

# Community Series Administrator Tools



The following tools are available to administrators: **uploading and managing submissions**, **configuring a series**, **generating reports**, and **distributing email messages**. To access these tools, log in to your account. You will then see a list of the series for which you have been designated an administrator. Make sure you select the correct series, if more than one is listed. Select any operation for the series you are interested in, and you will see the toolbar above at the top of your screen. Each tab on the toolbar will allow you to perform several operations, as detailed below.

## Configuration

The **Configuration** tool allows you to set basic appearance and content parameters, enter descriptive text, and select community administrators. This is done via the following 14 fields:

### 1. Series Title:

The full name of the series

### 2. Shortened Name of Series:

This is the name of the series that appears in the navigation toolbar; the default is the url of the series, e.g., **chip\_docs**. You can change the name to something more appealing.

The screenshot shows the Digital Commons@UConn interface. At the top, the navigation toolbar is visible. The main content area displays the series title 'Center for Health/HIV Intervention and Prevention (CHIP) Documents' and the shortened name 'CHIP Documents'. A search bar is located below the series title, with the text '[ Browse Contents ] [ Search ] [ CHIP Website ]'. The search bar is highlighted with a box and an arrow pointing to the 'Shortened Name of Series' label. The 'Series Title' label is also highlighted with a box and an arrow pointing to the series title. Below the search bar, there are sections for 'MANUSCRIPTS FROM 2005', 'MANUSCRIPTS FROM 2004', and 'MANUSCRIPTS FROM 2003'. The 'MANUSCRIPTS FROM 2005' section lists the following articles:

- Interventions in Clinical Settings, Susan M. Kiene, Jeffrey D. Fisher, and William A. Fisher

The 'MANUSCRIPTS FROM 2004' section lists the following articles:

- Influences of Social Power and Normative Support on Condom Use Decisions: A Research Synthesis, D. Albarracin, G. T. Kumkale, and Blair T. Johnson
- Truth or Consequences: Overcoming Resistance to Persuasion with Positive Thinking, Blair T. Johnson, Aaron Smith-McLallen, Lay A. Killeya, and Kenneth D. Levin

The 'MANUSCRIPTS FROM 2003' section is partially visible.

### 3. Optional URL for a Web Presence for this Series:

If the series exists online elsewhere, provide the URL here.

### 4. Introductory Text:

Not the same as the text that introduces the *community*, this is specific to this series. Use HTML coding as necessary.

### 5. Hide this series:

Unlikely to be used; perhaps if it is desirable to have all the contributions show up at once.

### 6. Peer-reviewed?

Because of the configuration of [DigitalCommons@UConn](http://DigitalCommons@UConn), checking this box will have no effect; leave unchecked.

University of Connecticut  
LIBRARIES DigitalCommons@UConn

HOME >> CT IWR >> CT IWR Special Reports

home  
about  
help  
for authors  
my account  
notify me  
contacts  
University of Connecticut Libraries

Connecticut Institute of Water Resources

**Special Reports**

Special Reports are publications that cover a wide range of water resources related material including scientific reports, conference proceedings and indexes of water resource related personnel and publications. A full text PDF version of each special report is available by clicking on the title.

[ Browse Contents ] [ Search ] [ CT IWR Special Reports Website ] [ Submit a Paper ]

- 2002 - Report No. 38: [Precipitation in Connecticut](#), David R. Miller, Glenn S. Warner, Fred L. O'Neil, and Arthur T. DeGaetano
- 2001 - Report No. 37:  [Optional URL](#)

**Introductory Text for the series**

**Optional URL**

**This link will only show if direct submission is enabled**

### 7. Other formats than PDF?

If you are going to load files other than text files, check this box.

### 8. Keep older versions?

If you want to allow multiple versions of a given document to show on the site, indicate this here. Otherwise, only the most recently revised (and approved) version will appear.

### 9. Add a Submit link:

To allow contributors to submit directly to this series, check this box. **Note:** All submissions will be sent to a queue, where you (or another administrator) will have the opportunity to review the submission, and must register a decision before the submission will be posted.

### 10. Author submission agreement:

This is standard, and must not be changed.

### 11. Policies:

If series-specific policies are desired, this is their location. Use HTML coding as necessary.

### 12. Subject Area Picklist:

A picklist will present a list of subjects that can be assigned to a document at the time of submission, simply by selecting the appropriate terms. The list must be created and uploaded as a **.txt** file. Once loaded, it can be downloaded and edited or deleted. **Note:** if a subject picklist is added, the **keyword** field (see below) will be removed; however, it is possible to maintain the keyword field. Contact the Coordinator to do so.

### 13. Logo:

GIF files only; 100 x 100 pixels maximum

### 14. Administrators:

The Community Administrator can add or remove administrators, but cannot remove themselves (the Repository Coordinator can do this if necessary). To add an administrator, name and email address are required.

**Upload Submission**

The **Upload Submission** tool is the heart of the system, and is where submissions are loaded into DigitalCommons@UConn. To start an upload, click on the tab. The following are **required** for each submission: author(s), title, date, file(s), and publication information (if applicable). Optional fields are keywords and abstract. Completing these fields will enhance the discovery and retrieval of the file.

**Author(s)** and author email addresses

If authors are to be notified automatically when submissions are loaded and available, email addresses are required; otherwise, they are optional.

To input Author information, use the **Add Author** button, and fill out the information. **Note:** this information will already be filled out if you supplied the email address of an author who has an account, or made a previous submission (if they provided their email address with the submission).

Only first and last name are required. If you want to include UConn as the Institution for an author entry, use **University of Connecticut**. Lower level administrative units can be added to the name; i.e., **University of Connecticut Department of History**.

Continue to use the **Add Author** button until all authors are listed.

**add authors...**

If no email address is entered the author will not be notified about the status of the submission or be able to access or change any information regarding this submission using these web tools.

Author's email address (optional)  **To input author information, click here.**

When the list below is accurate and complete

Name/Email	Institution	Order	Delete	Edit
John Doe		1st author	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
Jane R. Doe	University of Connecticut Department of Storrs	2nd author	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>

**Change the order of the authors as needed.** **Edit name, institution, and contact information.**

HOME | ABOUT | HELP | MY ACCOUNT | NOTIFY ME | SEARCH

**Title:** Capitalize all title words, except for prepositions, articles, etc.

**Date:** Use the date of publication, if applicable, or submission date, if no other date is provided. If month is unknown, use January. If day is unknown, use 1. If no date is entered, the current date will be applied.

Title

Date of this Version

Enter "1" for the day if the actual day is unknown.

**Keywords:** Use lowercase.

**Abstract** You can choose the layout using the formatting options available. Use HTML coding as necessary.

**File:** [DigitalCommons@UConn](#) policy is not to accept citations or abstracts only; the full text or other content is required. To upload, files must reside on the loader's computer, or on a server to which he/she has access, **or** reside on a web server and have a URL. The options for loading files that appear on the submission form vary, depending on whether or not file types other than text files are allowed for the particular series (see **Configuration** above). In either case, simply use the Browse button to locate the file, or enter the URL. If other files types have **not** been allowed, the section of the submission form will look like the example below.

**upload the main document...** ?

Please upload the document as a Word, RTF, or PDF file. All documents are posted as PDF files (Word and RTF files are converted automatically). If creating your own PDF file, be sure to **embed all fonts** and use **Adobe's PDF Distiller** instead of PDF Writer.

OPTIONS (choose one):

Upload a Word or RTF File:

Upload a PDF File:

Or enter a URL if the PDF file is online elsewhere:

If other file types **are** allowed, the section of the submission form will look like this:

**upload the main document...** ?

Please upload the document below. The system converts Microsoft Word and RTF documents to PDF files, and posts them alongside the original. Other file formats are not converted to PDF, nor is the full text of non-PDF documents included in the search index.

If creating your own PDF file, be sure to **embed all fonts** and use **Adobe's PDF Distiller** instead of PDF Writer.

OPTIONS:

Upload the Original Document:

Upload a PDF Version of the File (Optional):

Or enter a URL if the PDF file is online elsewhere:

**Publisher information** (if applicable):

This information is generally **required** if the document has been published elsewhere. The information to include regarding prior publication is publisher-dependent, and can often be determined from [SHERPA](#), a web site that lists publisher policies. If unsure of the information to include here, contact the publisher or the Repository Coordinator. In general, include as much of the citation as you would for a reference or works cited list.

This information should go in the **comments field**.

**Format** also is dependent on the specifications of the publisher. The default for DigitalCommons@UConn is:

Published in *Name of Journal*, Vol. 6, No. 3, pp.347-375 (date) at (line break)  
<http://dx.doi.org/10.1016/j.theriogenology.2005.05.052> (the DOI)

**Comments...**

[Optional] Enter any comments to appear on the web page for this paper (for example, the final location where the article was published, or any other relevant annotation):

Published in <em>Journal of Agricultural & Food Information</em>, Vol. 6, Nos. 2/3 (2004) at<br>[http://dx.doi.org/10.1300/J108v06n02\\_04](http://dx.doi.org/10.1300/J108v06n02_04)

**Add publication information (if any) in the Comments field.**

←

Completing your upload may take some time; please only click on the submit button once.

**FINAL STEPS**

When the fields have been completed, and the file location provided, use the **Submit** button at the bottom of the screen. A preview box will appear, and there will be an opportunity to make any necessary changes, load supplemental files, or make another submission. Use the **Continue** button if no changes or additions are necessary, and then the **Update** button on the next window to post the document. However, if you are loading more than one submission, you may use the **Submit another document** link, and **Update** the series after you have completed all submissions. The submission(s) will show on the site, usually within 10 minutes, though it may take longer to generate a pdf.

**Manage Submissions**

The **Manage Submissions** tool is used to register a decision on new direct submissions, and to review and revise new and old submissions to a series. If you do not allow direct posting from contributors to the series, you do not have to register decisions on what you (or other community administrators) load. The submission process described above will be all that is necessary to post a document. Using the **Manage Submissions** tool, you will have access to all submissions not yet posted, posted, rejected and withdrawn.

bepress
Manage Submissions
Upload Submission
Usage Reports
Configuration
Mailing Lists
My Account
powered by bepress

Articles

Submissions

[Batch upload](#)

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[Close dc series](#)

[Preview site](#)

[Update site](#)

[Go to site](#)

[Preferences](#)

[Log out](#)

---

[Administrator report](#)

Show these submissions:

State:

is

Choose *Not yet posted, Posted, Rejected, or Withdrawn*, or search for a particular document or documents.

ID	Author	Title	Last Event	Waiting for Administrator	Type	Submitted
1006	Stephen J Polyak	<a href="#">Comparison of Amplification En...</a>	Published to web		Article	2006-05-02
1005	David Gregorio	<a href="#">Lumping or Splitting: Seeking ...</a>	Revision uploaded		Article	2006-05-02
1004	Julie A Wagner	<a href="#">Response Shift and Glycemic Co...</a>	Revision uploaded		Article	2006-04-27
1003	Bao-Zhu Yang	<a href="#">Characterization of a Likeliho...</a>	Revision uploaded		Article	2006-04-27
1002	T Joseph Sheehan	<a href="#">A Space-Time Analysis of the P...</a>	Revision uploaded		Article	2006-04-27

To **revise a submission**, click on the title, and then use the navigation bar on the left side of the screen to perform any function.

[Submissions](#)  
[Batch upload](#)  
[Submission details](#)  
[Preview submission](#)  
  
[Revise submission](#)  
[View revisions](#)  
[Supplemental Content](#)  
[Remove submission](#)  
  
[History](#)  
[Administrator Notes](#)  
[Close dc series](#)  
[Preview site](#)  
[Update site](#)  
[Go to site](#)  
[Log out](#)  
  
[Administrator report](#)

Use the **Revise submission** link to make any changes to the submission. You will see the complete submission form. At the bottom is a new field where you can enter the reason for the revision. This will not show on the site, and will only be available to administrators, when the **View revisions** or **History** link is used. Additional files can be added with the **Supplemental Content** link. If changes are made, use the **Submit Changes** button, and then **Update site** from the navigation bar.

Although the withdrawal of posted submissions is highly discouraged, there may be some cases where it becomes necessary. The **Remove submission** link will accomplish this, and will provide the option to notify the author of the withdrawal. An opportunity is provided to edit the text of the notification letter, which is sent to the authors and the administrator(s) at the time of removal.

**NOTE:** It is the policy of DigitalCommons@UConn always to notify the author(s) if a posting is being removed.

**Administrator reports** are available, and are downloaded as Excel spreadsheets. They make available in a manipulable format the metadata assigned to each and every submission.

The screenshot shows the 'Administrator Report' tool within the 'Manage Submissions' section. The interface includes a navigation bar with 'bepress', 'Manage Submissions', 'Upload Submission', 'Usage Reports', 'Configuration', and 'Mail'. Below this is a green bar labeled 'Published Works'. The left sidebar contains a list of navigation links, including 'Administrator report'. The main content area is titled 'Administrator Report' and contains the following text: 'Use this screen to download an administrator report. Choose the fields you want in the report and click 'Report''. Below this text is a dropdown menu labeled 'Include which submissions?' with 'All' selected. A list of fields with checkboxes is provided: Manuscript#, Status, Submission date, First Decision Date, Turnaround time, Date posted, Title, URL, Keywords, Subject area, Administrator, Administrator assigned date, and Authors. A 'Report' button is located at the bottom right of the form.

### **Direct Submissions by Authors**

If you do allow direct submissions (see **Add a Submit** link under **Configuration** above), the **Manage Submissions** tool is where community administrators are directed in order to register decisions on such submissions.

Using the **State** dropdown box, select **Not yet posted**. If new submissions have been made, there will be an orange dot under the **Waiting for Administrator** column, indicating that some action is required.

Choose **Not yet posted**

Action is required.

ID	Author	Title	Last Event	Waiting for Administrator	Type	Submitted
1000	Jonathan Nabe	Talking Points	Initial submission	<span style="color: red;">•</span>	Article	2006-05-03

To review, revise, and register a decision for this submission, click on the title. You will see a screen like this one:

Review the pdf for quality.

Register decision...

...or Post immediately

Title: Talking Points

Authors: Jonathan Nabe

Last Event: Initial submission (Wed May 3 2006)

Waiting for Administrator: Yes

Manuscript: #1000 PDF

This submission is ready for a decision. Click 'view revisions' to verify that you have selected the latest revision of the file. Then click the 'Register decision' command to register your decision and notify the author, or skip that step and simply click 'Post' to queue the submission to be posted.

Download: PDF (title page added) (05/03/2006), 74 K Talking\_Points.doc (05/03/2006), 26 K

preflight version 2006-05-03 10:56:24

read PDF modified for publication (force regeneration)

Important Dates: Submitted: May 3, 2006

Type: Article

Abstract: No abstract provided.

Keywords:

To revise a submission, the process is the same as described previously. Note that you can either **Register decision**, which generates an email to the author(s), and presents a window such as the one below, or simply **Post**, which will not generate an email. If you select **Register decision**, you must still use the **Post** link after registering your decision, in order to make the document visible on the site. Then **Update site**. The submission will show on the site, usually within 10 minutes.

Title: Talking Points  
 Authors: [Jonathan Nabe](#)  
 Last Event: Initial submission (Wed May 3 2006)  
 Waiting for Administrator:

Manuscript: #1000 [PDF](#)  
 This submission is ready for a decision. Click 'View revisions' to verify that you have selected the latest revision of the file. Then click the 'Register decision' command to register your decision and notify the author, or skip that step and simply click 'Post' to queue the submission to be posted.

Administrator Decision for "Talking Points"

Accept Submission   Do not email the decision letter.  
 Based on your selection, a message to the authors appears below. Revise that message as necessary, then click "Register decision" to record your decision and notify the authors. 'ATTACHMENT\_LINK' will be replaced with a link to any uploaded attachments.

To: [Jonathan Nabe](#)

Cc: The Administrators

Attachment 1:

Subject:  
 Congratulations! "Talking Points" has been accepted

Body:  
 Dear Jonathan Nabe,  
 Congratulations, after careful review, your article "Talking Points" has been accepted for publication in DigitalCommons@UConn Documents. We look forward to publishing your article as soon as possible.  
 We will be publishing the most recent version of the article that you uploaded. Please look for our periodic announcement of newly published articles, including yours.  
 Referee reports and a preview of the article's title page may be viewed here:  
<http://digitalcommons.uconn.edu/cgi/preview.cgi?article=1000&context=dcuconn>

Check this box if you do not want to send an email to the authors and administrators.

Select decision from the dropdown menu.

Email notification text can be edited.

### Usage Reports

Usage reports can only be run at the series or individual article level. They are sent in Excel spreadsheets as email attachments.

Two types of reports are available:

- **Hits**, which indicate the number of times a given page is accessed
- **Referrals**, which provide information on the internet site from which users were referred to documents in [DigitalCommons@UConn](#).

For either of these types of reports, it is possible to retrieve numbers for **Cover Pages**, **Full Text**, and/or **Searches**.

Senior Honors Theses

Collection/Group: Enter your search parameters below to see the statistics for your publication

[Update site](#)  
[Preview site](#)  
[Go to site](#)  
[My account](#)

[http://digitalcommons.uconn.edu/srhonors\\_theses](http://digitalcommons.uconn.edu/srhonors_theses)

contents of this dc\_series:  
 article: [article.1](#) [article.2](#) [article.3](#) [article.4](#) [article.5](#) [article.6](#) [article.7](#) [article.8](#) [article.9](#) [article.10](#)

Reports for Senior Honors Theses

Search from  through  (Valid dates: 2005-3-10 to 2006-5-8)

Type:  Report on hits for:  Cover Pages  Full Text  Searches Sort By:  Report Format:

Include collection in search?

The report will be processed more quickly if you use smaller date ranges. Report will be emailed to jonathan.nabe@uconn.edu. Check 'Include collection in search' if you want the report to include content which was included via collections.

For dates, the format shown is required.

Select Hits or Referrals



A **Cover Page** is the page that contains the file's bibliographic information and the link to that file, such as the page below. Usage reports for **Cover Pages** do not tell you if the file was actually downloaded, and so may be less useful than **Full Text** reports. The latter indicate that the **Download the Document** link on the cover page was clicked, and the file downloaded.

**Searches** reports provide the number of DigitalCommons@UConn site searches that retrieve documents within the series.

University of Connecticut  
LIBRARIES *DigitalCommons@UConn*

HOME >> CANR >> ANSC >> TIAN\_DOCS >> 2

home  
about  
help  
for authors  
my account  
notify me  
contacts  
University of Connecticut Libraries

Advanced Search

powered by bepress

ProQuest

Department of Animal Science

**X. Cindy Tian Documents**

[ Browse Contents ] [ Search ] [ ANSC Website ]

<Previous Article

Next Article>

**TITLE:**  
Cloning animals by somatic cell nuclear transfer

**AUTHOR(S):**  
X Cindy Tian  
Chikara Kubota  
Brian Enright  
Xiangzhong Yang

**DOCUMENT TYPE:** Article

[Download the Document](#) (PDF format - 400 K) - November 2003  
[Tell a colleague](#) about it.

**ABSTRACT:**  
Cloning by nuclear transfer using mammalian somatic cells has enormous potential application. However, somatic cloning has been inefficient in all species in which live clones have been produced. High abortion and fetal mortality rates are commonly observed. These developmental defects have been attributed to incomplete reprogramming of the somatic nuclei by the cloning process. Various strategies have been used to improve the efficiency of nuclear transfer, however, significant breakthroughs are yet to happen. In this review we will discuss studies conducted, in our laboratories and those of others, to gain a better understanding of nuclear reprogramming. Because cattle are a species widely used for nuclear transfer studies, and more laboratories have succeeded in cloning cattle than any other species, this review will be focused on somatic cell cloning of cattle.

HOME | ABOUT | HELP | MY ACCOUNT | NOTIFY ME | SEARCH

**Referrals** reports will provide information on external referral sites. Two formats are available:

**Summary**, which will provide

- the domain and URL for the referring site, as well as
- the counts

**Country**, which will list

- the two letter country code for all non-U.S. referring sites,
- a URL which will provide the corresponding country name for the code, and
- the counts

**Note:** Authors who have an account can opt to receive automatically monthly reports on the number of downloads of their submissions. This is done in the **Email Notification** section of the personal account.

## Mailing Lists

**Mailing Lists** can be created in order to send emails to a defined list of interested subscribers. In order to control spam and viruses, all emails are first sent to bepress personnel, for approval before distribution. Messages are usually approved and sent the next business day.

[Messages](#)

[Subscribers](#)

[New message](#)

[My account](#)

Click on the tab to access the mailing list tools for the series. Use the navigation sidebar to view previous messages, create or edit the list of subscribers, and create a new message.

The **Subscribers** link will allow you to add single email addresses or upload an ASCII text file with a list of email addresses. It also allows you to unsubscribe individuals by email address. You can download an ASCII text file of current subscribers.

Current subscribers:	1	Add a single address:	<input type="text"/>
Your subscriber limit is:	100	Unsubscribe an address:	<input type="text"/>
Download current list :	<a href="#">Download</a>	Upload additional addresses	<input type="text"/> <input type="button" value="Browse..."/>
Download is a tab delimited text file format: "email TAB unsubscribed TAB date of user unsubscribe"		(ASCII text file, one address per line):	
<input type="button" value="Save changes"/>			

## **For Additional Help**

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