MyORBilu User Guide -Table of Contents

1. MyORBilu

Your personal space, MyORBilu, provides access to functionality only available to Uni.lu staff members.

Using an internet browser (Chrome, Firefox, Safari, etc.), navigate to http://orbilu.uni.lu.

2. Login Display

Click on 'Login' in the header or MyORBilu in the menu on the right.
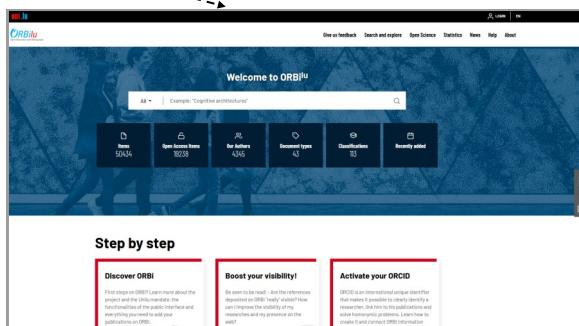
3. Login

Enter your Uni.lu userid and password and click on

'Sign in'.
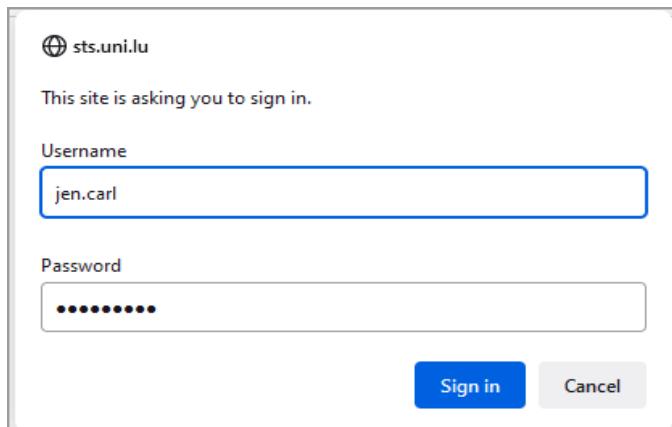
4. MyORBilu Display

Your MyORBilu personal space is displayed.
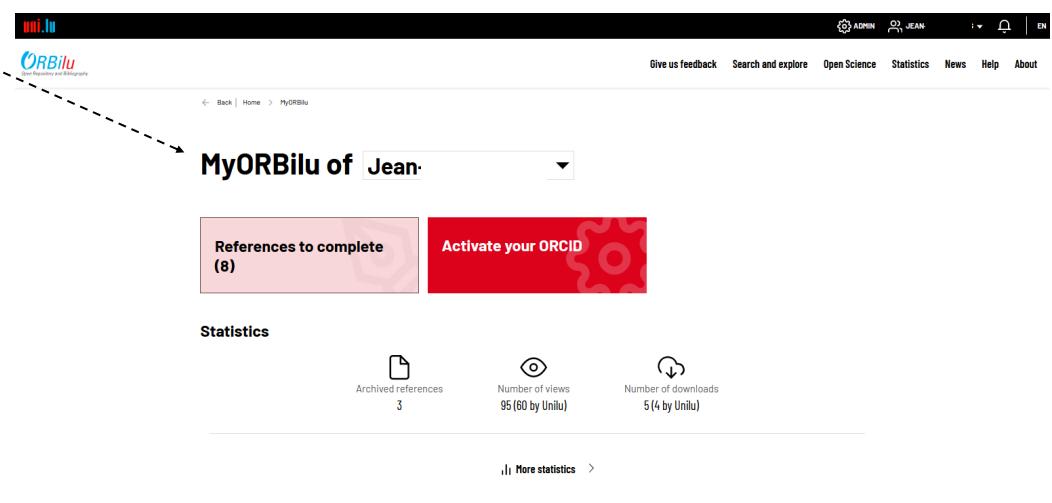
1. Your personal space, MyORBilu

In your personal space, MyORBilu, click on **My Unfinished Deposits**

your references are separated in several categories, depending on their degree of completion.

To complete today: You can modify an archived reference.

You have one day (24h) to validate you modification.

TO COMPLETE TODAY

To sign: references which have Open Access documents attached to them and for which you have to sign the licence as a co-author.

TO SIGN

To be validated: references entered by the proxy you have to validate as author.

TO BE VALIDATED

To complete:

• References for which the submission process has not yet been completed.

• References which have been imported from external sources by you.

TO COMPLETE

To be finalised by co-authors:

• references in which you are an author but which are being submitted by another Uni.lu author.

• references which have Open Access documents attached to them and for which the licence has not yet been signed by your co-authors.

TO BE FINALIZED BY CO-AUTHORS

In press to check: References which publication date is 'in press'.

IN PRESS TO CHECK

2. Available Functions

Depending upon where your reference is in the submission process, and hence, it's category in MyORBilu, different functions are available thanks to this icons next to the reference ✎ ⋯

✎ modify the reference   👁 view the reference

🗑 delete the reference

![ORBilu logo — University of Luxembourg Open Repository and Bibliography]

1. Create your import file

To import references into ORBilu you must first prepare an import file. Perform your search in your chosen database, ORCID, PubMed, Web of Science, Scopus, etc., selecting the references you would like to add to ORBilu. Various format are supported RIS, BibTeX**,** Endnote, Refworks.

Go in 'MyORBilu', then click on 'Add a publication', choose 'Import a list of references' and then select your file.

2. Import your file

ORBilu will detect your file format and will provide you with an analysis of your file.

Here two references are probably a duplicate in the repository and you need to check them.

One is ready to be imported.

At this point, your references have not yet been imported.

3. Check the duplicates

The import analysis indicates whether or not the references specified in the uploaded file already exist within ORBilu. For each item, ORBilu will indicate all the publications that are similar.

a.   You indicate if it is a duplicate or not.

b.   You can report this wrong analysis to the ORBilu team.

c.   You can stop the Import process by clicking on 'Close'.

d.   You validate you choice by clicking on 'Save'.

Duplicates   ✕

	The reference you want to submit	Already on ORBilu 10993/31272 Submitted by Carlig, Jean-Marie (2017-05-29)
Document type:	Article for a general audience (Diverse speeches and writings)	Diverse speeches and writings : Article for a general audience
Title:	Le BiblioLab : un lieu d'expérimentation	Le BiblioLab : un lieu d'expérimentation
Author(s):	Julie Willems & Jean-Marie Carlig	Willems, Julie; Carlig, Jean-Marie
Year of publication:	In press	9999
Source:	I2D - Information, données & documents • ISSN:2428-2111	I2D - Information, données & documents • ISSN:2428-2111
DOI:	-	-
Other identifier:	-	-

◉ It is a duplicate   ◯ It is NOT a duplicate

✉ Report an error to the ORBilu team | Close

Save

After checking all duplicates you can click on: **Import selected Records**

4. Check the Imported data

Imported references are now in the 'To Complete' step in your 'My Unfinished Deposits' section of you account. Click on the blue pencil to check or complete the data.

TO VALIDATE **0**	ARTICLE (SCIENTIFIC JOURNALS) **Utilisation du LLC lors de la pandémie de Covid-19** KORJONEN, Maria Helena; CARLIG, Jean-Marie; SCHALL, Céline *et al.* 2022 • In *test*
TO COMPLETE **2**	Submitted by you - Last modified 2023-06-09 18:17
TO BE FINALIZED BY CO-AUTHORS **3**	ARTICLE (SCIENTIFIC JOURNALS) **Un vol en avion vers New-York** CARLIG, Jean-Marie; CHAPEAU, Jean-Yves; Bastin, Myriam 2023 • In *Library Administration and Management*
IN PRESS TO CHECK **0**	Submitted by you - Last modified 2023-06-09 18:17

5. Submission Workflow

You can now complete the details of the publication. All fields with * are mandatory.

You should review all the details, especially:

• Verify that the author affiliations are correct for the date of publication.

• Select the type of document that best corresponds to the one you published.

• The discipline - ORBilu groups publications by discipline. Choose the one that best matches your discipline.

6. Advance through the Workflow

• Click 'Next' to go to the next step in the workflow.

• Click 'Previous' to go the previous step.

• Click 'Quit': you can delete the reference or save your changes and return to MyORBilu. This button does **not** finish your reference. To do that, you must click 'Next' on all 3 steps and then confirm the validation step (step 4).

3. Upload files

Submit here all files related to your publication (full text, annexes, etc.) to ensure their preservation and maximize their diffusion.

- Maximum size allowed: 500 Mb
- Recommended format: pdf
- Full-Text: only the complete file of the publication

Full Text

Add Full-Text File ×

Add here only the **complete** publication described in the previous steps according to the type of document you have chosen (article, part of a book, work…).

If you wish to upload only a part of the described publication (table of contents, introduction…), please cancel and upload your file in the category "Parts of full text".

File ?	Report.pdf **Change File**
Version ?	Author postprint
Access ?	Open Access
License ?	- no free license -
Comments ?	
Mentions required by the publisher ?	

Cancel **Save**

7. Add the Full-Text Document

The third step in the workflow is to upload the full-text document of your publication.

- You can choose the version you are uploading:
  ⇒ Author preprint
  ⇒ Author accepted manuscript (AAM: final peer reviewed author version)
  ⇒ Version of record (VoR: publisher postprint)
- Add accessibility:
  ⇒ Open Access,
  ⇒ Open Access with embargo,
  ⇒ Restricted Access.

If you have any doubts regarding your publisher's policies, click on the SHERPA/ROMEO link for information about the selected journal's deposit policies.

Click on 'Add' to upload the file.

If you added the full text in Open Access, you and your co-authors will be requested to accept the distribution license allowing publication in ORBilu:

8. Perform a Final Check

The Validation screen shows any fields which must be completed. Click 'Previous' to go back and complete any missing information. Once complete, click on 'Finish'.

4. Verify

INTERNAL REPORT (REPORTS)
Amsterdam Healthy Weight Programme (AHWP) part of the Health Equity Pilot Project
CARLIG, Jean-Marie; Brookes, Chris; KORJONEN, Maria Helena
2018

If everything is OK, please click on the 'Finish' button at the bottom of the page.

Recorded data for submission

Step 1: Describe

Quit **< Previous** **Finish**

9. Your Publication is now visible!

You and your co-authors will receive an e-mail confirming that your publication is now visible in ORBilu.

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1. Add a New Reference

Once logged in, go in MyORBilu.

Then, click on: **Add a publication**

2. Submission Workflow

You are presented with the first screen of the submission workflow.

New submission

Import by DOI... Encode Manually Import a list of references Extract from Publisher PDF

You can import a reference by entering one of these publication identifiers: DOI (recommended), PubMed ID, Scopus ID, WoS ID, arXiv

ID (e.g. 10.1016/S1474-4422(17)30371-X)

Accepted formats:
DOI: 10.1016/S1474-4422(17)30371-X
Pubmed: 29122524
Scopus: 2-s2.0-85033217848
WoS: 000415315400016
ArXiv: 1805.00021v2

Search

Back to MyORBilu

You can enter a reference :

- With an identifier (DOI, PubMed, Scopus, arXiv) if you have one.

- Manual encoding.

- By importing a file containing several references extracted from external databases such as Scopus, Pubmed or arXiv or other tools in a standard format such as BibTeX or RIS.

- By adding the PDF with retrivial of basic data (however, here the quality of the retrieval varies significantly from one pdf to another).

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After having chosen the way to add your reference, You are presented with the first screen of the submission workflow.

The buttons 'Describe', 'Enrich', 'Upload' and 'Verify' at the top of the screen indicate where you are in the workflow:

- **Pink** - current workflow step.

- **Red**– other workflow steps.

You can click on the **Pink** and **Red** workflow buttons to move back and forth through the workflow.

During the process, you can click to the question mark ⊘ to automatically display each field.
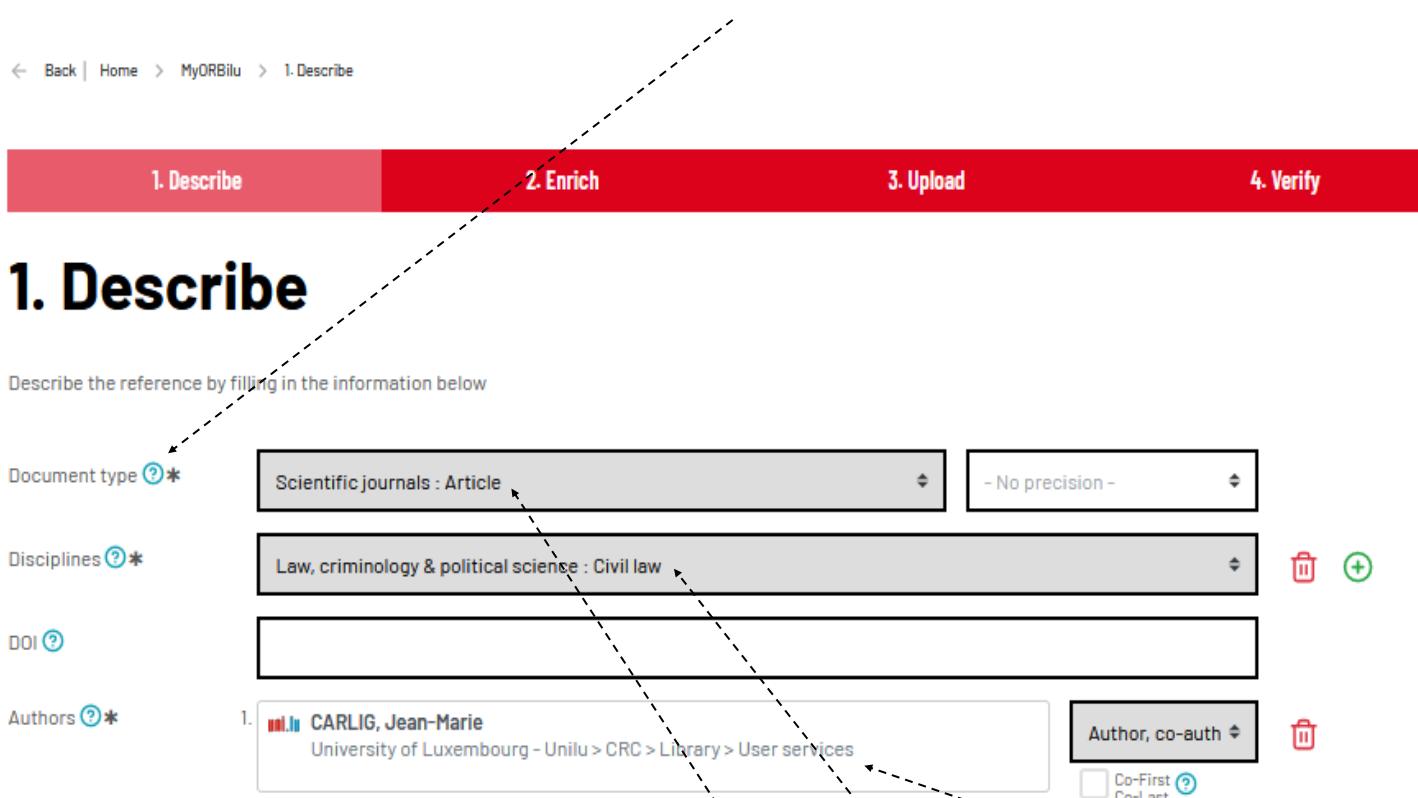
← Back | Home > MyORBilu > 1. Describe

| 1. Describe | 2. Enrich | 3. Upload | 4. Verify |

1. Describe

Describe the reference by filling in the information below

Document type ⊘ ＊ | Scientific journals : Article ⬍ | - No precision - ⬍

Disciplines ⊘ ＊ | Law, criminology & political science : Civil law ⬍ | 🗑 ⊕

DOI ⊘ |

Authors ⊘ ＊ | 1. | 📊 CARLIG, Jean-Marie
University of Luxembourg - Unilu > CRC > Library > User services | Author, co-auth ⬍ | 🗑
☐ Co-First ⊘
Co-Last
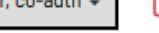
3. First step : Describe

This section requires you to first select the type of document, discipline of your work, authors and DOI.

In certain cases, the document type can be refined by selecting a sub-type.

The ➕ and 🗑 buttons can be used to add or delete items from fields which allow multiple entries.

For example: disciplines, authors, keywords, etc. According the document type, there are different layouts and fields.

In all cases, the fields marked by * denote information that is mandatory.

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4. Authors

One of the most important section to complete is the list of authors. The authors should be entered in order, from first to last. Click on the author box and for Uni.lu authors, type at least 3 letters into the last name field and a list of matching names will display.

You can then select the appropriate one from the list.

For Uni.lu authors, it is possible to define multiple affiliations. Once you have selected the Uni.lu author from the list, click on the box.

If, for example, the author represented both FSTM and SnT for this publication, select both affiliations from the list.

If the Uni.lu author was employed elsewhere when the reference was published, de-select all the Uni.lu affiliations at the top of the screen and then enter their affiliation at the time of publication using the 'Other affiliation' field.

4. Authors (continued)

For non-Uni.lu authors, simply enter their last name, first name, e-mail address and select their function (Author, co-author, Translator or Other collaborator).

| Author Unilu > | External Author > | Collectivity > | ✕ |

Add external author

Author name (Separate last name from first name with a comma)

| Doe, John |

Author email

| xxxxxxx@xxx.com |

Affiliations

| ☐ | | ⊕ |

Add/Edit Affiliation

Institution: [🔍]

Department: [   ]

Service: [   ]

Cancel **OK**

Cancel **OK**

To define their affiliation (Institution, Department, etc.), click on the 'Affiliation' box. You can use the institution list here.

Click on 'OK' to save the affiliation details or 'Cancel' to exit without saving.

The authors are now defined.

Authors ⑦✱	1. ![uni.lu] **CARLIG, Jean-Marie** University of Luxembourg - Unilu > CRC > Library > User services	Author, co-auth ⇕ ☐ Co-First ⑦ Co-Last	🗑
	2. **Brookes, Chris** Université de Strasbourg [FR]	Author, co-auth ⇕ ☐ Co-First ⑦ Co-Last	🗑
	3. ![uni.lu] **KORJONEN, Maria Helena** University of Luxembourg - Unilu > CRC > Library > Outreach Services; Unilu - University of Luxembourg [LU] > Faculty of Humanities, Education and Social Sciences (FHSE) > Department of Humanities (DHUM)	Author, co-auth ⇕ ☐ Co-First ⑦ Co-Last	🗑 ⊕

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5. Bibliographic Information

The bibliographic information to be completed depends on the type of document that was chosen. Here is the example of a scientific journal article:

Field	
Language ⑦ *	English ⬍
Title ⑦ *	Amsterdam Healthy Weight Programme (AHWP) part of the Health Equity Pilot Project
Alternative titles ⑦	[ ] [⬍] 🗑 ⊕
Original title ⑦	[ ] [⬍]
Publication date ⑦ *	2018 ⬍ Month ⬍ Day ⬍
Journal ⑦ *	Academe • ISSN:0190-2946 Edited by American Association of University Professors (United States) Peer-Reviewed
Special issue title ⑦	[ ]
Volume ⑦	[ ] Issue ⑦ [ ] Pages ⑦ [ ]
Peer reviewed ⑦ *	◯ Not Reviewed ⬤ Peer reviewed ◯ Editorial reviewed

There are other possible layouts and fields depending on the type of document.

In all cases, the fields marked by * denote information that is mandatory.

Some fields will provide either a list of options, like Year of Publication, or will perform an automatic search once you start typing data, like Journal Title.

Find/Edit Journal

Enter the beginning of the journal title, the ISSN or the e-ISSN and select the appropriate title from the list. If available, mentions like "publisher", "peer reviewed" will be automatically added. Please always check this information, especially if it was different at the time of the publication.

physical re	🔍

Physical Review • 0031-899X • 1536-6065 [1893 - 1969]

Physical Review. A. • 2469-9926 • 2469-9934 [2016 -]

Physical Review. A, Atomic, molecular, and optical physics • 1050-2947 • 1094-1622 [1990 - 2015]

Once you select a journal from the list, all known information about the journal will be completed: ISSN, publisher name and location as well as indicating whether or not the journal is peer-reviewed.

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and Bibliography

6. Enrich

1. Describe	2. Enrich	3. Upload	4. Verify

2. Enrich

Optimize the visibility of your publication on the web by enriching its description (keywords, summary, etc.)

The Enrich screen provides you with fields to fully describe your publication such as keywords, abstract, funder, etc.

Keywords ⊙

Abstract ⊙

You can chose your research centre from the list. Just type the first letters of your centre and then select it.

Development Goals ⊙ — No Goal —

Additional URL ⊙

Research center ⊙

If your project is funded as part of the EU programme, make sure you select it from the list.

European Projects ⊙

FnR Project ⊙

Name of the research project ⊙

If your project is funded by the FNR, make sure you select it from the list.

Funders ⊙ CE - Commission Européenne

Funding number ⊙

Funding text ⊙

You can also link to the dataset of your work if it was deposited somewhere.

Data Set ⊙
DOI/URL:
Name:
Comments:

If your Funder or publisher requires a particular statement to be added to the reference, you can do so in the 'Funding text' and 'Commentary' fields.

Commentary ⊙

Quit   < Previous   Next >

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7. Uploading Documents

The next step in the workflow is to upload the full-text document of your publication.

Just click on 'Add' and drop the correct file.

| 1. Describe | 2. Enrich | 3. Upload | 4. Verify |

3. Upload files

Submit here all files related to your publication (full text, annexes, etc.) to ensure their preservation and maximize their diffusion.

- Maximum size allowed: 500 Mb
- Recommended format: pdf
- Full-Text: only the complete file of the publication

Full text mandatory

Full text deposit is mandatory for all articles and communications published after 2008.

Full Text

- No file -   Add

Other files

Full Text Parts   Add

Annexes   Add

Special agreements obtained from the publisher   Add

Quit   < Previous   Next >

In the other files part, you can also upload additional materials and any special agreements you have obtained from your publisher.

To upload a file, click on the appropriate button.   Add

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8. Uploading the Full-Text Document

When uploading a full-text document, you must choose the following options:

- Version:
  - ⇒ Author preprint
  - ⇒ Author accepted manuscript (AAM: final author version)
  - ⇒ Version of record (VoR :publisher postprint)
- Access Type:
  - ⇒ Open Access
  - ⇒ Open Access with Embargo
  - ⇒ Restricted Access
  - ⇒ Private Access (only for certain document types)

Add Full-Text File   ✕

Add here only the **complete** publication described in the previous steps according to the type of document you have chosen (article, part of a book, work...).

If you wish to upload only a part of the described publication (table of contents, introduction...), please cancel and upload your file in the category "Parts of full text".

File ⓘ | 6071a9c191fc4_E-book_Cl.pdf | **Change File**

Version ⓘ | Author postprint ⇕

Access ⓘ | Author postprint
License ⓘ | Author preprint
          | Publisher postprint

Comments ⓘ

Mentions required by the publisher ⓘ

When a Work has been previously licensed under a *Creative Commons* license and when this CC license applies to the Work archived in ORBilu, you can specify the license in ORBilu (e.g. published papers with FNR funding should carry a CC-BY 4 (Attribution) license). Read the ORBilu Usage License webpage for more information. Contact PAKTTO regarding valorisation and licenses related to other works (e.g. tools, apps, code, etc.).

Access ⓘ | Open Access
License ⓘ | Open Access
         | Open Access after embargo
Comments ⓘ | Restricted access

License ⓘ | - no free license -
Comments ⓘ | - no free license -
          | PUBLIC DOMAIN Creative Commons License - Public Domain Dedication
          | ⓒ BY Creative Commons License - Attribution
Mentions required by the publisher ⓘ | ⓒ BY SA Creative Commons License - Attribution, ShareAlike
          | ⓒ BY ND Creative Commons License - Attribution, No Derivatives
          | ⓒ BY NC Creative Commons License - Attribution, Non-Commercial
          | ⓒ BY NC SA Creative Commons License - Attribution, Non-Commercial, ShareAlike
          | ⓒ BY NC ND Creative Commons License - Attribution, Non-Commercial, No Derivative

Check SHERPA/ROMEO website for publisher's deposit policies.
https://www.sherpa.ac.uk/romeo/

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9. Verify

Once all the above steps have been completed, you will be asked to validate the information.

If any changes are required, click on the 'Add/edit information' button in one of the sub-sections.

Click on 'Finish' to validate the reference.

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and Bibliography

10. Accepting the diffusion license

If you have uploaded a document which is to be made available via Open Access, with or without embargo, then you and your co-authors must accept the diffusion license. This license gives a non-exclusive right to the University of Luxembourg to distribute your publication via the ORBilu system.

ORBilu will send an e-mail on your behalf to all co-authors for which an e-mail address has been provided requesting them to accept the diffusion license. If no response is received within 30 days, it is assumed that the author consents to the license.

License

```
VOIR VERSION FRANCAISE CI-DESSOUS

LICENSE AGREEMENT

BETWEEN:
1. The University of Luxembourg, 2, avenue de l'Université, L-4365 Esch-sur-Alzette,
represented by Professor Doctor Jens Kreisel, President,
hereafter named "the University"

AND
 2.
    Jean-Marie Carlig - jean-marie.carlig@uni.lu [University of Luxembourg > Central Administration > Library] (license granted on
2023-07-4)
```

⬤ Grant the license   ⬤ Reject the license
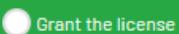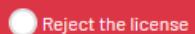
To accept the license and make your work available on ORBilu, click on 'Grant the license'. If you do not wish to continue, click on either 'Previous' or 'Reject the license'. Your reference will remain in MyORBilu under 'Submissions in progress' and will not be visible to the public.

11. Your Publication is now visible!

You and your co-authors will receive an e-mail confirming that your publication is now visible in ORBilu.

⚙ ADMIN   JEAN-MARIE CARLIG ▾   🔔 EN

💬 Mark all as read

The reference "Le BiblioLab : un lieu d'expérimentation" of which you are co-author, available on the institutional repository ORBilu, has been updated.
0h

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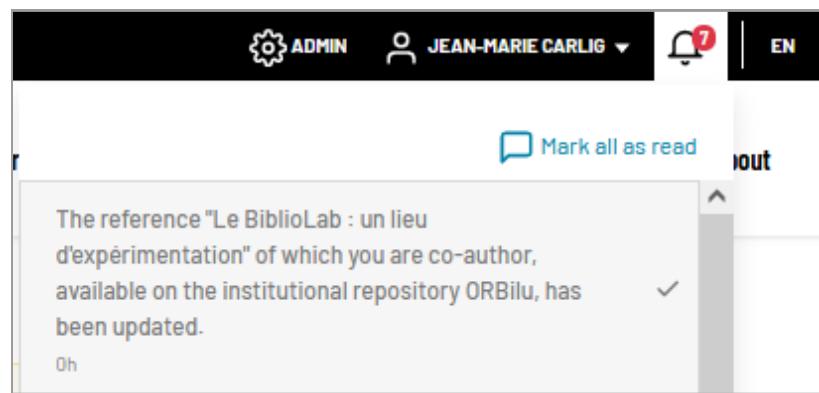
1. Access your profile

ORBilu provides you with the possibility to designate, without providing your userid / password, a proxy representative, who can, under your responsibility, manage deposits on your behalf.

In MyORBilu, click on 'My profile'.
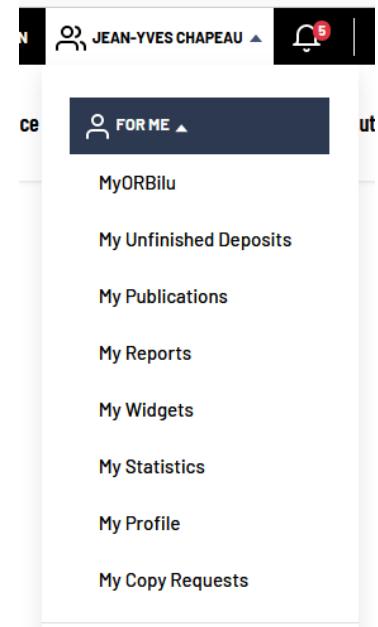
2. Choose a representative

In the second section, 'Choose a representative', begin by entering the first letters of the last name of the person who you wish to be your proxy. Choose their name from the list of Uni.lu staff. Your proxy must be a member of staff and have a valid Uni.lu account

Click on 'Update Profile' to save your changes.
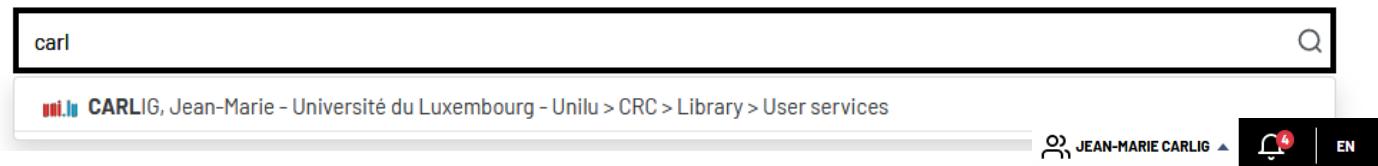
Now, Jean-Marie Carlig can select **'For Jean-Yves Chapeau'** in his account and deposit references as a representative of him.

3. Remarks

A Representative can:

- enter all the data related to the bibliographic reference including any additional information;
- upload full-text files and define the version and the level of access for those files.

A Representative cannot:

- sign the diffusion license on your behalf;
- perform the final validation.

The author therefore remains responsible for his/her deposits. It is up to them, and them only, to ensure the correctness of the information provided and to validate the reference for archiving in ORBilu.
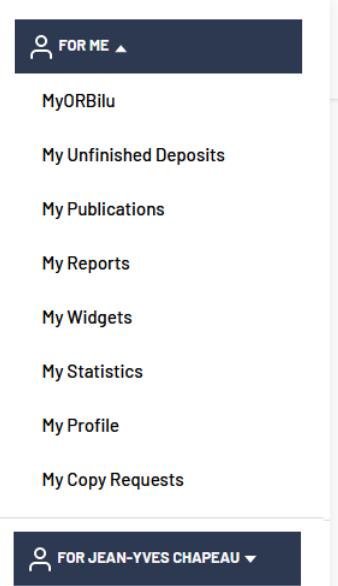
References entered by a proxy are not archived nor visible in ORBilu nor in any publication report until the author validates the submission! (There is no automatic validation of references entered by a proxy.)

1. Be Assigned as a Proxy

In order to manage the references of another person, that person must first select you as their proxy representative. For details on how to do this, please see 'Selecting a Proxy Representative'.

2. Change your Context

From MyORBilu, choose the person for whom you would like to deposit references and just click on it.

You will see this screen:
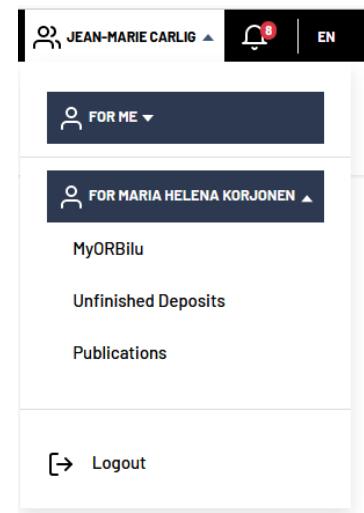
Click on the action you want to perform:
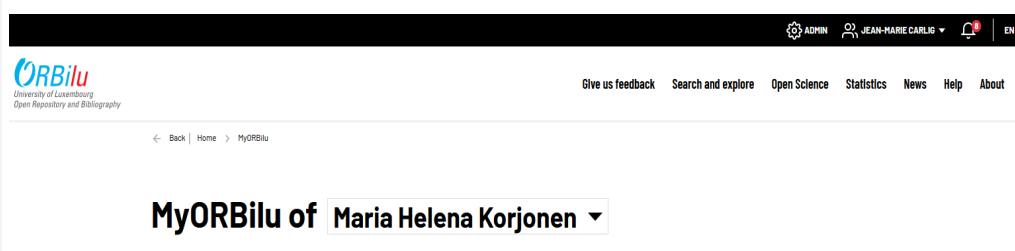
3. Remarks

A proxy can:

- enter all data related to the bibliographic reference;

- upload full-text files and define the version and the level of access for those files.

A proxy cannot:

- sign the diffusion license on behalf of the author;

- perform the final validation.

MyORBilu of Maria Helena Korjonen ▾

References to validate (1)

References to complete (26)

Last added publications   Add a publication

ARTICLE (SCIENTIFIC JOURNALS)
Amsterdam Healthy Weight Programme (AHWP) part of the Health Equity Pilot Project
CARLIG, Jean-Marie ; Brookes, Chris; KORJONEN, Maria Helena
2018 • In Academe
Peer Reviewed verified by ORBi

✎ Edit

Submitted by you - Last modified 2023-07-07 13:03

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1. Select the reference

You can access your already completed publications and available to the public in ORBilu either by your 'MyORBilu' or by your 'My Publications' in your account.

It contains a list of your references which you, your co-authors, or your proxy are able to modify.

To edit, click on the 'Edit' icon on the right side of the publication.

MyORBilu

My Unfinished Deposits

My Publications

My Reports

My Widgets

My Statistics

My Profile

My Copy Requests

Book published as author, translator, etc. (Books)

Protéger, libérer, assujettir. L'extension territoriale de la commune de Florence au XIVe siècle

Abeles, Solal

In press • École française de Rome, Rome, Italy

✎ Edit

Modify a publication

ORBilu will create a temporary copy of this publication, available today only. Please make your changes and validate them today in order to update the initial publication.

Cancel   Continue

2. Create a copy

Once you confirm your request, a copy of the reference will be created by ORBilu. Only you can edit this copy, which is only visible to you and your Uni.lu co-authors.

The modifiable copy is then available in the 'My Unfinished Deposits' in your account in the section 'To Complete Today'.

| 1. Describe | 2. Enrich | 3. Upload | 4. Verify |

1. Describe

Describe the reference by filling in the information below

Document type ⓘ ✱   Books : Book published as author, translator, etc.   - No precision -

Disciplines ⓘ ✱   Arts & humanities : History

DOI ⓘ

Authors ⓘ ✱   1 ▪ ▪ ▪ Abeles, Solal

Your Unfinished Deposits

Add a publication

TO COMPLETE TODAY   1

TO VALIDATE   0

TO COMPLETE   0

TO BE FINALIZED BY CO-AUTHORS   0

IN PRESS TO CHECK   0

The temporary copies below are stored by ORBilu today only. Please validate them today if you want to modify the initial publication.

BOOK PUBLISHED AS AUTHOR, TRANSLATOR, ETC. (BOOKS)

Protéger, libérer, assujettir. L'extension territoriale de la commune de Florence au XIVe siècle

Abeles, Solal

In press • École française de Rome, Rome, Italy

Submitted by you - Last modified 2023-07-05 17:49

3. Make changes

You can now modify the reference just as you would a new reference. See [Adding a Publication](#).

4. Validation

Once you have completed your modifications, validated them by clicking on 'Finish' on the fourth step 'Verify' and the copy will replace the original entry and will be visible to the public.

Validate your changes immediately as the copy is only available during 24h before being deleted if it is not finished!

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1. Which references can you delete?

References can **only** be deleted when they are in the 'My Unfinished Deposits' menu in your MyORBilu account, in the section 'To Complete'.

You will find the 'Delete' button in the menu accessible with the action button […] on the right side of a publication.

SCIENTIFIC PRESENTATION IN UNIVERSITIES OR RESEARCH CENTERS
test mandatory external
CHAPEAU, Jean-Yves ; Testeur, Gilbert; KORJONEN, Maria Helena
2023

It is only possible to delete publications that are not yet finished and visible to the public on the ORBilu website.

EDIT   VIEW   DELETE   >

2. Why is it not possible to delete publications that are already made available to the public on the ORBilu website ?

ORBilu is a public platform that is inspected daily by multiple search engines and international Open Access repositories harvesters such as Google Scholar, Base, Yandex, ...

The content quality of ORBilu is ranked in these indexes based on numerous criteria.
One of them is the number of deadlinks and the persistence of access to the references.

If we would let users remove content without any limitation, the whole ORBilu repository would contain dead links, and unavailable content, and so the whole repository quality will be downgraded in these indexes.

3. Deleting imported references

If you want to delete references that have been imported into your MyORBilu, you will find them in your 'My Unfinished Deposits' menu in the section
'To Complete'.

Delete them by using the same Action menu as shown above.

TO COMPLETE TODAY	1
TO COMPLETE	4
TO BE FINALIZED BY CO-AUTHORS	2
IN PRESS TO CHECK	0

UNIVERSITÉ DU LUXEMBOURG

ORBilu

University of Luxembourg
Open Repository
and Bibliography

1. Accessing your publication reports

To produce publication reports for yourself or your research unit,
click on 'My Reports' in your MyORBilu Account.

From this 'Your Reports' screen, you can produce publication list in
PDF or HTML code that can be used for many things, reports or
perhaps on your personal website outside of the Uni.lu website.

Note that the Uni.lu Communication Department will also integrate
your ORBilu List of Publications on your Personal page on the Uni.lu
website.

2. Choose the references to be included

First select the references that you would like to include in your report.
By default, all your own references will be selected. Obviously, you can edit this field.
To add multiple authors, click on the green plus sign.
To remove a field, click on the 'Trash bin'.

You can either use SAP Id (50001234) or Windows login (firstname.lastname@uni.lu) as
(institutional) identifiers.

You also have other filters available that you can combine to refine your query :
By document Type, by Discipline, by Year range,...

Query

| Identifier ⇕ | jens.kreisel@uni.lu | 🗑 ⊕ | Identifier ⇕ |

			Global
Document type	⇕		Identifier
Discipline	⇕		Author
Language	⇕		First/last author (identifier)
Issue year from	⇕ to ⇕		Affiliation
References	With or without full text ⇕		Promotor
			Title
	☐ Peer reviewed only		Keyword
			Abstract
	See less filters		Journal
			ISBN
			ISSN/eISSN
			Publisher
			Series
			Funder
			European project
			Research center
			Research project
			Focus Area
			FnR Project

You can customise the Query by adding several parameters available in
the dropdown menu like: author name, affiliation, keywords, journal,
publisher, funder, project IDs,…

For example, to produce a report of your Department publications, select
'Affiliation' from the list of indexes and enter your Department name or
Acronym (in English).

Add or remove criteria by using 🗑 ⊕

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3. Designing your report

The rest of the options help you to define the layout of your report.

Various presentation models are available. They differ by the order and the Document Type included.

You can find their description on https://orbilu.uni.lu/page/publications-list

'With numbered references' will assign a number to each reference within a section of your report.

There are two bibliographical formats available: APA and Chicago.

You can also experiment with adding various metric information as well as the peer-review indicator and the abstract.

Lastly, you can define the sort order as well as the output format, language (English or French) and the report title.

Click on 'Generate report' to produce your personalised report.

1. Designing your Widget

A widget is a piece of code that generates uptodate real time content from ORBilu when it is displayed and can be inserted in another web page or site. It can be created as a link or as an iframe.

You can obtain your Widget by using the 'My Widgets' menu in your ORBilu account.

The customisation process of the Widget is similar to the creation of a Report (see previous section). You create the selection query and you choose some format options.

2. Link and Iframe

You will obtain various elements to use the widget :

As a link :

- to the widget in HTML code.
- by a URL.
- to a set of XML metadata generated by the REST API.

You can also preview the result.

Link

Only the query, sorting order 1 and language are taken into order.

Code

```
<a href="https://orbidev.uni.lux/simple-search?query=author_authority%3A%2850031730%29&lang_code=en" target="_blank" rel="noopener">Link</a>
```

Copy to clipboard

URL

```
https://orbidev.uni.lux/simple-search?query=author_authority%3A%2850031730%29&lang_code=en
```

Copy to clipboard

REST

```
https://orbidev.uni.lux/rest/items?git query=(author_authority:(50031730))&mode=apa&lang=en&limit=100
```

Copy to clipboard

Preview
Link

An iframe is a window that loads another HTML element inside of a web page.

Similarly, you will have the HTML code or the URL to insert the iframe elsewhere.

The preview of the element is also available.

IFrame

Code

```
<iframe src="https://orbidev.uni.lux/widget?query=author_authority%3A%2850031730%29&lang_code=en" title="Widget"></iframe>
```

Copy to clipboard

URL

```
https://orbidev.uni.lux/widget?query=author_authority%3A%2850031730%29&lang_code=en
```

Copy to clipboard

Preview

ARTICLE (SCIENTIFIC JOURNALS)
Structures and Magnetism of the Rare-Earth Orthochromite Perovskite Solid Solution LaxSm1−xCrO3
Daniels, Luke M.; Weber, Mads C.; Lees, Martin R. et al.
2013 • In *Inorganic Chemistry*, 52, p. 121661–12169
Peer Reviewed verified by ORBi

ARTICLE (SCIENTIFIC JOURNALS)
Jahn-Teller, Polarity, and Insulator-to-Metal Transition in BiMnO3 at High Pressure
Guennou, Mael; Bouvier, Pierre; Toulemonde, Pierre et al.
2014 • In *Physical Review Letters*, 112, p. 075501
Peer Reviewed verified by ORBi

1. Notification of a Request

When you enter a reference that has documents attached to it and those documents are only available on Restricted Access, users are able to contact you via MyORBilu to request a copy of the documents. When this happens, you will receive an e-mail like this one.

2. Open the Request

You can directly accept or reject the request in the email by clicking on ther relevant choice.
You can also review the request in ORBilu by clicking on the link in the text.

After you login, you will be directed to the 'Reply to a Copy Request' in your MyORBilu account.

Mr/Ms Pascale Renders has requested an off-print of the document(s) related to your reference entitled "La Covid-19 vue du Luxembourg: exemple et expérience de l'équipe du Luxembourg Learning Centre" [handle:10993/48315]:

He/she has addressed to you this message:
"Test ULiège pour la mise en production de orbi (pas besoin de répondre à cette demande). Merci, Pascale"

(Maybe you can make Open Access this/these file(s) so external researchers and students can have direct access to it/them ? You'll find more information about publishers policies at this page)

Accept   Reject   See the request on ORBi

You have 1 month to respond positively or negatively to this request. In case of acceptance, the requester will automatically receive a web link to access to the document(s) via a secure page (validity of the link : 5 days/5 trials of download maximum).

If you have any queries please contact the ORBilu team

Your response
Choice(s)
🔒 6071a9c191fc4_E-book_CI.pdf   ⦿ Accept   ○ Refuse
Response e-mail preview

Dear Sir/Madam,

In reply to your request of 07/Sep/2023, it is my pleasure to send you (an) off-print(s) of the document(s) related to the reference entitled "Amsterdam Healthy Weight Programme (AHWP) part of the Health Equity Pilot Project" [handle:123456789/73], of which I am the author or co-author.

→ Download file(s)

Please note that the validity of each link is 10 days maximum and the number of trials limited to 5 downloads.

I thank you for your interest in this work.

Back to your copy requests   Reply

3. Reply to the Request

First, select whether you will accept or reject the request. This will alter the contents of the e-mail that will be sent to the requestor.

Next, modify the e-mail as you would like.

Lastly, once you are satisfied with the text, click on the "Reply" button.

If you decide that you would prefer to reply at a later date, click on "Back to your copy requests".

The request will remain available in your account "MyORBilu" in the menu "My Copy Request List".

Note: your proxy **cannot** reply to copy requests on your behalf.