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## **Tutorial to maintain a RePEc archive**

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**Note:** If you want to add a paper/item to an existing archive and you already know about RePEc, please go directly to points 4.3 and 4.4. If you do not know anything about RePEc, the remaining sections will help you understand how the archive works.

### **1 General description**

**RePEc** – Research Papers in Economics, <http://repec.org> – is a collaborative effort to enhance the dissemination of research in economics.

To have the publications of a research unit listed on RePEc, you first need to build a **RePEc archive** for the given research unit. The CDM-IT will provide you with a space on one of the CDM servers where you will be able to supply information on your research unit's publications with the help of metadata (i.e. data about other data).

To produce the **metadata**, you will have to describe each publication in an ordinary text file (e.g. with notepad) using a simple format. The metadata files will then reside on the CDM server. RePEc services will regularly visit the server to check for additions, changes, deletions and integrate them in their displays.

*Note:* In this tutorial, we pretend to maintain an archive called 'RePEc:aaa'. For your own archive, please replace all [aaa] occurrences with the three-letters archive code you will get from RePEc.

### **2 Your RePEc archive**

The rules for the layout of the archive are strict. By keeping the structure below you will allow RePEc services to regularly visit the CDM server and spot any modification the archive maintainer may have made.

```

RePEc/
  → aaa/
     ○ aaaarch.rdf
     ○ aaaseri.rdf
     ○ journal/
       ■ RDF files for articles
     ○ wpaper/
       ■ RDF files for papers
     ○ .../
       ■ RDF files for...

```

Please note that the name of the series sub-folders (in the example above: 'journal' and 'wpaper') can be chosen by you, provided that it is made of six lowercase letters (or numbers).

Within the [\\Cdmsrv5\aaa\\_repec](#) drive, the structure mentioned above should nevertheless be followed. That means there will be two files with RDF extension and as many folders as publication series there are.

The **two RDF files** describing the RePEc archive are the following:

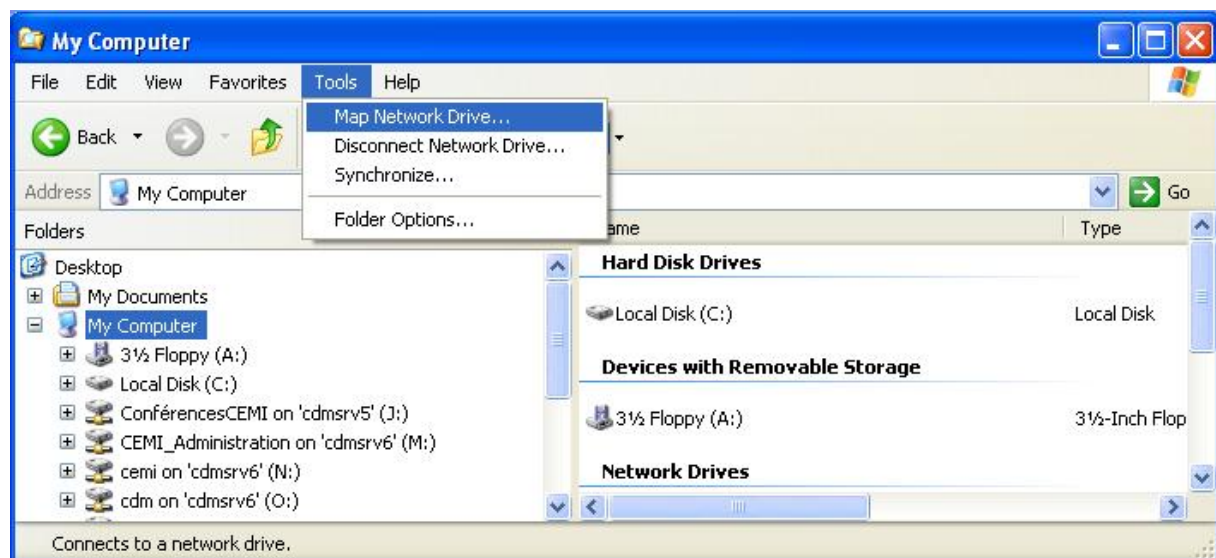
- **[aaa]arch.rdf** which contains the technical details, including the URL of the archive
- **[aaa]seri.rdf** which describes the contents of the archive, for instance information about the working paper series or journals you will be providing data for.

More details about the creation of the two files can be found in the 'Tutorial to create a RePEc archive'.

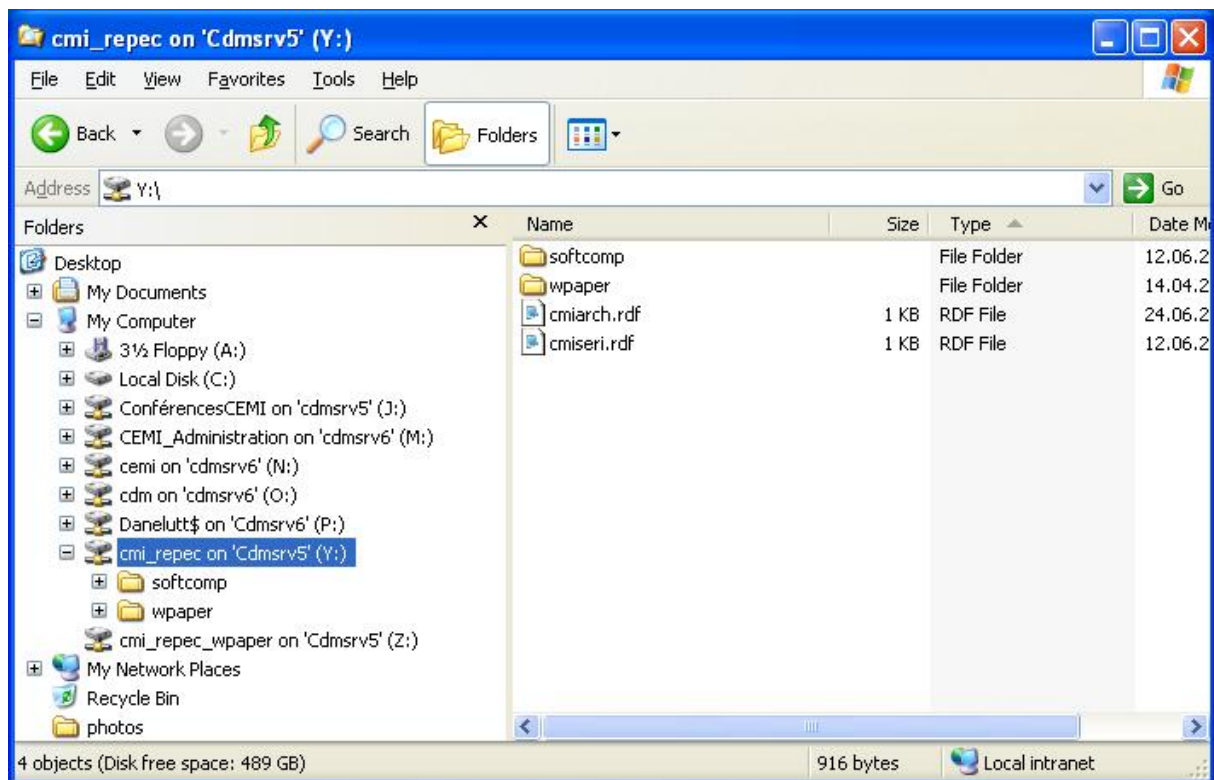
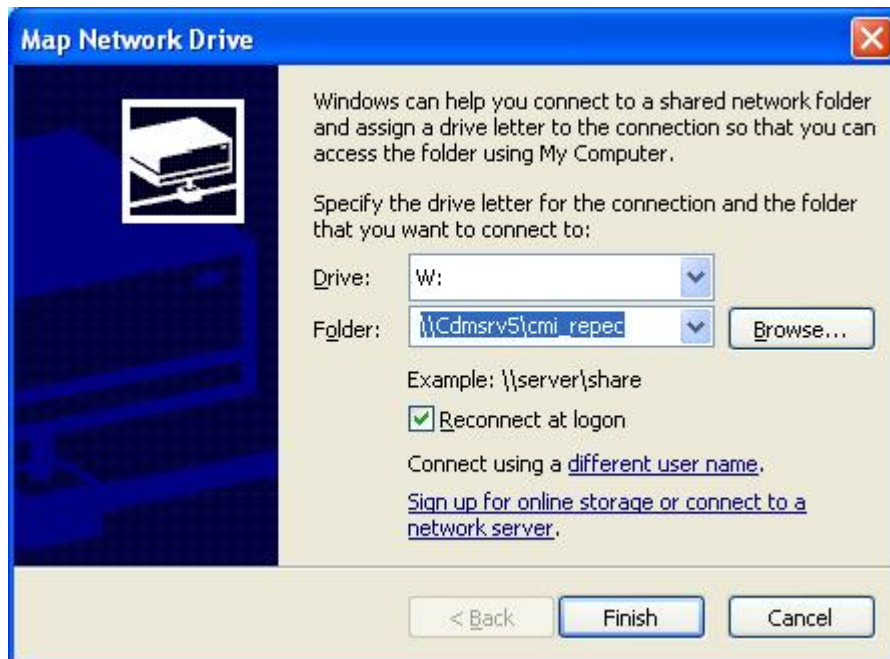
In addition to the RDF files, you will be able to create **as many folders as series there are**. It is important that the name of the folders be made of six lowercase letters (or numbers) as already mentioned.

## 2.1 MAP NETWORK DRIVES

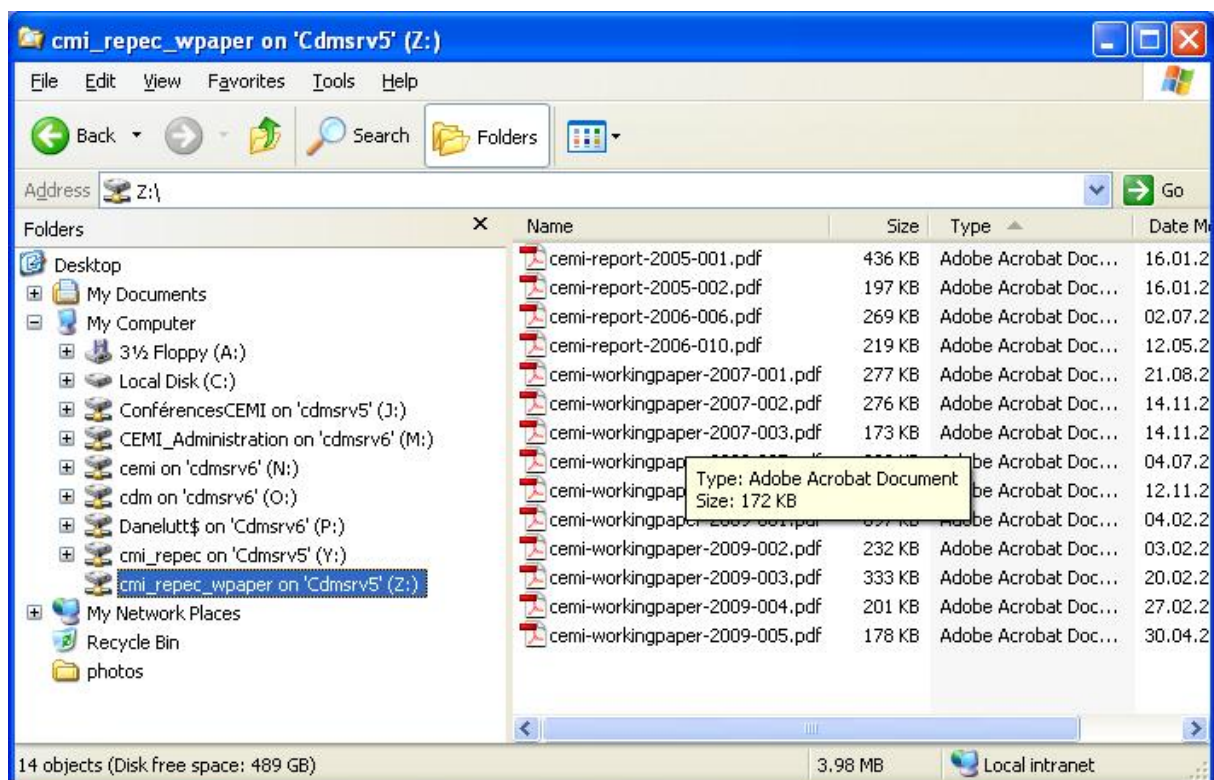
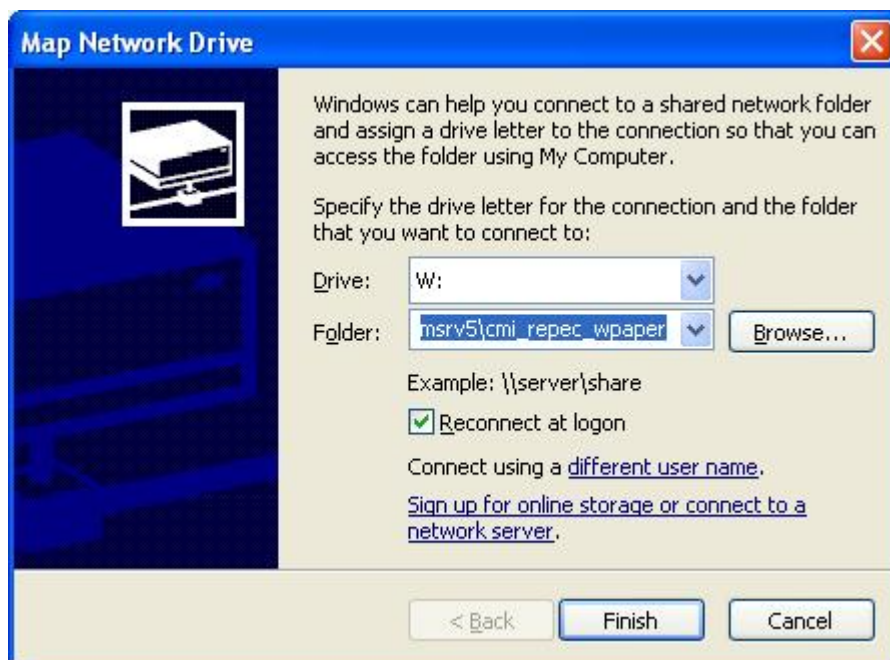
Once the structure has been created on the server by the CDM-IT, make sure you can access them. If this is the case, you will need to map several **network drives** on your computer:



- 1) A first drive to store the files with metadata (description of the archive, of the series and of the publications). The name of the shared folder is of the type [\\Cdmsrv5\aaa\\_repec](#). This is where the RDF files are stored.



- 2) As many additional drives as publication series (working papers, journal articles...) there are in order to store the PDF files that will be downloaded. The name of the shared folder is of the type `\\Cdmsrv5\aaa_repec [series name]`. This is where the downloadable PDF files are stored.

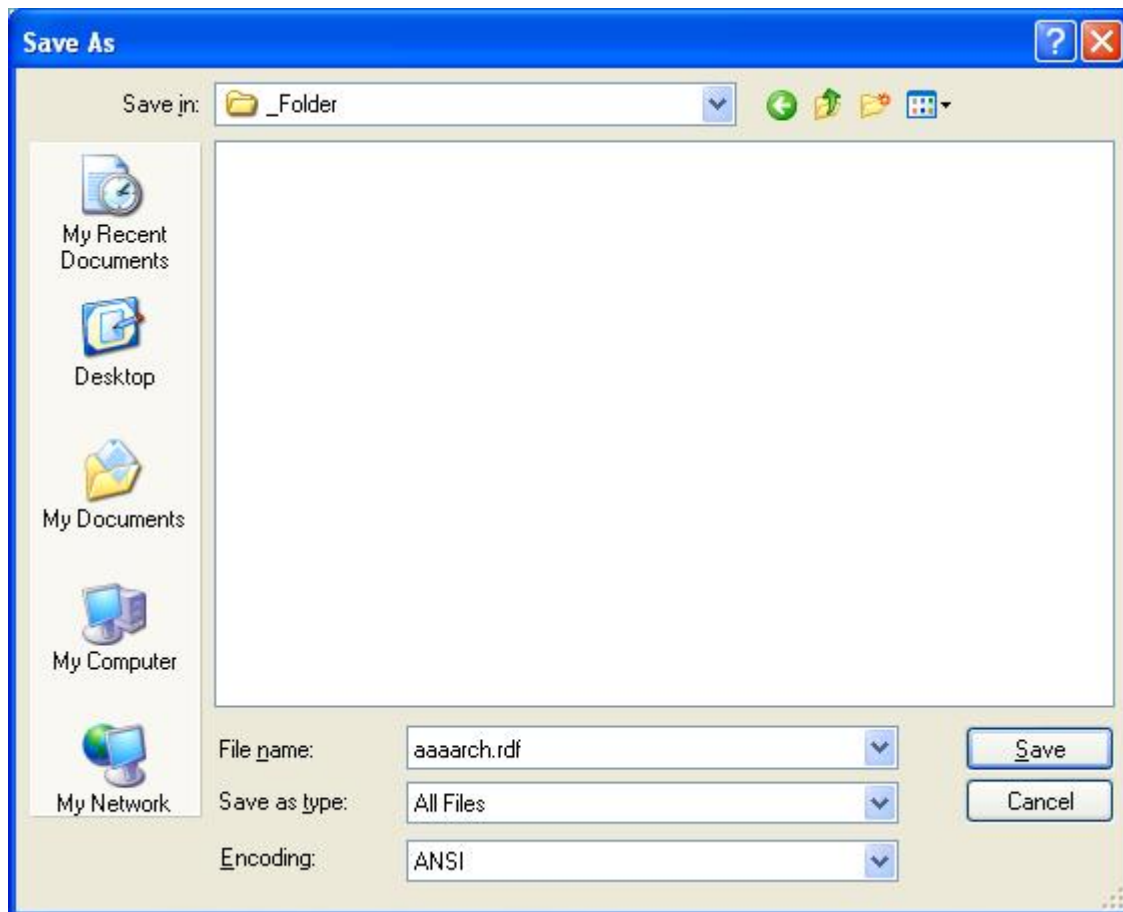


### 3 Files with RDF extension

The metadata describing your publications is given in templates. All these templates are held in ordinary text files which need to have the extension **.rdf**.

**Below is the procedure to save files in Notepad as a RDF files:**

By default the file is saved as *Text Documents (\*.txt)*. What you should do is choose *Save As* and go to the bottom of the window where it is written *Save as type*. There, scroll down to *All Files* instead of the by default type. Once this is done, just write the name of your file in the usual box and add at the end **.rdf** to force the RDF extension as shown below.



## 4 Prepare the metadata for your RePEc archive

As mentioned above, the metadata describing your publications is given in templates. All these templates are held in ordinary text files which need to have the extension **.rdf**.

There is a different type of template for each type of items you may describe. Each template has several descriptive fields, some of them required and others optional. Each field starts with a keyword, immediately followed by a colon (:) and then the field description.

Each template starts with a **Template-Type:**. As an archive maintainer, the following template types are available to you:

- **ReDIF-Archive 1.0** – for archive templates
- **ReDIF-Series 1.0** – for series templates
- **ReDIF-Paper 1.0** – for working paper templates
- **ReDIF-Article 1.0** – for journal article templates
- **ReDIF-Book 1.0** – for book templates
- **ReDIF-Chapter 1.0** – for book chapter templates
- **ReDIF-Software 1.0** – for software component templates

### 4.1 ARCHIVE TEMPLATE

See the 'Tutorial to create a RePEc archive'.

### 4.2 SERIES TEMPLATE

*Note: Need to read further only if you want to add a series to the archive or modify an existing one.*

**Series templates** hold information that is common to all elements of a series. An archive might have more than one series if there are several entities that contribute data to RePEc. For example, an institute might want to contribute with several working paper series (by chair), or with a working paper series, with articles and with software components.

The series templates are all listed in one file called **[aaa]seri.rdf**.

The example below shows a file with two archive series: a working paper series [BEST Working Papers] and an article series [Journal of Specific Field]. However, we could imagine to have many more series in the archive.

**Template-type:** ReDIF-Series 1.0

**Name:** [BEST Working Papers]

**Description:** This is [...]

**Provider-Name:** Ecole Polytechnique Fédérale de Lausanne, Collège du Management de la Technologie, [Name of the institute], [Name of the research unit]

**Provider-Homepage:** [URL of the research unit]

**Provider-Institution:** RePEc:edi:cepfch

**Maintainer-Name:** [Name of the archive maintainer]

**Maintainer-Email:** [Email address of the archive maintainer]

**Type:** ReDIF-Paper

**Handle:** RePEc:aaa:wpaper

**Template-type:** ReDIF-Series 1.0

**Name:** [Journal of Specific Field]

**Description:** This is [...]

**Provider-Name:** Ecole Polytechnique Fédérale de Lausanne, Collège du Management de la Technologie, [Name of the institute], [Name of the research unit]

**Provider-Homepage:** [URL of the research unit]

**Provider-Institution:** RePEc:edi:cepfch

**Maintainer-Name:** [Name of the archive maintainer]

**Maintainer-Email:** [Email address of the archive maintainer]

**Type:** ReDIF-Article

**Handle:** RePEc:aaa:journl

For more information on the descriptive fields: <http://ideas.repec.org/t/seritemplate.html>

Please note that the **Provider-Name** is given for all EPFL research units and has to be used as follows, without modifications: **RePEc:edi:cepfch**.

The **series handle** corresponds to the archive handle, plus the name you gave to the series (six-letters code, see explanations above): **RePEc:aaa:[series' name]**. Remember also that for each series you will need to ask the CDM-IT to create a sub-folder within your archive directory, each having a six-letters name.

#### **4.3 PAPER TEMPLATE**

Paper templates also have a **.rdf** extension. The rest of the file name doesn't matter. These files needs to be in the corresponding series' six letter directory.

You can put all templates in one files, one template per file, or group them in files in various ways. However, in order to have a better view of the archive, we suggest to have a separate file for each template.

The templates have to be saved in their respective series' folder. For instance, if it is a working paper and that the RePEc series has been named 'wpaper', then the RDF file has to be saved in the sub-folder called 'wpaper'.

Below is an example of RDF file describing a paper by two authors.

**Template-Type:** ReDIF-Paper 1.0

**Author-Name:** [complete name]

**Author-X-Name-First:** [only first name]

**Author-X-Name-Last:** [only last name]

**Author-Email:**

**Author-Workplace-Name:**

**Author-Name:** [complete name]

**Author-X-Name-First:** [only first name]

**Author-X-Name-Last:** [only last name]

**Author-Email:**

**Author-Workplace-Name:**

**Title:**

**Abstract:**

**Creation-Date:** [year]-[month]

**File-URL:** [http://cdm-it.epfl.ch/repec/\[aaa\]-\[series\\_handle\]/](http://cdm-it.epfl.ch/repec/[aaa]-[series_handle]/)[+ Name of the PDF file]

**Number:** [Number of the paper in the WP series, or other paper ID number]

**Classification-JEL:** [JEL codes, separated by ',']

**Keywords:** [Keywords separated by ',']

**Handle:** RePEc:cmi:wpaper:[+ what has been put in the field 'Number']

For more information on the related fields: <http://ideas.repec.org/t/papertemplate.html>

Please note that the field **File-URL:** is of the type

[http://cdm-it.epfl.ch/RePEc/aaa/aaa\\_\[series\\_handle\]/\[name\\_of\\_downloadable\\_file\]](http://cdm-it.epfl.ch/RePEc/aaa/aaa_[series_handle]/[name_of_downloadable_file])

#### **4.4 ARTICLE / BOOK / CHAPTER / SOFTWARE TEMPLATE**

The principle is the same as for the PAPER template described above.

For more information on the fields related to ARTICLES: <http://ideas.repec.org/t/articletemplate.html>

For more information on the fields related to BOOKS: <http://ideas.repec.org/t/booktemplate.html>

For more information on the fields related to CHAPTERS: <http://ideas.repec.org/t/chaptertemplate.html>

For more information on the fields related to SOFTWARE COMPONENTS: <http://ideas.repec.org/t/softwaretemplate.html>

## **5 Hints and tricks**

When you add a RDF file, the corresponding PDF file should also be added (if publicly available).

Official RePEc step-by-step tutorial: <http://ideas.repec.org/stepbystep.html>

FAQ for archive maintainers: <http://ideas.repec.org/maintain.html>

Interactive syntax checker for RePEc templates: <http://econpapers.repec.org/scripts/redifcheck.pl>

If you followed the tutorial and think you did everything right but cannot see your contribution on RePEc, directly contact [repec@repec.org](mailto:repec@repec.org).

*Note: Additions and modifications to the archive take about 24h to appear online.*