Your Thesis/Dissertation: Vireo, License, & Embargo

Vireo:
Go to: https://ttu-etd.tdl.org, and look at the different metadata fields you will need to fill out.

Things to Think About as You Write:
1. ORCID id -- Unique researcher ID. So easy to sign up for and rather helpful! www.orcid.org
2. Non-TTU email -- Will need to have it.
3. Locked Fields -- If something you can’t change is wrong (name, program, major), contact Shelley Barba.
4. Committee Members -- Find out their preferred publishing names.
5. Keywords -- Easier to make as you go, just like your abstract!
6. Embargo -- It is up to you!

License:
I grant the Texas Digital Library (hereafter called "TDL"), my home institution (hereafter called "Institution"), and my academic department (hereafter called "Department") the non-exclusive rights to copy, display, perform, distribute and publish the content I submit to this repository (hereafter called "Work") and to make the Work available in any format in perpetuity as part of a TDL, Institution or Department repository communication or distribution effort.

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1) The Work does not infringe any copyright, patent, or trade secrets of any third party,
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Embargo Options:
1. OPEN -- Your thesis freely available to anyone with internet access.
2. JOURNAL HOLD -- Your thesis is available after ______ year after graduating.
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5. TTU ONLY -- Your thesis only available to those at / associated with TTU.
6. INDEFINITE -- Your thesis is available after ______ years after graduating.

*If a restricted person requests it, they will be directed to you at your non-TTU email.

Library’s Thesis/Dissertation Workshop: https://guides.library.ttu.edu/ttu_etd Contact me: shelley.barba@ttu.edu
Digital Content Protection Workflow

Feel free to use this worksheet to document the way you work on your research.

Document & Data Storage
Where my research is saved (drafts, data, & documentation)

Main copy: ____________________________
Copy 2: ____________________________
Copy 3: ____________________________

I update my research copies ____________________________,
and have set up a ____________________________ reminder.

File Formats
A list of the software and file extensions I use in my work (e.g., Microsoft Word, .docx):

File-Saving and Version Control
Diagram how I know which version of a document I'm opening:
Making a Compliant PDF for Accessibility & Archiving

Characteristics of an Accessible PDF:
1. A logical structure and reading order
2. Alternate text descriptions for figures, form fields, and links
3. Navigational aids
4. Security that doesn’t interfere with assistive technology
5. Standard fonts that allow characters to be extracted to text

Coding for Navigation in a Word Doc File:
Open the “Cats in Literature” document found here: https://guides.library.ttu.edu/ttu_etd

1. Use the Styles function (in top Word ribbon) to designate:
   a. Title
   b. Heading 1
   c. Heading 2
   d. Emphasis
   e. Book Title (It’s hiding! Use the down arrow in the Styles Box to find.)

   Pro Tip: You can create your own styles that follow the graduate school requirements, but still code the words as headings/book titles/etc. Click the down arrow with a line above it in the Styles box > Create a style > Modify

2. Link the hyperlink -- Highlight and right-click > Link
3. Create an alt text for the picture of Behemoth -- On picture, right click > Edit Alt Text
4. Save your document, then convert into a PDF by going to File > Save as Adobe PDF

Recommendations:
1. Stabilize hyperlinks – use DOIs, URIs, the Internet Archive, screenshots
2. Store supplementary materials as separate files
3. Have Adobe Acrobat read your work to you (View > Read Out Loud)
4. Test EVERYTHING!

Notes:
Texas Data Repository

What is the Texas Data Repository?

- The Texas Data Repository is a platform for publishing and archiving small datasets (and other data products) created by faculty, staff, and students at Texas higher education institutions. The repository is built in an open-source application called Dataverse, originally developed and used by Harvard University.

What is Dataverse?

- The Texas Data Repository is an installation of open source Dataverse. Dataverse is a free and open source software platform for publishing, citing, and preserving research data. Dataverse was developed by the Institute for Quantitative Social Science (IQSS) at Harvard University. Harvard’s IQSS operates the largest Dataverse repository, with roughly 60,000 datasets. Dataverse is interoperable with other Dataverse installations and systems (like Open Journal Systems), providing opportunities for greater visibility of data.

What’s the difference between a dataverse and a dataset?

- A dataverse is a container for datasets (research data, code, documentation, and metadata) and other dataverses, which can be setup for individual researchers, departments, journals and organizations.
- A researcher who logs in to the Texas Data Repository can create a dataverse as a place to collect all their datasets. (Alternatively, they could just deposit datasets into the repository without creating a dataverse to contain them. There is no requirement to create a dataverse.)
- If a researcher does create a dataverse, they become the administrators of that dataverse, with the ability to change to customize the logo and description of that dataverse, control access restrictions to the dataverse, create templates for datasets deposited there, and create guestbooks to track who downloads their datasets.

How do I get started?

1. Log in to https://dataverse.tdl.org using your institutional username and password. You’ll see a drop down menu where you can select your institution’s name. Then just use your regular institutional credentials to log in.

2. Optionally, create a new “dataverse” for collecting all your datasets in a single location. A dataverse is simply a container for collecting multiple datasets or studies.

3. Add a dataset, which can include multiple files such as raw data files and supplementary materials.

4. To help others discover and understand the data, provide some information about what you’ve uploaded in the forms provided.

5. Hit publish! Or, if you would like to restrict access to the data, you can share only with a select few.

6. Contact Shelley Barba (shelley.barba@ttu.edu) for consultation on data management.

*This walkthrough is from the Texas Dataverse User Guide: https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/pages/287965260/User+Guide
Setting up your ORCID id

1. Go to www.library.ttu.edu, click "Research & Teaching Support", then "Create Your ORCID"
2. Click the "Create or Connect your ORCID iD" button
3. Click to "Register now" to create a new account
4. Enter in your information & select your visibility settings.
5. Now add information to distinguish you and improve the functionality of the program –
   ▪ Name Variations You've Published Under (edit Personal Information, Other Names)
     ▪ Abbreviations
     ▪ Middle Initials
     ▪ Different Surnames
     ▪ Non-Latin Character Sets
   ▪ Multiple Email Address
     ▪ Previous school email
     ▪ Previous/current work email
   ▪ Organizational Affiliations
     ▪ Add your education information
     ▪ Add your work information
6. Add Additional Personal Information: a biography, keywords, your country, and link to other
   web pages, such as your personal web page, your ResearchGate, SelectedWorks, or
   Academia.edu profiles, or a LinkedIn page.
7. Importing Works:
   ▪ Click on the "Import Works" button on your main account page. Choose one of the
     Import Wizards on the page to get started.
   ▪ Select the publishers/organizations you've published with & verify information.
   ▪ In addition to importing (or exporting) works information, in some cases the tools also
     will capture your ORCID iD and insert it into the external data record in the database
     you are accessing.
8. Add works manually:
   ▪ Click on "add work manually," select a work category and then a work type. Add as
     much additional information as possible and be sure to include an identifier type and
     value and/or a URL.
9. Use it! Share it! Update it!

*This walkthrough modified from “I registered for my ORCID id... now what?” by Rebecca Bryant
https://orcid.org/blog/2013/12/05/i-claimed-my-orcid-id-now-what
Setting Up Your Google Scholar Profile*

1. Go to https://scholar.google.com

2. Sign in to your Google account (at top right of screen) or create one if required.

3. Click on ‘My Profile’ to set up your Google Scholar Profile. This is also where you can edit your profile in the future.

4. Fill in your details. Enter your Texas Tech University email address in the ‘Email for verification’ field, so that your affiliation can be verified and therefore your profile will be eligible for inclusion in Google Scholar search results (your email address will not display on your public profile).

5. Click ‘Next’.

6. On the next page, you’ll see groups of articles written by people with names similar to yours.

7. You can either click "Add all articles" next to each article group that is yours or click "See all articles" to only add specific articles from that group. If you don't see your articles in these groups, click "Search articles" to do a regular Google Scholar search, and then add your articles one at a time. Feel free to do as many searches as you like.

8. Once you've added all your articles, it will ask you what to do when the article data changes in Google Scholar. You can either have the updates applied to your profile automatically, or you can choose to review them beforehand. In either case, you can always go to your profile and make changes.

NOTE: It is advisable to allow Google Scholar to automatically update your profile as it will capture your publications as they become available in the search engine. Check your profile regularly to ensure articles by similarly named authors are not incorrectly attributed to you, and vice versa!

9. Final touches: Add a professional photo, click the verification link sent to your supplied email, double check the list of articles, and, once you're completely satisfied; make the profile public so it's eligible to appear in Google Scholar search results.

10. Click ‘EDIT’ next to ‘Co-authors’ to search for co-authors and link to their Google Scholar profiles.

11. To add publications you can use the + button and choose an entry option.

12. Choosing ‘Add article groups’ or ‘Add articles’ allows you to search for (using authors, keywords, or article title) and choose articles which are already indexed by Google Scholar.

13. If your search doesn't find the right article, click ‘Add article manually’. Choose the publication type across the top of the form then fill in as many details as possible.

14. NOTE: Archiving your publication to ThinkTech (Tech's Institutional Repository) or your personal web page will help Google Scholar index your publication. Remember to check which version of your paper you are permitted to archive, and always link to an Open Access URL if available.

15. To update your profile details at any time click on the pencil icon next to your name.

16. To delete articles have been added to your profile by mistake, select the articles you would like to remove. Then, choose the "Delete" option from the Actions menu.

17. After you have made your profile public you can set up email notifications for when your publications are cited. Use the ‘Follow’ button to enable this feature.

*This walkthrough modified from the Western Sydney University sheet: https://library.westsydney.edu.au/main/sites/default/files/pdf/Google_Scholar_Profile_setup.pdf
Create an alert in Google

You can get emails when new results for a topic show up in Google Search. For example, you can get info about news, products, or mentions of your name.

Create an alert

1. Go to www.google.com/alerts
2. In the box at the top, enter a topic you want to follow.
3. To change your settings, click Show options. You can change:
   - How often you get notifications
   - The types of sites you’ll see
   - Your language
   - The part of the world you want info from
   - How many results you want to see
   - What accounts get the alert
4. Click Create Alert. You’ll get emails whenever we find matching search results.

Edit an alert

1. Go to www.google.com/alerts
2. Next to an alert, click Edit.
3. If you don’t see any options, click Show options.
4. Make your changes.
5. Click Update Alert.
6. To change how you get alerts, click Settings > check the options you want and click Save.

Delete an alert

1. Go to www.google.com/alerts
2. Next to the alert you want to remove, click Delete.
3. Optional: You can also delete an alert by clicking Unsubscribe at the bottom of an alert email.