

## 1. What is the Research Repository of the Polytechnic Institute of Castelo Branco (PICB)?

The Repository is an open access online repository providing a central record of the Polytechnic's research output as well as, whenever possible, immediate access to the full text.

## 2. Which are the aims of the PICB Research Repository?

Its main aims are:

- dissemination of the Polytechnic scientific publication;
- long-term preservation and archiving of its publications;
- scientific and technical knowledge sharing; and
- maximization of scientific publication impact both in academia and different research fields

## 3. How does it work?

Research can be deposited in the Repository by either library staff or by self-archiving. Master dissertations and doctoral theses can only be deposited by library staff.

## 4. How can the PICB Research Repository be accessed?

The Repository is accessible to anyone via the Internet and is highly visible to search engines. The direct link is: <http://repositorio.ipcb.pt>

## 5. Who is eligible to deposit research in the PICB Research Repository?

Note only PICB staff and students are eligible to deposit namely:

- PICB lecturers,
- PICB researchers,
- PICB students who are co-authors with PICB lecturers and/or PICB researchers,
- PICB non-teaching staff,
- grant-holders who are co-authors with PICB lecturers and/or PICB researchers.

Library staff can deposit research in the Repository if required by the author(s).

Master dissertations and doctoral theses have to be deposited by library staff following the PICB regulations.

## 6. How to deposit your research output?

You can deposit your own research in the Repository.

First, you have to be registered in the PICB Repository and have permission to deposit research.

Permission is given by the Repository administrator.

How to register:

1. Point a browser window to the PICB Repository, via link below:

<http://repositorio.ipcb.pt/?locale=en>

2. Once in the PICB Repository you will find a menu bar. Click on: "My DSpace"

3. To register click on "New user?"

4. Fill in the PICB authentication prompts and wait for confirmation email.

5. Once you are registered you will be informed how you can deposit your research.

## 7. What types of research output can be deposited?

All research output can be submitted. This includes, but is not limited to,

- journal articles with and without peer-review,
- conference and workshop items (including papers, posters, lectures, and presentations),
- master dissertations,
- books or book sections,
- lecturers' public lectures,
- technical reports, project reports, working papers, discussion papers,
- doctoral theses,
- datasets and experimental data.

## 8. What are the benefits of including my research in the PICB Research Repository?

Depositing will:

- increase the visibility of your research;
- increase the likelihood of readership, citation and impact of your research
- facilitate information access
- create a central record of research output
- result in a raised research profile for the PICB
- preserve your research for future use

Items deposited should be:

research or technical documents;

freely available online;  
final versions whenever possible;  
open data without restrictions from copyright.

## 9. Visit the PICB Research Repository webpage!

You will find useful information:

- Updates – last research output deposited
- Help – how to deposit your research
- PICB Repository Regulations – how the repository works
- How to cite work
- PICB news – latest issue of the PICB Newsletter