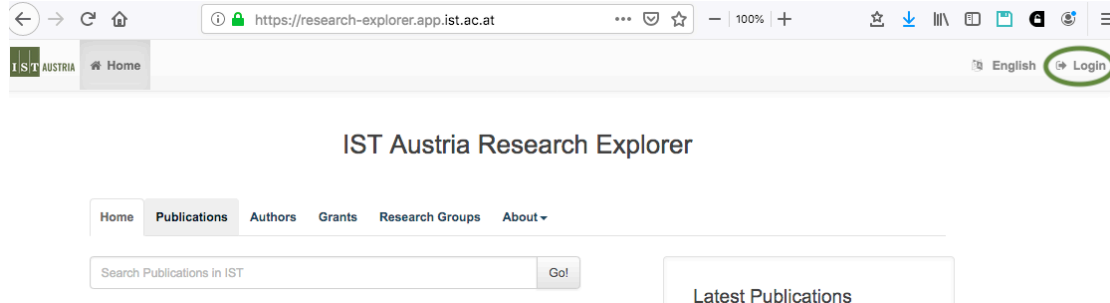
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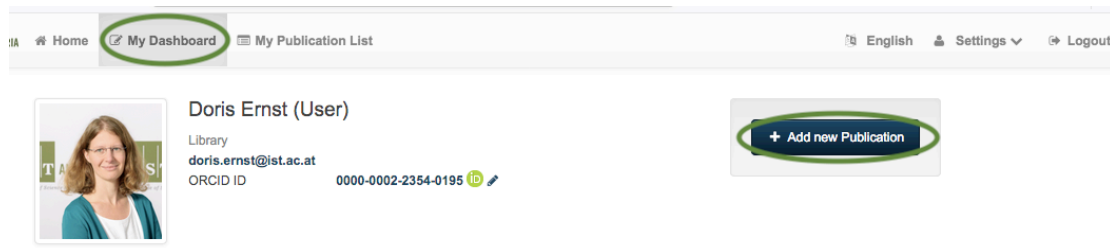
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# Deposit a Technical Report

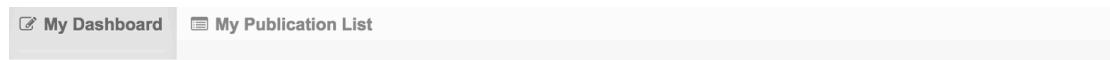
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As mentioned before, the unified cover page of your Technical Report is generated automatically by the system.



# Deposit a Technical Report anonymously

If you need to deposit a Technical Report anonymously (e.g. for a double blind review) you have to prepare two files: the anonymised manuscript and a file with a list of the authors' names (e.g. Anonymous1: Willard, Chester; Anonymous2: Hetherington, Jack; etc.). Please send your files to [repository.manager@ist.ac.at](mailto:repository.manager@ist.ac.at) and the Library team will upload them for you.



Be aware: the names are anonymised but the Institution will be recognizable! Anonymous Technical Reports will not receive a DOI, only reports with complete metadata will.

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Publishing Year	<b>2019</b>
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