



The IOC Repository Network for Marine Science

POLICY DOCUMENT

BACKGROUND

ODINAFRICA was the first Ocean Data and Information Network (ODIN) Project. Within this first ODIN the information management group developed an open access repository¹, *OdinPubAfrica*, to contain the scientific literature from African marine science institutes. Since then, other ODIN groups have been organised who were also interested in developing a similar repository project for their region. As a result the *OdinPubAfrica* repository was extended to accept other ODIN groups and was renamed OceanDocs (<http://www.oceandocs.org>).

The implementation of the OceanDocs Network:

- Makes scientific research of marine science institutes more quickly, and easily and freely accessible to the research and policy management community,
- Makes local and regional grey literature available on a worldwide scale
- Enhances the internal scientific communication
- Facilitates publishing of research findings (e-journal as well as e-archive), specifically for scientists in Developing Countries thereby promoting their research and increasing their access to the international research forum.

1. STRATEGIC OBJECTIVES

The OceanDocs Network has been created to provide a multi institutional distributed network of OceanDocs Central and institutional, regional and national repositories whose records will be harvested by Avano to provide a unique access point to the publications:

- Development of OceanDocs Central, hosted by IOC/IODE Project Office, to provide a repository for any ODIN or marine related institute within IOC Member States, that does not have the capacity to set up their own repository.
- Development and support of an OceanDocs Network of OAI-compliant repositories (Institutional, National and Regional) hosted by ODINs or individual institutes within ODINs. These provide access to full-text publications/research created by scientists affiliated to oceanographic and marine institutes and managed by their libraries and information centres.
- Integration of document records into AVANO, <http://www.ifremer.fr/avano/>
Build an IOC/IODE harvester: utilize the harvester functionality within DSpace or an ODIN filter on Avano to facilitate one search capability across OceanDocs Central and all autonomous ODIN Repositories

¹ A repository makes available electronically, the scientific research output of an institution or group of institutions. Primarily, it is a way to make their own scientific publications/research available to their own community and to other interested scientists through Open Access (see <http://www.opendoar.org>). A repository is not an electronic library. In an e-library all material relevant to a community is collected. The storage of all these documents on a library server cannot be realized as a result of the limitations enforced by copyright laws. An electronic library will use search tools for electronically accessible documents (commercial publishers and open access document collections).

- Integration of Repositories into ODIN Information Portals, Digital marine atlases and Databases: ASFA, OceanExpert and Datasets linking
- Cooperate with other UN Agencies Repository initiatives to share expertise and investigate interoperability
- Develop a capability to archive other media eg. Data etc.

2. PARTNERS *(see list in Annex 1)*

OceanDocs Network provides repository services at the Central, National, Regional and Institutional level for:

- IOC/IODE
- ODINs : ODINAFRICA, ODINCARSA, ODINCINDIO, ODINECET, ODINPIMRIS, ODINWESTPAC
- Institutes within ODINs
- Individual Institutes within IOC Member States
- OceanDocs Central may also host collections produced by IOC partner agencies at the discretion of the OceanDocs Network Steering Group (eg. SCOR ASCLME etc).

Partners will:

- appoint 1 or 2 repository coordinators
- implement the OceanDocs Network policy at the local level where possible
- develop promotional activities in the region
- develop capacity building/training on a regional level
- provide Yearly Planning and Activity reports to be delivered to the Co-Chairs of the OceanDocs Network Steering Group.

3. GOVERNANCE

The OceanDocs Network is hosted by the IOC/IODE Programme, and funded through a variety of programmes and projects. The coordination and organisation of the Network is managed by a Steering Group who are tasked with the development of a coherent repository network with a goal of creating better access to research in marine sciences.

MEMBERSHIP OF THE STEERING GROUP

The members of the OceanDocs Steering Group are from the following:

- IODE Project Office; Hasselt Technical Support; an OceanDocs Coordinator from each ODIN; GE-MIM Representative; Aquatic Commons Representative; Invited Experts (MIM & Researchers)
- Ad Hoc Invitations to Advisory Group eg. Partner Agencies, Regional Policy Administrative members)
- Chair to be appointed from members, term limit of two sessions
- One meeting every two year session held between IODE Sessions; other regular meetings will be held in the virtual environment.

RESPONSIBILITIES OF THE STEERING GROUP

The responsibilities of the OceanDocs Steering Group are the following:

- Agree Policy, Strategy and two yearly Operational Plan

- Recommend technical developments and services
- Liaise with complementary organisations in repository matters
- Maintain and implement a dynamic communication strategy
- Support repository training:
 - Training session of trainers (for ODIN Coordinators at IOC level)
 - Regional training sessions (By ODIN Coordinators in the ODIN)
 - Development of training material (in OceanTeacher)

4. POLICIES AND STANDARDS

Partners in the OceanDocs Network agree to a common approach to policy and standards.

SOFTWARE AND TECHNICAL SUPPORT

AgriOcean DSpace is the preferred repository software for OceanDocs Central. AgriOcean DSpace is a joint initiative of FAO and UNESCO-IOC/IODE to provide a customized version of DSpace, an open source, digital repository software. AgriOcean DSpace is maintained, developed and adapted by the Hasselt University Library.

Other repository software packages may be used by Network partners for their own institutional repository, provided they meet recommended metadata standards, but OceanDocs Central cannot provide technical support for these. The use of the same metadata standards and controlled vocabularies is highly recommended (*Annex 2*).

METADATA STANDARDS

OceanDocs endorses the use of good practices for the creation, management and exchange of bibliographical metadata as it is recommended by *Linked Open Data -enabled bibliographic data* (LODE-BD)² (*Annex 2*). OceanDocs promotes the use of well-established metadata standards as Dublin Core Metadata Elements or MODS for the exchange of bibliographic metadata

OceanDocs encourages the use of authority data, controlled vocabularies, and syntax encoding standards whenever possible in order to enhance the quality of the interoperability and effectiveness of information exchange. OceanDocs also recommends the use of resource URIs as names for things, for data values when they are available.

METADATA POLICY

OceanDocs indexes, stores and exposes intellectual works in the field of marine science. All bibliographic data are open according to the *Open Data Commons Open Database License*³. In support of this practice, OceanDocs endorses the *OpenBiblio Principles*⁴ as published 17 January, 2011.

Third parties may collect bibliographic data from OceanDocs via automated mechanisms and facilitate end-user services to support the dissemination and retrieval of the repository's content. OceanDocs general policy is to allow the harvesting of bibliographic data, but explicitly prohibits the automated harvesting of the full content of the intellectual works.

² *Linked Open Data -enabled bibliographic data* (LODE-BD) <http://aims.fao.org/lode/bd> Last accessed: February 2012

³ *Open Data Commons Open Database License* <http://opendatacommons.org/licenses/odbl/1.0/> Last accessed: February 2012

⁴ *OpenBiblio Principles* <http://openbiblio.net/principles/> Last accessed: February 2012

5. ACCESS TO FULL TEXT

The purpose of OceanDocs is to make full text marine science material visible, accessible, harvestable, searchable and usable by any potential user with access to the Internet. Searching and downloading full text documents in OceanDocs is free for any user. Only in special cases, a temporary limitation to access facility may be applied, according to copyright restrictions, e.g. temporary embargo.

Single copies of full text items may be reproduced for personal research or study, education or not-for-profit purposes without prior permission or charge provided the following are displayed:

- The correct citation to authors, title and full bibliographic details
- The hyperlink and /or URL for the original metadata page
- The original copyright statement
- The original Rights permission statement

The content must not be changed in any way.

6. SUBMISSION

It is appreciated that the following conditions may need to be amended in accordance with local ODIN requirements – a copy of the amended ODIN Policy Document should be deposited with the OceanDocs Network Steering Group.

DEPOSITORS

- Items may only be deposited by accredited registered members of the OceanDocs Communities, or their delegated agents.
- Eligible depositors must deposit full texts of their publications, although they may delay making the full text publicly visible to comply with publishers' embargos.
- The validity and authenticity of the content of submissions is the sole responsibility of the author.
- Submitting authors will be responsible for ensuring the documents they archive do not have any restrictions on their electronic distribution. If the submission task is delegated to other persons (e.g. the librarian), then the institute should clearly state the responsibility of the depositor and the author. This statement can be included in an Institute policy or by completing a Permission to Deposit agreement. (*Annex 4*).

Duplication of papers in different open repositories is permitted.

CONTENT

OceanDocs is focused on research in marine sciences related fields. The OceanDocs Editorial Team has the right to reject any deposit not deemed to be within the subject scope of the repository.

Only metadata submitted with a full text deposit will be accepted.

The repository accepts the following type of material⁵:

- Journal contribution (article, review, editorial, letter, meeting abstract, note, other)
- Book Section
- Book
- Proceedings paper
- Conference contribution (paper, poster, presentation, other)
- Research reports, including Administrative Reports
- Working paper
- Thesis
- Other (charts, images, sound, video, datasets: the limitation is related to internet access)

COPYRIGHT

- Only items complying with copyright conditions should be deposited (*see Annex 3: Copyright Decision Flowchart & Copyright Guidelines*).
- A Permission to Deposit Agreement should be signed by the author and filed with the Repository Administrator, where a delegated agent is the depositor (*Annex 4*). It also can be resolved in an institutional copyright policy document.
- Any copyright violations are entirely the responsibility of the authors.
- If the repository receives proof of copyright violation, the relevant item will be removed immediately.

7. PRESERVATION

The OceanDocs policy for preservation of documents is:

- All materials posted in the OceanDocs will be retrievable but OceanDocs strongly recommends authors to use PDF/a.
- OceanDocs will try to ensure continued accessibility.
- *Supported* means that OceanDocs will make usable in the future, applying whatever combination of techniques (such as migration, emulation, etc.) is appropriate, given the context of need. Not all proprietary formats can be supported. These files will still be preserved. It is likely that for extremely popular but proprietary formats (such as Microsoft .doc, .xls and .ppt), OceanDocs will be able to help make files in those formats viewable in the future. Items will be retained indefinitely.
- OceanDocs regularly backs up its files according to current best practice.
- Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.
- Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National security
 - Falsified research
- Withdrawn items are deleted entirely from the database and metadata will not be searchable.
- If necessary, an updated version may be deposited. In the event of OceanDocs being closed down, the database will be transferred to another appropriate archive.

⁵ More information at: <http://aims.fao.org/tools/agriocan-dspace/content-types> Last accessed: February 2012

FILE FORMATS

OceanDocs will fully support and preserve the following formats using either format migration or emulation techniques: (**supported**: we fully support the format; **known**: we can recognize the format, but cannot guarantee full support)

Description	Extensions	Level
Adobe PDF/A	Pdf	Supported
Microsoft Word, Powerpoint, Excel	doc, ppt, xls, docx, pptx,xlsx	known
Open Office	odt, opp, ods	known
Text	txt	Supported

Long-term support for files uploaded in compressed format (zip, rar, 7z, ...) is explicitly not guaranteed.

Deposit of other file formats (eg. for images, video, audio, spreadsheets) should be discussed with the Repository Administrator.

DISCLAIMER

A disclaimer will be published on the website:

To the extent permissible under applicable laws, no responsibility is assumed and is hereby disclaimed by OceanDoc Network and for any injury and/or damage to persons or property as a result of any actual or alleged libelous statements, infringement of intellectual property or privacy rights, or products liability, whether resulting from negligence or otherwise, including without limitation from any use or operation of any ideas, instructions, procedures, products or methods contained in the material therein. Access to the site is provided on an "as is" basis, and neither OceanDocs warrant that the information or software contained herein is complete or accurate or free from error. Information downloaded by the user should be checked for defects or viruses before being used.

Submitting authors or delegated agents will be responsible for ensuring the documents they archive do not have any restrictions on their electronic distribution.

Annex 1. OceanDocs Network @ Jan 2012

OceanDocs Central at IOC-Ostend:

Africa (ODINAFRICA)

- **EGYPT**
 - National Institute of Oceanography and Fisheries
- **GHANA**
 - Marine Fisheries Research Division
- **KENYA**
 - Kenya Marine and Fisheries Research Institute
- **MADAGASCAR**
 - Institut Halieutique et des Sciences Marines
- **MAURITANIA**
 - Institut Mauritanien de Recherches Océanographiques et des Pêches
- **MAURITIUS**
 - Albion Fisheries Research Centre
- **MOROCCO**
 - Université Mohammed V-Agdal, Faculté des Sciences
- **MOZAMBIQUE**
 - INAHINA

Latin America (ODINCARSA)

- **ARGENTINA**
 - Instituto Nacional de Investigación y Desarrollo Pesquero (INIDEP)
 - Centro Austral de Investigaciones Científicas (CADIC)
 - Instituto de Biología Marina y Pesquera Almirante Storni (IBMP)
- **CHILE**
 - Escuela de Ciencias del Mar. Facultad de Recursos Naturales. Pontificia Universidad Católica de Valparaíso (PUCV)
 - Instituto Antártico Chileno (INACH)
 - Instituto de Fomento Pesquero (IFOP)
 - Servicio Hidrográfico y Oceanográfico de la Armada de Chile (SHOA)
 - Universidad de Magallanes (UMAG)
- **COLOMBIA**
 - Instituto de Investigaciones Marinas y Costeras

NAMIBIA

- NatMIRC

- **NIGERIA**

- Nigerian Institute for Oceanography and Marine Research

- **SENEGAL**

- Direction des Pêches Maritimes / CRODT

- **SEYCHELLES**

- Seychelles Fishing Authority

- **TANZANIA**

- Institute for Marine Science - Zanzibar

- **TOGO**

- Centre de Gestion Intégrée du Littoral et de l'environnement

- **TUNISIA**

- Institut National des Sciences et Technologies de la Mer

- **CUBA**

- Acuario Nacional de Cuba
- Centro de Bioproductos Marinos Industrias Pesqueras
- Instituto de Oceanología
- Centro de Investigaciones Pesqueras - Ministerio de Industrias Pesqueras

- **ECUADOR**

- Escuela Superior Politécnica del Litoral (ESPOL)
- Instituto Nacional de Pesca
- Instituto Oceanográfico de la Armada

- **MEXICO**

- Universidad Autónoma de Baja California-Ensenada
 - Facultad de Ciencias Marinas
 - Instituto de Investigaciones Oceanológicas

- **TRINIDAD & TOBAGO**

- Marine and Coastal Information
- Institute of Marine Affairs

- **URUGUAY**

- Dirección Nacional de Recursos Acuáticos
- Instituto de Investigaciones Pesqueras

GEOHAB

IODE

CEEMAR (ODINECET repository)

- BULGARIA:

- POLAND:

- Institute of Oceanology PAS, Sopot
- Sea Fisheries Institute, Gdynia

-RUSSIA:

- Federal Institute for Fisheries & Oceanography (VNIRO), Moscow
- Sakhalin Research Institute of Fisheries and Oceanography (SakhNIRO), Yuzhno-Sakhalinsk

- Institute of Oceanology – Bulgarian Academy of Sciences (IO-BAS)
- Scientific-research Institute of the Azov Sea Fishery (AzNIIRKH), Rostov-on-Don

- UKRAINE:

- Institute of Biology of the Southern Seas, Odessa branch
- Institute of Hydrobiology (IHB), Kiev

Institutional Repositories:

- Institute of Biology of the Southern Seas (Sebastopol, Ukraine)
- ODINPIMRIS Network (Pacific Islands)
- DRS at National Institute Of Oceanography (Goa, India) – related partner

Annex 2. OCEANDocs METADATA SCHEMA : RECOMMENDATIONS BASED ON LINKED OPEN DATA-ENABLES BIBLIOGRAPHIC DATA VERSION 1.1.

Source: <http://aims.fao.org/lode/bd>

OceanDocs has from the start chosen to support a rich metadata set. It is characterized by its granularity and by the use of ontologies. Metadata formats like MODS and AGRIS AP are supported. The ASFA and Agrovoc thesauri are used as descriptors and where possible resource URI's are included. The use of a rich metadata set is necessary to create quality services. The metadata set is still in development and has to be supported by the ODIN and if possible the aquatic community. The guidelines of the LODE-BD will help OceanDocs in the further development of its metadata set. The latest version of OceanDocs Metadata set is always available at: <http://hdl.handle.net/1834/4182>

The Linked Open Data – enabled bibliographic data (LODE-BD) is a list of recommendations to assist data providers in selecting appropriate encoding strategies to exchange bibliographic metadata as Linked Data. Although LODE-BD focuses on the exchange of data in RDF/XML or RDF, it also contains recommendations about the minimal set of metadata properties, and syntax encoding rules, controlled vocabularies and authority data, necessary to produce, manage and exchange meaningful bibliographic⁶ metadata.

5. Key Principles

In order to enhance the quality of the interoperability and effectiveness of information exchange, LODE-BD is built on five key principles:

1. To promote the use of well-established metadata standards (Dublin Core, AGRIS AP, MODS);
2. To encourage the use of authority data, controlled vocabularies, and syntax encoding standards whenever possible (ASFA, Agrovoc, Other possibilities: OceanExpert, Catalogue of Life, GeoNames, ...);
3. To encourage the use of resource URIs as names for things for data values when they are available;
4. To facilitate the decision-making process regarding data encoding for the purpose of exchange and reuse;
5. To provide a reference support that is open for suggestions of new properties and metadata terms according to the needs of the Linked Data community.

Content Model

The definition of a conceptual model helps to establish an overall picture of involving entities and relationships in bibliographic descriptions. In a broader context, the use of a similar conceptual model among data providers should also help to foster a common understanding of the involving data models.

LODE-BD proposes a simple conceptual model based on three entities:

1. *Resource*: the center of every description,
2. *Agent*: the responsible body for the creation of the content and/or the dissemination of the resource; and
3. *Thema*: subjects, topics, concepts, and categories that the resource's content is about.

⁶ An instance of bibliographic resource includes articles, monographs, theses, paper, material presentation, research report, learning object, etc. - printed or electronic format

The model should provide sufficient capabilities for the data providers to present their content (such as document repositories and library catalogues) for sharing in the traditional environment or transferring to the Linked Data environment.

List of Properties

The LODE-BD Recommendations have identified a list of common properties for describing bibliographic resources based on nine groups: about two dozen properties used for describing a bibliographic resource as well as an additional two sets of properties for describing relations between bibliographic resources or between agents with specific best practice recommendations.

1. Title Information: Title is one of the most important and relevant access points for any resource. The information is usually supplied through a number of properties including *title*, *alternative title*- (handling subtitle(s), *parallel title*(s), *translated title*(s), *transliterated title*(s)), and *title supplement*.

2. Responsible Body: This group contains the properties associated with any agent who is responsible of the creation and publication of the content of the resource, for example, the *creator*, *contributor*, and *publisher* or *issuer* of a resource.

3. Physical Characteristics: Properties that describe the appearance and the characteristics of the physical form of a resource are placed into this group. They are: *date*, *identifier*, *language*, *format*, and *edition/version*.

4. Location/Holdings (physical location): It is considered important for a resource to be located and obtained in the information exchange. Properties that record the *location* and *availability* information are taken into account in this unique group.

5. Subject: In contrast to the physical characteristics, the Subject group embraces the properties that describe or otherwise help the identification of what the resource is about or denotes, in the form of *subject term*, *classification/category*, freely assigned *keyword* and *geographic term*.

6. Description of content: Two major types of descriptions that focus on the content of the resource rather than the physical object are considered in this group: a) any representative *description* of the content, usually in the form of *abstract*, *summary*, *note*, and *table of contents* and b) *type* or *genre* of the resource.

7. Intellectual property: Any property that deals with an aspect of intellectual property rights relating to access and use of a resource is included in this group, with special regard to *rights*, *terms of use* and *access condition*.

8. Usage: Properties that are related to the use of a resource, rather than the characteristics of the resource itself, are considered to belong to this group. Typical properties are: *audience*, *literary indication*, and *education Level*.

9. Relation: This group has a different perspective for describing the resources from other groups that focus on describing the resource itself. Here various relations between two resources or between two agents are the focus of description. Due to the significant number of such properties, no specific properties are listed under the Relation group in the following table. Details of the

properties designed for describing the relations are introduced in the sections 9.1 and 9.2 of the recommendations.

These groups of information are listed together in **Table 1**, with the specific properties included in each group. Special attention should also be given to the additional recommendations on cardinality, value control, and important attributes. Table 1 comprises the following components in corresponding columns:

A. Groups of properties

B. Properties included in each group. Two special styles are used to signify the importance of the properties: two plus signs “++” (also in red colour) for the mandatory property; one plus sign “+” (also in blue colour) for the highly recommended property in the context of bibliographic information exchange. The rest are recommended or optional.

C. Requirements of properties in the context of both non-analytical and analytical bibliographic descriptions, specified with (M)andatory, (H)ighly-(R)ecommended, (R)ecommended, and (O)ptional marked for either process.

D. Recommendation on the **control of values**, indicating (n)ot controlled, should use a name authority or a controlled vocabulary, or should follow a syntax encoding rule.

E. Some **important attributes** associated with individual properties, with special regard to the language and scheme attributes. A scheme can be either a value encoding scheme or a syntax encoding scheme.

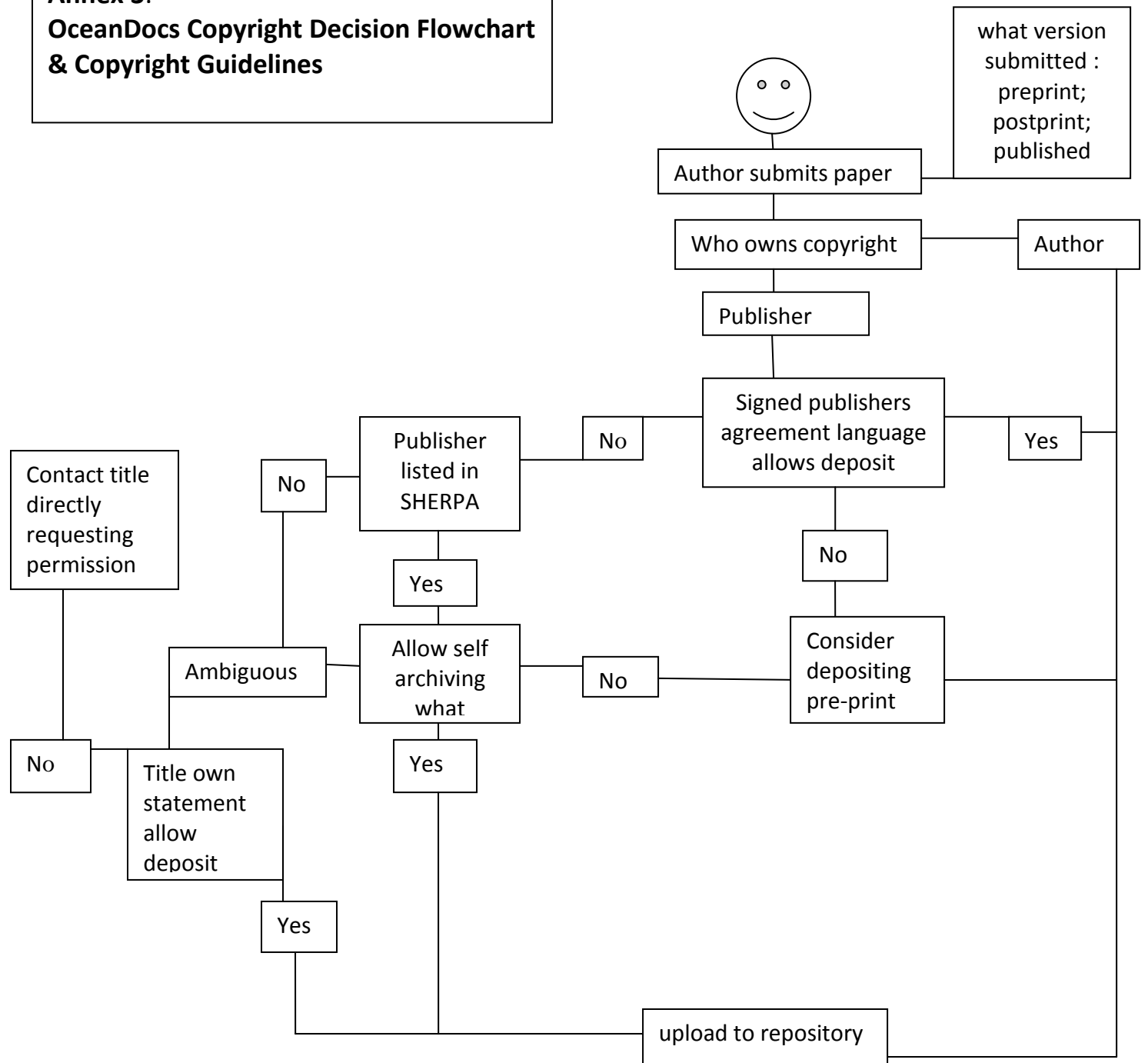
Table 1. Groups of Common Properties

A	B	C		D	E
Group	Property	Requirement M HR R O		Value Control	Important Attributes
		Non Analytical	Analytical		
1. Title Information	title++	M	M	n	language
	alternative title	O	O	n	
	title supplement	O	O	n	
2. Responsible Body	creator+	HR	HR	n or Name authority (personal, corporate body, conference)	scheme
	contributor	O	O	n or Name authority	
	publisher/issuer+	HR	R	n or Name authority	
3. Physical Characteristics	date++	M	M	Syntax encoding rule	scheme
	identifier+	HR	HR	Syntax encoding rule	scheme
	language++	M	M	Controlled list	scheme
	format/medium+	HR	HR	Controlled list	scheme
	edition /version	R	R	n	
	source+	HR	R	n	

4. Location	location++	M	M	n or Rule [Holding unit names may be managed through a controlled list]	
	availability	O	O	n	

5. Subject	subject term+	HR	HR	Controlled vocabulary	language scheme
	classification	O	O	Controlled vocabulary, Classification system	scheme
	[freely assigned] keyword	R	R	n	language
	geographic term	O	O	Controlled vocabulary	language scheme
6. Description of content	description/abstract (or note/ summary/ table of contents)	R	R	n	language
	type/form/genre	R	R	Controlled vocabulary	language scheme
7. Intellectual property	rights+ term of use access condition	R	R	n [Rights holders may be managed through name authorities]	
8. Usage	audience	O	O	Controlled list	scheme
	literary indication	O	O	Controlled list	Scheme
	education level	O	O	Controlled list	Scheme
9. Relation	[relation between resources]+	O	HR	Controlled resource IDs	
	[relation between agents]	O	O	n or Name authority	

Annex 3: OceanDocs Copyright Decision Flowchart & Copyright Guidelines



preprint = author draft before peer review

post print = final peer reviewed version

published version (pdf) - final journal version

reproduced with amendments from Univ Georgia Law

COPYRIGHT GUIDELINES ⁷

Copyright laws are not identical in all countries. It is important to be aware of this because academic work frequently crosses national boundaries. Still, there is much in common among national copyright laws because they are based on international agreements, such as the Berne Convention. Always check national copyright and publishers policies.

It is advisable also to know whether:

- The Institute has a policy about retention of copyright ownership
- The Institute uses the Creative Commons License <http://creativecommons.org/about/licenses>

Open Access is the immediate, online, free availability of research outputs without restrictions on use commonly imposed by publisher copyright agreements. Open Access includes the outputs that scholars normally give away for free for publication; it includes peer-reviewed journal articles, conference papers and datasets of various kinds. Open Access provides the means to maximise the visibility and availability, and thus the uptake and use, of research outputs.

Copyright: the main question is whether a work has been published. If it has not yet been published, the author holds the copyright. When a work is published, the key question is whether the rights have been transferred in writing to the publisher by means of a contract. If no contract has been signed, the author owns the copyright and can determine how the work is used. In the case of a signed contract, much will depend on the wording of the contract.

- Contracts are not absolute. Authors that receive contracts from publishers can stipulate a clause whereby they stipulate that they want to place the work to be published in an Open Access Repository. An increasing number of publishers agree to such stipulations. There are also many publishers that have already included such permission in their own policies. However, different publishers have different policies in this regard. For information about publishers' policies that could affect you, see, for example, [the Sherpa web pages](http://www.sherpa.ac.uk/romeo). [Publisher Copyright Policies & Self Archiving](http://www.sherpa.ac.uk/romeo) <http://www.sherpa.ac.uk/romeo>

There, you will also find those publishers that object to pre-publication in the form of a working paper or something similar. Most publishers prefer to use such pre-publications for finding interesting texts; but an occasional publisher will object to this.

If the publisher does not provide the author with a written contract for signing, the author is free to publish in the journal and deposit the article in an OA Repository.

If the author does receive a contract for signing, the author must stipulate certain rights in the contract with the publisher. There are two methods of doing this:

1. The author can retain the copyright themselves, but grant the publisher certain rights, for example, the right to publication in a journal
2. The author can assign the copyright to the publisher in the contract, but at the same time stipulate that he/she may place your article in an academic repository
3. The author informs the publisher that as a requirement of his project funding from which the paper was produced, he/she is required to deposit in an OA Repository.

⁷ Some text modified from Erasmus Universiteit Rotterdam, Policy on Copyright and Open Access (<http://repub.eur.nl/static-eur/pdf/Copyrights.pdf>, Last accessed: January 2012

Three different situations:

1. Storage **before** actual commercial publication (pre-print)
2. Parallel publishing
3. Storage **after** actual commercial publication (post-print)

Storage before actual publication

Authors hold all rights to their work. They may therefore decide whether they want to have their work included in a repository. If authors store their work in an OA repository, for example as a working paper or as a research memorandum, they retain the option of offering this work to a commercial publisher for inclusion in a journal. Most publishers no longer object to this. On the contrary, publishers also consult OA repositories in their search for suitable articles.

Parallel publishing

Some publications, for example dissertations or publications at your own institute, may be placed in the repository and published by the Institute simultaneously. Authors retain all rights to their work.

Storage after actual publication

The possibilities of storage in an OA repository after publication of a work will depend on whether a written contract has been concluded with the publisher and, if so, the stipulations in that contract. Publishers usually stipulate an embargo. This means that, although a paper will be included in the OA repository, the full text will only be available after a specific period. As a rule, this period will be six months, sometimes a year, after commercial publication. In any case, realise that publishers may own rights to a specific text, a specific article or book. Any changes made to the contents constitute a new work with new rights.

Several examples:

1. *There is no written contract concluded with the publisher*

Author owns all rights to the work because no transfer of rights has taken place.

2. *There is a written contract*

- a. Exclusive rights

The publisher owns all commercial rights to the author's work, or the author must have specific conditions included in the contract.

- b. Non-exclusive rights

It is not unusual for a publisher to own the rights to distribute a work in printed form. Sometimes a publisher also has the rights to an electronic edition of the work, but authors can also hold the rights to exploit their work, for example, the right to place his work in an OA repository.

- c. Other contracts

A contract is binding. Read the author's contract to see which publication potential can be exploited. Anything that is not expressly prohibited is permitted. If a contract explicitly states that authors may not place their work in an OA repository, they can try to delete this stipulation. If that is not possible, they can always ask the publisher for permission later to place their work in an OA repository.

3. *There is mention in the colophon that the author has relinquished his rights*

A colophon is not a contract. Without a contract, there is no legal transfer of rights. The author still retains all rights to his work.

4. Verbal agreements

If the author agrees verbally that their work will be included in a specific edition of a journal, he will still own all rights to his work.

As mentioned above, virtually all publishers permit pre-print publication of author's work ("working paper"). An increasing number of publishers have also decided that post-print publications are permitted. Publishers allow articles, after publication in journals, to be included in repositories in the author's final version. You are free to make changes, but you may not use the format of the journal. You must also include a reference to the publisher's website.

Authors should take care to save their final version – the version that is sent to the publisher for publication. Even better, send the latest version (pre-print) both to their publisher and to OceanDocs. If the author makes a habit of this, nothing can go wrong.

Co-authorship

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