PUBLICATIONS DATABASE

Guide for WCS Contributors

Last Update: June 2021
Check this site for the most recent version:
https://library.wcs.org/Scientific-Research

Publications Database
GUIDE FOR WCS CONTRIBUTORS

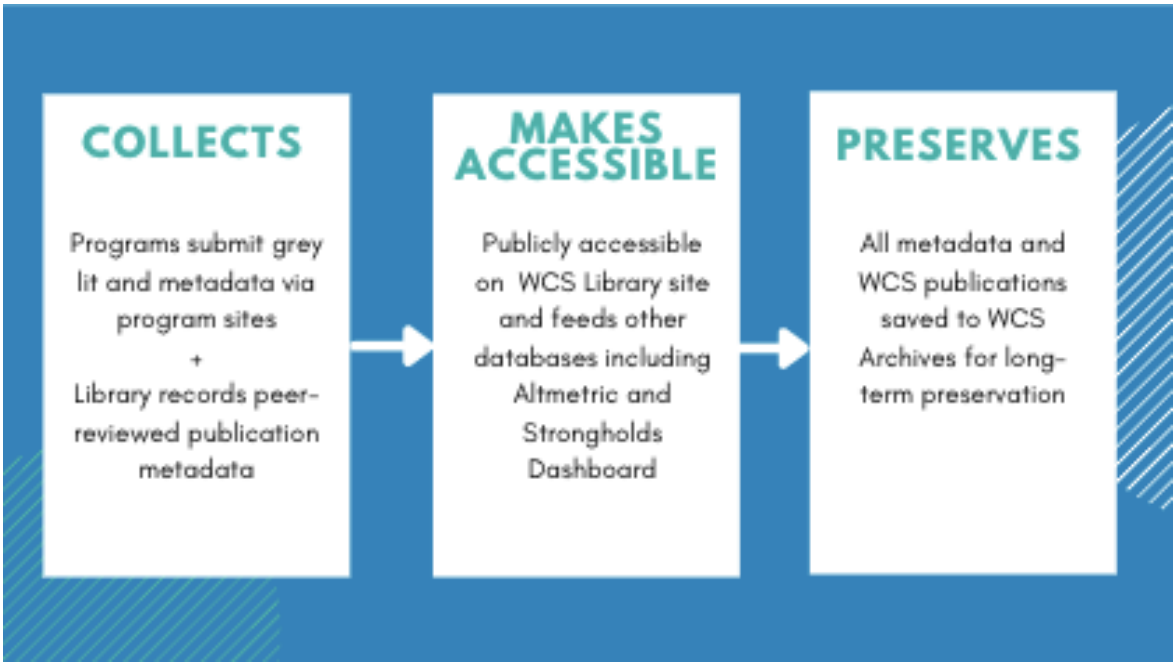
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Note: This document links to content on OurWCS.org, WCS's intranet site. If you have trouble accessing OurWCS, please contact helpdesk@wcs.org.

Introduction

Dissemination of knowledge is key to WCS's mission as a science-based organization. Through both peer-reviewed publications and grey literature, WCS staff inform and inspire conservation knowledge and action.

The WCS Publications Database *collects*, *makes accessible*, and assists in the *preservation* of all research publications produced by WCS staff.



Benefits of Contributing

The Publications Database furthers WCS's mission as a science-based conservation organization by serving as a centralized repository to collect, publicly disseminate, and manage WCS's research publications.

As a contributor to the WCS Publications Database, the benefits to your publications include fast, worldwide dissemination and increased visibility. Additional benefits are detailed below.

Supporting Open Access

WCS encourages staff to produce Open Access publications, including by:

- making author's/original manuscripts of publications that are behind paywalls available through the Publications Database (Green Open Access)

- making grey literature available through the Publications Database
- publishing in Open Access peer-reviewed journals when funds permit.

WCS grey literature with a DOI in the Publications Database is also discoverable by open access tools such as Unpaywall.

For more on how WCS supports Open Access to publications, see here.

Supporting WCS's Leadership in Research Publications

WCS's research publication output has steadily grown, and among peer conservation organizations, we typically lead in number of research publications annually.

WCS Library and Archives staff track WCS-authored publications on a weekly basis. To monitor WCS's grey literature, we rely on what program staff have entered into the Publications Database.

We compile these citations in bibliographies that we publish:
- weekly on our public website
- quarterly on OurWCS.org
- annually on our public website.

Tracking in Altmetric

All publications with DOIs appearing in the Publications Database are tracked in Altmetric. For more information about Altmetric, see here. For more information about DOIs, see here.

Long-Term Preservation

WCS-published research publications, as well as metadata for all publications, is ingested into the WCS Archives for long-term preservation.

Publications Database Content Types

The WCS Publications Database records two types of content:
- peer-reviewed research publications written by WCS staff members from peer-reviewed journals, books, or other peer-reviewed sources.

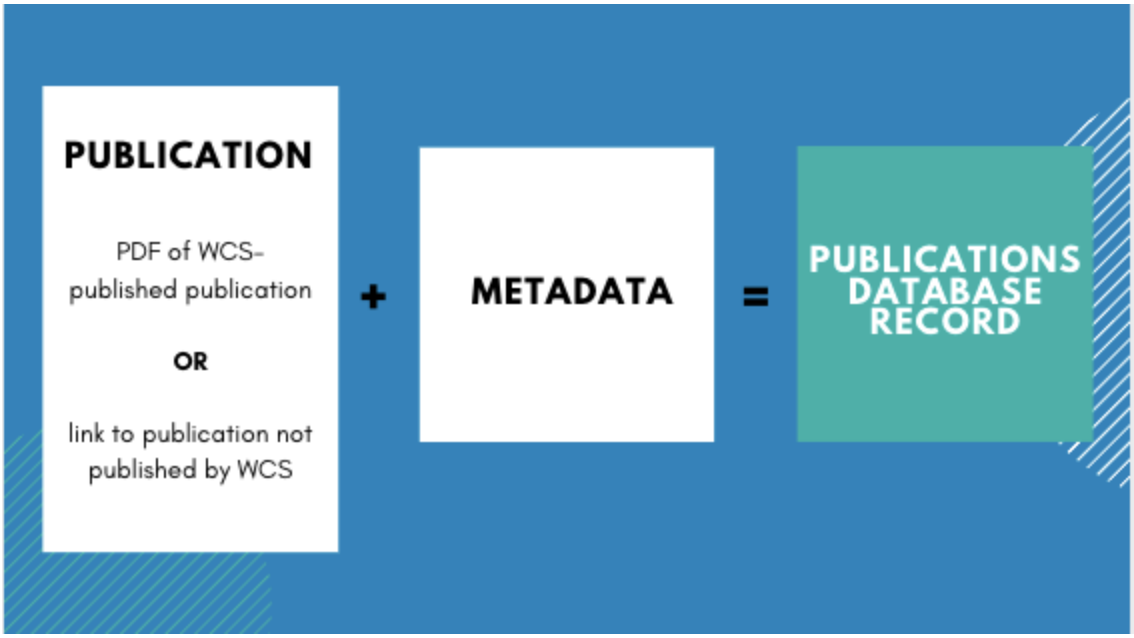
- grey literature research publications written by WCS staff members. Grey literature includes:
    - preprints
    - unpublished conference abstracts and presentations (conference proceedings and other published conference outputs are considered peer-reviewed publications)
    - reports, including working papers and white papers
    - policy statements
    - training manuals, policies, and procedures
    - storymaps.

Publications Database Records

Publications Database records consist of metadata along with:

- *for research publications published in peer-reviewed journals or published by non-WCS sources*: a link out to the publication because it is published elsewhere online by another entity.

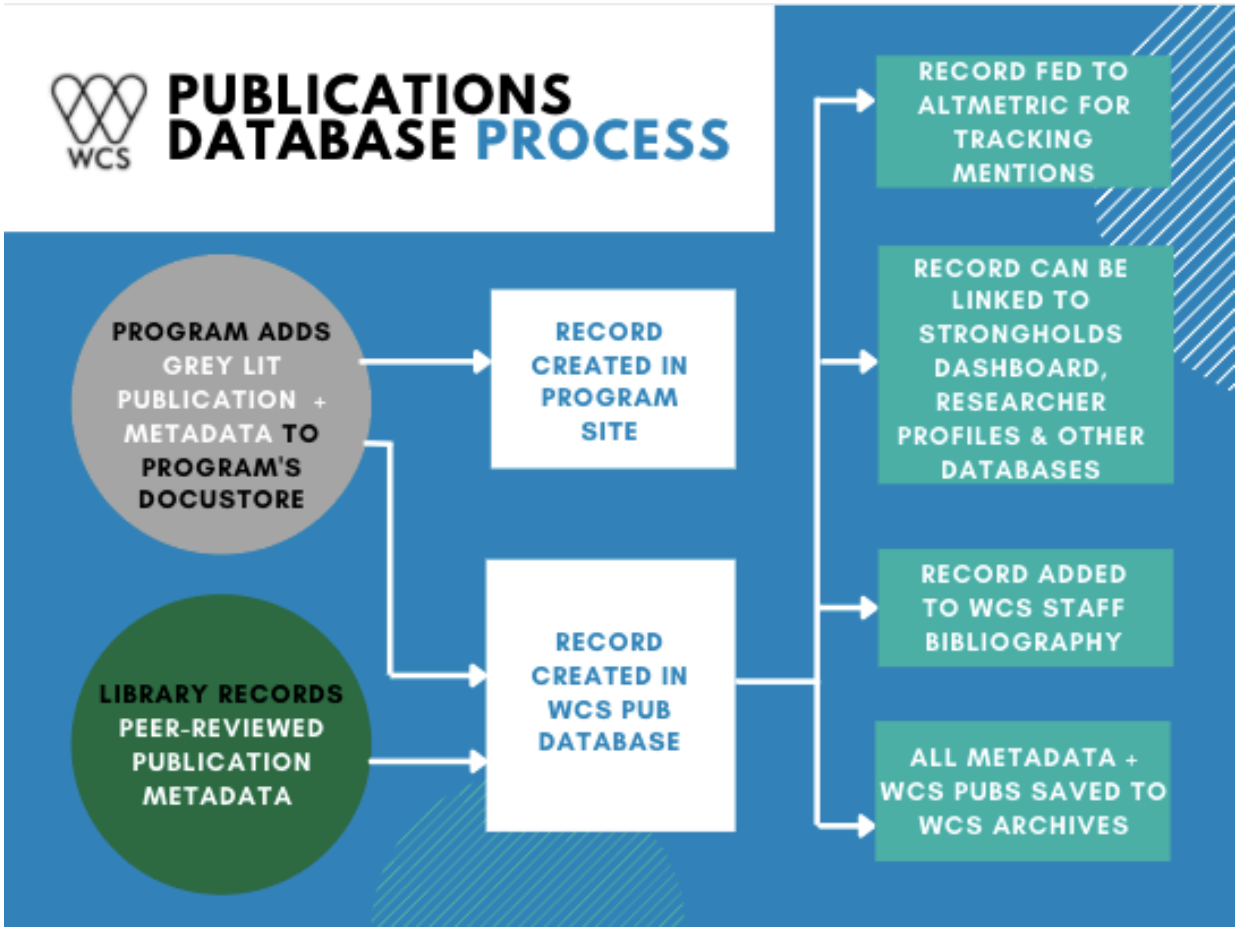
- *for research publications published by WCS programs and staff, including all WCS-published grey literature*: a copy of the publication, uploaded by the contributor and downloadable by users.



Support

For assistance regarding the Publications Database, please contact the WCS Library at library@wcs.org

Publications Database Process Overview



Peer-Reviewed Publications

Each week, the WCS Library uses Google Scholar and Web of Science to track WCS-authored publications in peer-reviewed journals. We also appreciate hearing from WCS staff when you are expecting a peer-reviewed publication to appear.

Citations for all WCS-authored peer-reviewed publications are ingested into the WCS Publications Database.

If you discover a missing publication, please contact the WCS Library at library@wcs.org with the citation.

Grey Literature Publications

WCS program staff can submit grey literature publications directly through the Docustore module on their programmatic sites. If you do not have a programmatic site, please contact library@wcs.org for help with your submission.

Please use these instructions only to submit grey literature as defined above. If you have another publication type, please contact library@wcs.org for help with your submission.

Determining DOI Needs

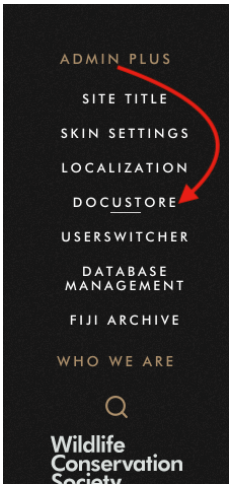
A note about DOIs (Direct Object Identifiers) before proceeding with this guide: The Library can assign DOIs to grey literature published by WCS. For more on DOIs, see here.

DOIs can be assigned before or after publication. If you want to request a DOI prior to publication (so you can print it inside the publication, for instance), please submit the form at this link, and **do not continue with the instructions here until you hear back from Library staff**. Library staff will advise you whether you need to complete any further instructions from this guide.

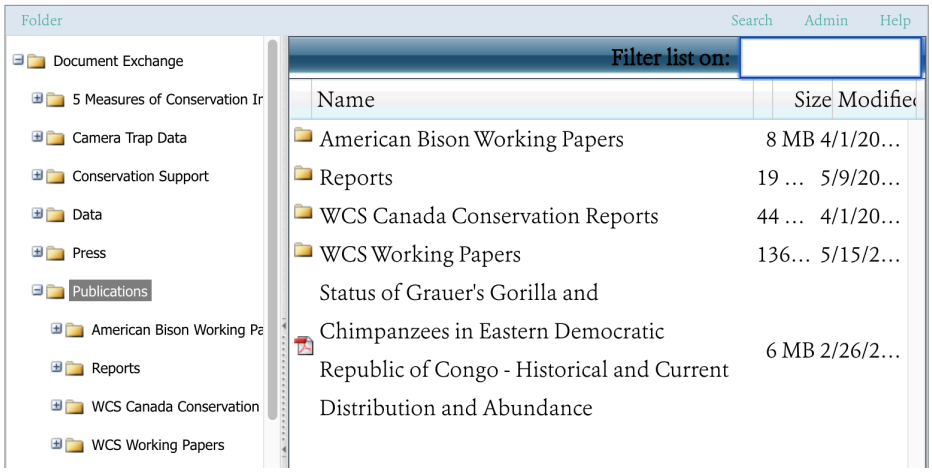
If you do not want to request a DOI, or if you want to request a DOI after publication, please continue to follow the instructions below.

Uploading or Linking Your Publication

1. In your program's website, navigate to Admin-Plus>Docustore.



2. Click on the Publications Folder. Your program may have decided to create a subfolder within this Publications Folder (e.g. Reports) where you will upload your Publication.

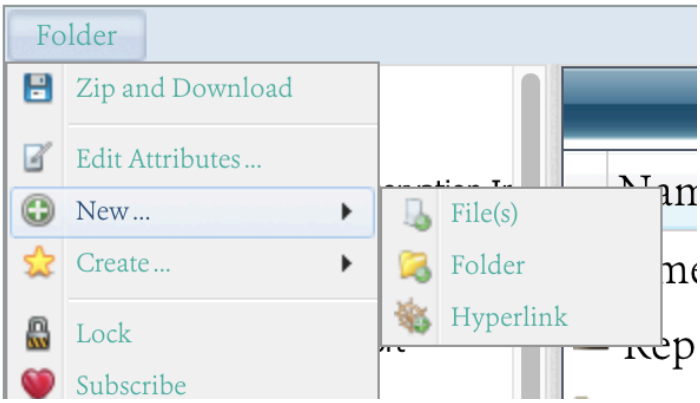


3. To add your publication, go to the Folder button at the top of the window, select New, and then:

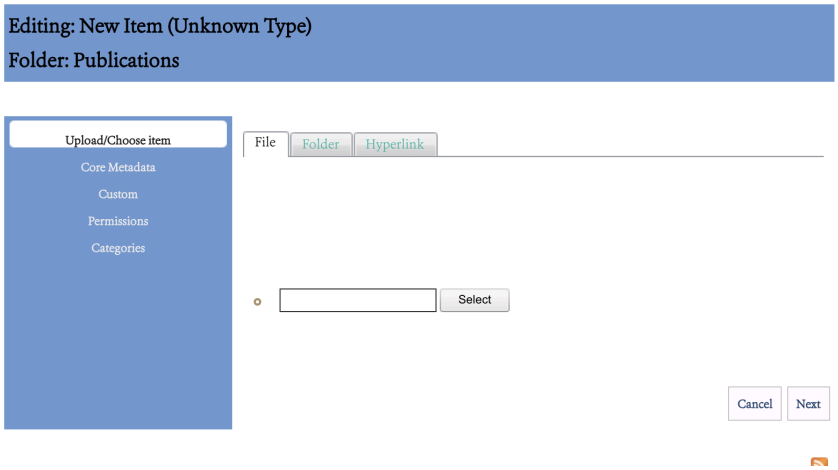
Uploading a Publication

3.A. If this publication has been published by WCS or if no one else can claim to be the publisher of this work, you should UPLOAD a copy of it to the database by following the 3A instructions. (If someone else has published this work, please follow the 3B instructions.)

3.A.1. Choose File(s)



3.A.2. On the next screen, click Select to locate the file that you wish to upload, and add it to the database. You will see a progress bar running to show your upload.

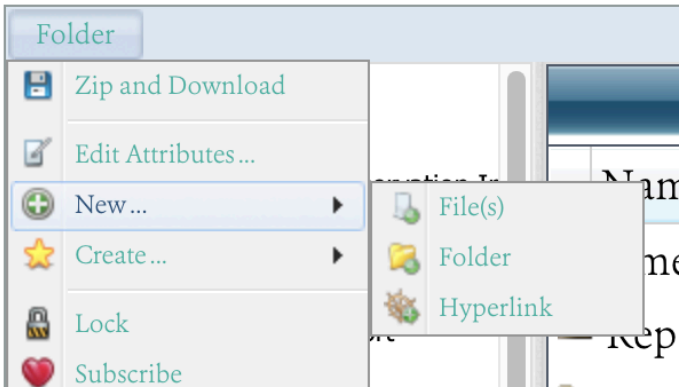


3.A.3. Once your upload is complete, click Next. You will now be taken to the Core Metadata tab.

Linking a Publication

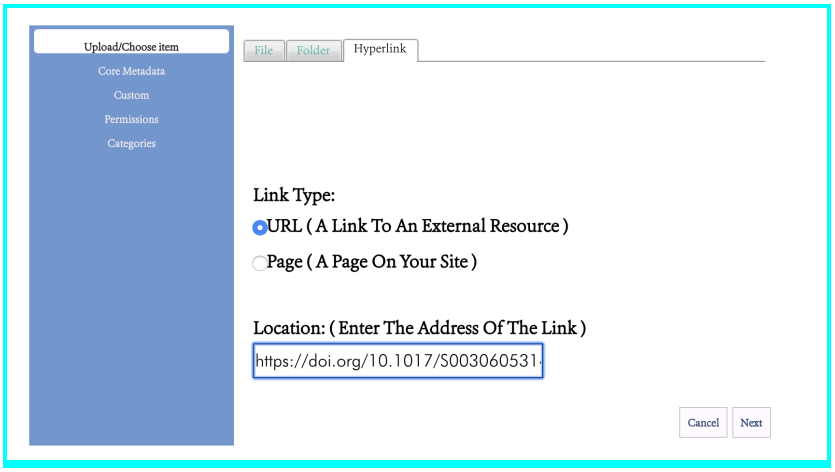
3.B. If you are LINKING a publication that is already available online (e.g. a report with WCS authors that was published by another organization)

3.B.1. Choose Hyperlink.



3.B.2. Choose the Link Type. You will most likely choose URL. You would only choose Page if the publication were already posted on your site. Then enter the URL in the Location box. For example, this could be a link to a report by WCS authors that was published by another organization and hosted elsewhere.

If there is a DOI for the publication, please enter the URL as https://doi.org/[DOI], (e.g. https://doi.org/10.1017/S0030605314000106)

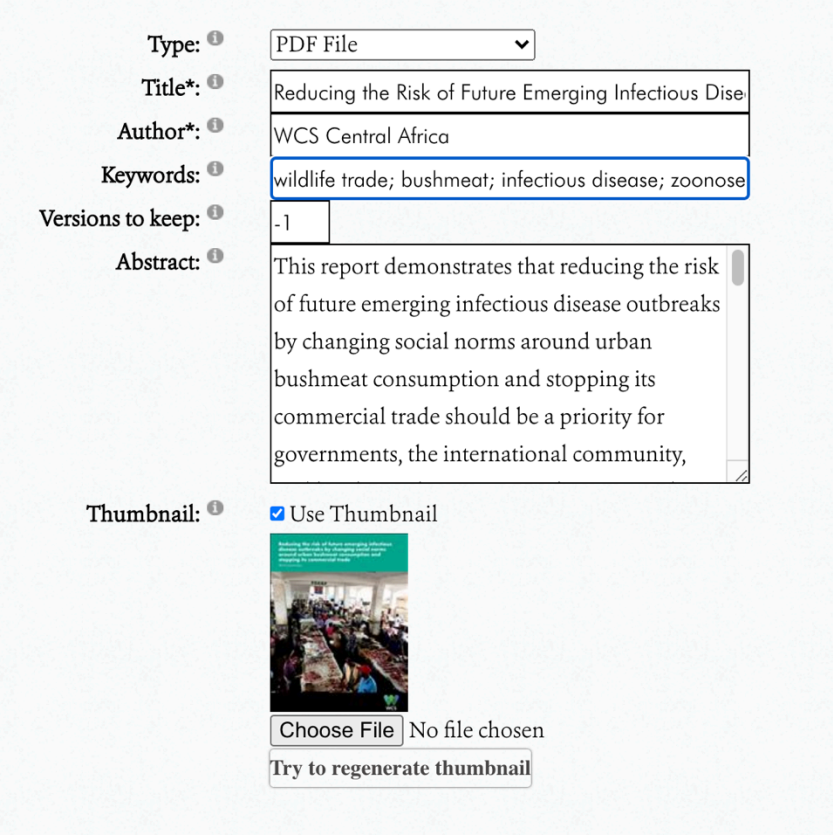


3.B.3. Click Next. You will now be taken to the Core Metadata tab.

Entering Metadata

Entering metadata about your publication is essential to helping users find it, now and in the future. This metadata will be used on both your programmatic site and in the Publications Database. Please fill out the fields on the Core Metadata and Custom tabs according to the guidelines below. When in doubt about a field, please email library@wcs.org

Core Metadata



Example 1 | Core Metadata

*Type

Mandatory field

Choose from dropdown according to what you submitted in Step 3A or Step 3B above.

- File: For uploading PDFs and other file document types. Use this when you are uploading a publication that WCS has published or that you have express permission from the publisher to make freely available online.
- Folder: Rarely used. For uploading a publication that consists of more than one file (e.g. a PDF document and supplemental data in another file format). Use this when you are uploading a publication that WCS has published or that you have express permission from the publisher to make freely available online.
- Hyperlink: For linking to publications already online. Use this to link to a publication that has been published by another entity and is already available online.

*Title

Mandatory field

Enter the full title of the publication. For most grey literature, we prefer that you capitalize all words except minor ones. Do not include a period at the end.

> *Examples:*
> Reducing the Risk of Future Emerging Infectious Disease Outbreaks by Changing Social Norms Around Urban Bushmeat Consumption and Stopping Its Commercial Trade
>
> Links Between Ecological Integrity, Emerging Infection Diseases Originating from Wildlife, and Other Aspects of Human Health: An Overview of the Literature

*Author

Mandatory field

Enter each author's name, separated by a semi-colon followed by a space. Given names can be entered in full or as initials. Names can be entered in direct order or family-name, given name order. If there are no individual authors identified, a program name can be used.

> *Examples (any of these are correct):*
> Athreya, V.; Odden, M.; Linnell, J.D.C.; Krishnaswamy, J.; Karanth, K.U.
>
> Athreya, Vidya; Odden, Morten; Linnell, John D.C.; Krishnaswamy, Jagdish; Karanth, K. Ullas
>
> V. Athreya; M. Odden; J.D.C. Linnell; J. Krishnaswamy; K.U. Karanth

Vidya Athreya; Morten Odden; John D.C. Linnell; Jagdish Krishnaswamy; K. Ullas Karanth

WCS India

Keywords

Optional field, but highly recommended

Enter any keywords that represent the publication, separating each keyword with a semi-colon followed by a space. This is an optional field, but it is highly recommended that you include keywords to help others find your work.

Example:
conflict; diet; domestic dog; human-dominated landscape; leopard; Panthera pardus

Abstract

Optional field, but highly recommended

Enter a short summary of the publication. This is an optional field, but it is highly recommended that you include an abstract to help others find your work.

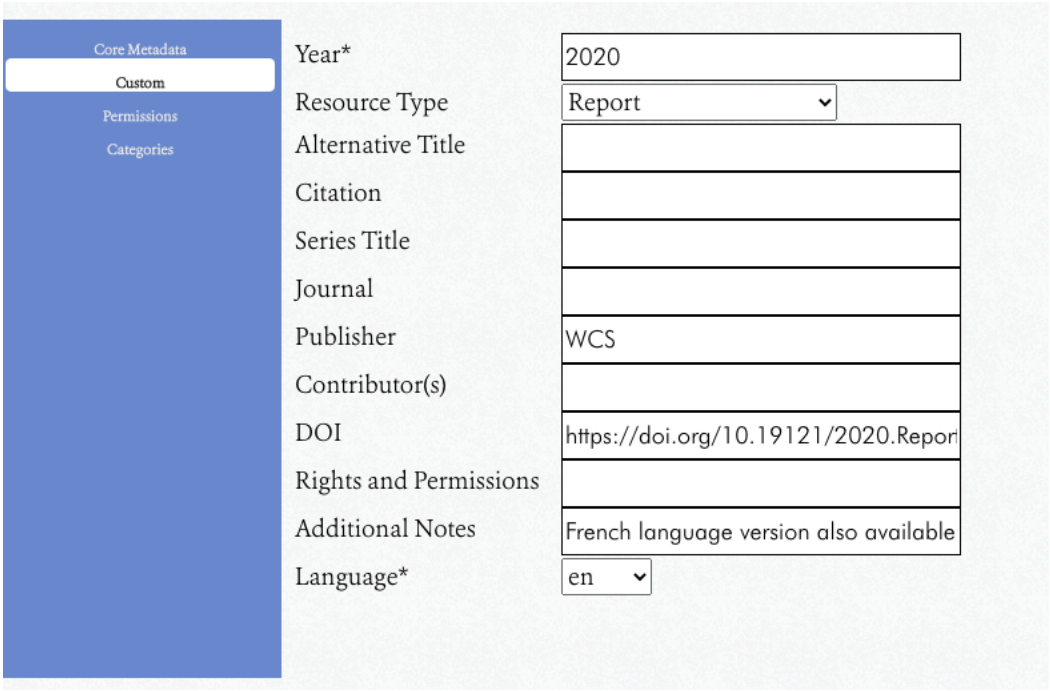
Thumbnail

Optional field

If you have uploaded a publication, the system will automatically create a thumbnail. If you are adding a hyperlink, you have the option to manually upload a thumbnail image of the publication.

Click *Next*. You will be taken to the Custom metadata screen.

Custom Metadata



Example 2 Custom Metadata

*Year

Mandatory field

Enter the year the publication was published in YYYY format.

*Resource Type

Mandatory field

Choose from the drop-down menu, which includes the fields below. Report is the most common Resource Type. If you have any questions about the appropriate type to assign your publication, please contact the WCS Library.

- Book
- Book Chapter
- Comments
- Conference Proceedings
- Journal Article
- Map
- Paper
- Presentation
- Report
- Series

Tool
Other [Please choose the Other field for publications that do not fall into any of the categories above. This includes project briefs, infographics, and other documents that are not full reports.]

Alternative Title

Optional field
If the publication's title is in a language other than English, enter the title translated into English here if available.

If the publication is commonly known by a shortened title, enter that here.

If there are multiple alternative titles for this publication, separate each title with a semi-colon followed by a space.

Citation

Optional field
If there is a preferred citation for this publication, enter this here.

Series Title

Optional field
If the publication is part of a series, enter the series title here.

Examples:
WCS Canada Conservation Reports

Publisher

Mandatory field; follow instructions based on publication type as directed below.

If WCS published this publication, enter Wildlife Conservation Society or the name of the program.

Examples:
Wildlife Conservation Society
WCS Canada

If WCS published this publication along with another organization, enter all organizations, separating each with a semi-colon followed by a space.

Example:
Wildlife Conservation Society; Flora and Fauna International (FFI)

Contributor(s)

Optional field

If organizations other than WCS contributed to the resource, either in creating content or in funding the resource, enter them here. Separate each organization with a semi-colon followed by a space.

> *Example:*
> Servicio Nacional de Áreas Protegidas (SERNAP); John D. and Catherine T. MacArthur Foundation

DOI

Optional field, but highly recommended

If this publication already has a DOI (a Direct Object Identifier), enter it here as a URL. If it does not, leave the field blank.

If you would like to request a DOI for a publication published by WCS, please submit this form after you have finished all of the steps in this guide.

> *Example:*
> https://doi.org/10.1017/S0030605314000106

Rights and Permissions

Optional field

Items entered into the Publications Database will be assigned a CC BY-NC-SA-4.0 license by default. If you require different rights or permissions for this publication, please note this here.

Additional Notes

Optional field

If you have any further information regarding this publication not captured in another field, please enter this here.

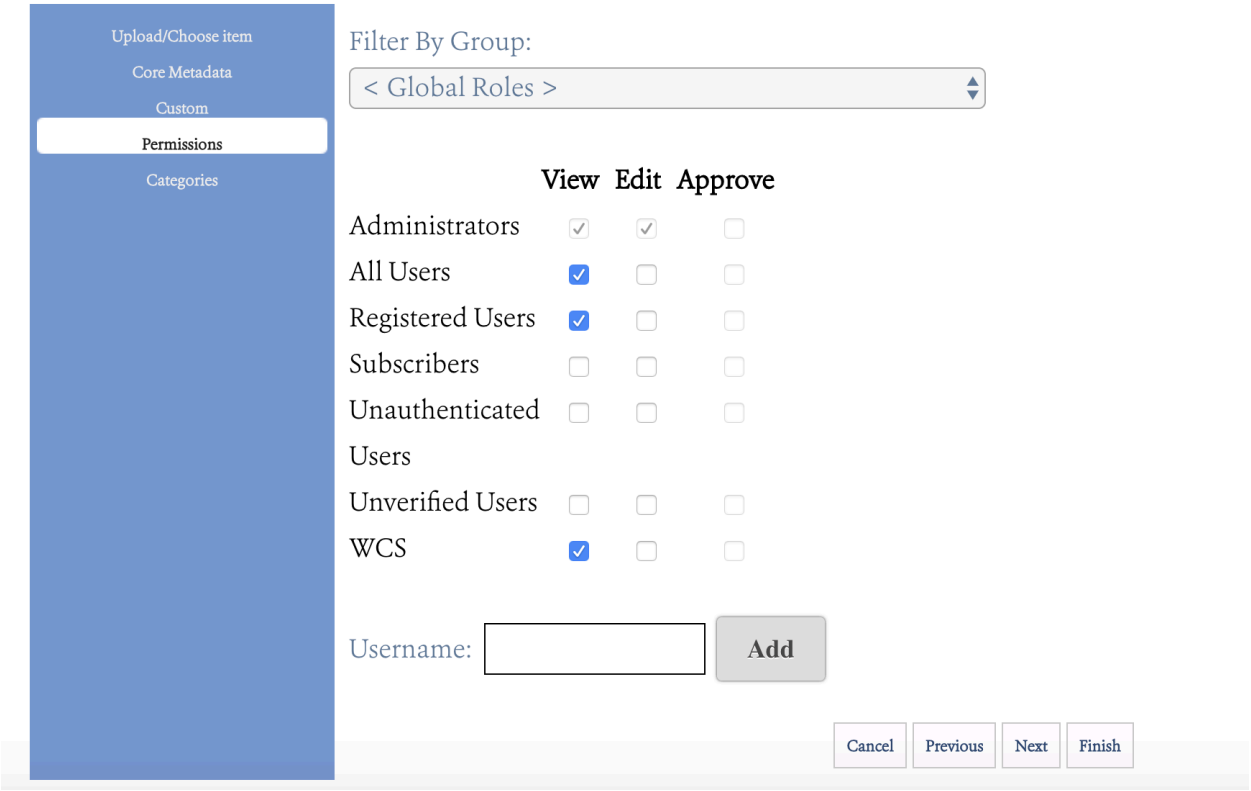
*Language

Mandatory field

Choose the publication's primary language.

Click Next to be taken to the Permissions screen.

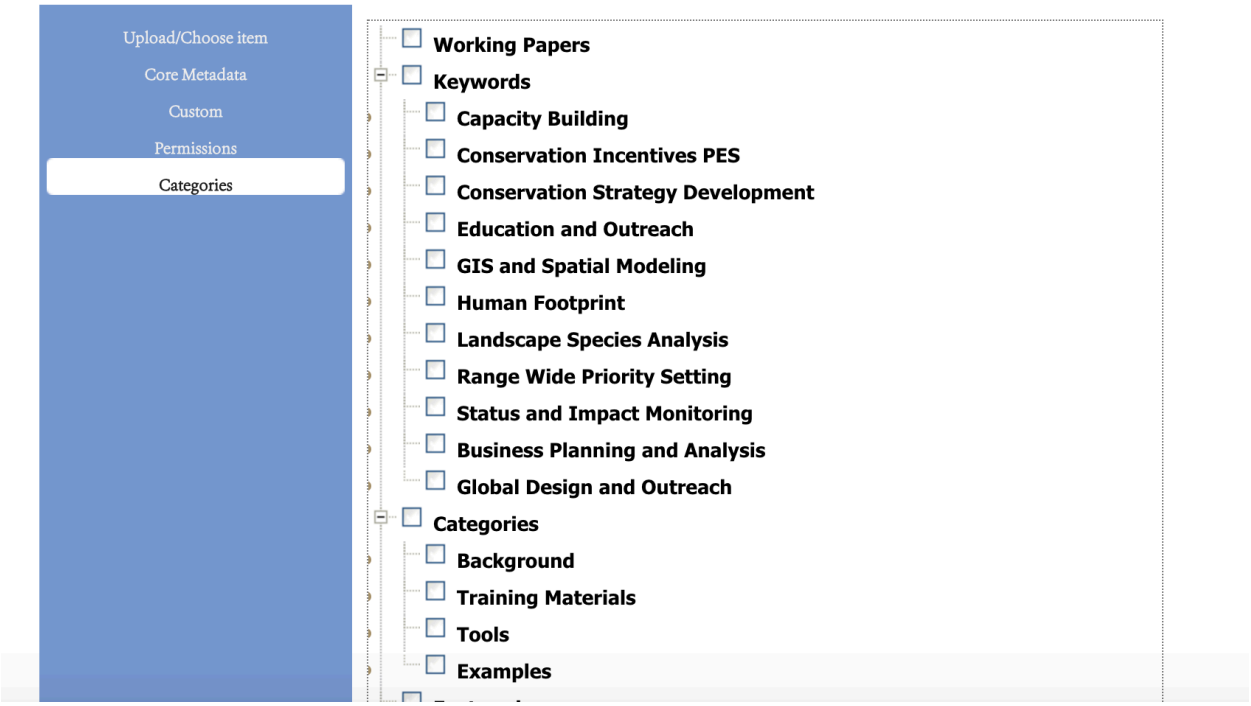
Setting Permissions



Select the appropriate permission for the document. The default above is recommended for all public (can be viewed and downloaded by “All Users”) documents.

Click Next to be taken to the Categories screen.

Assigning Categories



Check the relevant boxes for your site, in consultation with your site administrator.

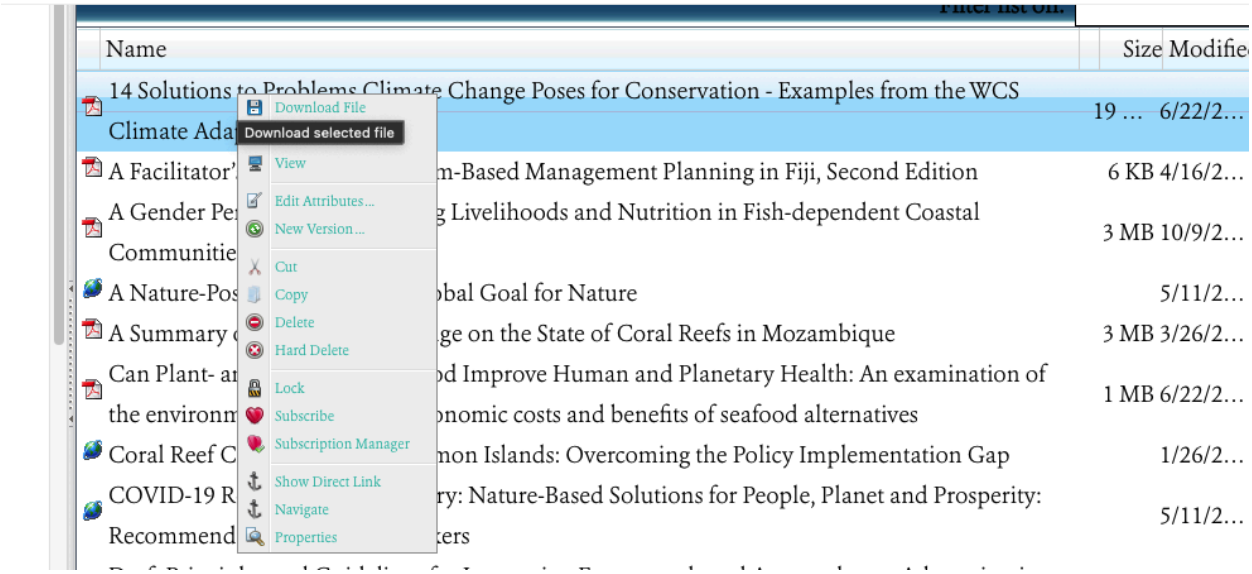
Click Finish. Your publication has now been submitted to your program's site and into the WCS Publications Database.

Please remember, if you would like to request a DOI for the publication, submit this form, and when asked, indicate that you have already created a record for this publication in Docustore.

Editing an Existing Docustore Record

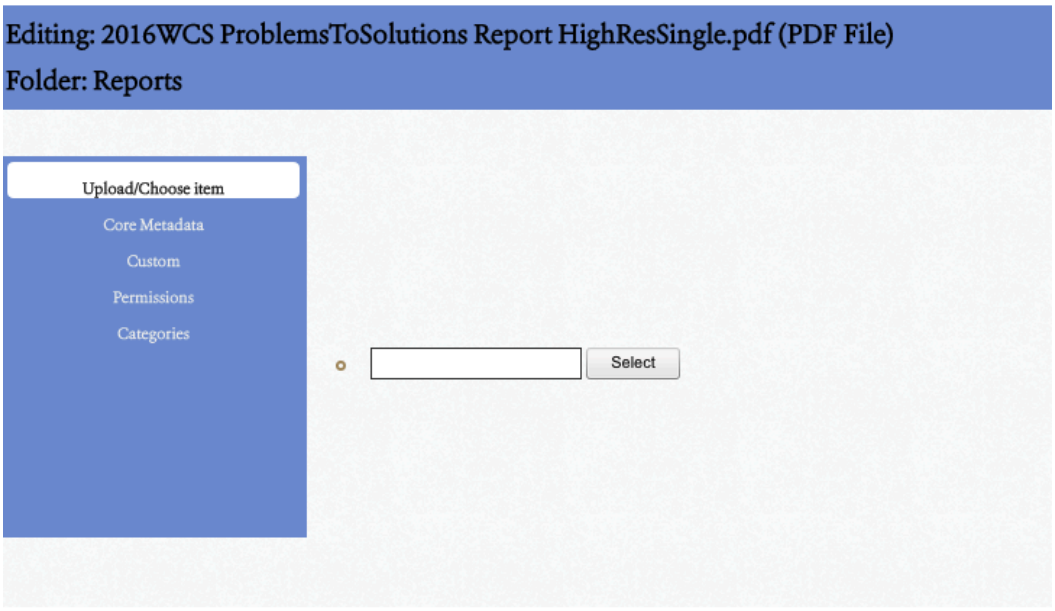
If you need to make edits to your Docustore record after you have published it, please follow the instructions below.

Locate the name of the file for the record you wish to edit in Docustore and right click on it.



If you want to replace the file that was previously uploaded with a different file:

> Choose New Version… from the dropdown menu. You will be taken back to the Upload/Choose item screen.



From your computer, select the new file that you want to use to replace the previous upload.

Click Next.

At this time, you can also edit any of the Metadata, Permissions, or Categories that you previously created for this publication. If you have no edits, continue to click the Next button until you reach the Categories screen and click the Finish button.

If you do not need to replace the publication's uploaded file and just want to edit the Metadata, Permissions, or Categories

Choose Edit Attributes from the dropdown menu.

You will be taken to the Metadata entry screen. Make any edits that you need to the Metadata, Permissions, or Categories, clicking the Next button between each until you reach the Categories screen and click the Finish button.