



Libraries

WASHINGTON STATE UNIVERSITY

Guide to Using

RESEARCH EXCHANGE

RESEARCH EXCHANGE BASICS

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Congratulations!

You have your very own collection in Research Exchange.

Now what?

This guide will answer a few questions you may have about managing your collection in Research Exchange. Should you need assistance with anything, please contact

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RESEARCH EXCHANGE BASICS

What IS Research Exchange?

Research Exchange is a digital repository where WSU researchers can share their scholarly work. It's designed to distribute your work widely via search engines like Google and Google Scholar. We work hard to ensure that your work is served up to search engines in such a way that it can be found and effectively used by a wide audience.

What ISN'T Research Exchange?

Research Exchange is not Academia.edu or ResearchGate. We do not collect or sell your personal data, nor harvest your contacts list. Research Exchange can facilitate collaborations between researchers but it was not designed as a social networking site. Its strengths are stability, permanence, and careful curation of its contents to ensure discovery and access.

Why use Research Exchange?

You may want to use Research Exchange for a variety of reasons:

- It allows you to communicate your work rapidly with colleagues without waiting for your publisher to release it
- It's more permanent than a departmental webpage or social networking site, where items can be pulled or links can break over time
- It makes your work accessible to people who might not otherwise afford journal subscription costs or book prices. Apart from unusual circumstances, everything on Research Exchange is freely accessible to the general public.
- It allows you to share your work easily with colleagues via durable links or URIs
- It allows you to share clusters of related items, including datasets, primary source materials, or supporting documents that add depth to your research.

How did my work get into Research Exchange?

Usually you will only see work in the repository that you added or approved the WSU Libraries to add. However, in some cases, you may have co-authored a paper or work that your co-author added to Research Exchange. Works added by co-authors may be linked to your collection.

How is copyright handled in Research Exchange?

In order to post your work to Research Exchange—or any website—you will first need to determine the copyright holder for that work. Only the copyright holder can grant the right to display the full text of works online. Generally, you can determine the copyright holder by considering whether the work is unpublished or published.

Unpublished work

If you have not yet published, then you and any co-authors are probably the copyright holders for the work. You have certain inherent rights, including the right to reproduce the work, the right to distribute it, prepare derivatives, perform the work, display it, or license those rights to others. If you hold these rights, you can decide for yourself to share your work in Research Exchange.

Published work

Typically, when you publish, your publisher will ask you to sign over some or all of the rights described above (the right to display your work, etc.). If you have transferred your copyright to a publisher, you will first need to ensure that your publisher allows us to post your work in Research Exchange.

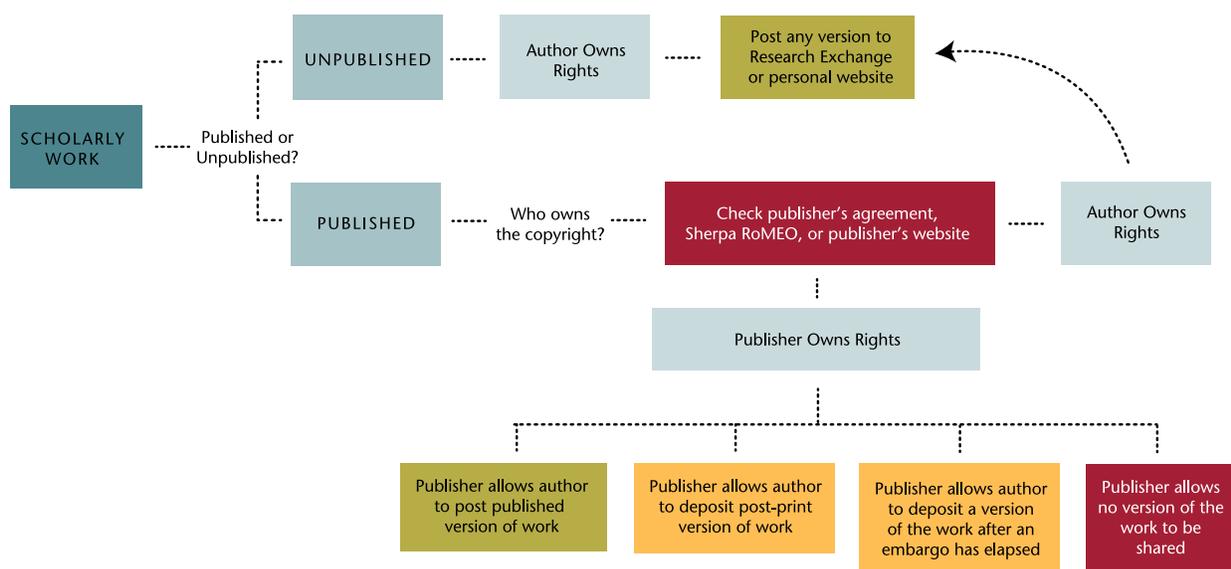
To determine whether your publisher permits posting online, you can do the following:

- Consult your publishing agreement, if you have it. Your rights should be spelled out in the agreement.
- Check the Sherpa-ROMEo database to determine the publisher's policy on circulating work online. See www.sherpa.ac.uk/romeo
- Consult the publisher's website. Often publishers will specify their policy on open access or self-archiving, which describes the process of posting to Research Exchange.
- Contact the publisher directly.

As you check your publisher’s policies, you may find that they allow posting to repositories like Research Exchange but make specific requests. For instance:

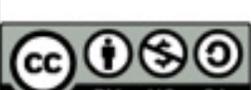
- Publishers like Elsevier, Springer, Wiley, and Taylor & Francis usually allow you to share your work online but only allow you to distribute post-print copies. A “post-print” or “accepted manuscript” is the version of an article after peer review but before final copy editing and layout. The content is usually the same as or very nearly the same as the final published article. (See this University of California study about the similarity between post-prints and final copies: <https://vimeo.com/149666124>).
- Some publishers allow you to post the final published copy of your work with copyright credit given to the publisher.
- Some publishers may allow you to post your work but only after an embargo period of x months, during which time your work cannot be made freely available online.

To visualize this decision-making process more clearly, you may find the following flow-chart helpful. Please note that the chart does not acknowledge special circumstances such as proprietary data or sensitive information, like the locations of tribal burial grounds. Some of this information may be restricted and thus should not be posted online.



Licensing your work

Should you choose, you can apply a Creative Commons license to the work that you submit to Research Exchange. Creative Commons licenses indicate to other researchers how they can use your work. For instance, you could allow others to adapt and remix your work or, being more conservative, you could prohibit adaptations, require attribution, or restrict use to non-commercial purposes. Available Creative Commons licenses are as follows (see <https://creativecommons.org/licenses> for more information):

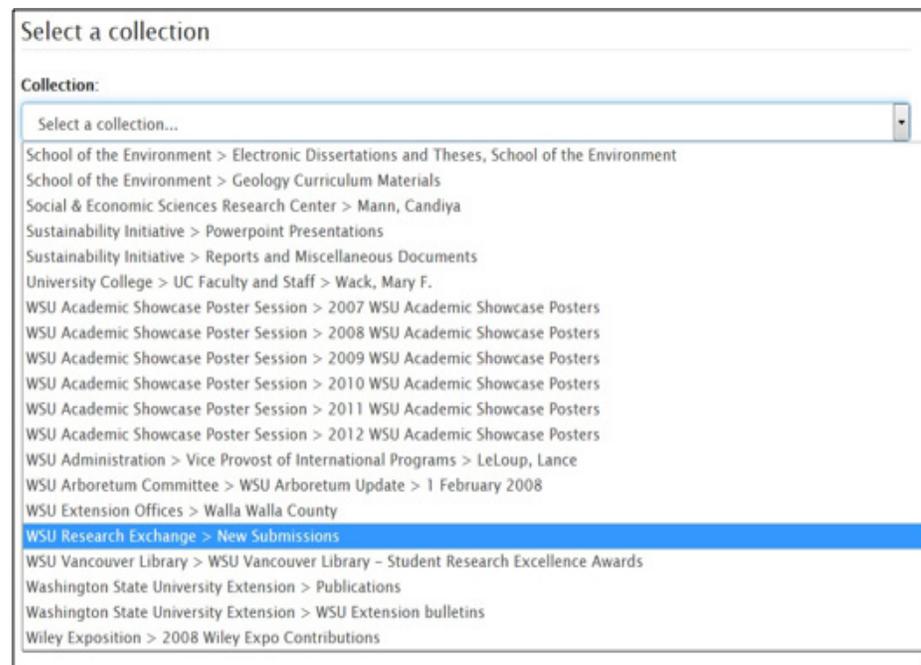
LICENSES	TERMS
	 Attribution BY Others can copy, distribute, display, perform and remix your work if they credit your name as requested by you
	 No Derivative Works ND Others can only copy, distribute, display or perform verbatim copies of your work
	 Share Alike SA Others can distribute your work only under a license identical to the one you have chosen for your work
	 Non-Commercial NC Others can copy, distribute, display, perform or remix your work but for non-commercial purposes only.
	
	

ADDING WORK TO YOUR COLLECTION

Should you wish to add work to your collection, navigate to Research Exchange (<https://research.libraries.wsu.edu>) and click on **SHARE YOUR WORK** at the top right.



You will be prompted to choose a collection where you'd like to add your work. If you'd like to submit something quick and dirty, choose **WSU Research Exchange – New Submissions**. This is a temporary holding collection managed by the libraries. We will move your submission to the appropriate collection once received.



If you would like to submit to your own collection directly, choose it from the drop-down list and click **Next**.

You will be prompted next to describe the document you'd like to upload. Fields include:

- **Authors** | Enter the names of the authors of the work in question. Use the **Add** button to add multiple names. Not required—skip this field if authors are unknown.
- **Title** | Enter the title of the work. If it does not have a title, choose something succinct and descriptive. Required.
- **Other titles** | If your work has more than one title, use this field. Not required.
- **Date of issue** | You do not need to know precise dates but at minimum select a year when the work was created or published. Required.
- **Publisher** | Enter the publisher or journal title here. Not required.
- **Citation** | Enter the citation for your work using the style guide appropriate to your discipline. Not required.
- **Identifiers** | You can add an ISSN, ISBN, or URI here. Not required.
- **Type** | Choose the type of work such as **Article** or **Book chapter**. Not required.
- **Language** | Choose **English (United States)** if applicable. Not required.
- **Subject keyword** | Choose about 3-6 words/terms that describe your research. Note that this field is especially helpful for attracting search engine users to your research. Add each keyword separately by clicking **Add**. Not required but highly recommended.
- **Abstract** | Enter the full abstract or describe your work. Not required but highly recommended.
- **File** | Click **Browse** and navigate to the file on your computer that you'd like to upload. If you like, you can add a description of the file under **File Description**. For instance, Project_management_article. Required.

Item submission

Describe Describe Upload Review License Complete

Describe Item

Authors:

Last name, *e.g. Smith* First name(s) + "Jr", *e.g. Donald Jr*

Enter the names of the authors of this item.

Title: *

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Once you have completed these steps, you will be asked to agree to a license agreement that allows the WSU Libraries to distribute your work. You retain copyright unless you have already assigned it to another.

EDITING YOUR PROFILE

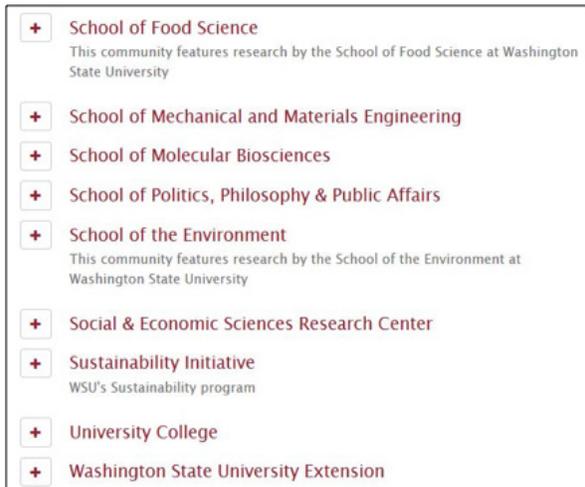
Once you have a collection in Research Exchange, you can customize your landing page with a information about yourself and your research interests. You will have administrative rights to edit this page at any time.



To get started, navigate to Research Exchange (<https://research.libraries.wsu.edu>) and log in.



Next, navigate to your collection on the website. You may have the URL or you can click on **Communities and Collections** in the sidebar.



Next choose the appropriate department and collection name from the list that appears. Use the plus signs to expand each collection to view sub-collections. Note that your collection will likely appear under your department, then a faculty/staff sub-collection, then your name.

- School of Mechanical and Materials Engineering
 - Faculty – Mechanical and Materials Engineering

This collection features scholarly work by faculty members in the School of Mechanical and Materials Engineering at Washington State University.

Kessler, Michael
This collection features research by Michael Kessler, professor in the School of Mechanical and Materials Engineering at Washington State University.

Leachman, Jacob
This collection features research by Jacob Leachman, assistant professor of Mechanical and Materials Engineering (MME) at Washington State University.

Electronic Dissertations and Theses – Mechanical and Materials Engineering
This collection features theses and dissertations by students in the School of Mechanical and Materials Engineering at Washington State University.

So, if I wanted to edit the Michael Kessler collection, I would navigate to:

1. Communities and Collections
2. School of Mechanical and Materials Engineering
3. Faculty
4. Kessler, Michael

CONTEXT

- Edit Collection
- Item Mapper
- Export Collection
- Export Metadata

Once you've found your collection, scroll down to **Edit Collection** in the sidebar.

Name:
Kessler, Michael

Short Description:
This collection features research by Michael Kessler, professor in the School of Mechanical and Materials Engineering at W

Introductory text (HTML):

```
<p><b>Contact information:</b></p>
<p><a href="mailto:michaelr.kessler@wsu.edu">michaelr.kessler@wsu.edu</a> or 509-335-8654</p>
<p><a href="https://scholar.google.com/citations?user=n28q3zQAAAAJ&hl=en&oi=ao" target="_blank">Google Scholar profile</a></p>
<p><a href="http://orcid.org/0000-0001-8436-3447" target="_blank">ORCID profile</a></p>
<p><b>Overview</b></p>
<p>This collection features research by Michael Kessler, professor and director of the School of Mechanical and
```

At this point, you will find several fields that you can edit, including collection name, short description, introductory text, and “logo” or image for the collection. These fields should be self-explanatory but note that the introductory text uses HTML to structure the text you enter.

You can forego these tags but they may be helpful if you want to link to another website, add paragraphs, or format the text in your introduction. Here are some HTML tags that may prove useful:

- To link to another website, use: `[text that will have an embedded hyperlink]`. So, for instance, to link to a Google Scholar profile, you might enter:
`Google Scholar profile`.
"Google Scholar profile" will be the linked text.
- To include paragraphs, surround each of your paragraphs with `<p>` and `</p>` tags. The `<p>` tag goes at the beginning of the paragraph and the `</p>` tag goes at the end.
- To make your text bold, use ``. For italics, use `<i></i>`. For subscripts, use `` and for superscripts, use ``.



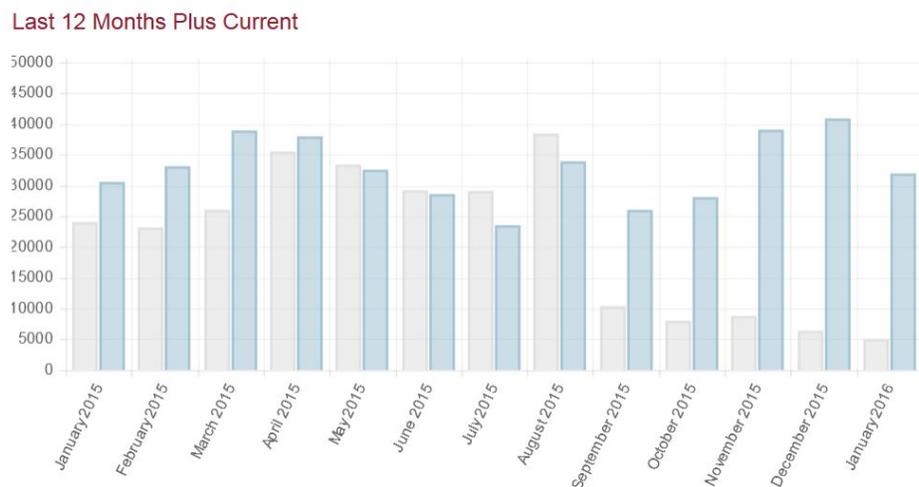
Once you have finished editing your collection page, click on **Save updates**. Click on **Return** to see the results of your edits.

ASSESSING YOUR RESEARCH IMPACT

Research Exchange allows you to see how people are finding and using your work online. For each item you deposit, you can check downloads, page views, and referrals to learn more about how often people are accessing your work and in which part of the world. Although citation counts have been more traditionally reported as a measure of research impact, downloads and usage statistics can also provide a glimpse of engagement with your research online. If you are interested in investigating alternative metrics like downloads, you might want to take a look at Altmetric.com (<http://www.altmetric.com>) or Impact Story (<https://impactstory.org>).

To check usage of your materials, log into Research Exchange at <http://research.libraries.wsu.edu>. Navigate to the collection or item for which you'd like usage statistics. Recall that you can reach a collection by clicking on **Communities and Collections**, then choose the appropriate department, school, and collection name.

In the sidebar, click on **View Usage Report**. Here you will find download and page view counts by month and year.



If you have questions about any of the above, please feel free to get in touch with the WSU Libraries. Thank you for your interest in Research Exchange!

We greatly value your participation in the repository.