

## **SUBMISSION GUIDELINES**

### **What is FAMILY Repository?**

**FAMILY Repository** is an online digital archive for storing a variety of electronic information materials related to **FAMILY** matters in Malaysia. For the **FAMILY Repository** you may submit:

- An article from a journal or magazine
- A chapter or section from a book
- A book or conference volume
- A paper, lecture or presentation given at a conference, workshop or other events
- A research report
- A thesis or dissertation
- Video (interview and promotional event)
- Act/Policy- related to family matters
- Newsletters – can be information sheets, aiming to inform or alert others. Excluding pamphlet, brochure or bulletin.

You may also submit

- Pre prints - a pre-refereed, unpublished paper which may be submitted for publication
- Post prints - the final peer-reviewed published version of a paper

**Note: All publications/documents submitted must be related to family matters only.**

### **Who can add publications/documents to the archive?**

Items must be submitted by appointed depositors from the National Population and Family Development Board (NPFDB), agencies, institutions of higher learning and NGO's which are members of the FAMILY Repository.

**Please ensure that you have the right to add a copy of your publications/documents to the archive.**

## **GUIDELINES TO DEPOSITING PUBLICATIONS/DOCUMENTS TO FAMILY Repository**

**To submit document online please follow the steps below:**

### **Step 1: Determine if the document is eligible for deposit**

For a document to be eligible for deposit to **FAMILY Repository**, it should meet a few requirements which include:

#### **A. It should be available in acceptable document types. Acceptable document types include:-**

1. Journal articles
  - i. post prints (the final draft, as accepted for publication following peer review) or
  - ii. preprints (the draft submitted for peer review)
2. Conference papers
3. Conference proceedings
4. Newspaper/ magazine articles
5. Books
6. Book chapters
7. Research reports
8. Acts/Policies

#### **B. It should conform to Publisher's Copyright Policy:**

A **FAMILY Repository** was developed to house any kind of items that are related to family matters. The aim of such archives is to make research freely available. For this archive, it is aim to centralize all the items related to **family matters**. However, one of the major concerns associated with making items available in such repositories/archives is publisher's copyright.

Major copyright concern is with the journal articles. Journal publishers generally require authors to sign copyright transfer agreement or license to publish agreement prior to the publication of articles. Each publisher has their own agreement, and so the rights that you retain (for example the right to self archive/deposit an article in an online archive like **FAMILY Repository**) will vary. You need to find out if the publisher permits such depositing. We provide the following guidelines to help you with this.

1. Check if you have a copy of the agreement you signed. This may indicate whether you have permission to make your publication available in **FAMILY Repository**. However, some agreements do not explicitly cover this issue. In addition, if the agreement appears to forbid deposit in a repository/archive, bear in mind that some publishers do change their agreement and apply this retrospectively.
2. Some publishers allow publication of pre and/or post print papers in institutional repositories. Check the list of publisher copyright policies & self-archiving on the SHERPA web site. This list was produced by the ROMEIO project that investigates IPR issues and creates a list of publishers that have “open” copyright agreements.

Check the list at <http://www.sherpa.ac.uk/romeo.php>.

3. Write/contact the publisher directly and ask them.
4. Some publishers do not require authors to sign a copyright assignment form. Instead, they will request authors to sign a non-exclusive license to publish and allow authors to retain copyright, including self-archiving.

### **C. Interpreting copyright agreements**

It may not be immediately obvious from a copyright agreement or from information on a publisher's web site whether authors are permitted to deposit their article in repositories or not. These are some points to look out for.

- Pre-prints: Many publishers do permit authors to make the pre-prints version of the article available in repositories/archives. By this, they are referring to the pre-refereed version.
- Post-refereed version (Post-prints): Some publishers will allow the post-refereed, final author version to be included in institutional repositories, but not in the form of the formatted PDF file that appears in the journal.
- Publisher PDFs: Some publishers prefer the final PDF version, as this is a clear indication that an article in a repository/archive is a bona fide version.
- Personal or departmental web sites: Some publishers will permit authors to make copies of their publications available on a personal web site, but not in an institutional repository. If this is the case, we can link copies held on your personal web site. The details of your publication will be publicly available in the same way as if it was held in our archive. Ideally this option should only be used where deposit in archives is not permitted.

**Please note:** this document can only provide guidelines and should not be relied upon for legal advice.

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## **Step 2: Convert publications/documents to an acceptable electronic format**

All depositors are encouraged to convert document to PDF format. This is to ensure that document is not being altered by irresponsible person and also to guarantee the quality of the document itself. It is not usually acceptable to deposit the publisher-produced PDF, unless permission is granted by the publisher. Therefore, you may need to convert a copy of your document to PDF. If you only have a print copy of the paper, you will need to scan it. Once scanned, you can save it in PDF format.

## Converting from MS Word to PDF:

If you have access to the full Acrobat product (not just Acrobat Reader) then use a Distiller or PDFMaker to "print" from your MS Word document (or any other application) to a PDF file format.

PDF conversion software can be downloaded from the internet and is free of charge. Once installed on your PC, this software will convert any file (Word, Excel, PowerPoint, email, HTML web page) to a PDF file format.

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## Step 3: Deposit the publications/documents

### How to register in FAMILY Repository

If you wish to deposit papers in the archive, you will first need to register as an archive user. There will no charge for registering with the **FAMILY Repository** archive or any of the services.

### Activate your account

#### Registering:

1. From the FAMILY Repository home page, <http://familyrepository.lppkn.gov.my/>, click on the **Create Account** link. This will take you to the registration page.
  - Enter your name (Title, Given Name, Family Name)
  - Enter your **OFFICIAL** email address
  - Enter your username (username must similar to email)
  - Enter your preferred password
  - Click on the Register button

**Note: Fields marked with (\*) are required fields.**

2. Activation via email is required to allow successful registration. Activation will expire in 1 week.
3. A **FAMILY Repository** system will display a confirming message, and send an email to your email account requesting confirmation of your registration.
4. When you receive the email, follow the embedded URL to activate your account. The URL will take you to a **FAMILY Repository** screen, where you will be asked to provide additional information details about yourself (your School or Division, Department, Office location etc.). This information will not be made public. The registration will not be activated until you visit the confirmation URL.

### **Forget password**

If you forget your username or password, at the top of the Registration page is a link you can follow. You will then be asked for your email address and a new password.

### **Checking if the publications/documents is already available in FAMILY Repository**

Before proceeding to deposit your documents to **FAMILY Repository**, first check if it already exists. This can be done easily by using the search and browse features of **FAMILY Repository**. If the document is already exists, you should not submit again.

### **Deposit your publications/documents**

1. From the FAMILY Repository home page, (<http://familyrepository.lppkn.gov.my/>) click on the Login link. The **FAMILY Repository** system will prompt you to login. Enter your username and password.
2. Click on the "New Item" button.
3. Select the item type which is most appropriate for your paper and click on **>Next**.
4. Complete the following fields as required. The fields will vary according to the item type (mandatory) selected.

5. When depositing a document, you must provide as much information (metadata) about it and this will be used to construct a record for the publication. The information in the record will be made available to the eprint search engines.

### Entering the information:

- For some fields, you can select the appropriate option from a pick-box.
- For others, you will need to type in or cut and paste the text into the box provided.
- Some fields may not be relevant, in which case you should leave them blank.
- Some fields are mandatory and these are marked with a red asterisk (\*).
- Author names either corporate name is mandatory even not marked with red asterisk.
- The web form is spread across a number of pages. Click on the Next button to navigate to the next page.

### Field (metadata)

<p><b>Author names/ Corporate Creators (mandatory)</b></p>	<p>Very important as the surname of the first author is one of the most significant distinguishing pieces of information about a paper. Please make sure spelling is accurate and be consistent with initials (use the same initials) in the paper and the metadata. It is important to be consistent so that searches will recall all publications by the same author. Fill in the full names of all the authors.</p> <p>A. Follow the instructions given. Enter (family name + given name)</p> <p>i) <u>Malay Names</u> e.g.: Asmah Binti Omar will be <b>Omar</b> (family name) <b>Asmah</b> (given name);</p> <p>ii) <u>Chinese Names</u> e.g.: Tan Boon Hong will be <b>Tan</b> (family name) <b>Boon Hong</b> (given name);</p>
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	<p>ii) <u>Conferred Names</u>- No need to put. e.g: Dr. Farah Husna Hamzah will be <b>Hamzah</b> (family name) <b>Farah Husna</b> (given name); and</p> <p>iii) <u>Organization</u>- type in English even though the paper is in Malay language e.g: National Population and Family Development Board Malaysia will be <b>National Population and Family Development Board</b> (family name) <b>Malaysia</b> (given name)</p>
<b>Title (mandatory)</b>	If possible, cut and paste the title of the paper directly from its contents.
<b>Abstract</b>	<p>It is a brief summary of the document. <b>If the document is not in English, it must include an English abstract. If possible, abstract should also be available in Malay language.</b> The correct way is to use [“the language” abstract]. e.g.: [<i>Abstrak Bahasa Melayu</i>] - The abstract must be provide especially on article papers.</p> <p>Information such as introduction, background or preface of the documents/publications can also be use as an abstract. e.g.: <i>book, newsletter or others.</i></p>
<b>Publication status</b>	It is important to mark the difference between an article that has been through the peer-review process and those that have not (or not yet). Please ensure that this information is updated after a paper has been accepted.
<b>Keywords</b>	<p>It is useful to add keywords to help searchers identify your paper. Think carefully about the words you use. Includes abbreviations, synonyms, alternative spellings or any terms which you think will help to identify your paper. Separate each term with a comma and space e.g. organization, organisation. You do not need to enter plurals – the database automatically searches for plural “s” e.g. organisation will search for organisations, however you will need to input irregular plurals e.g. children, women. Please avoid using diacritics. <b>If the document is not in English, you have to include keywords in both languages.</b></p>

<b>Additional Information</b>	<p>Some useful information about your deposit that can't be entered anywhere else, please enter it here. This information <b>will</b> appear on the public summary page for this item.</p> <p>e.g.:</p> <p>i) National Population and Family Development Board (NPFDB) in collaboration with Population Studies Unit, Faculty of Economics and Administration, University of Malaya;</p> <p>ii) This poster have been presented at the 2nd Asian population Association Conference, Bangkok, Thailand; and</p> <p>iii) Author is from Mara University of Technology (UiTM), Pahang.</p>
<b>Refereed</b>	<p>Indicate whether the document (this particular version of it) has been through a formal peer review process.</p>

After entering all the required information, click the **>Next** button.

- If any mandatory information is missing, you will not be able to proceed to the next screen.
- If all required information is present, you will be taken to the **Document Storage Formats**

“Save for later” – at any point when you want to stop adding an publication/document, if you click “**Save for later**” you can save the information you have input so far. The next time you log in to the User area, you will be able to view the record and you can continue to edit. You are encouraged to edit the record only but **not to delete it**. If the record is deleted, it is impossible to retrieve the record because each record has unique number identification.

### **Add document**

- Upload your document to the **FAMILY Repository** server by clicking on the **Add Document** button. Select the appropriate format e.g. PDF. Use the Security Level field to indicate how

widely it should be made available. Select “Anyone” unless there are reasons to restrict access. Click **>Next**.

### **Document file upload**

- For PDF files, select File Upload and click on the **Upload** button. Browse to find your file. Then click on **Upload**. For HTML files, select Capture from URL. Provide the URL where this file can be found. This ensures that all hypertext links in the document will work.
- Click on the **>Finish** button to finish the file upload procedure.

### **Review your submission details**

- The Deposit Verification screen displays the brief record for your publication/document. Check the record carefully for errors. Pay particular attention to the reference that the system will create for your document from the information you have entered. The reference is displayed above the PDF link to your document. Check that the reference contains all the appropriate elements (e.g. author, year, title, journal name or book title etc).
- If you wish to make any alterations use the **>Back** button at the bottom of the screen. Do not use the browser Back button on the toolbar at the top of the computer screen as this will exit you from your **FAMILY Repository** user area.
- When you are satisfied that the record is accurate and complete, read the deposit agreement that appears at the end of the page. Clicking on the **>Deposit eprints Now** button, indicates your agreement to these terms and completes the deposit process.
- Your submission will be place in a ‘buffer’ for checking by an editor. If your publication/document is accepted it will appear in the public archive after a few days. If not, you are required to amend some data before it can be added or it may be returned to you.

**Please note:** Do not forget to update the record of the latest version of your paper when it is available. It is important that the information in the archive is accurate.