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KnightScholar Help Guide

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KnightScholar

Help Guide

Overview

Scope of KnightScholar

Sturges Hall, ©Keith Walters, 2015

KnightScholar is a curated repository for scholarly, creative, educational, and research works created by SUNY Geneseo faculty, staff, and students, and for digitized material from Milne Library's Special Collections.

Tour of homepage

This guide is organized similarly to the KnightScholar homepage (*see figure 1*), where you can

- Browse KnightScholar by collections, disciplines, authors, and featured communities
- Search KnightScholar and all Digital Commons repositories
- Upload your content, and know your author rights
- Analyze readership of works in KnightScholar

figure 1

Create an account

KnightScholar content is open access, and therefore an account is not necessary for viewing content. Creating an account gives users additional functionality, including managing research alerts and the authors, collections, and disciplines you follow, as well as saving your searches.

Accounts are free and can be created by anyone with internet access, whether or not you are affiliated with SUNY Geneseo. To create an account, navigate to the My Account page from the top navigation bar and complete the required form. Geneseo affiliation is not required to create an account.

Through the My Account page, users can edit their profile, as well as manage research alerts and the content they follow (see figure 2).

figure 2

Edit profile

Using the Edit Profile link, users can change their password, affiliation, or contact information. Be sure to click Update to save changes.

Research Alerts

In Research Alerts, users can manage saved searches and perform those searches again in future sessions. Additionally, users can change e-mail notifications and manage e-mail preferences.

Follow Management

The Follow feature in KnightScholar provides users with periodic emails listing publications that meet their criteria. Users can follow Authors, Publications, Institutions, Disciplines, and special content lists, both in KnightScholar and across the Digital Commons network. In Follow Management, users can manage the number and frequency of emails (see figure 3).

figure 3

Record view

Information relevant to the article, book, poster, or other material type is presented in the item's work record (see figure 4).

- KnightScholar content is organized into a hierarchy of Communities and Series. Each record displays the breadcrumb trail for the Community and Series that contain this item. Navigate through other material within the same series using Previous and Next.
- Author links, beneath the item title, navigate to the author's profile in KnightScholar and indicate other publications by the same author.
- Blue "Follow" buttons allow users to add authors and/or collections to a personalized list of favorites for future notifications and updates.
- Access the PDF with the blue "Download" button.
- View metrics through PlumX Metrics.
- Many items will have a Creative Commons (CC) license that explains the appropriate use for this item.
- When no CC license is indicated, the author has reserved rights afforded by traditional copyright.

The default file format for downloaded material is PDF, although additional material associated with a given item may be in different formats. When downloaded, the PDF may open in a new browser tab or window, depending on the user's browser choice.
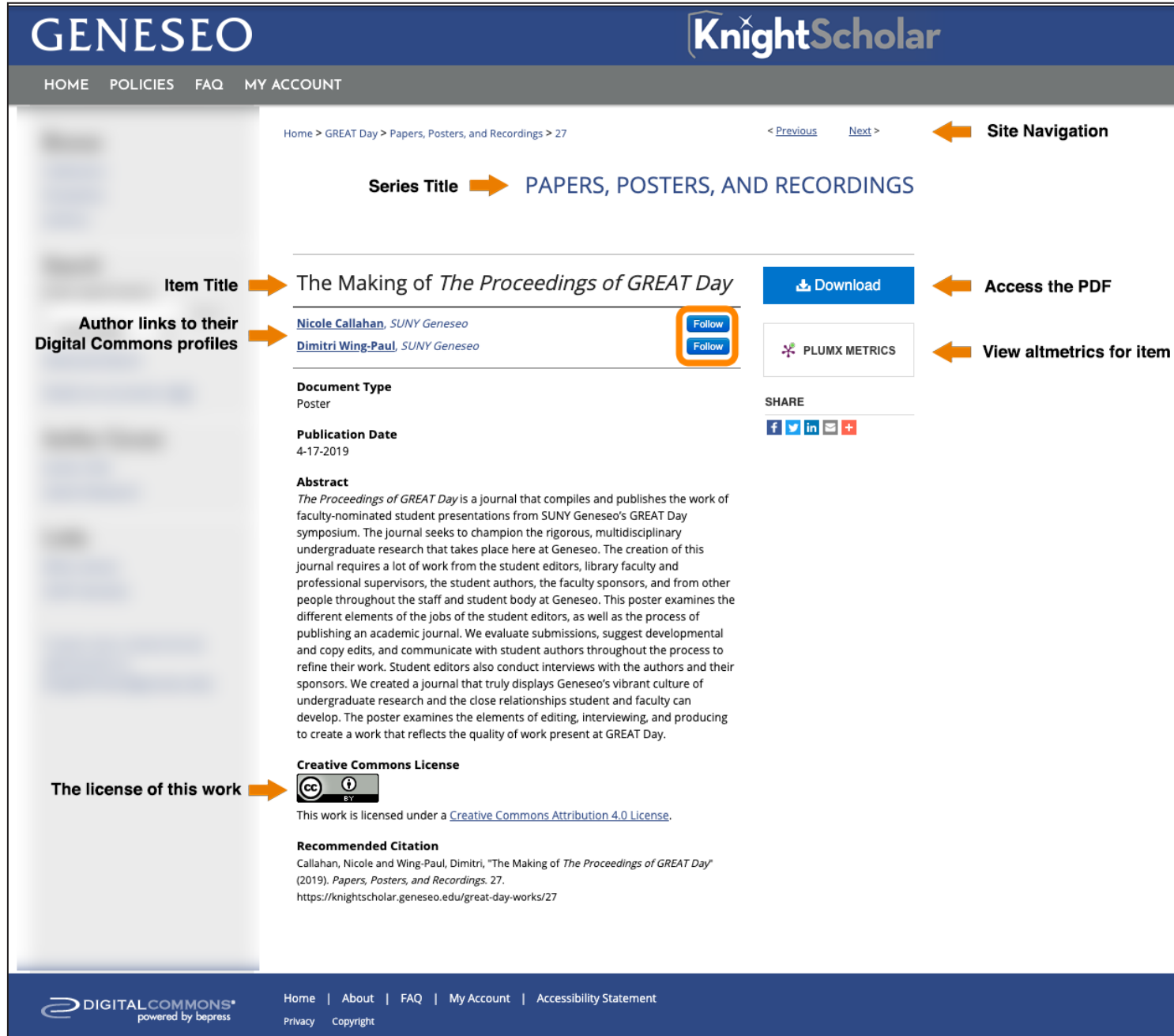
Site Navigation

Series Title ➡ PAPERS, POSTERS, AND RECORDINGS

Item Title ➡ The Making of *The Proceedings of GREAT Day*

Access the PDF

Author links to their Digital Commons profiles ➡ Nicole Callahan, *SUNY Geneseo* / Dimitri Wing-Paul, *SUNY Geneseo*

View altmetrics for item

The license of this work ➡ Creative Commons License

figure 4

Browse

Users can access KnightScholar content three ways:

- directly with known URLs
- browsing the structures of KnightScholar by collection, series, discipline, and/or author
- searching the repository

Collections within KnightScholar are divided into units related to their contents. Users can browse these collections to find material from a specific academic unit, campus group, or department. *(See figure 5.)*
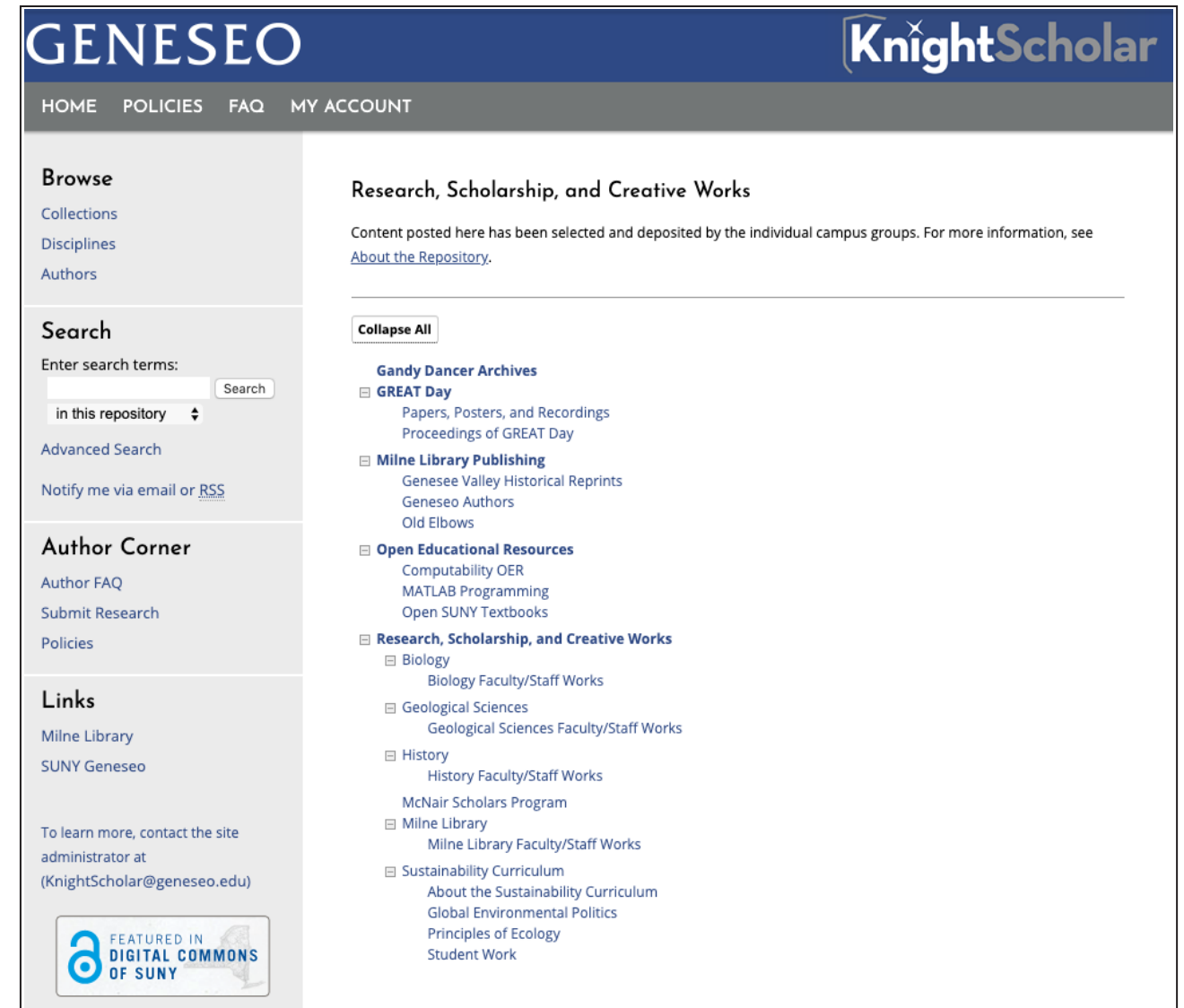

figure 5

Series are groups within collections, where downloadable content can be found (*see figure 6*). In each series, content is arranged by year submitted, then by the first author's surname. The file type (e.g., PDF) links to a full-text download, and the article title links to the record. As in record views, the blue "Follow" button navigates to add the series to a list of favorites.

figure 6

Disciplines within KnightScholar are academic subjects determined by Digital Commons (*see figure 7*). Users can browse disciplines available throughout the Digital Commons Network, available as a hierarchical, interactive sunburst chart at http://network.bepress.com (*see figure 8*).

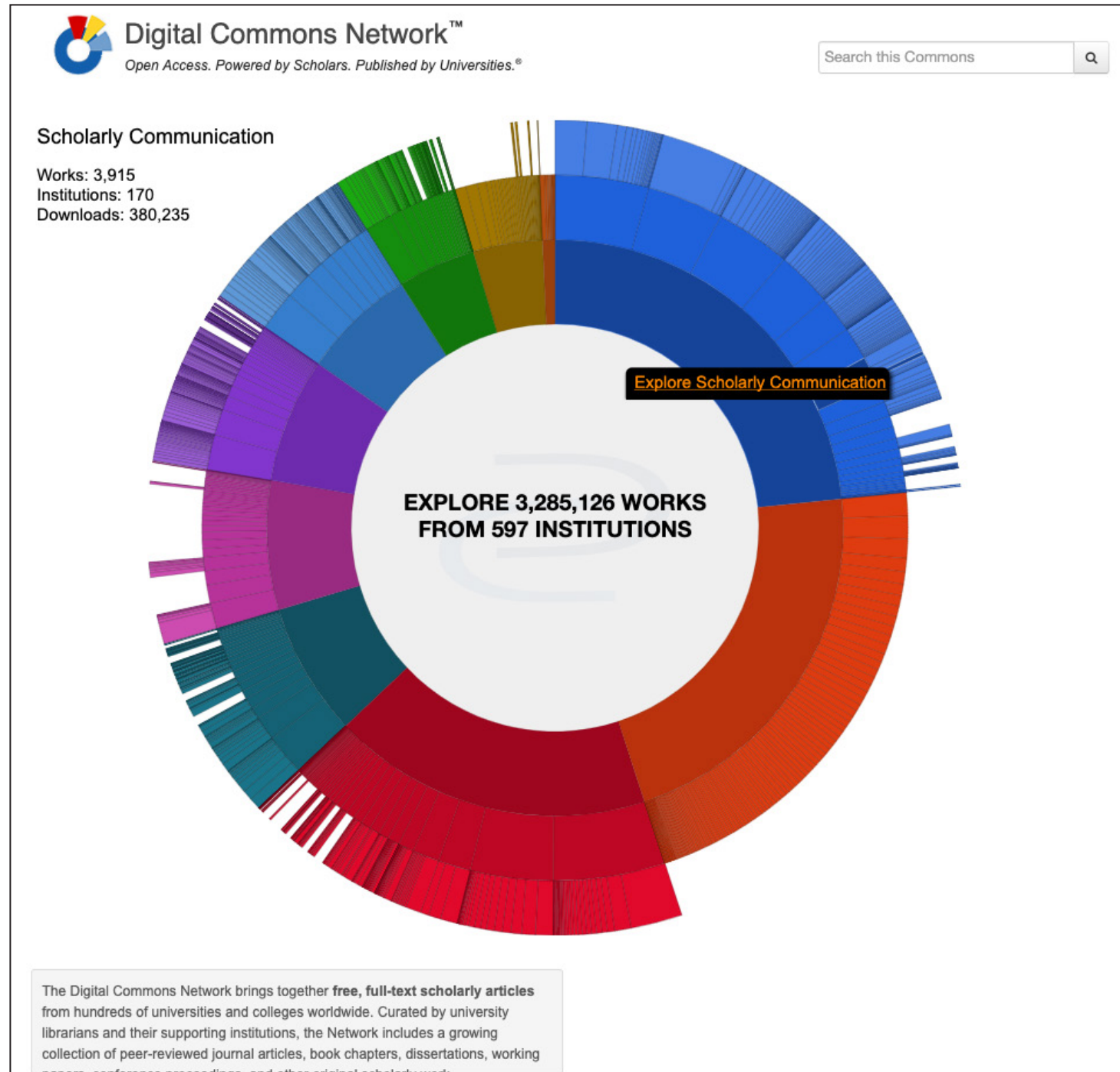figure 7

figure 8

Within a discipline, users can track the global downloads of items. They can also track popular articles, as well as institutions and authors who have contributed material to the Digital Commons Network within this discipline (*see figure 9*).

Finally, users can browse a list of **authors** who have submitted material to KnightScholar (*see figure 10*).
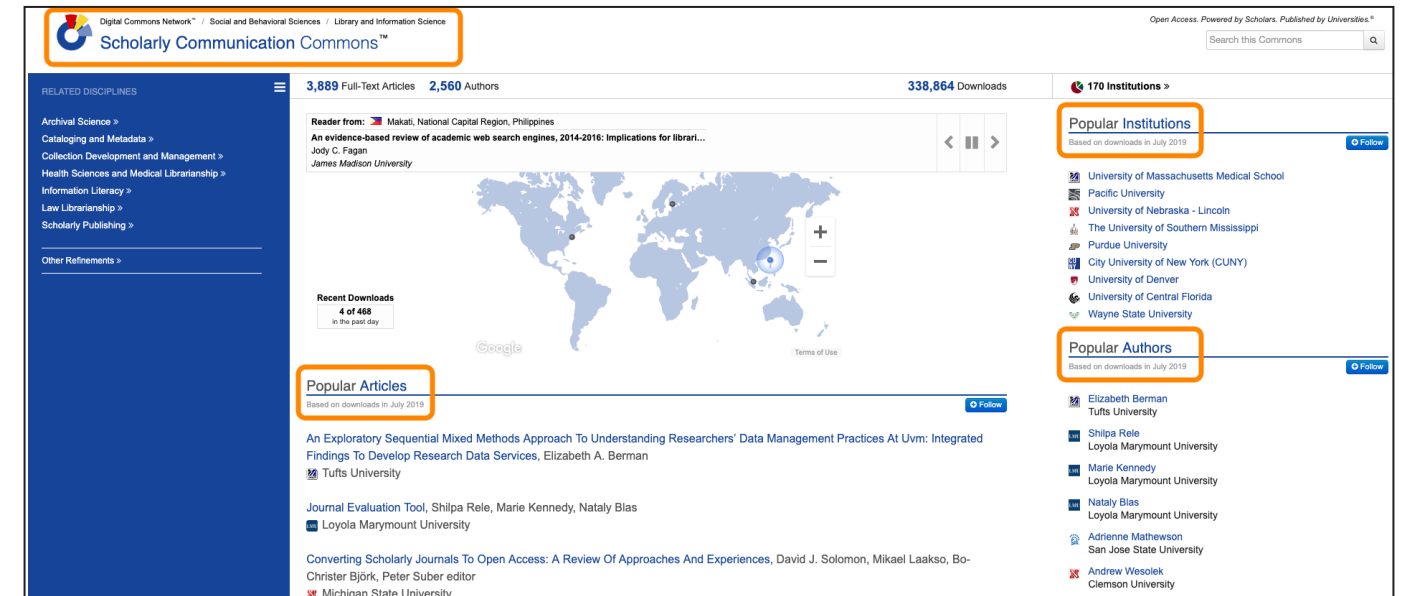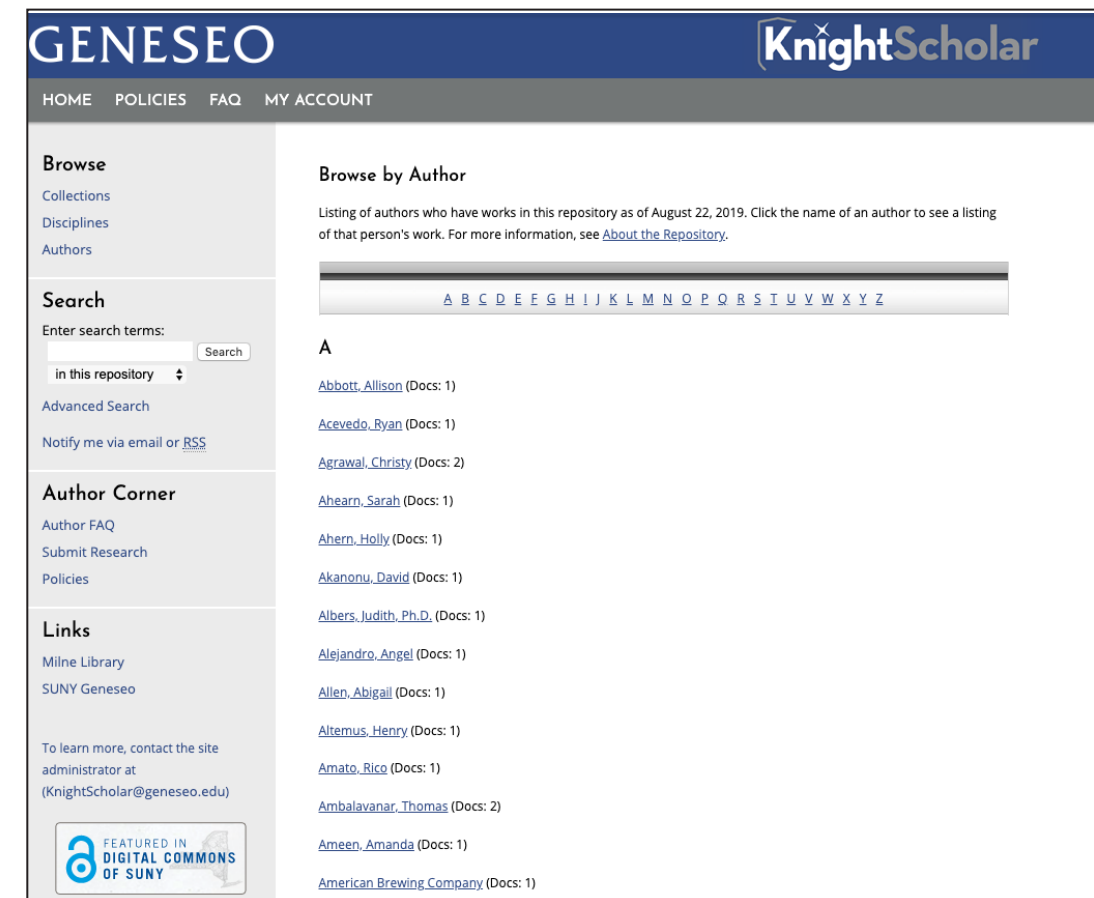

figure 9

figure 10

Search

Searches performed from KnightScholar can be limited to a single series (e.g., Papers, Posters, and Recordings from GREAT Day), to the whole repository of KnightScholar, or across all institutions using a Digital Commons platform (see figure 11).

The default, or Basic, search function allows users to find keyword search results in KnightScholar or any repository on the Digital Commons platform. This function searches all available text. Note that the scopes for the default search can change based on the current view in KnightScholar; that is, when browsing within a specific collection or series, the search options change to include "in this series" alongside "in this repository."
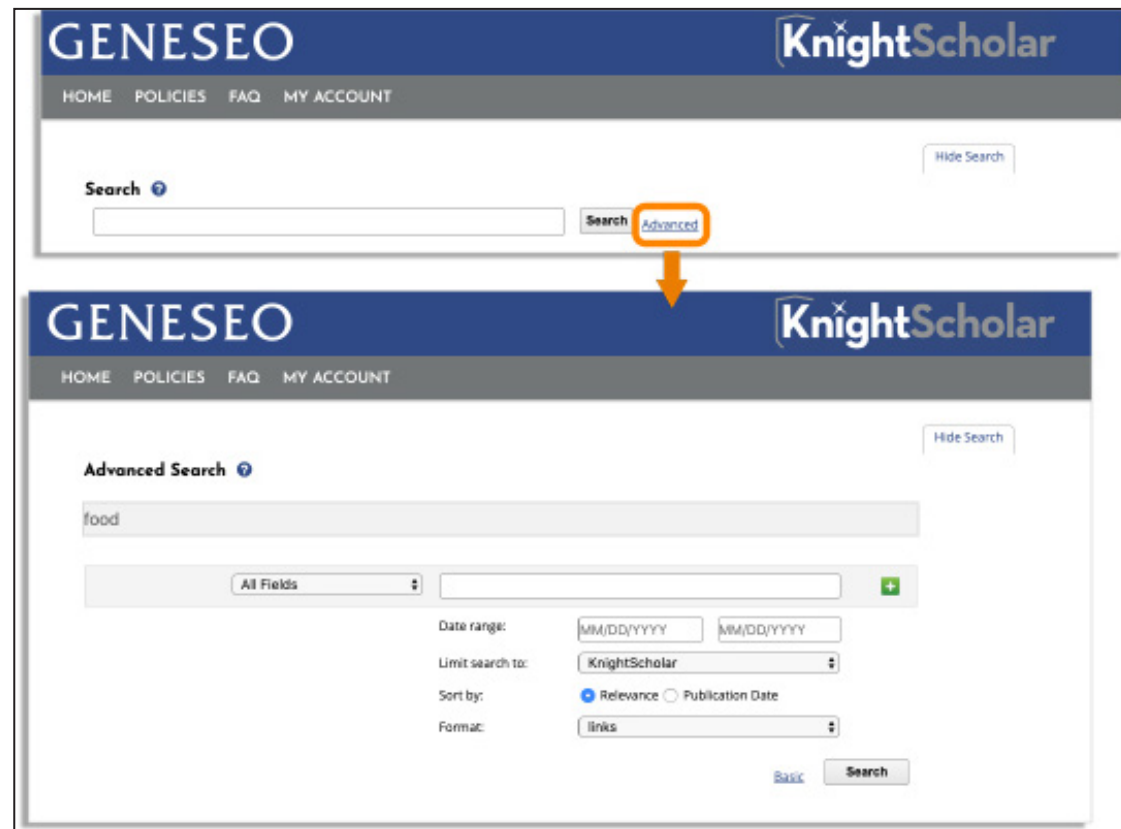
figure 11

In an advanced search, users can search within several fields, adding search terms, limiting the scope of the search, and selecting the format for viewing the results.

Users can search several fields. Multiple search terms can be included in the search, connected with Boolean operators (AND, OR, NOT). Searchable fields include the following:

- Abstract
- Subject
- Author
- Institution
- Title
- Document Type
- Publication

Formats for viewing search results include links viewable in a browser or exporting the results as a text file (usable for citation managers such as EndNote, RefWorks, or Zotero) or as an Excel file.

The results page (see figure 12) shows both the search terms and the results, along with limiting facets (by discipline, keyword, publication year, publication, and publication type), as well as options to save and view saved searches. The short records for each item links to its detailed record, publication series, and PDF.

figure 12

Saved searches

When logged in with KnightScholar credentials, the search results page offers an option for the user to save the search or to access previously saved searches.

To view saved searches, users can either click on *My Saved Searches* on the search results, or navigate to the *Research Alerts* page from *My Account*.

In *Research Alerts*, users can perform previous searches again, enable or disable email notifications for newly uploaded works that fit the parameters of a saved search, and delete searches no longer needed. Als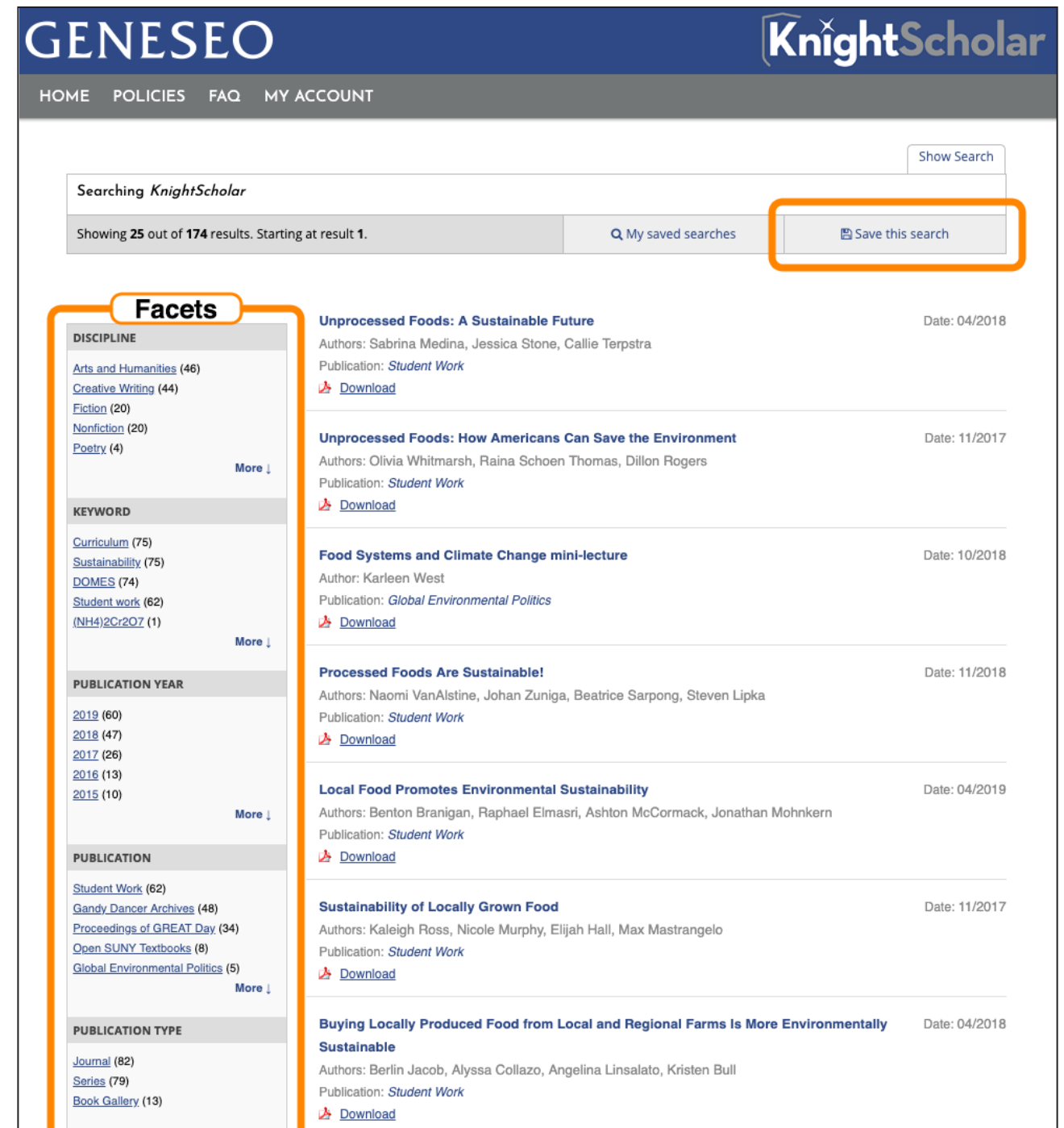o, users can adjust email preferences for copies of emails sent from KnightScholar and monthly author reports (*see figure 13*.)
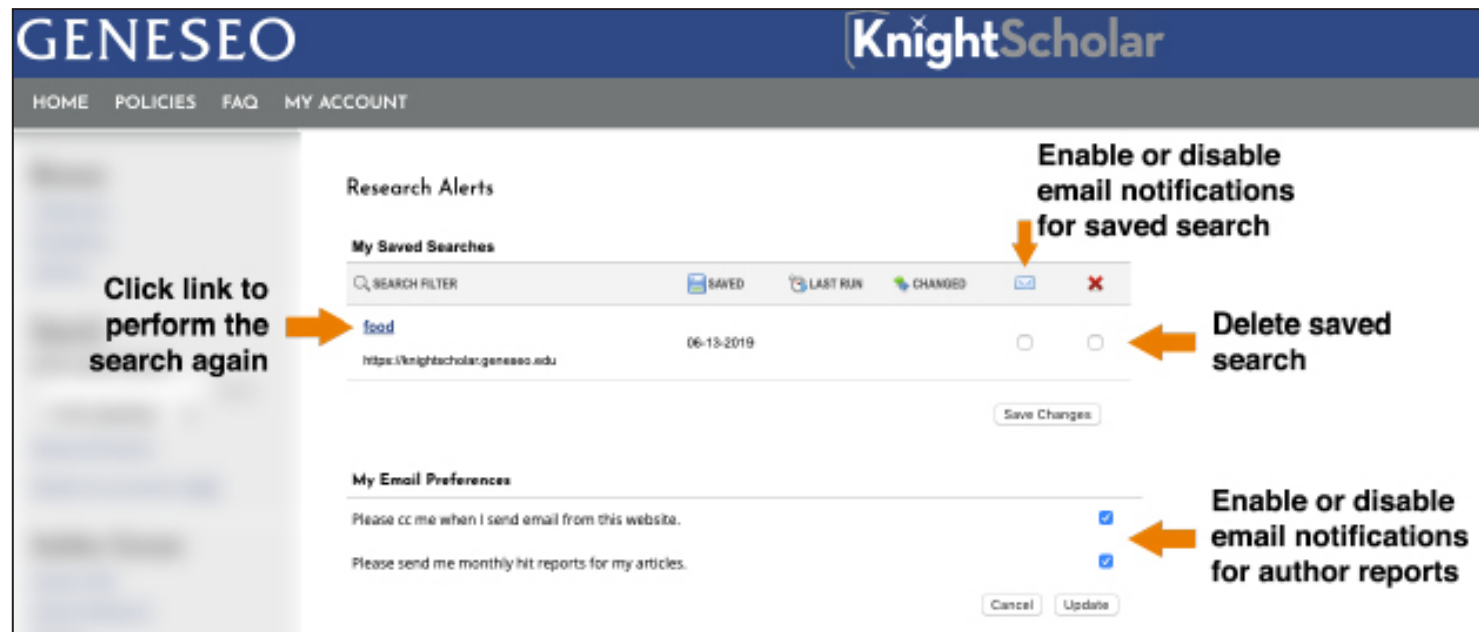
figure 13

Upload items

With most file types, faculty, staff, and students can deposit their own work into KnightScholar. Generally, submissions go through an arbitration process, where the KnightScholar managers will ensure that the correct fields are completed so the work is appropriately uploaded and filed.

Only users with registered accounts can deposit material in KnightScholar.

Once registered with KnightScholar, the first step is to identify the location where the work is to be deposited. The repository part of KnightScholar is organized by **Community** and by **Series**[1] (*see figure 14*).
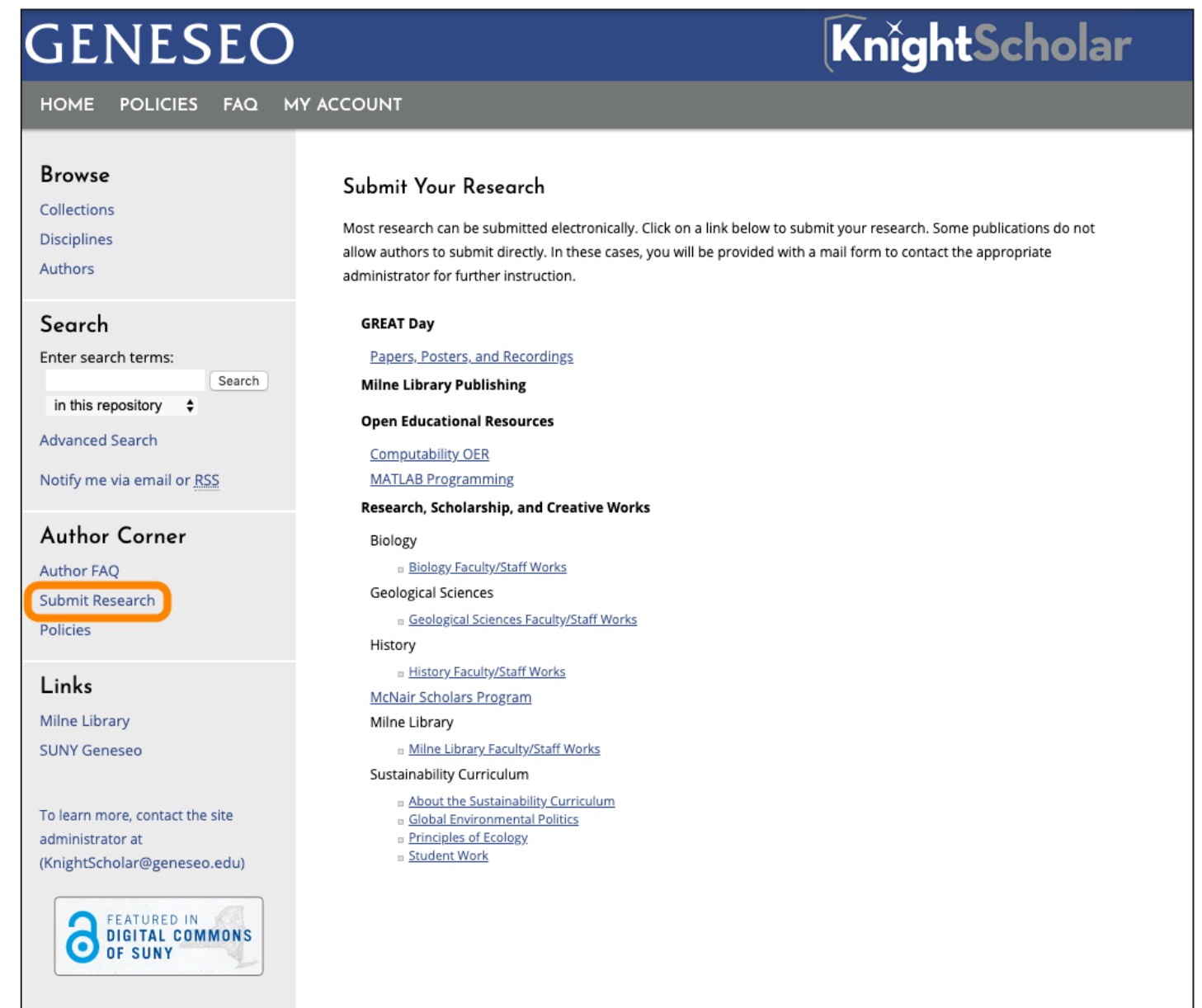
figure 14

[1] KnightScholar also hosts journals such as *Proceedings of GREAT Day* and *Gandy Dancer* Archives, but those materials are deposited by the journals' editorial boards.

After finding and selecting the appropriate location for a work, the user sees the submission page (*see figure 15*).

Five fields are required, and they are labeled and highlighted. Those required fields are **Title**, Author(s), Document type, Publication date, and Upload file. The Title field requires the use of headline style capitalization. The default **Author** is the uploading user, though this can be edited or amended to include coauthors. **Document type** refers to the kind of material being uploaded. The default type is Article, though there are several choices. In the **Publication date** field, the year is required; other fields may remain empty. In addition to identifying the date of publication, KnightScholar will automatically include the date the file is deposited. Finally, users have options to **Upload the file**: from the computer, imported from another site, or link to another site.

The user may choose a Creative Commons (CC) license, if appropriate. Additional files, such as data files, may be uploaded by selecting the appropriate box.

Once a file is submitted, KnightScholar presents the author with options to revise submission (e.g., amend keywords or disciplines) or to make additional submissions.
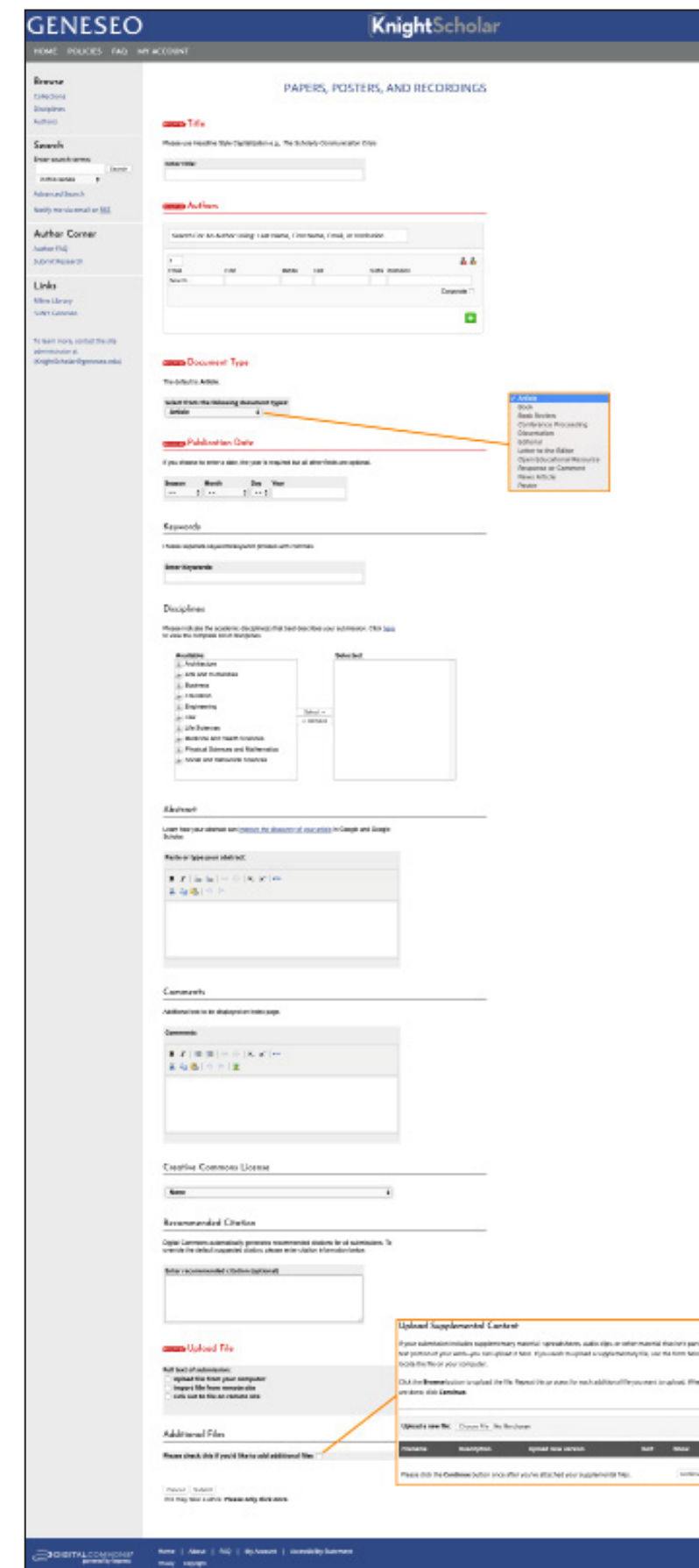

figure 15

Analyze readership

Dashboard Tools & Author Dashboard

When logged in, users can access their Author Dashboard (located under *Dashboard Tools*) to track readership of their works. This feature is only available to those who have created accounts and are currently logged in to KnightScholar.

In the Author dashboard, authors can view several statistics about their works submitted to KnightScholar (*see figure 16c*).

The dashboard has three views:

- The **Readership Distribution Map** visualizes readership information based on location of the download. Authors can change the date range they look at, as well as the works they view the information for, and zoom in to show a specific region, if so desired (*figure 16a*).
- **Usage Reports** show the information presented on the Readership Map in graph form (*figure 16b*).
- Through the **Share** button, users can create a link to a specific view of the dashboard, which can be shared.
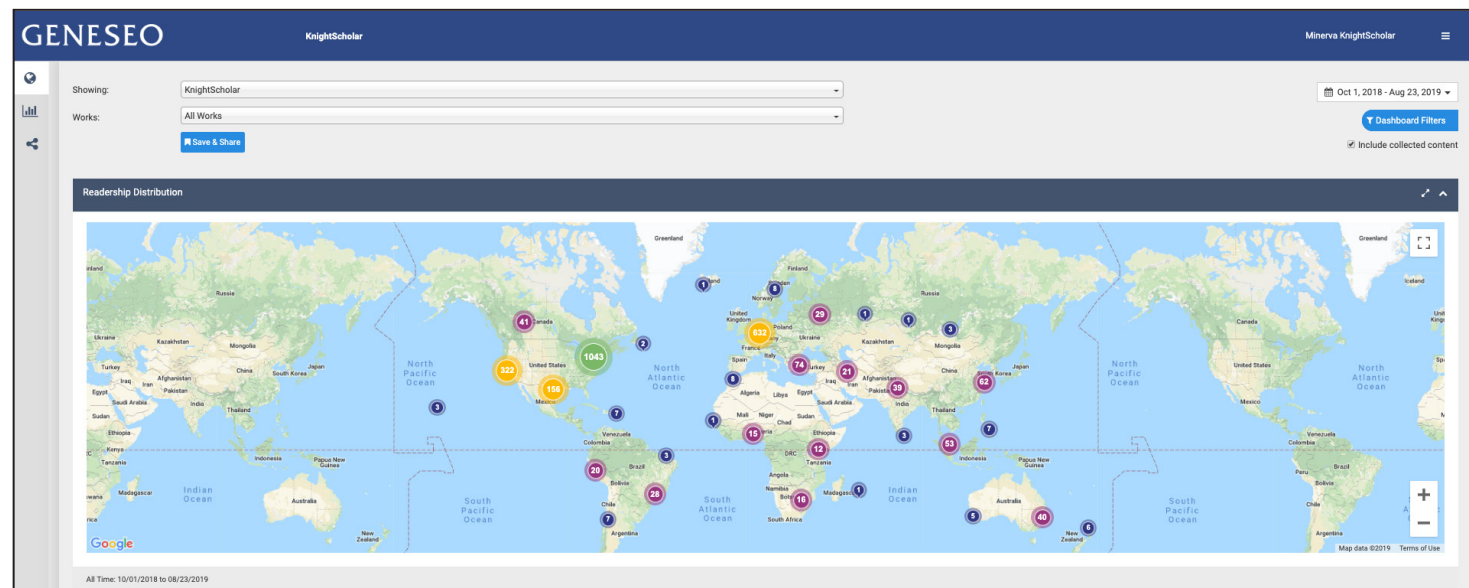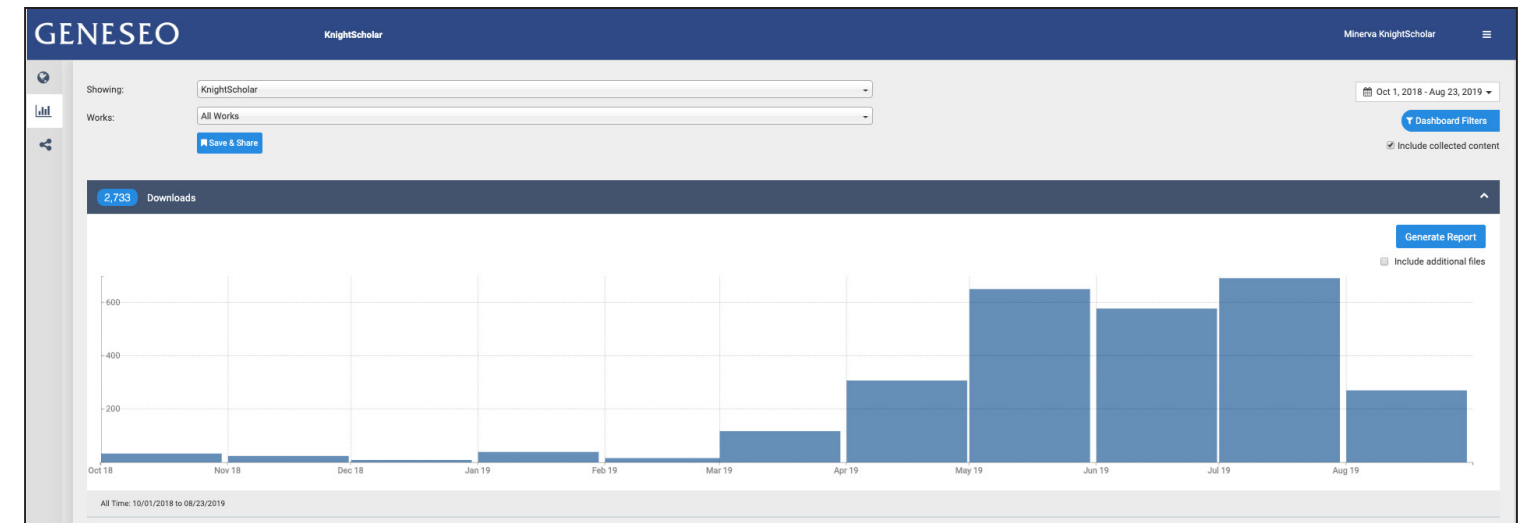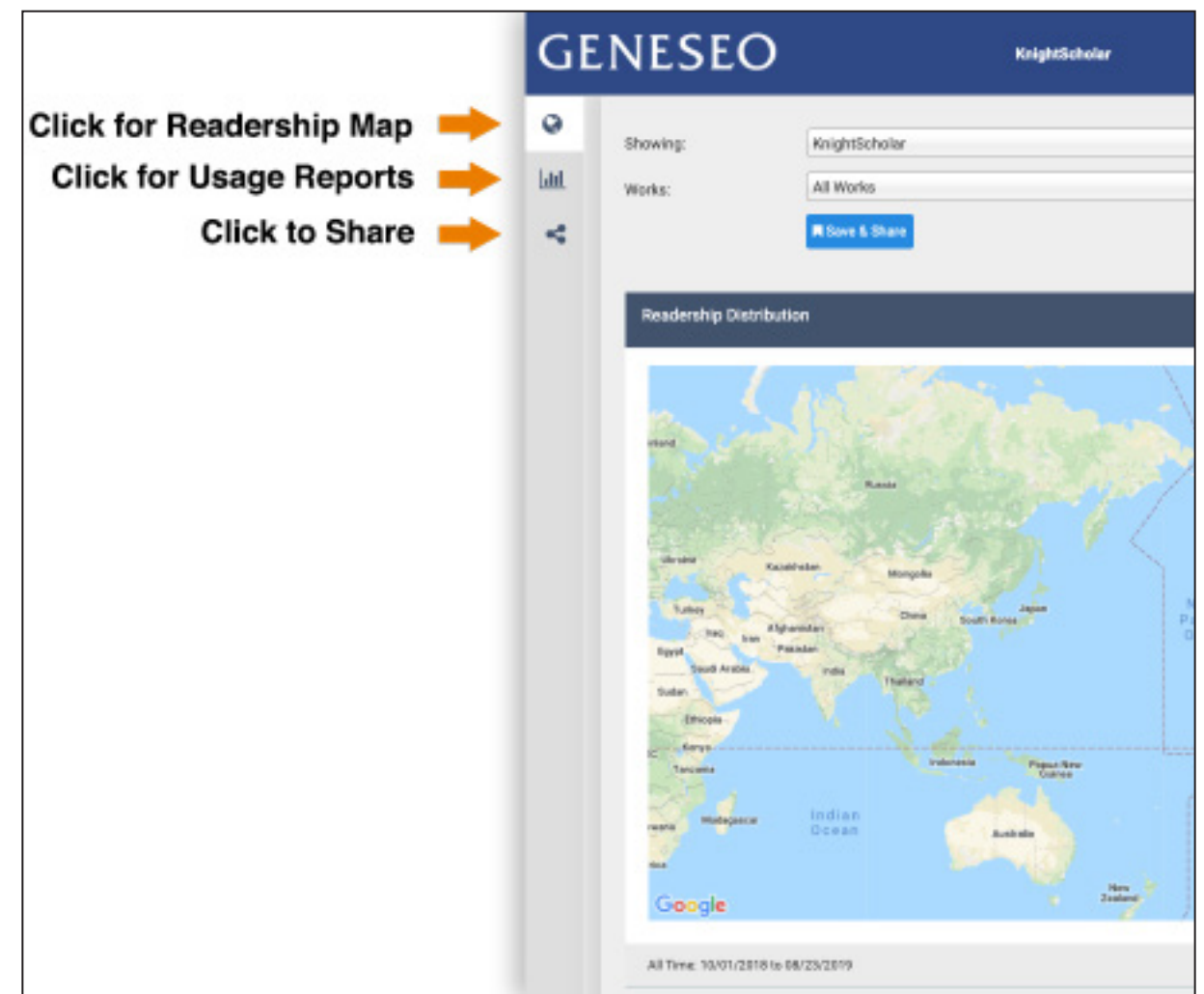
figure 16b

figure 16a

figure 16c

Research Alerts & Opt-in / Opt-out of monthly email reports

In *Research Alerts*, users can change e-mail notifications and manage email preferences, including enabling and disabling monthly email reports for their uploaded material.

PlumX Metrics

KnightScholar also provides PlumX Metrics for authors to see the impact of the work uploaded to KnightScholar beyond traditional bibliometrics. These altmetrics trace the usage through social media sharing alongside downloads in KnightScholar (*see figure 17*).
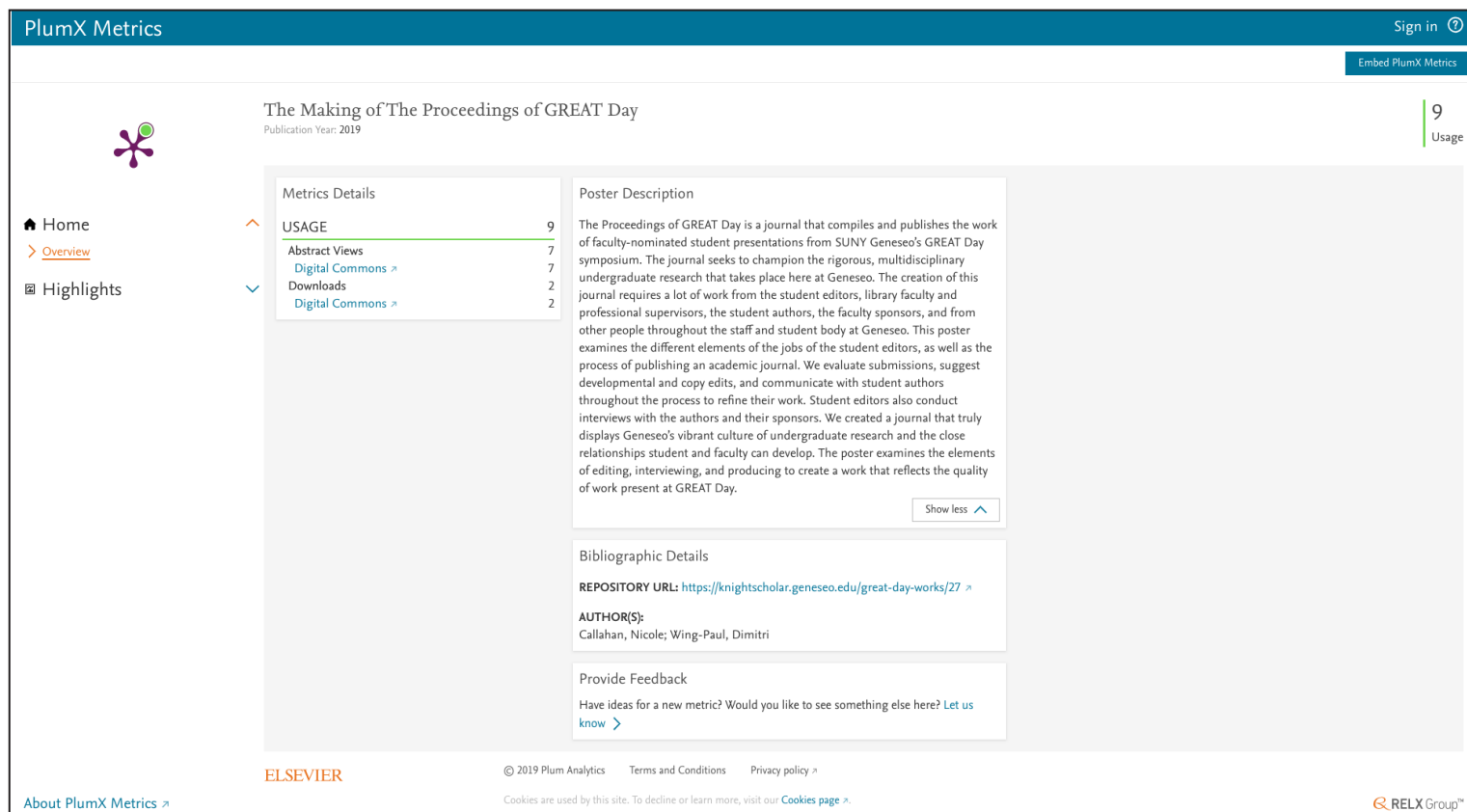

figure 17

Copyright information

Before submitting work to KnightScholar, authors are responsible to ensure that they have the right or permission to post that work in the repository.

Though several publishers give authors the copyright or ownership over their work, several others do not. Authors who are unsure about a publisher's consent to deposit in an open access institutional repository should check their publication's copyright agreement. If the agreement cannot be found, SHERPA/RoMEO contains many scholarly publisher policies regarding permissions for deposit.

If the work contains third-party content, authors are responsible for ensuring they have permission to upload and share that content.

Questions about copyright clearance for KnightScholar uploads should be directed to the KnighScholar managers (knightscholar@geneseo.edu). Answers to commonly asked questions can be found by reading through KnightScholar policies and FAQs.

Geneseo's Rights

Authors who submit works to KnightScholar grant SUNY Geneseo the non-exclusive rights to host the material, including making it available online and taking steps to preserve the work.

Author Rights

The original copyright holder retains all rights and is free to publish the work elsewhere. As part of the submission process, authors must agree to the KnightScholar contributor agreement.

Glossary

Altmetrics	Non-traditional bibliometrics that measure the times an article (or blog post, dataset, video, etc.) has been viewed, discussed, saved, cited, and recommended
Article	The default material uploaded to KnightScholar, usually appropriate for publication in an academic journal.
bepress	Berkeley Electronic Press, the provider of Digital Commons
Creative Commons (CC)	A nonprofit organization that supports and encourages widespread sharing and reuse of works through free legal tools.
Digital Commons	The platform for KnightScholar
Digital Commons of SUNY	A state-wide portal to SUNY's Open Access scholarship
Digital Commons Network	An organization of repositories from hundreds of universities and colleges that provides free access to full-text scholarly articles and other research.
Discipline	Academic subjects determined by Digital Commons. A list of disciplines is available here: http://network.bepress.com/.
Institutional repository	A digital location for materials hosted (usually) by a college or university, for work created at that institution.
KnightScholar	A curated repository for scholarly, creative, educational, and research works created by SUNY Geneseo faculty, staff, and students, and for digitized materials from Milne Library's Special Collections.
Open access	Available online at no cost; available to anyone with an internet connection.
PlumX Metrics	An online tool that measures altmetrics for article impact
SHERPA/RoMEO	A website containing the copyright policies of many academic journals: http://www.sherpa.ac.uk/romeo
Work record	The informational page about work, listing the fields (author, title, and metadata) and download link(s)