

IE Repository User Handbook



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Introduction

The **IE University Repository** is the institutional open-access platform that collects, manages, and preserves the academic, scientific, and administrative output produced by the university community. Its purpose is to ensure that the knowledge generated at IE University remains accessible, visible, and available in the long term, reinforcing the institution's commitment to excellence, innovation, and knowledge dissemination.

The repository's **main objectives** are **digital preservation, academic visibility, compliance with open-access principles**, and the **institutional management of materials** created within the framework of teaching, research, and university activity. By centralizing and disseminating this content, the repository enhances global access to the work developed at IE University and guarantees its preservation for future generations.



It is intended for students, faculty, researchers, and administrative staff, both as users who consult the resources and as potential contributors who may deposit their work in accordance with institutional policies.

The repository includes **research outputs, teaching materials, institutional documents, and doctoral theses**, as well as other types of content resulting from the academic and organizational activity of IE University.

In addition, the repository supports IE University's commitment to Open Access, helping researchers comply with Spanish legislation and with the requirements of funding agencies, while promoting the dissemination, transparency, and reuse of the knowledge generated within the university.



01

Homepage



Homepage

The homepage of the repository presents the **main elements and resources of the platform** in an organised and accessible way. From here, users can access the central search bar, explore the different communities, view featured items, and see the most recent submissions. It also provides a quick overview of the repository's general statistics, ensuring intuitive navigation and direct access to the most relevant content.

The screenshot displays the homepage of the Institutional Open Repository (IE University). The header includes the logo, navigation links (Communities, Explore repository, Statistics), and user options (Empty list, View list (0)). A search bar is prominently featured. Below the header, a welcome message is followed by two main sections: 'Explore the communities' with icons for Institutional, Research, Teaching material, and Theses; and 'Featured items' showcasing a publication titled 'Constraining Ministerial Power: The Impact of Veto Players on Labor Market Reforms in Industrial Democracies, 1973-2000'. A 'Recent submissions' section lists four new publications. At the bottom, a 'Statistics' section provides key metrics: 73,794 Visits, 17,118 Downloads, and 968 Items.

ie INSTITUTIONAL OPEN REPOSITORY

EN Log In

Communities Explore repository Statistics Empty list View list (0)

IE Repository

ALL Search the repository ... SEARCH

Welcome to the IE University Repository, an open access platform that collects, manages and preserves the academic and research output of our university. This repository aims to improve the visibility and impact of our research community while complying with the open access mandates of funding agencies and institutional policies, such as European mandates, Law 17/2022 on Science, Technology and Innovation, as well as with the requirements of the National Agency for Quality Assessment and Accreditation (ANECA) for accreditation and six-year research evaluation calls.

Explore the communities

- Institutional
- Research
- Teaching material
- Theses

Featured items

Constraining Ministerial Power: The Impact of Veto Players on Labor Market Reforms in Industrial Democracies, 1973-2000
(2023-08-17) Seher, Mithal

This article investigates how veto players affect the reform of labor market policies in advanced industrial democracies. Complementing Tebbel's veto player model with the assumption of ministerial agenda control within the cabi-...

Views: 57 Downloads: 36

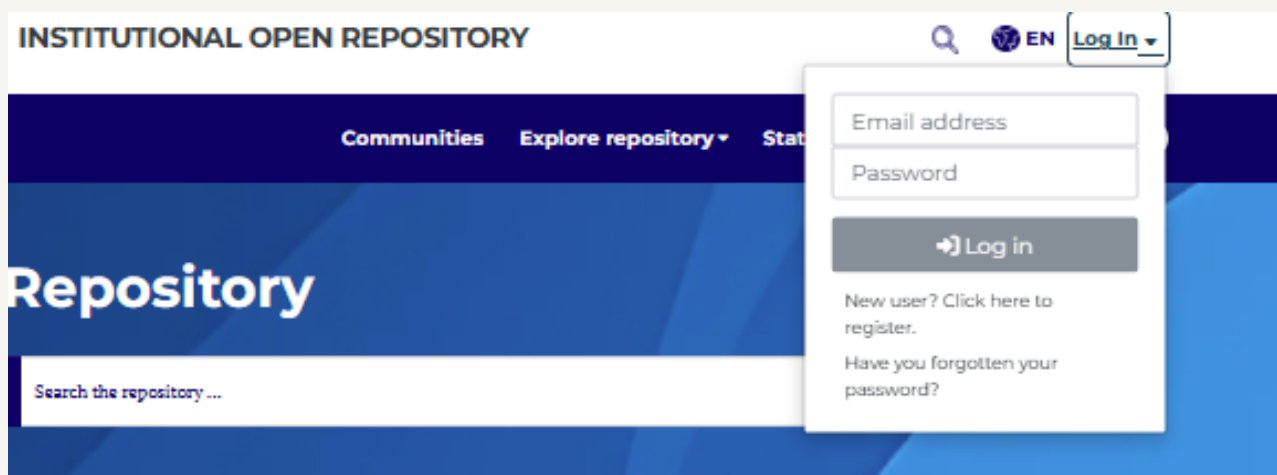
Recent submissions

- Bayesian decision support for complex...**
Views: 4 Downloads: 1
- Context-Specific Causal Discovery for Categorical...**
Views: 2 Downloads: 2
- You Only Derive Once (YODO): Automatic...**
Views: 1 Downloads: 1
- Highly Efficient Structural Learning of...**
Views: 1 Downloads: 1

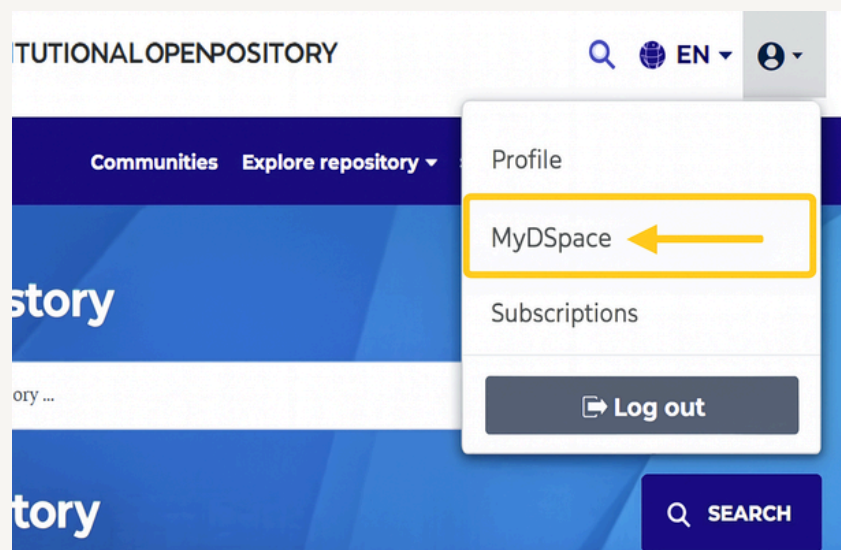
Statistics

- 73,794 Visits
- 17,118 Downloads
- 968 Items

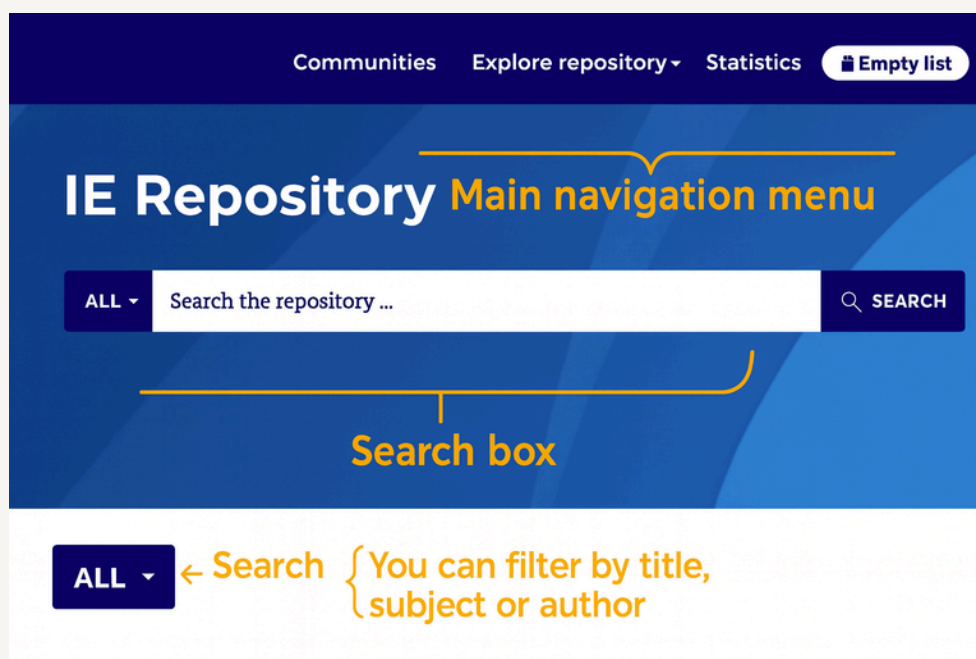
At the top of the homepage, users will find the main header, which provides quick access to essential navigation options. On the right side, users can access additional functions such as the search icon, language selection, and the “Log in” option, which allows members of the IE community to sign in using their institutional credentials (SSO).



Once logged in, users can access their personal menu from the top-right corner of the screen. From this menu, they can view their profile, manage subscriptions, and enter MyDSpace, the section where they can track their submissions, view items under review, and manage their deposited documents.

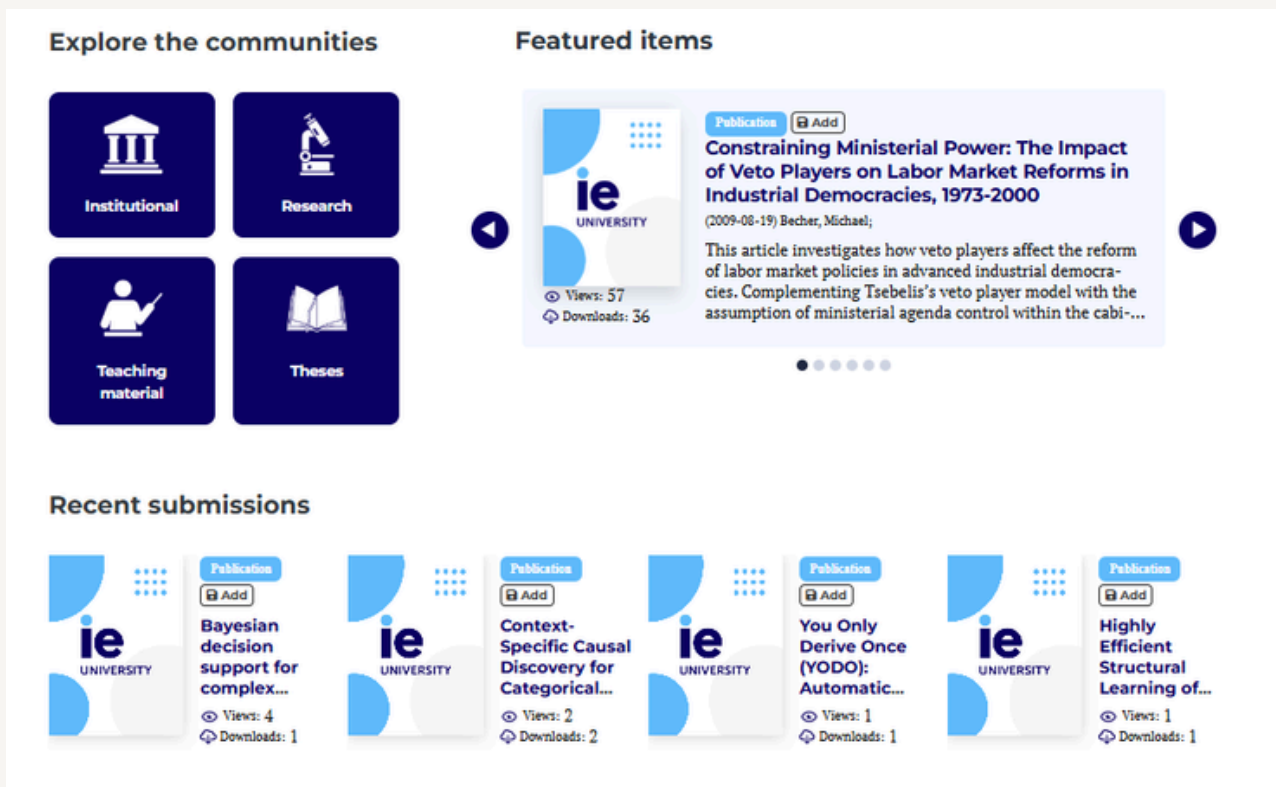


Below the header, the main navigation menu provides direct access to the core sections of the repository. From here, users can browse the different Communities, explore the full content structure through Explore repository, and consult global usage metrics under Statistics. The options Empty list and View list allow users to manage temporary selections of items as they navigate.



Just below the menu, the homepage features the central search bar, which allows users to search the entire repository or filter their search by specific categories. This tool offers the quickest way to locate documents by keywords, authors, titles, or subjects.

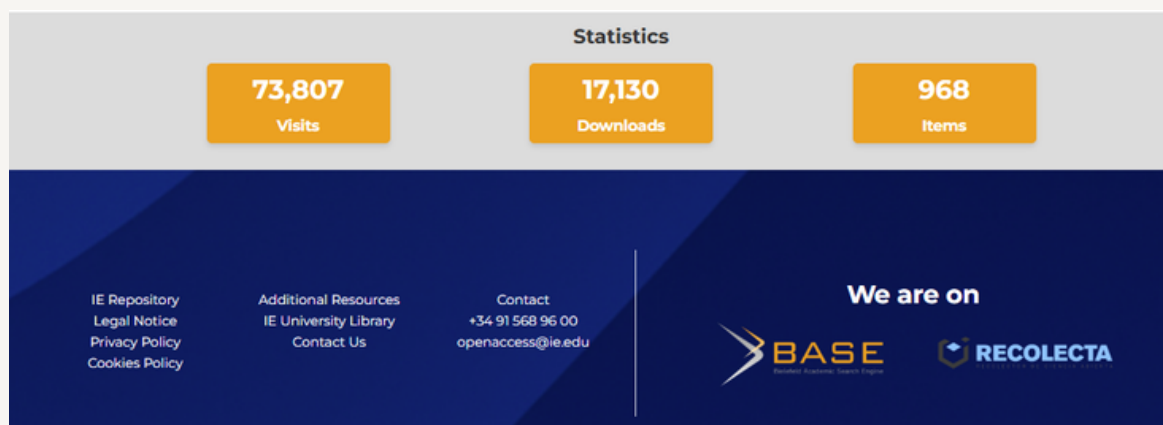
This section of the homepage provides a quick overview of the main content available in the IE University Repository. On the left, the “Explore the communities” area provides a shortcut to the main content groups of the repository—Institutional, Research, Teaching material and Theses. Each tile links directly to the documents within that community, allowing users to quickly access the type of content they are looking for.



In the central area, the “Featured items” section highlights selected documents from the repository. Below, the “Recent submissions” section displays the latest additions, helping users stay up to date with the most recent academic and research outputs from the IE University community and providing a dynamic view of the repository’s newest content.

The Repository in numbers section gives a quick overview of the platform's activity, displaying the total visits, downloads and items available.

Below, the footer provides access to key links such as the Library website, Legal Notice, Privacy Policy and Cookies Policy, along with contact information including the support email and phone number.





02

Communities

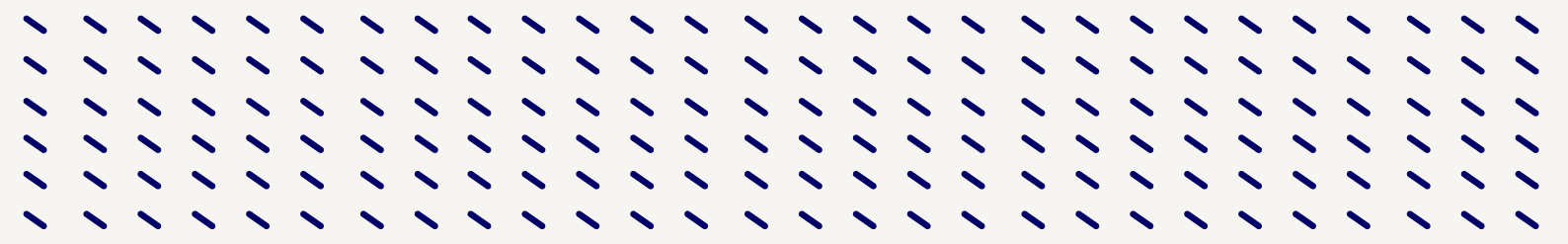


Communities

List of Communities

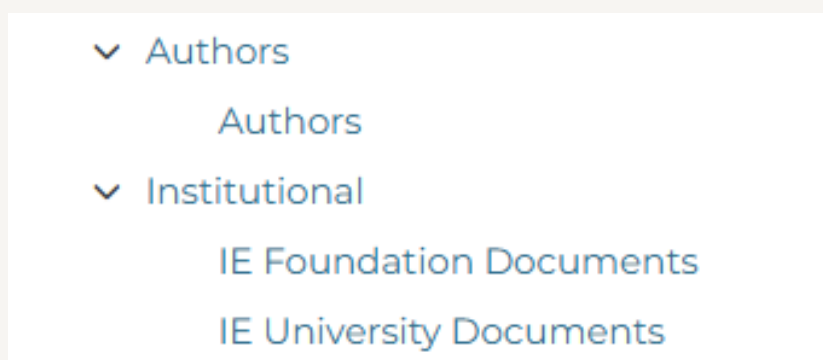
- › Authors
- ✓ Institutional
 - IE Foundation Documents
 - IE University Documents
- ✓ Research
 - Books & Book chapters
 - Datasets
 - Colección dedicada al conjunto de datos de la institución.
 - Papers or posters from seminars, congresses, etc.
 - Research Articles
 - Technical Reports
 - Working Papers
- ✓ Teaching material
 - Open Educational Resources (OER)
 - Other projects
 - Teaching Innovation Projects
- ✓ Theses
 - Doctoral theses

**sub-
communities**



The repository is organised into communities and subcommunities, which group documents according to their nature and purpose. This structure helps users locate materials more efficiently and ensures consistent management of the different types of content stored in the platform.

Each community contains specific types of documents, as outlined below:



Authors

This section groups items by author name, allowing users to browse all works associated with a particular member of the IE University community.

Institutional

This community contains documents that reflect the institutional activity and identity of IE University.

Subcommunities include:

- IE Foundation Documents: official documents related to the Foundation's mission and activities.
- IE University Documents: institutional reports, strategic plans, policies or other documents produced at the university level.

Research

This community gathers the academic and scientific output produced by researchers at IE University.

It includes a range of publication types, such as:

- Books & Book Chapters
- Datasets
- Papers or posters from seminars, congresses, etc.
- Research Articles
- Technical Reports
- Working Papers

Each subcommunity corresponds to a specific document format or dissemination channel commonly used in academic research.





Teaching material

This area contains materials created within teaching contexts at IE University, including innovative educational resources.

Subcommunities include:

- Open Educational Resources (OER)
- Other projects
- Teaching Innovation Projects

These documents support teaching practice and the development of new learning methodologies.

Theses

This community hosts Doctoral theses produced at IE University. This category includes all defended PhD dissertations that the university preserves and disseminates through the repository.

- ▼ Teaching material
 - Open Educational Resources (OER)
 - Other projects
 - Teaching Innovation Projects
- ▼ Theses
 - Doctoral theses



03

Item view



Item view

Publication 


Essential jobs, remote work and digital surveillance: Addressing the COVID-19 pandemic panopticon

Aloisi, Antonio 
De Stefano, Valerio

URI
<https://hdl.handle.net/20.500.14417/3404>

DOI
<https://doi.org/10.1111/ilr.12219>

Citation
Aloisi, A., & De Stefano, V. (2022). Essential jobs, remote work and digital surveillance: Addressing the COVID-19 pandemic panopticon. *International Labour Review*, 161(2), 289-314. <https://doi.org/10.1111/ilr.12219>.



Abstract
An unprecedented COVID-19-induced explosion in digital surveillance has reconfigured power relationships in professional settings. This article critically concentrates on the interplay between technology-enabled intrusive monitoring and the aug-...
[More...](#)

Date
2021-06-19


Publisher
Wiley

Institution
IE University


School
IE Law School



Collections
Research Articles

License
metadata access only

Metrics
 130

Indexers


Citas
 0 citations in
WEB OF KNOWLEDGE™
0 citations in Scopus™

Bibliographic managers
    

Views: 49
Downloads: 0

[Full item page](#)

Share


When opening an **individual item** in the repository, users can see all the **essential information** related to the document in a clear and structured layout. The item page typically includes the following elements:



1



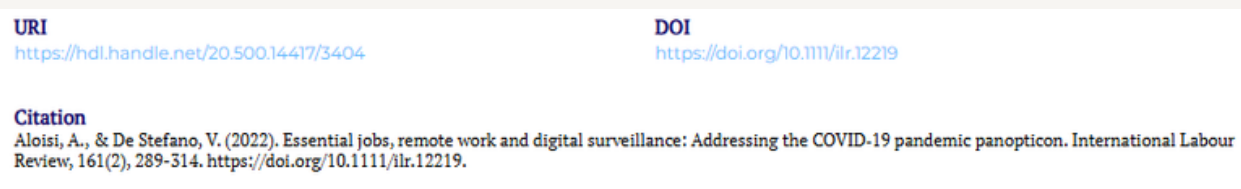
Publication  Add

Essential jobs, remote work and digital surveillance: Addressing the COVID-19 pandemic panopticon

Aloisi, Antonio 
De Stefano, Valerio

At the top, users will find the **title** of the item, the **type of document** (e.g., Publication), and **the author(s)**, including ORCID identifiers when available.

2

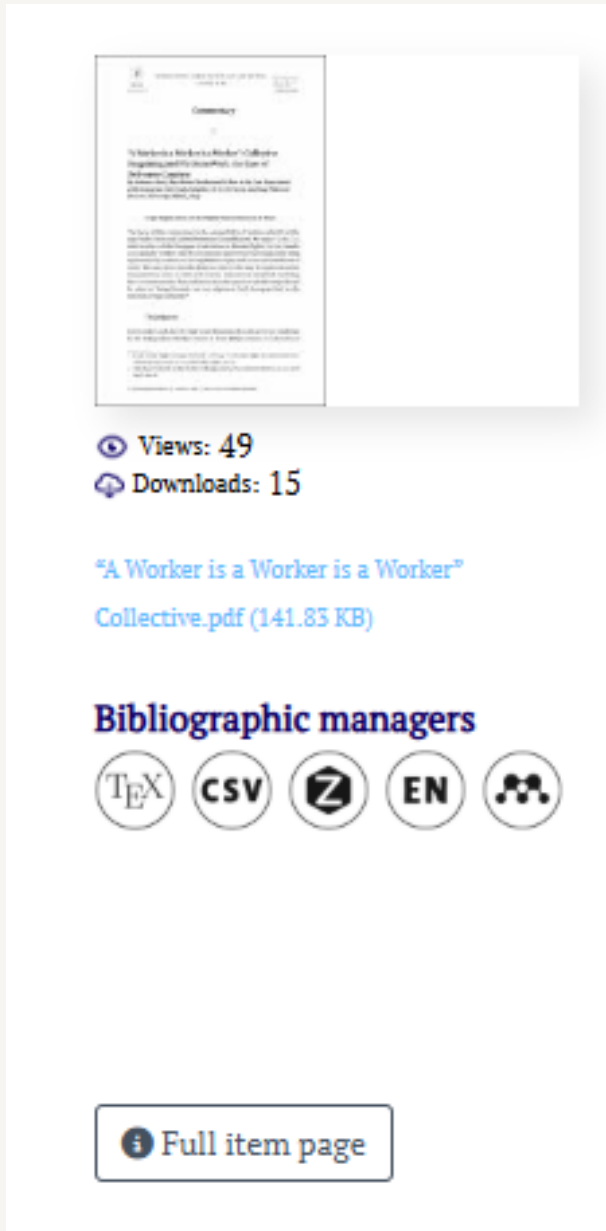


URI
<https://hdl.handle.net/20.500.14417/3404>

DOI
<https://doi.org/10.1111/ilr.12219>

Citation
Aloisi, A., & De Stefano, V. (2022). Essential jobs, remote work and digital surveillance: Addressing the COVID-19 pandemic panopticon. *International Labour Review*, 161(2), 289-314. <https://doi.org/10.1111/ilr.12219>.

The page displays permanent identifiers such as the **URI/Handle** and, when applicable, the **DOI**, which are presented together with the basic **citation** information of the item.



On the left side of the item page, users can see a **thumbnail** preview of the document along with **basic usage information**, including the total number of views and downloads.

Just below, the **file section** displays the available files associated with the item. Each file is listed with its title and size, allowing users to access or download the content directly.

The **Bibliographic managers** section provides export options in several standard formats (BibTeX, CSV, Zotero, EndNote), enabling users to download the item's metadata for use in citation management tools.

At the bottom, a button labeled **"Full item page"** allows users to open the complete record metadata.

Abstract

The focus of this commentary is the compatibility of Section 296(1)(b) of the 1992 Trade Union and Labour Relations (Consolidation) Act 1992 (TULR(C)A) with Article 11 of the European Convention on Human Rights (ECHR), insofar as it e...

[More...](#)

Date

2019

Publisher

SSRN

Institution

IE University

School

IE Law School

Collections

Research Articles

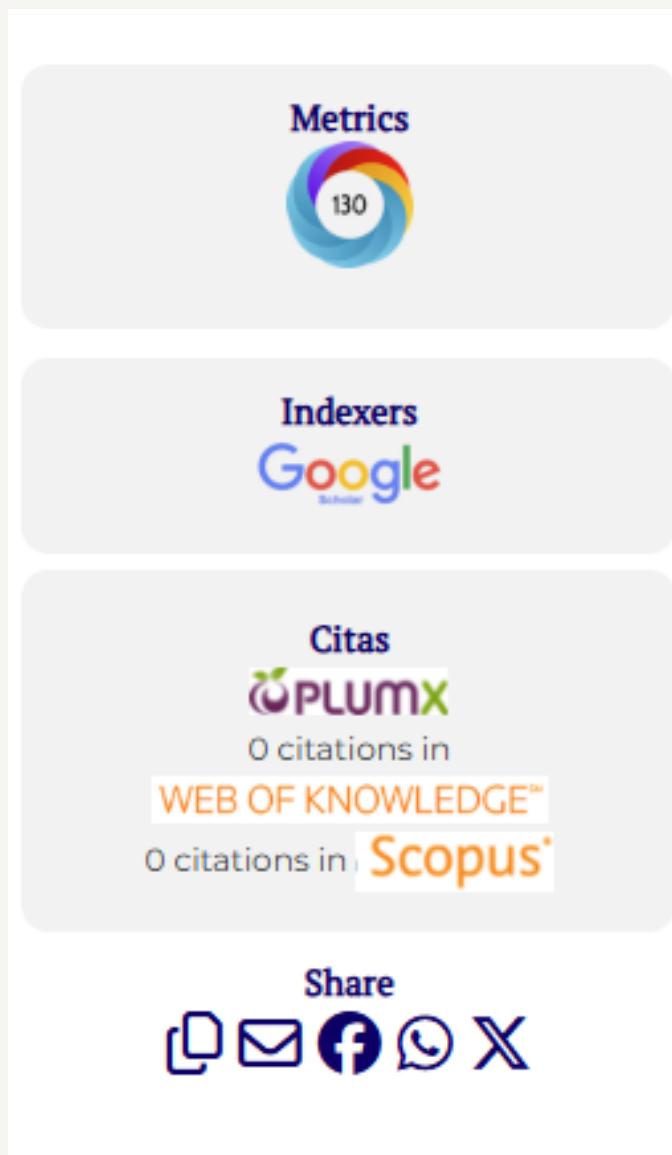
License

Attribution-NonCommercial-NoDerivatives 4.0 International

The central section of the item page presents the **basic metadata** describing the document. This includes the **abstract**, offering a brief summary of the content, along with key descriptive fields such as the **publication date**, **publisher**, and the **institution** and **school** associated with the work.

The item's **collection** is also indicated, showing where the document is stored within the repository's structure. Additionally, the **license** information specifies the terms under which the material can be accessed and reused.

5



On the right side of the item page, users will find information related to the document's visibility and impact. The

Metrics section displays **altmetrics**, showing the level of attention the item has received.

Below, the **Indexers** section indicates where the item is indexed or discoverable, such as Google Scholar.

The **Citations** panel shows citation data collected from services including PlumX, Web of Knowledge and Scopus, when available.

At the bottom, the **Share options** allow users to distribute the item via email, social media or by copying a direct link.

At the bottom of the item page, the **Document viewer** allows users to preview the file directly within the repository, when the format and permissions allow it. A dropdown menu is available when multiple files are associated with the item, enabling users to switch between them. Below the viewer, the **Similar items** section displays other documents related in topic, author or type. This helps users discover additional relevant content within the repository.

The screenshot displays the 'Document viewer' interface. At the top left, it says 'Document viewer' and 'Select a file to preview:'. A dropdown menu shows 'The Journey of Corporate Diversity in Tribal Times Corporate Communities o...'. To the right, there is a link that says '¿Don't see the file? Try reloading' with a refresh icon. The main content area shows a document preview with the following text:

Global business in the age of populist anti-globalization

The journey of corporate diversity in tribal times:
corporate communities of aspiration in Mapfre

By Celia de Anca & Salvador Aragon

Abstract:

Understanding diversity and its connection with identity in global organizations is particularly relevant at this moment in history, often described as tribal and whose driving force takes the form of a collective mindset, as illustrated by many terms that have recently entered into currency: co-creation, co-working, co-thinking or co-financing, along with working collectively, all key elements in the new forms of economic activity.

The first step to correctly manage diversity is to understand what it means, as well as the different types of diversity that can be found in global organizations. This is covered in the first part of this chapter.

We then move to the relationship between diversity and identity. Understanding identities

Below the document viewer, there is a 'Similar items' section. It features a row of five document thumbnails. The first two thumbnails have a blue logo with the letters 'ie' and a grid of dots. The other three thumbnails show document covers with text and graphics.



04 Usage Policies



Usage Policies

The IE University Repository follows a set of policies that ensure the proper use of deposited materials and compliance with institutional and legal requirements. These policies define who can access the content, what types of documents can be deposited, and under which conditions items may be consulted or reused.

Access to content

Most items in the repository are available in **open access**, meaning they can be viewed by any user without authentication. In some cases, access may be restricted due to:

- copyright limitations,
- publisher agreements,
- or licenses that allow **metadata-only** visibility.



Copyright and licensing

Each item includes a **license** that specifies how the material may be used or reused. Licenses vary (e.g., Creative Commons) and determine whether the document can be downloaded, shared or reused.

Authors must ensure they hold the necessary rights to deposit their work, especially when the material has been previously published and is subject to publisher policies.

THE LICENCES

FREE CULTURAL WORKS



ATTRIBUTION

Can someone use my work to make money?

Can someone change my work?



ATTRIBUTION-SHAREALIKE

Can someone use my work to make money?

Can someone change my work?

(MUST ALSO BE LICENSED BY-SA)



ATTRIBUTION-NONCOMMERCIAL

Can someone use my work to make money?

Can someone change my work?



ATTRIBUTION-NONCOMMERCIAL-NODERIVS

Can someone use my work to make money?

Can someone change my work?



ATTRIBUTION-NONCOMMERCIAL-NODERIVS

Can someone use my work to make money?

Can someone change my work?



ATTRIBUTION-NONCOMMERCIAL-SHAREALIKE

Can someone use my work to make money?

Can someone change my work?

(MUST ALSO BE LICENSED NC-BY-SA)

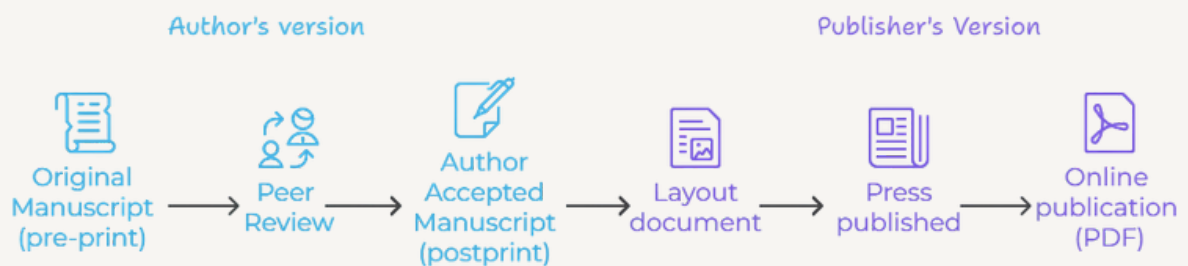


This work is licensed under Creative Commons Attribution 3.0 New Zealand

Allowed versions

The repository only accepts document versions that may be legally disseminated. For scientific publications, this may include:

- **Preprints**
- Postprints (author's **accepted version**)
- **Publisher's version**, when permitted by the journal or publisher's policy.



Responsible use

Users accessing the repository agree to respect:

- the license terms attached to each item,
- copyright regulations,
- and the use conditions established by IE University.



05

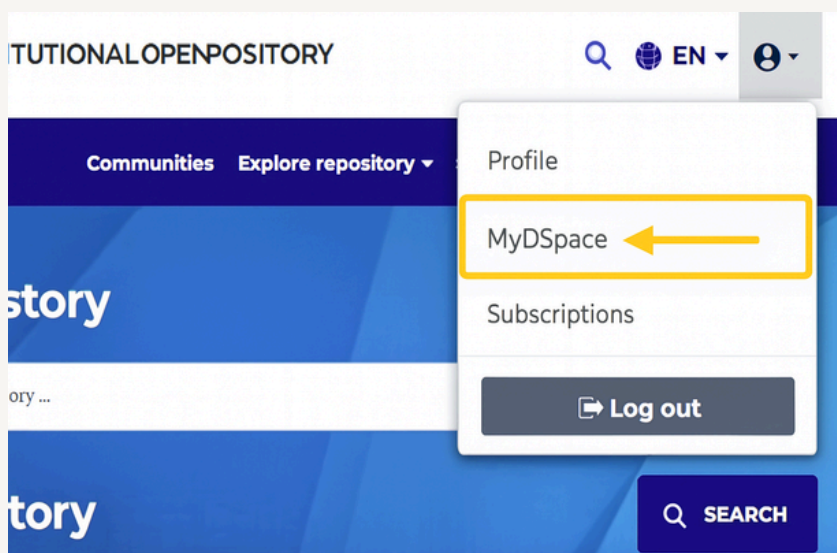
Your

Account



Your account

While all publicly available content in the repository can be accessed without logging in, signing in with your IE University credentials allows you to upload documents if you have the required permissions, and to access your personal profile and user settings.



Accessing your account

To sign in:

1. Click the “**Log in**” button in the upper-right corner of the homepage.
2. Authenticate through the IE University **Single Sign-On** (SSO) page.
3. Once logged in, your personal user menu becomes available.

Your profile

The Profile page contains your personal account information. Here, you can:

- View and update your basic details (name, contact information)
- Select your preferred language
- Change your password if needed

You can also view the groups you belong to. Group memberships define your permission level in the repository. Faculty and staff typically belong to groups that grant submission rights, while students and other users are usually assigned to basic access groups.

Update Profile

Identify

Email Address

First Name *

Last Name *

Contact Telephone

Language


Security

Optionally, you can enter a new password in the box below, and confirm it by typing it again into the second box.

Current password *

Password

Retype to confirm

 Save

MyDSpace

MyDSpace is your personal workspace, where you can view and manage all items associated with your account.

Your submissions

This section lists the items you have submitted or are working on. From here, you can:

- View items that have already been archived
- Track submissions under review
- Edit or delete drafts
- Expand item details or view the full record

Filtering options (by status, type or date) help you organise and locate items easily.

The screenshot displays the 'Your submissions' page in MyDSpace. At the top, there is a search bar and a 'Show' dropdown menu set to 'Your submissions'. Below this, a 'Filters' section allows users to filter by status (Archived: 291, Workspace: 36), type (Article: 7, Book Chapter: 4, Conference Contribution: 1), and date (Start/End: 1950-2025). A date range selector is also visible. The main content area shows a list of submissions, each with a 'View' button and an 'Add' button. The first submission is 'Los administradores y su toma de decisiones en un contexto de Inteligencia Artificial. Estudio comparado europeo y español' (Archived, Publication). The second is 'Bayesian decision support for complex systems with many distributed experts' (Archived, Publication). The third is 'Untitled' (Workspace, Publication). The fourth is 'Context-Specific Causal Discovery for Categorical Data Using Staged Trees' (Archived, Publication). At the bottom, there is a 'Settings' section with a 'Sort By' dropdown set to 'Last modified Descendin'.



Workspace

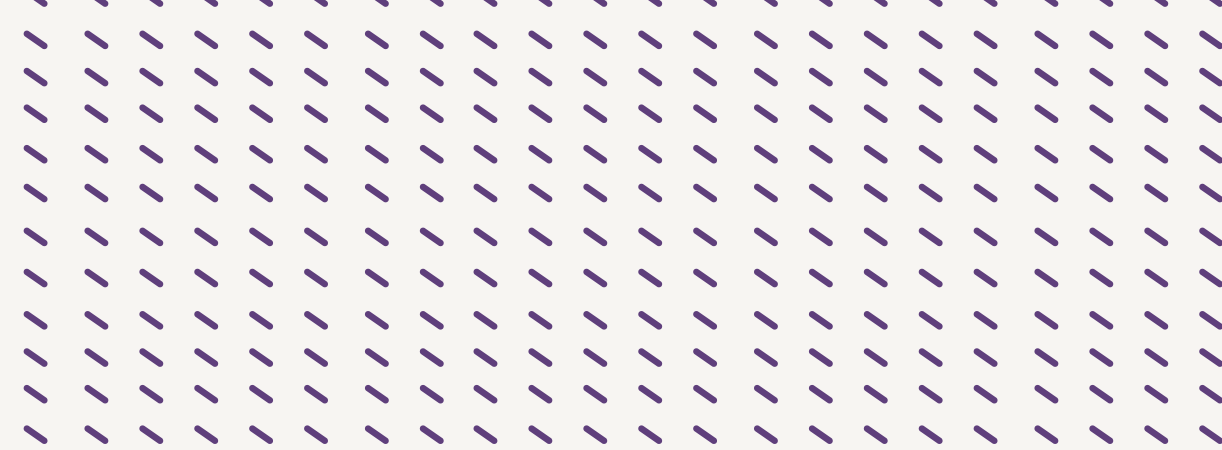
Items still in progress appear under **Workspace**. These drafts can be edited, completed or prepared for submission. You can return to **them at any time until they are ready to be reviewed.**

Uploading through drag-and-drop

From the **MyDSpace** page, users with submission permissions can also start a new deposit by simply **dragging and dropping a file** into the upload area at the top of the screen. This action automatically opens the submission form and begins the deposit process, offering a quick and convenient way to upload new documents.

Who can upload documents

Only **faculty** and **staff** are permitted to upload documents to the repository.. Students and general users can view and navigate the repository but cannot upload documents, unless special permissions are granted.



06

Upload a document



Upload a document

Before uploading a document to the IE University Repository, users with submission permissions must ensure that the material meets the repository's requirements and is placed in the correct community. This section explains what to consider beforehand and outlines the steps of the submission process.

Before the upload

Identify the correct community

Each document must be uploaded to the appropriate **community and subcommunity** (Institutional, Research, Teaching material, Theses). The choice depends on:

- the type of content,
- its purpose,
- and the unit or activity that generated it.

This ensures the material is properly classified and easy to find.

Check that the document can be uploaded

Only certain types of materials may be deposited in the repository. Documents must:

- be created by IE faculty or staff,
- be related to research, teaching or institutional activity,
- have long-term value,
- and be legally allowed for dissemination.

Uploadable versions

The version of a document that can be deposited in the repository depends on the type of material and, for research publications, on the publisher's open access policy.

Before uploading, the IE University Library verifies:

- **Whether the document can be deposited** in the repository
- **Which version** of the document is permitted for deposit
- **Whether an embargo applies**, and the duration of the embargo
- **Which licence** must be applied according to publisher or copyright conditions

This verification is carried out using the **Open Policy Finder** tool, which provides guidance based on the publisher's open access policies.

American Journal of Political Science (AJPS)

Publisher [Wiley](#) | ISSN 0092-5853 | eISSN 1540-5907

[← Back to search results](#) [Report an error](#)

Journal Policy | Open Access Compliance | Transitional Agreement Look-up | Journal Details | Record Information

Version:


Show all Published Accepted Submitted

Published Option with associated OA fees, no embargo & CC BY licence [Show](#)

Published Option with associated OA fees, no embargo & CC BY-NC-ND and 1 other licence [Show](#)

Accepted Option with 24 months embargo [Show](#)

Submitted Option with no embargo [Show](#)



For other types of materials:

- **Reports** must always be submitted in their **final and complete version**.
- **Doctoral theses** require the **formal authorisation** established by IE University before they can be deposited.
- **Teaching materials and institutional documents** must also be submitted in a **final and complete version** suitable for long-term preservation.

Upload process

Before starting a submission, two conditions must be met:

1. Log in with your IE University credentials

Only authenticated users can access the submission area. Use the “Log in” button on the top-right corner of the homepage and sign in through the IE University SSO system.

2. Request submission permissions

Uploading documents is restricted to authorised users.

If you need to deposit content in the repository, you must contact the IE University Library, who will review your request and grant submission permissions when appropriate. Without these permissions, the submission options will not appear in your account.

Alternative submission option

If you do not have submission permissions, you may also submit your material via email.

Documents can be sent to **openaccess@ie.edu**, and a librarian will deposit the item on your behalf. In this case, you must ensure that the file includes:

- The **correct uploadable version**, according to publisher or copyright policies
- **Essential metadata**, such as title, authors, date and abstract
- **The appropriate licence**, or any restrictions that apply
- Any embargo information, if relevant

The library team will validate the material, complete the record and upload it following the repository's policies.

Starting a submission

Once you have logged in with your IE University credentials, a **side navigation bar** will appear on the left side of the screen. This sidebar provides access to your personal workspace and submission tools.

From here, you can expand the menu to access options such as **MyDSpace**, **Your submissions**, and the **submission area**. This is the starting point for uploading new documents to the repository.

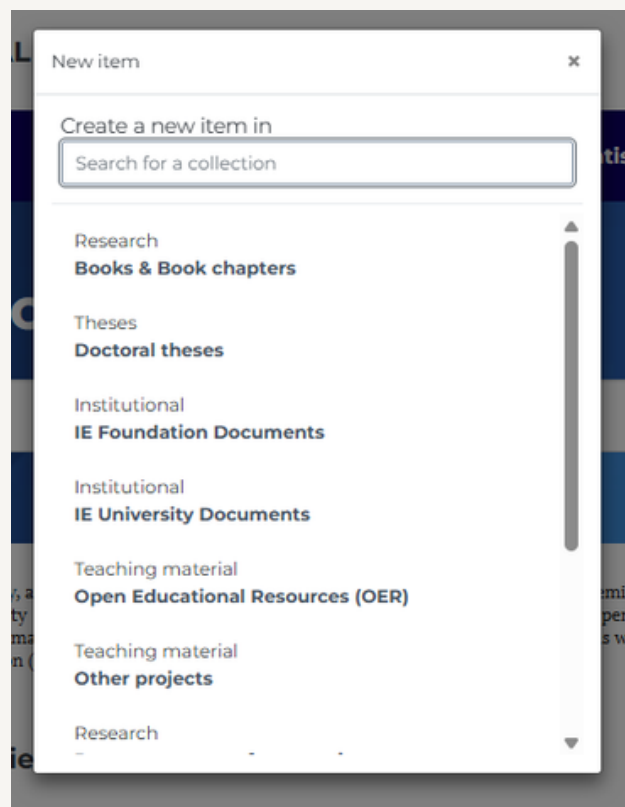


Select the correct community

After clicking **+ New > Item**, a window will appear prompting you to choose the **community or collection** where your item will be deposited.

You must select the option that corresponds to the **type of document** you are uploading (for example: Research Articles, Books & Book Chapters, Institutional Documents, Teaching Materials, Doctoral Theses).

Choosing the correct community ensures that the item is properly classified and remains easy to find within the repository's structure.



Upload your file

Once the target community has been selected, the upload window appears. Here you can **attach your file** by dragging and dropping it into the designated area, or by using the “**browse**” link to select it from your computer.

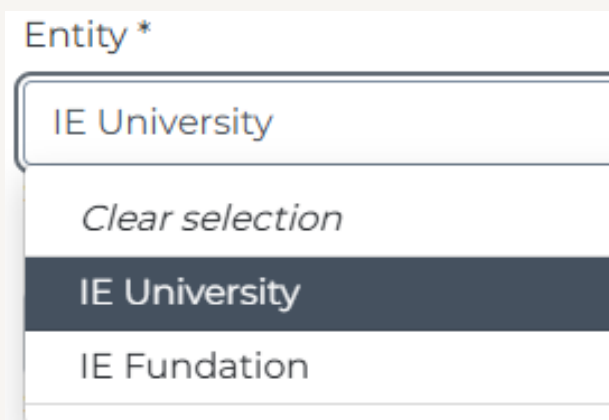
If you selected the wrong community or collection, you can still adjust it at this stage by modifying the **Collection** field before continuing with the submission.



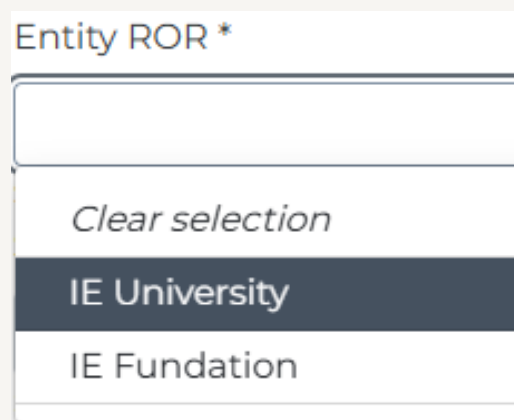
A screenshot of a dropdown menu titled "Document Type *". The menu is open, showing a list of options: "Clear selection", "Article", "Book", "Book Chapter", "Conference Contribution", and "Doctoral Theses". The "Article" option is currently selected and highlighted in a dark blue bar.

After uploading your file, you will be asked to select the **Document Type** that best describes your submission (e.g., Article, Book, Book Chapter, Conference Contribution, Doctoral Thesis). Choosing the correct type ensures proper classification and accurate metadata.

If your document does **not** fit any of the predefined categories, you can select “**Other**” to indicate that it belongs to a different type of material.



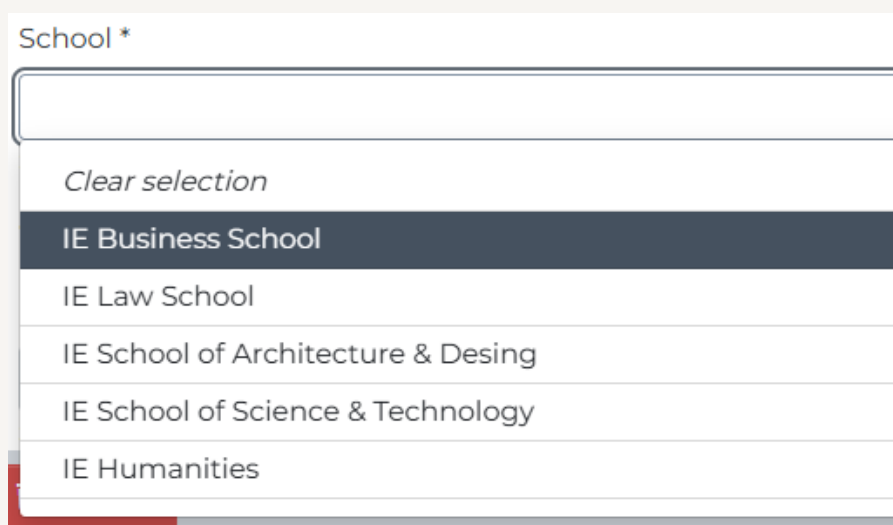
A screenshot of a dropdown menu titled "Entity *". The menu is open, showing a list of options: "IE University", "Clear selection", "IE University", and "IE Foundation". The first "IE University" option is currently selected and highlighted in a dark blue bar.



A screenshot of a dropdown menu titled "Entity ROR *". The menu is open, showing a list of options: "Clear selection", "IE University", and "IE Foundation". The "IE University" option is currently selected and highlighted in a dark blue bar.

Entity and affiliation information

In the next step, you will be asked to select the **Entity and Entity (ROR)** associated with the document. This field identifies the institution responsible for or linked to the work. In the case of IE University, you can choose between **IE University** or **IE Foundation**, depending on the origin of the document.



School *

Clear selection

IE Business School

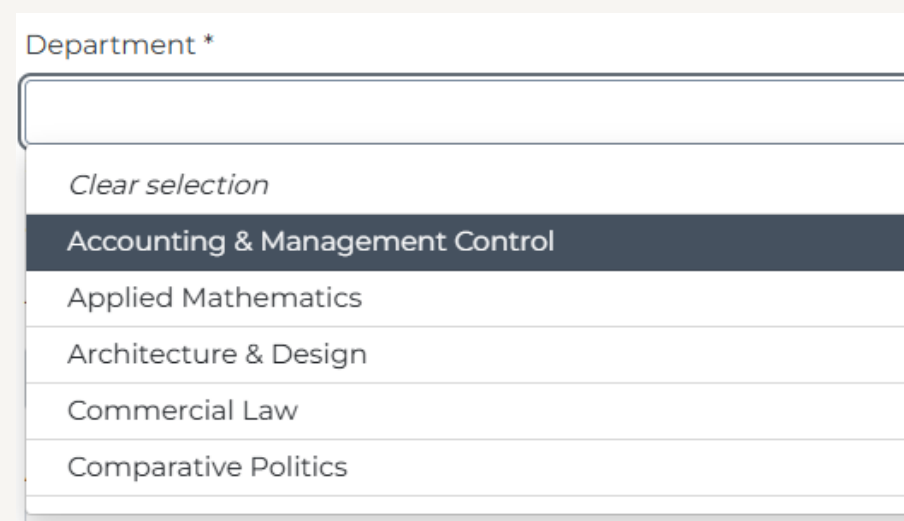
IE Law School

IE School of Architecture & Desing

IE School of Science & Technology

IE Humanities

You will then be asked to specify the **School** and the **Department** to which the item belongs. These fields ensure proper attribution and accurate classification within IE University's academic structure. Selecting the correct School and Department also improves the discoverability of the item and ensures that it appears correctly in institutional reports and metrics.



Department *

Clear selection

Accounting & Management Control

Applied Mathematics

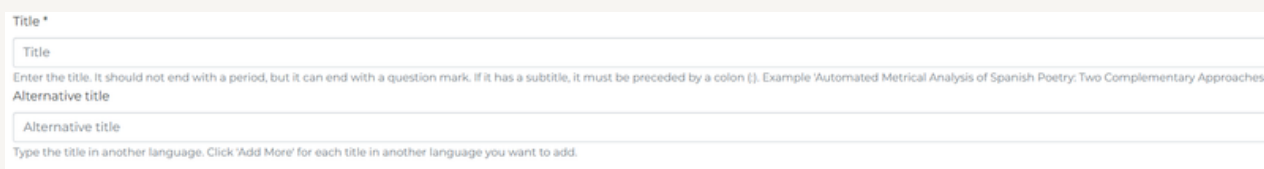
Architecture & Design

Commercial Law

Comparative Politics

Title and alternative title

In this section, you must enter the **title** of your document. The title should follow standard academic formatting: it should not end with a period, and subtitles should be introduced with a colon. If the item has a title in another language, you can add it under Alternative title. Use the “Add more” option if you need to include multiple language versions. Providing multilingual titles improves discoverability for international audiences.

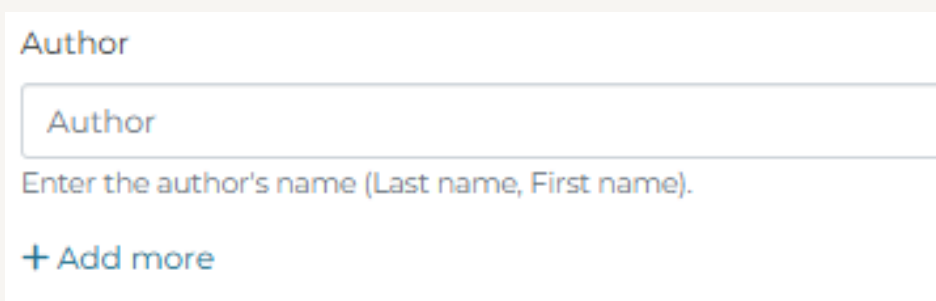


The screenshot shows a form with two main sections. The first section is labeled "Title *" and contains a text input field with the placeholder "Title". Below the input field is a small text instruction: "Enter the title. It should not end with a period, but it can end with a question mark. If it has a subtitle, it must be preceded by a colon (:). Example 'Automated Metrical Analysis of Spanish Poetry: Two Complementary Approaches'". The second section is labeled "Alternative title" and contains a text input field with the placeholder "Alternative title". Below this field is a small text instruction: "Type the title in another language. Click 'Add More' for each title in another language you want to add."

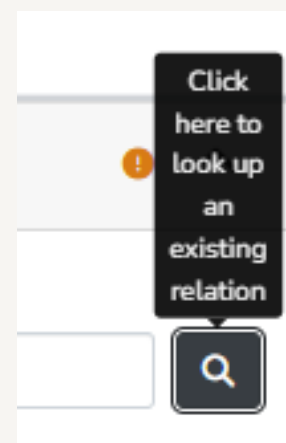
Author

In this field, enter the **author's name** following the format Last name, First name.

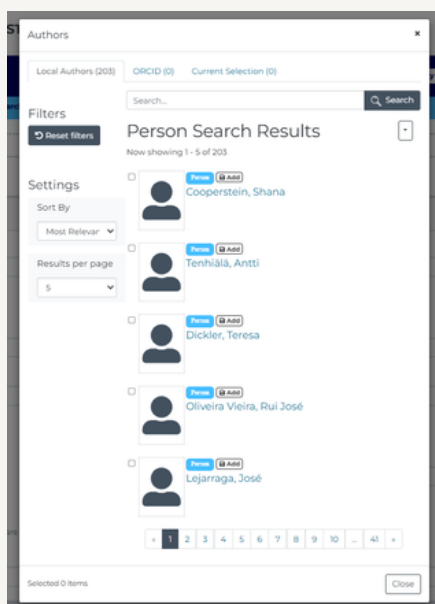
If the document has multiple authors, you can add them by clicking **“Add more”**.



The screenshot shows a form with a section labeled "Author". It contains a text input field with the placeholder "Author". Below the input field is a small text instruction: "Enter the author's name (Last name, First name).". At the bottom of the section is a blue button with a plus sign and the text "Add more".



If the author already has a **profile in the repository**, you can use the **search icon (magnifying glass)** to locate them in the internal author database. A window will open where you can search for the author's name, select the correct profile and then close the window. Linking the author through this search ensures that the item is automatically associated with their profile and appears correctly in their list of publications.



Editor

If your document includes one or more editors, you can add them in this field following the format **Last name, First name**.

If there is more than one editor, use “**Add more**” to include each name separately.

Editor

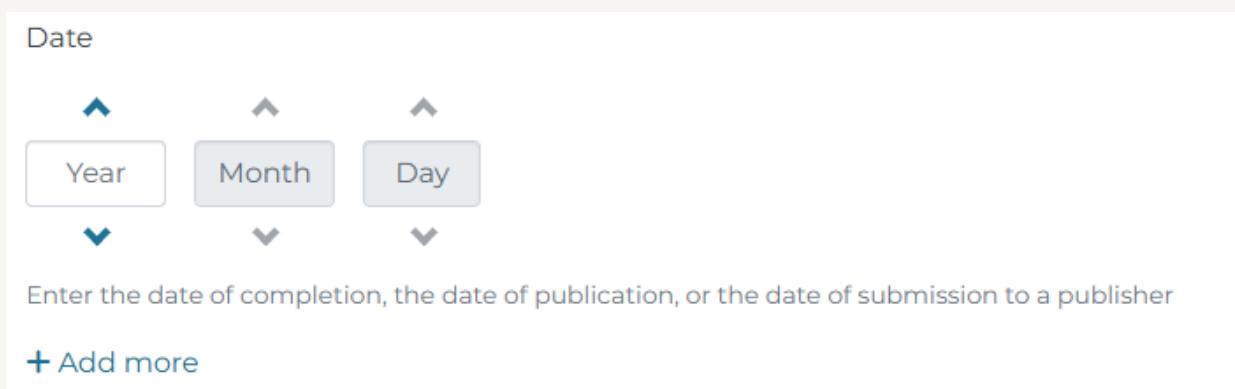
Enter the editors one at a time in 'Last Name, First Name' format. Click 'Add more' for each new editor you want to include

[+ Add more](#)

Date

Use this field to enter the most relevant date associated with your document. This may be the **date of completion**, the **date of publication**, or the **date of submission to a publisher**, depending on the type of item.

If additional dates are needed (for example, acceptance date or embargo date), you can include them by clicking “**Add more**”.



The image shows a date selection interface. At the top, the word "Date" is displayed. Below it are three dropdown menus for "Year", "Month", and "Day". Each dropdown has a blue upward arrow above it and a blue downward arrow below it. Below the dropdowns, there is a light blue text prompt: "Enter the date of completion, the date of publication, or the date of submission to a publisher". At the bottom left, there is a blue plus sign followed by the text "+ Add more".

Book title / Journal title

Depending on the type of document you are submitting, you may need to provide either the **Book Title** (for book chapters or contributions to edited volumes) or the **Journal Title** (for articles published in academic journals, magazines or newspapers).

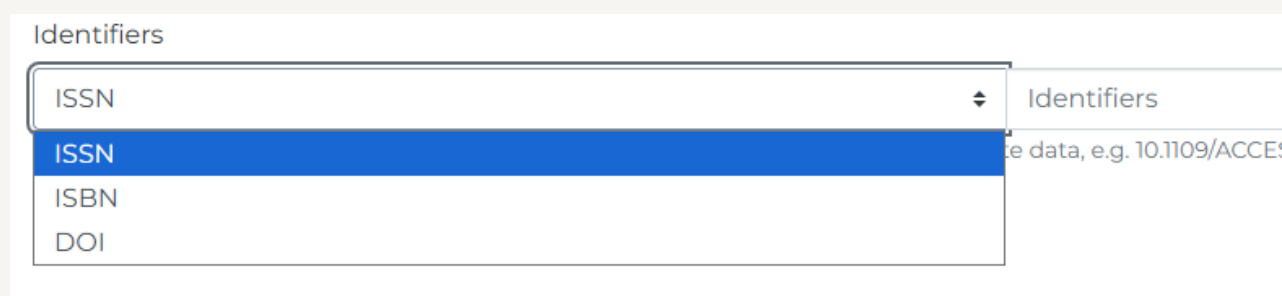
Only fill in the field that applies to your document type.



The image shows two input fields. The first is labeled "Book Title" and contains the placeholder text "Book Title". Below it is a light blue text prompt: "Include the title of the book in which your article is being compiled". The second is labeled "Journal title" and contains the placeholder text "Journal title". Below it is a light blue text prompt: "Type the title of the newspaper, publication, or magazine. For example, 'IEEE Access'."

Identifiers

This is a **repeatable field**, which means you can add more than one identifier if needed. Depending on the type of publication, you may enter an **ISSN** (for journals), an **ISBN** (for books or book chapters), or a **DOI** (for digital publications). Adding the appropriate identifiers improves discoverability and ensures accurate citation of the item.



Identifiers

ISSN

Identifiers

e data, e.g. 10.1109/ACCE!

ISSN


ISBN

DOI

Official URL and Publisher

Use the **Official URL** field to include a link to the official webpage where the document is published or referenced.

In the **Publisher field**, enter the name of the organisation responsible for publishing the work.



Official URL

Official URL

Enter the URL of the official site

Publisher

Publisher

Enter Publisher

Volume, number and pages

These fields are used to provide the **citation details** of your document, especially for journal articles, book chapters, and other serial publications.

- **Volume:** Enter the volume number of the journal or series in which your document appears.
- **Number:** Enter the issue or number of the journal or series.
- **Initial page / Final page:** Indicate the start and end pages of your document, using numbers only.
- **Page total:** Add the total number of pages of your document.

Volume

Enter the volume number of the journal or series in which your document appears

Number

Enter the number of the journal or series in which your document is listed.

Initial page

Enter the start page using numbers only. For example, 21, 43

Final page

Enter the end page using numbers only. For example, 21, 43

Page total

Enter total number of document pages

Recommended citation

Use this field to provide the **recommended citation format** for your document, following the style required by the publisher, journal or academic discipline. Including a citation ensures that the item can be referenced correctly by other users.

Recommended citation

Enter the citation following the desired style

Language

Select the **primary language** of your document from the list. If the item is available in more than one language, you can add additional languages by clicking "**Add more**".

Language

Select the primary language. Click 'Add More' to add another language

[+ Add more](#)

Format

Use this field to specify the **primary format of the file** you are uploading (for example: PDF, Word, Excel, etc.).

Format

Select the primary format of the file

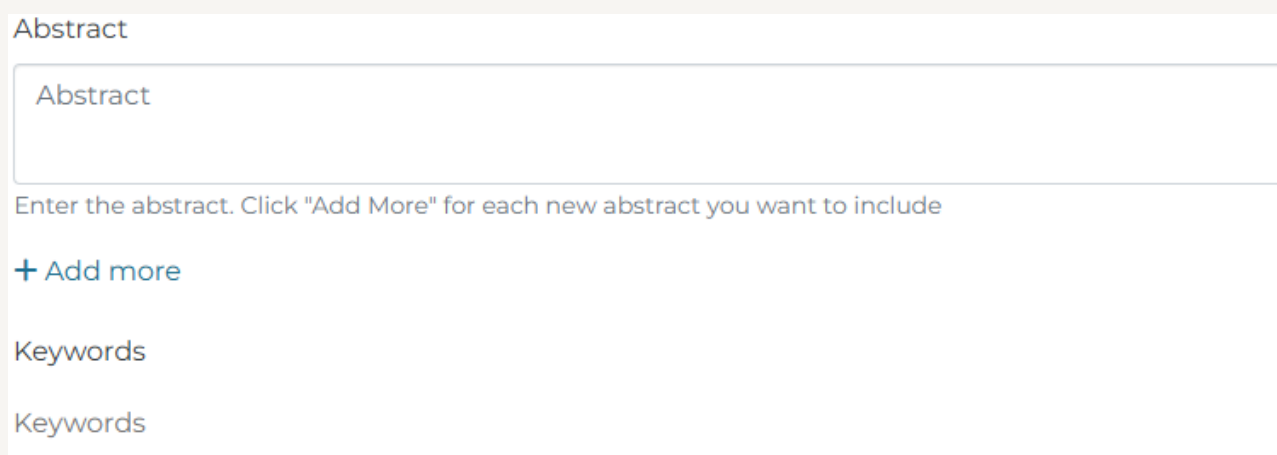
Abstract

Use this field to provide the **abstract** or summary of your document.

If your document includes abstracts in multiple languages, you can add them by clicking “**Add more**”.

Keywords

Add a series of **keywords** that represent the main topics or themes of your document. Enter each keyword separately.



The screenshot shows a form with two main sections. The top section is titled "Abstract" and contains a large text input field with the placeholder text "Abstract". Below the input field is a blue link that says "+ Add more". The bottom section is titled "Keywords" and contains a text input field with the placeholder text "Keywords".

Version type

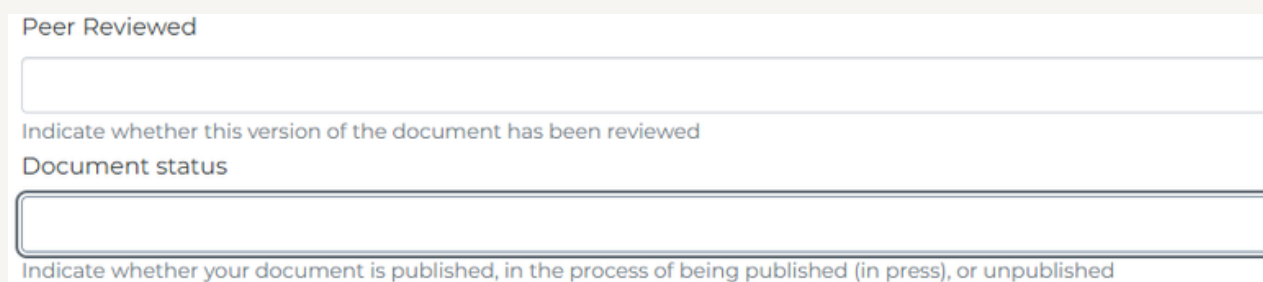
Select the **version of the document** you are depositing. You can choose between manuscript (the original version before peer review), accepted (the author’s accepted manuscript), published printed (the final version as it appears in print), or published online (the final version available online).



The screenshot shows a dropdown menu titled "Version type". The menu is open, showing five options: "Clear selection", "manuscript", "accepted", "published printed", and "published online". The "manuscript" option is currently selected and highlighted with a dark blue background.

Peer reviewed and document status

Use the Peer Reviewed field to indicate whether the version you are depositing has gone through a peer-review process. In the Document status field, specify whether the work is published, in press, or unpublished.



The image shows two input fields. The first is labeled "Peer Reviewed" and has a text input area below it with the instruction "Indicate whether this version of the document has been reviewed". The second is labeled "Document status" and has a text input area below it with the instruction "Indicate whether your document is published, in the process of being published (in press), or unpublished".

Access Rights

In this field, select the level of access that applies to your document. You can choose **Open Access** if the file can be freely downloaded, **Embargoed** if it must remain closed until a specific date, **Restricted** if access is limited to certain users, or **Metadata-only** if the file itself cannot be shared and only the descriptive record will be visible. Selecting the correct access right ensures compliance with publisher policies, copyright restrictions and institutional guidelines.



The image shows a dropdown menu titled "Access Rights". The menu is open, showing five options: "Clear selection", "Open Access", "Embargoed", "Restricted", and "Metadata-only". The "Open Access" option is currently selected and highlighted in a dark blue color.

Funder, Sponsorship description and Project ID

Use the **Funder** field to list any organisations or agencies that supported the work financially. If there are multiple sponsors, you can add them using “**Add more**”. In the **Sponsorship description** field, you may include additional details about the funding or acknowledgements related to the support received. The **Project ID** field allows you to enter the official project reference number, such as national or European grant codes. This field is repeatable, so you can add more than one project identifier when applicable.

The screenshot shows a form with three sections:

- Funder**: A text input field containing the placeholder text "Funder". Below it is the instruction "Enter the sponsors who contributed to the funding one at a time. Click 'Add more' for each new sponsor you want to add." and a blue "+ Add more" link.
- Description Sponsorship**: A text input field containing the placeholder text "Description Sponsorship". Below it is the instruction "Enter a description of the sponsorship here. Acknowledgements can be added" and a blue "+ Add more" link.
- Project ID**: A text input field containing the placeholder text "Project ID". Below it is the instruction "Type the project number separately, for example PID2019-111762GB-I00. Click 'Add More' for each Project ID number" and a blue "+ Add more" link.

Rights (Name) and Rights (URI)

These fields specify the licence under which your document will be made available. In **Rights (Name)**, enter the name of the selected licence (for example, Creative Commons Attribution 4.0 International). In **Rights (URI)**, provide the official URL corresponding to that licence. Both fields must match. Selecting the correct licence ensures that users understand how the document may be accessed, reused or shared.

Rights (Name)

Select the appropriate Creative Commons license name

Rights (URI)

Select the appropriate Creative Commons license URI (It must match with "Rights name" field)




Upload files

In this section, you can review the file that has been added to your submission. The document can be uploaded from the top of the page or at any point during the form by dragging and dropping it anywhere on the screen. This area allows you to confirm that the correct file has been uploaded. Here you should verify the file name, format and size, and ensure that the version uploaded matches the one permitted for deposit. You can also download, edit or delete the file using the icons displayed next to it.

Upload files ● ^

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files by dragging & dropping them anywhere on the page.** ×

Primary File

<input type="checkbox"/>	<p>purple.pdf (399.88 KB) Bitstream format: Adobe PDF Checksum MDS: 0c40755fsf296f8d4638e26d0dae0d9e</p>	  
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Deposit license

Before completing the submission, you must read and agree to the deposit license. This license outlines the rights you grant to the repository, including permission to store, preserve and disseminate your document.

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I confirm the license above

Discard Saved Save Save for later + Deposit

To proceed, review the text carefully and tick the confirmation box. Once you have done this, you can choose to Deposit your item, Save for later, or Discard the submission.

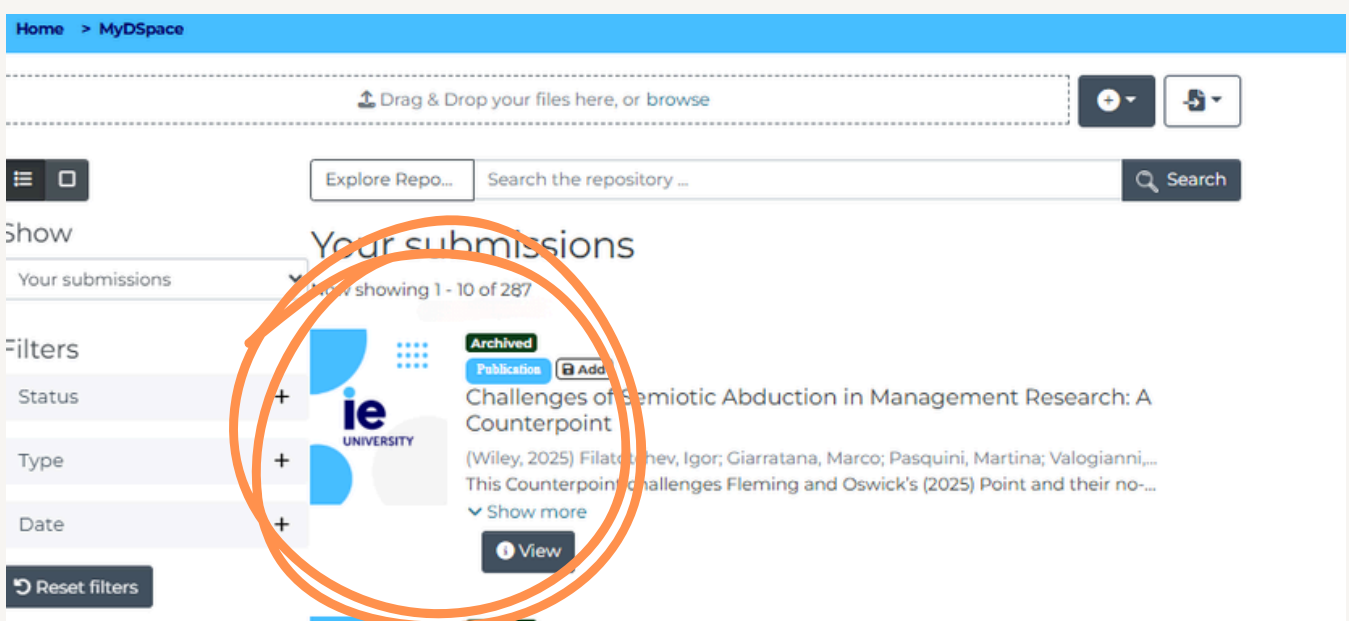
After submitting

Once you click **Deposit**, the item will immediately appear in your **DSpace profile** under your submissions. At this stage, the document is **pending review** and is only visible to repository administrators.

The library team will review the submission to ensure that all **metadata are complete and accurate**, that the **file corresponds to the correct and allowable version**, and that the **licence and access rights** comply with institutional and publisher policies.

If any correction or clarification is needed, the team will contact you to request the necessary changes before the item can be approved.

When the submission is fully validated and published, you will receive an **email notification** confirming that the document is now publicly available and can be viewed in the repository.



The screenshot shows the 'MyDSpace' interface. At the top, there is a blue header with 'Home > MyDSpace'. Below it is a file upload area with the text 'Drag & Drop your files here, or browse' and two icons. A search bar is visible with the text 'Explore Repo...' and 'Search the repository ...'. The main content area is titled 'Your submissions' and shows a list of submissions. The first submission is highlighted with an orange circle. It is titled 'Challenges of Semiotic Abduction in Management Research: A Counterpoint' and is marked as 'Archived'. The submission details include the author 'Filatochev, Igor; Giarratana, Marco; Pasquini, Martina; Valogianni, ...' and the publisher '(Wiley, 2025)'. A 'View' button is visible below the submission details.



How to request a withdrawal or correction after publication

Once an item has been published, users cannot edit or remove it directly. If a correction, update or withdrawal is needed, the request must be made **exclusively by contacting the IE University Library at openaccess@ie.edu**.

You may contact the library if:

- The published record contains incorrect or incomplete metadata
- The wrong file was uploaded or a new version needs to be added
- A document must be withdrawn due to copyright, confidentiality or other issues

The library team will review the request, apply the necessary corrections or proceed with the withdrawal following institutional policies, and confirm the changes once completed.

CONTACT

Location

Madrid

María de Molina Campus

C/ Maria de Molina 31 bis, floor -1, corner with C/ Núñez de Balboa.

IE Tower

C/ Castellana 259E, 6th floor librarian desk.

Segovia

Segovia Campus

C/ Cardenal Zuñiga 12, Santa Cruz la Real Convent, 2nd floor.

Creative Campus

C/ Trinidad, 3, 1st floor

On-Site Library Support

María de Molina 31bis -1 floor:

- Monday to Friday: 10 am – 8 pm

IE Tower 6th floor (next to 6.12 Library corner)

- Monday to Friday: 11am – 2pm / 3pm – 7pm

Segovia's consult desk

- Monday to Friday: 1 pm – 2 pm

Online Help Desk

Monday to Friday:

- 10 am – 8 pm

Saturday:

- 10 am – 2 pm



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