

Handbook for submissions and reviews in the Globethics.net Library

General cataloging and reviewing rules :

- The submitter and the reviewer commit themselves to follow the rules below.
- The submitter supplies as much information in the submission form as he/she can. It is not satisfactory to only fill in the mandatory fields.
- The submitter checks that the data is correct.
- The submitter copies and pastes as much information from the document itself as he/she can in order to avoid typing errors.
- The submitter is as precise and coherent as possible.
- In case of submission of a journal with the back issues, the submitter starts with the most recent year and then goes back in time (e.g. 2009 January to December, then 2008 January to December, etc.).
- The submitter checks if the document he/she is going to submit has already been submitted. He/she submits the document only if it is not yet in the Globethics.net Submissions collection <http://www.globethics.net/web/globethics.net-submissions/collection-articles>. If the document is in the library but not in the Globethics.net Submissions collection the submitter should submit it.
- The metadata is written in the language of the document wherever possible (all fields but the ones with controlled vocabulary). Title and abstract are written in the language of the document and in English (see the rules field by field hereunder).
- The submitter checks if there are already articles from the same journal in the library. He/she will keep the same information (publisher, issn and so on), except if the information has changed or was wrong in the first place. If the submitter finds wrong information in previous metadata sets, he/she announces it to his/her reviewer. The reviewer will announce it to the Globethics.net team after having checked whether the previous metadata really is wrong.
- The submitter and the reviewer should not be the same person.
- The reviewer checks the correctness and completeness of information and not only the typing errors.
- Cataloging unity is the article: if the Journal is downloadable only per issue, the submitter should separate the articles and add bibliographical information in the article if it is not clear where the article comes from. If the submitter does not have the technical tools to do so (Adobe Reader Pro), he/she should refer to the reviewer. The reviewer will contact the Globethics.net team. If the Journal is also downloadable as a whole the submitter submits each article as well as the whole issue.

Rules field by field:

1. Document type

1.1 Choose the relevant document type, following the indication appearing when you leave the mouse on .

1.2 Note: “unpublished/pre-print document” is also used for documents that have been published but that are submitted in the library without the official layout (word documents for example). If one knows where the document has been published, it is recommended to indicate this in the document itself.

Bibliographical references to integrate as a header in the pdf document if provenance not clear:

- a) for a published book chapter: AUTHOR’S LAST NAME, Author’s first name, “title of the book section”, in: AUTOR’S LAST NAME, Author’s first name, *title of the book*, Place of publication: Name of publisher, date. ISBN (series’ title).
- b) for a preprint book chapter: published as: AUTHOR’S LAST NAME, Author’s first name, “title of the book section”, in: AUTOR’S LAST NAME, Author’s first name, *title of the book*, Place of publication: Name of publisher, date, ISBN (series’ title), page range
- c) for a published article: AUTHOR’S LAST NAME, Author’s first name, “title of the article”, in: *title of the Journal*, Vol., No, date, ISSN, page range.
- d) for a preprint article: published as: AUTHOR’S LAST NAME, Author’s first name, “title of the article”, in: *title of the Journal*, Vol., No, date, ISSN, page range.

2. Select Document

2.1 Please only upload documents for which the copyright is cleared. The copyright is cleared if:

- a) the document has been published with a Creative Commons license (choose the corresponding button “License/Copyright) – only consider this if you find this information explicitly in the document itself.

Ex: “this article has been published under the Creative Commons License 2.5”

Further information: <http://creativecommons.org/>

- b) the publisher has given the explicit permission to upload the document in an open repository for open access use and you have written evidence of that permission that you can provide in case of conflict.
- c) the Globethics.net staff tells you that the copyright is cleared.
- d) it is an unpublished document AND you are the author of the document.

2.2 Transform the document into a pdf format. The document should not be bigger as 5MB. If it is bigger, refer to your reviewer.

2.3 External links do not need special permission. It is legal to link a document that is freely available on the internet. However, do not enter a protected link (the url address of a document that you will have been able to open because you or your library subscribes to a commercial database).

2.4 Upload the document AND indicate the external link to the homepage of the Journal or Organization that is providing the document.

2.5 Choose the right statement on the license: if you find yourself in situation b) or c) as described in point 2.1 above, you should choose the option “I am entitled to upload the document with permission of the license/copyright holder”. If the document has been published with a creative commons license or if you are the holder of the copyright and wish to publish the document with this license choose the second button “There is no third party license/copyright. I submit the document under the open Creative Commons Copyright (CC 2.5)”.

2.6 Note: if you wish to publish your own document for which you are the holder of all copyrights in a creative commons license, you should indicate it in the document itself, by copying the appropriate logo in the following website: <http://creativecommons.org/>

3. Subjects

3.1 (The subject list was not understood as a proper library classification.) Please choose the subject(s) that describe(s) the most precisely what the document is about AND also indicate a subfield in the category “Methods of ethics” if the document has a clear theological or philosophical perspective.

4. Details

4.1 Fill in as many fields as you can with exact and correct data. Follow the indications appearing when you leave the mouse on  .

4.2 Publisher:

- in the case of an unpublished thesis, the name of the publisher is the name of the university.
- for any published document, indicate the official publisher
- if the document is a preprint (=unpublished document), do not indicate the publisher in this field even if you know where the document has been published in the meantime,. Please indicate this information as a header in the pdf document itself, cf. 1.2).

4.3 Place of publication: indicate the city and the country in brackets

Ex. London (United Kingdom)

4.4 Date: it is important to enter a date. If there is no publication date, indicate the promotion date (for a PhD degree), if there is no promotion date, indicate the date of the creation of the document, if the date of creation is not available, indicate the date of availability of the document..

4.5 Title and subtitle

4.5.1 As a rule, if a title has one of the following punctuation signs in it: (:,?!) you should consider the part before the sign as the title and the part after the sign as a subtitle – except in the situation where the title is clearly a sentence and does not make sense if it is cut in two parts.

Ex.: *Bad For Practice - Good For Practice From Economic Imperialism To Multidisciplinary Mapping* is one and only sentence, whereas with *Ethical concerns at the Bottom of the Pyramid - Where CSR Meets BOP* we have a title *Ethical concerns at the Bottom of the Pyramid* and a subtitle *Where CSR Meets BOP*.

4.5.2 Avoid identical titles. Typically, when the title is *Introduction* or *Editorial*, add in brackets [] the Journal name, vol., issue no. and year or the book volume title. For Journal volumes with no other title than the Journal name, also add the vol., issue no. and year in brackets [].

4.5.3 In case of a non English document, please write the title in the original language and in brackets the English translation of the title. This will enable the document to be found in several languages.

4.6 Page range: if you do not find the official page range of a published document, indicate the number of pages of the document.

4.7 Page number: indicate the last page number you find in a document. If a document's pagination stops at p. 38 the page number is 38, even if there is a bibliography without pagination after page 38,.

4.8 Keywords:

- describe the document as a whole, do not enter a keyword that describes only a small part or a marginal aspect of the document
- try to find the keywords that describe your document in the most precise way: do not choose the same keywords for different subjects, try to see if something more appropriate exists
- use the most precise keyword: if your document deals with child rights, choose "child rights" and not "human rights".
- try to be as coherent as possible in your choices: if two documents deal with the exact same theme, one should be able to find them both with the same keyword.

4.9 Abstract: if possible please enter an abstract. If no abstract is available, create one, either by writing an abstract yourself or by finding a part of the document (usually a part of the introduction) that explains what the document is about (method, subject, etc.). If you copy some text in the document, please clearly cite it: use quotes "...", and indicate the page number.

An abstract is normally written in the language of the document. Also add an abstract in English. In this way, the document will also be visible for users who proceed to a search in English.

4.10 Abstracted by: if the abstract is the official abstract of the document, indicate the name of the article's author in the field "abstracted by"; if the abstract is a quote in the text selected by you, do not indicate anything in the field; if the abstract is from another library or another source, cite the source; if you wrote the abstract, write your own name in the field "abstracted by".

4.11 Identifier: chose the right standard number, as indicated in the document you are submitting:

- nothing if the document has no standard number;
- ISSN for series (journal), indicate also the ISSN of the journal if you are submitting an isolated article of this journal – Ex. of ISSN: 1614-1687;
- ISBN for books – Ex. of ISBN: 978-2-8254-1516-0 or 3-7229-4053-2 (before 2007);
- standard number or code for another type of standard code (e.g. DOI);
- URI for electronic documents that have a URN.

4.12 Relation:

- if you have a document that exists in several languages, please write one metadata record for each version of the document in the respective language. [see points 4.4.3 and 4.8] Indicate the titles of the same document in other languages in the field relation, so that the user can find the other metadata records.
Ex.: look for the title « Entitling Human Beings. Human rights and human dignity in a theological-ethical perspective” (date of publication 2008) in the Globethics.net library and look at the field “relation”.
- Only indicate documents in the field relation that are in the Globethics.net library or that are directly visible (a website, for example).
- The field relation can also be used for special collections. The Globethics.net staff will precise if this is the case for the documents you will submit/review.

4.13 Availability: all submitted documents should have full-text, should be openly accessible and free of charge.

4.14 Peer reviewed:

- if the document is an article from an Open Access Journal, please check carefully whether the journal is peer reviewed or not. A journal is peer-reviewed if the articles are reviewed by a committee before being published. This should be indicated on the website of the Journal.
- If the document is a validated academic thesis, the document must be considered as peer-reviewed.