

Uploading Publications into IR – University of Ruhuna

Please follow the following instructions when you are sending your academic publications to the Library for uploading purpose, into the University IR (Institutional Repository).

1. We have planned to upload all the publications in **Department wise, under the headings of each faculty**. Therefore we request from all academic members to send your publications individually specifying your department and please make sure to send the publications which are entitled your name as **First Author**. Because one publication will be uploaded at one time (to avoid duplications) under the department of the first author. Therefore, if there are few coauthors from the same or different departments, its enough to send it by the first author.
However, publications with a second, third, or any other authorship represented by a member of Ruhuna University are also permitted when the first author hails from another University, Educational Institution, or Organization.
2. We do not upload full papers published at the commercialized journals, which means articles that are not having open access. We upload only the abstract of such close access publications, due to copyright issues. Therefore, you need to send **only the pdf version of the Abstract** of such publications and we do not proceed if you send the full papers of such articles. When you forming the abstract of such articles following details needed to be included along with the Abstract.
 - a. Paper Title
 - b. Authors' Names (First author first)
 - c. Authors' Affiliation
 - d. Corresponding Author's email
 - e. Published date
 - f. Publisher
 - g. ISSN/ISBN
 - h. DOI
 - i. Key words
3. Please make sure to share your publications as a comprised Zip Folder, by **renaming your name and the Department**. Three separated folders should be included in the zip folder;
 - a. Open access publications
 - b. Commercialized publications
 - c. Co- authors Publications from different departments/institutions, If any
4. Please make sure to send the complete details of the publications (As mentioned at the following table) and if incomplete publications details received, we have to avoid uploading them without further notice.

- IR team unable to accept the publications available at the **Fake Journals**. We have to reject them since we expect to improve the research visibility of the University Academics through an Institutional portal.

All the Publications details should be shared by arranging into following format.

Article Number	Authors arrangement	Main Title	Sub Titles	Date of Publication	Publisher	ISSN/ ISBN	Publication Type	Keywords	Citation
Should rename using unique own ID	First Author and others as appropriately						Open Access or Commercialized		Bibliographic details

Note: When you sending publication to the library, please send them into the following emails which relevant to your faculty.

Faculty	Email address
All the faculties in Wellamadama Premises	lib.ir.main@gmail.com
Faculty of Agriculture	lib.ir.agri@gmail.com
Faculty of Allied Health Sciences	lib.ir.ahs@gmail.com
Faculty of Engineering	lib.ir.foe@gmail.com
Faculty of Medicine	lib.ir.med@gmail.com
Faculty of Technology	lib.ir.fot@gmail.com

We hope your fullest cooperation in this regard which will open the doors for bright future of University of Ruhuna.

Thanks
 IR Development Team
 Library - University of Ruhuna