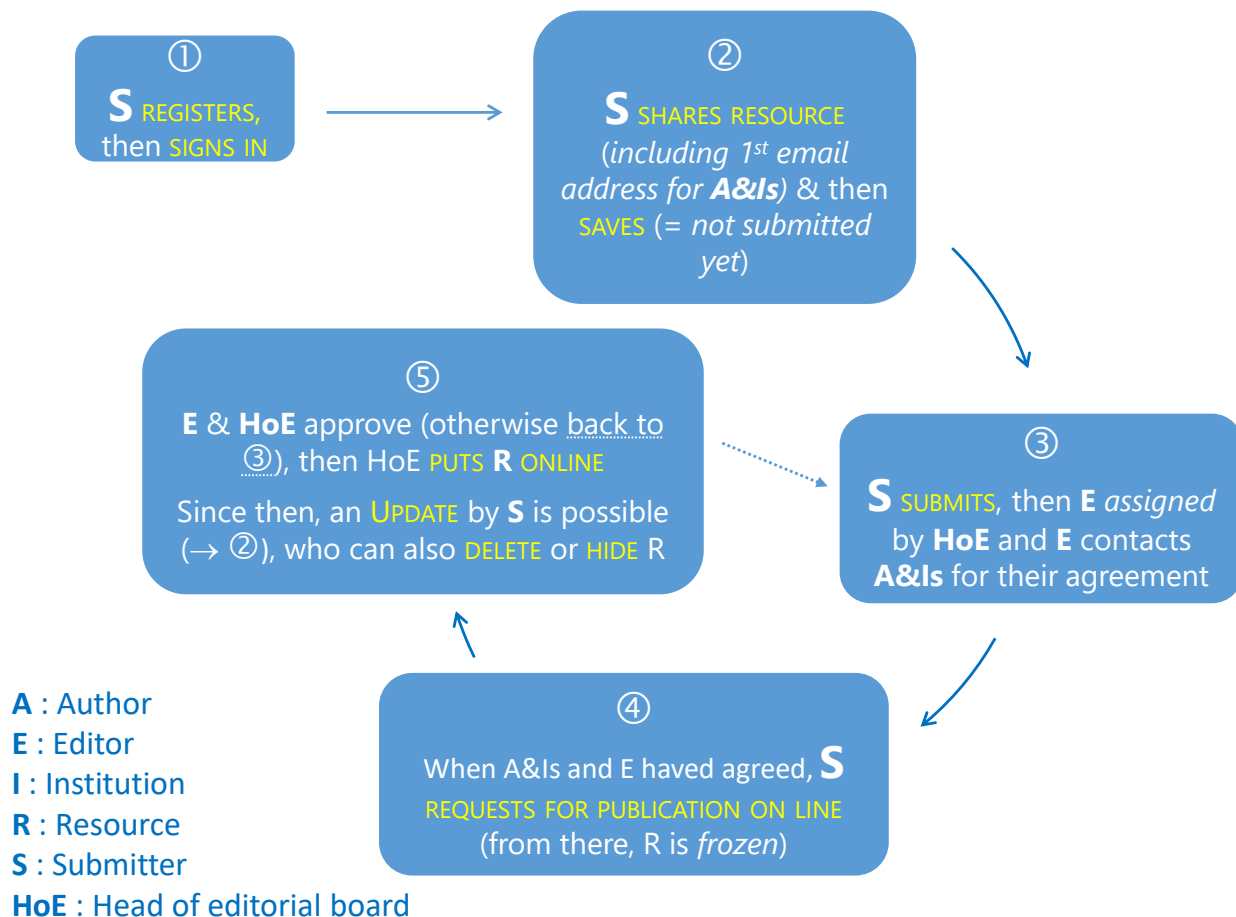## *e-SearchM* Submitter's User Guide

As on 11 June 2024

You are very welcome to share new resources through e-SearchM or update former ones.

A resource proposal for e-SearchM (referred to as a "resource" hereafter) is entered by a so-called **submitter**. If a new submitter, you must **first register**. If you have already done so, just SIGN IN.

The **submitter must be chosen carefully for a given resource**. He/she is recognized by all players as the only person authorised to propose or update the resource at a later date. He/she is also considered as the contact person for this resource for the wider public (*hence his/her email address made public*).

How proceeding : *a 5-step procedure*

(only 4 of which being for the submitter)

① **S** REGISTERS, then SIGNS IN

② **S** SHARES RESOURCE (*including 1st email address for **A&Is**) & then SAVES (= *not submitted yet*)

⑤ **E** & **HoE** approve (otherwise back to ③), then HoE PUTS **R** ONLINE

Since then, an UPDATE by **S** is possible (→ ②), who can also DELETE or HIDE R

③ **S** SUBMITS, then **E** *assigned* by **HoE** and **E** contacts **A&Is** for their agreement

④ When A&Is and E haved agreed, **S** REQUESTS FOR PUBLICATION ON LINE (from there, R is *frozen*)

A : Author
E : Editor
I : Institution
R : Resource
S : Submitter
HoE : Head of editorial board

⇩ The **SMALL CAPS** below refer to items visible in the e-SearchM MENU

① If a new submitter of resources, you must first **register**.
If already registered, just **SIGN IN**.
NB : *One Login per Email address only* ; *First and Last Names cannot be changed later on*.

② You, as submitter, **complete the proposal** [SHARE A RESOURCE] or **update** a previous one [MY RESOURCES ➜ ON LINE ➜ UPDATE] using the form embedded in e-SearchM.

The **resources** incorporate information about microsimulation-related topics currently including i) MODEL descriptions, ii) EVENTS in the broad sense such as conferences and seminars or iii) TOOLS such as development, simulation or visualisation instruments, or still institutions.

When completing the proposal, you must, as a submitter, identify the **authors and institutions**. An author is a natural person who can be considered as co-owner/co-developer or co-organizer of the resource. *The submitter must be an author* and does not need to mention him-herself in the list of authors. An institution as such must also be listed as co-owner/co-developer or co-organizer of the resource, IF and ONLY IF referencing the resource on e-SearchM requires an institutional agreement in addition to authors' agreements (see step ③ below). Institutions should not be confused with authors' *affiliations* which do not require such an agreement. You can SAVE contents at any time and return to it later through [MY RESOURCES ➜ NOT SUBMITTED YET].

Some contents must be chosen from a **close list** (for example, "countries"). If an item is missing from this list to meet your specific requirements, you can contact us (see for example step ③ below) to request an additional item. The list will then be completed if necessary.

The **name of a resource** must be unique. However, if you are *updating* a resource that is already on line, you can keep (or change) its name. At the end of the update procedure, the original resource will be deleted, so the name chosen for the update (if it is identical to the original name) will remain unique.

As soon as it is saved, you can access a **STATUS REPORT** of the resource, which **shows at a glance the status of the resource** and gives you a summary of the procedure followed so far. As long as a resource proposal has not been formally submitted yet (step ③), it can be **deleted** through [MY RESOURCES ➜ NOT SUBMITTED YET ➜ DELETE].

③ You **SUBMIT** your proposal or content update, which are then examined by a member of the editorial board before being published on line. This **editor** contacts the authors and the institutions (contact persons) mentioned by you in step ② to obtain their prior agreement if

it has not been given previously. During this process, the resource remains editable by you at any time through [MY RESOURCES ➔ UNDER REVIEW] and the STATUS REPORT window gives you a summary of the procedure, including the name and contact details of your editor as well as the agreements given by the authors and institutions to date.

④ When you, as a submitter, consider that all new or updated contents of the resource are ready to be published on line through e-SearchM, you launch a **REQUEST FOR PUBLICATION ON LINE**. *From then on, your proposal is "frozen", which means that you can no longer modify* it –it is then listed in [MY RESOURCES ➔ REQUESTED FOR PUBLICATION ON LINE (FROZEN)]–, although you can always ask your editor to deactivate this request if necessary (which implies a step backwards in the procedure, hence the resource available in [MY RESOURCES ➔ UNDER REVIEW] again).

⑤ After a final check and approval first by the editor, then by the **head of editorial board**, the resource is published on line by the latter and is now listed in [MY RESOURCES ➔ ON LINE]. If previous contents were updated through this procedure, these are permanently deleted from e-SearchM and replaced by the updated proposal when it is finalised.

Later on, you can **update** the resource through [MY RESOURCES ➔ ON LINE ➔ UPDATE], which means returning to step ②, **delete** it [MY RESOURCES ➔ ON LINE ➔ DELETE], a radical and definitive action !) or **hide** the resource for some reason [MY RESOURCES ➔ ON LINE ➔ HIDE], which implies that it is no longer visible on e-SearchM yet still available at a later date when relevant (through the UN-HIDE procedure).

This is done !

Please note that as a submitter, you must approve the e-SearchM "***TERMS OF USE***" and therefore **consent the processing of your personal data** and **commit yourself** to provide LISER with a correct and comprehensive information about authors and institutions. You also guarantee that the information included in your proposal or update is legal and may be used by the e-SearchM editorial board and administrators *for an initial private contact with authors and institutions*.

Consequently, if you are **replaced by another submitter**, the resource will have to be completely resubmitted by the new submitter. Furthermore, if you intend to **delete your e-SearchM registered account**, all resources referencing you as a submitter will be lost!

More about the functioning of *e-SearchM*

To access e-SearchM in order to submit or update resources, the submitter must **register** via a secure procedure by completing the registration form available on e-SearchM and explicitly accept the *Terms of Use*.

A **submitter** must be an author. He/she is responsible for identifying all other *authors* (name and e-mail address for initial contact) and *institutions* for this resource. If mention of an institution, an e-mail address targeting a clearly identified contact person who is in a position to provide such an institutional agreement for the publication of this resource must be provided, together with the name of the institution. Institutions should not be confused with authors' *affiliations*, which do not require such agreement.

Authors/institutions are very important players and need to be carefully mentioned. Their description by the submitter is specific to the resource, which means that an institution may be represented by different contact persons, and that an author may be contacted at different addresses, depending on the resource. Each author-institution is contacted for approval before the resource is published on line for the first time, following its listing as an author-institution by the submitter. In the case of an update to content that has already been published on line, rather than a new proposal, the same lines above and below will apply, but authors or institutions will only be contacted for approval in the event of a change to their list or individual description.

The submitter must be chosen carefully for a given resource. He/she is the only person authorised to make the initial proposal or to update the resource at a later date. This implies that all changes must be requested by -or through- the person submitting the resource, unless otherwise stipulated. He/she is also considered by all stakeholders, including author-institutions, to be the reference person for this resource to a wider audience. Consequently, the author acknowledges that he/she will act as the contact person for the resource concerned and that he/she may be contacted by users of e-SearchM https://e-SearchM.liser.lu/ for further information (*which is why his/her e-mail address, name and affiliations are made public*).

The information provided by the submitter while proposing or updating a resource may be used by the e-SearchM **managers** (that is, **editors** or portal **administrators**) either for contacts with authors and institutions or for publication. However, the proposal form clearly identifies by **"[P]"** a field whose purpose is solely for internal exchange between managers and authors/institutions, and is therefore not published on line.

Authors and institutions (contact persons) are contacted when they are mentioned by the submitter in the proposal or its update (if applicable, only if the list of players or individual contents are modified) for acceptance of the *Terms of Use*. They can approve the *Terms of Use*,

agree while modifying the email address provided by the submitter for this initial contact and/or disagree for a reason that will be communicated to managers only (**field marked "[PP]"**).

By accepting the *Terms of Use*, authors and institutions commit to :

i)   accept the choice of the submitter for that resource,

ii)   allow the submitter to enter this proposal and to be the sole reference person for modifications, either during the initial proposal or subsequently for updates, and

iii) accept that their e-mail address (either the initial address given by the submitter or another provided by the author-institution) will be used for contacts between the e-SearchM managers and the author-institutions (and will therefore not be made public).

The *Figure* below summarizes the roles in e-SearchM and their relationships. *Areas in solid grey cover empty cells – Underlined Roles imply a registration*. Providers are submitters (including editors), authors or institutions (contact persons). Visitors are Users who are not providers.