

Legacy Publication Guide

A guide to publishing at IP.com

By IP.com



This document provides a guide to publishing at IP.com.

Payment via the Voucher System

Payments for publishing at IP.com are handled via vouchers, which may be purchased on-line with a credit card, or via a corporate premier account (visit <http://ip.com/contact-us>).

Checklist of Items Needed for Publication

It is recommended that you assemble all of the needed information prior to beginning the publication process at our web site. The following checklist is provided for your convenience. Details on each of these items can be found later in this document.

- USERNAME and PASSWORD (required)
- Credit card information (if needed)
- Title for primary document in English (required)
- Abstract for primary document in English (highly recommended)
- Information on author(s) and "related persons," including name(s) and relationship(s) to document (optional)
- Copyright statement (optional)
- Country of origin (optional)
- Primary language of document (recommended)
- WIPO style classification (optional)
- Information on related documents - type, citation, etc. (optional)
- Filename(s) and location(s), on your computer, of the primary document (required) and optional attachment. For anonymous publications, it is recommended that all of the content is included in the primary document file and that you include no attachment.

Starting the Publication Process

To start the process, go to our visit <http://priorart.ip.com>. You will be brought to a page from which you can either login by entering your USERNAME and PASSWORD (returning users), or click on the register button to begin the registration process (new users). During the free registration process you will need to provide some basic information. Once you log in, you will receive an email confirming your registration and providing you with a password, which can be change by you at any time. After logging in, click on "publish now," to enter the publication process, or click on "purchase publication vouchers" prior to proceeding (you must pre-purchase at least one voucher to publish).

The Publication Wizard

Step 1

Voucher Authorization

You can authorize additional vouchers for use if your publication exceeds the single

voucher size. Otherwise, if additional vouchers are required, you will receive an e-mail notification and be given an opportunity to complete the publication process after purchasing and/or authorizing the required number of additional vouchers (or altering your publication).

Publishing Type

When publishing anonymously, it is recommended that you select "Publish this document with no authorship information." This causes your primary document file to be renamed to a generic name and rendered to an Adobe PDF file. (This creates a file containing no potentially hidden identifying information.) Only the PDF, not the original file, is included in the publication. In addition, the steps that collect information about your identity are skipped. [Click here](#) for more information on considerations for anonymous publications.

If you do not wish to publish anonymously, select "Publish this document with full authorship information."

You can now click the "next" button to proceed to the next step.

Step 2

Document Title

Enter the document title in the box provided. The title is usually a one-line description of the invention and is the only required bibliographic field. It must be descriptive of the content in your publication, since this field is searchable and is used to identify the document in a search list (displayed when the document matches a user's search criteria). Its length is limited to 240 characters. It is strongly recommended that your title be in English. If the title is not descriptive of your document, you run the risk that your document will not meet applicable requirements to be considered a public disclosure.

Abstract

It is strongly recommended that you provide an abstract. The abstract, typically one to three paragraphs in length, is a short summary of the document. It is a searchable field and is presented as part of a search list. The abstract must contain 10,000 or fewer characters. English is recommended for the abstract. If you do not include an abstract that is descriptive of your document, you run the risk that your document will not meet applicable requirements to be considered a public disclosure. Note that all text in the abstract will be represented as a single paragraph.

Step 3

Country and Language

In this step, select your country and the primary language in which the document is written. If you do not choose a country, this field will be left blank. It is important that you indicate the primary language in the document, particularly if it is anything other than

English. If you do not select a language, English will be assumed. If your document language is not English, the full text is not made available. Presently, our searching processes are limited to English.

Classification

You can apply a WIPO-style document classification to your document (optional), which can help searchers locate your document. For help selecting proper codes [click here](#).

You can now click the "next" button to proceed to the next step.

Step 4

This entire step is skipped for if you selected "Publish this document with no authorship information" in step 1.

Copyright

In this step you can enter optional information regarding the copyright status of the document (240 characters max). If you selected "no authorship" in step 1 then the box for entering copyright information will not appear in this step.

License Available

Checking this option results in your publication having a label indicating that the underlying patent or technology is available for licensing. By checking here you will be required to provide LICENSOR contact information in the next step. This enables some things: 1) when document is displayed both in results lists and when "viewing text," and icon is displayed to clearly mark it as "licensing available;" 2) on the bibliographic and full search screens, an option to search only "licensing available" publications allows searchers to hone in quickly on this class of publication.

If you selected "no authorship" in step 1 then this option will not be available.

You can now click the "next" button to proceed to the next step.

Step 5

Optional Information on "Related Persons"

If you selected "no authorship" in step 1, then this step will be skipped. If you chose "full authorship" in step 1, you will now have the opportunity to enter information about the "related persons" (attorneys, authors, contacts, inventors, licensors, or owners). If there is more than one name to enter, click on the "add fields" button to create places for additional "related persons." All of the author information is optional, even if "full authorship" was selected. Note, however, that for each "related person" about whom you supply any information, you must also select a "relationship." And if you chose to indicate that the technology is available for license in the previous step, you must provide LICENSOR contact information.

If you intend to provide a RELATED_PERSON, we recommend that you include the INVENTOR because certain publication summaries may choose to display this field. Other RELATED_PERSON fields are not used in summaries, although they are displayed when viewing the full document text.

Limitations on the maximum number of characters are as follows: person's (or company's) name (80 characters), e-mail (80), phone (20), fax (20), and other information (240).

You can now click the "next" button to proceed to the next step.

Step 6

Related Documents

This section is optional. To identify documents that are related to your publication (references, citations, etc.), enter identifying information and select the document type for each related document. Your options for document type include Derwent, IP.com publications, patents, patent applications, ISBN's of books, URL's, or a generic "Other," which can accommodate journals, newspapers, marketing literature, etc. Each document description is limited to 240 characters. If additional boxes are needed, click on the "add fields" button. Although not required, to the extent possible you should use standard formats for your citations in the ID box for IP.COM, ISBN, PATAPP, PATENT and URL references. This will increase the likelihood that the citation will be recognized by our programs and automatically hyperlinked to electronic content related to the cited document, if applicable for that type of reference. The table at the end of this document provides some format guidelines and examples for related documents. You may also enter a description and/or title of the documents in the spaces provided.

You can now click the "next" button to proceed to the next step.

Step 7

PDF Rendering / Font Substitution

PDF Rendering

Allowing the creation of an Adobe PDF file from your primary document file and including it in your publication offers an alternative means of viewing your document.

Font Substitution

Selecting this option enables the PDF to be created even if your document contains fonts that are not supported by our publishing process. Substitutions will be selected to match the original as closely as possible. In most cases this will not negatively impact the readability of the PDF, although we can make no such guarantee. For a list of supported fonts, [click here](#).

This feature only applies when creating a PDF Rendering.

Step 8

Review and edit

This is your opportunity to double-check the data you have entered. If you would like to edit a field, click on the appropriate "edit" button, make the desired changes, then click "Review." When you are satisfied with the content of your publication, click the "next" button to continue.

Step 9

Upload the documents

In this step the Publication Wizard will require you to select a primary document to upload from one of the drives on your computer. This is accomplished by using the "Browse" button to browse through your computer's file system to select the appropriate file. This document should contain the full text of your disclosure. (This full text will soon become searchable.) The primary document may optionally contain embedded objects (graphics, etc.). Although these embedded objects will not be indexed for searching, they will remain part of your published document. The primary document must be in one of the following formats in order for your document to be published:

- Microsoft Word Document (*.doc)
- Microsoft Power Point File (*.ppt)
- HTML (*.htm, *.html)
- Plain Text (*.txt)
- Rich Text Format (*.rtf)

Although your primary document may contain imbedded objects, links to external objects, such as those made using the "Edit/Paste Special/Paste-link" command will cause the publication process to fail (you will be given the opportunity to correct the document and finish the publication process).

During this step, the Publication Wizard will also allow you to use the "Browse" button to select an attachment for your publication. The purpose of this optional attachment is to allow you to upload additional photographs, chemical structure files, drawings, or other non-textual information associated with your disclosure that you did not wish to, or were unable to include in your primary document. IP.com will not modify, evaluate, or verify this attachment in any way. Therefore it can be in any format, although we recommend that you use industry-standard formats so that others in your industry will have reasonable access to all parts of your disclosure. If you have more than one file you wish to attach to your disclosure, you may use various technologies (e.g. ZIP or TAR) to combine the individual files into a single composite file and upload this composite file as your attachment.

If you use a .ZIP file as your attachment, you may optionally check the box to "Unzip provided .ZIP file into separate attachment files." This option publishes the file(s) included in the .ZIP as individual attachment(s) rather than as a single .ZIP file.

If your publication is being done with "No Authorship" information, it will automatically be rendered as an anonymous PDF file. If it is done with "Full authorship information," you may elect to also have a PDF file made from and included with the primary document. This offers readers an alternative means of viewing your publication. The benefit of creating a PDF is virtually guaranteed ability to view your document because of Adobe's work to make PDF a standard.

Click on the "Upload" button to complete the publication process.

Conclusion

You will receive email verification after the publication process is successfully completed. Visit <http://ip.com/documents/info/publishprocess.html> for important information about the content of the verification email. If a problem is encountered by our system while processing the primary document or attachment(s), you will receive email notification and be given the opportunity to correct it and finish the publication process.

Table: Rules and/or examples of linkable formats:

URLs

Examples:

<http://www.ip.com>

<ftp://www.ip.com>

www.ip.com

Patents

Numbers can be separated by dashes or commas, or not separated

United States:

General patent can include prefix (US), but not required;

Other US types (H, RR, etc.) should include a corresponding prefix

Format:

<prefix (if any)><7 digit number>

Non-US should include prefix, type, and number padded to 7 digits:

format is <2 letter prefix (e.g. EP, JP)><7 digit number><type>

types: A1, A2, A3, B1, B2, B3

WPO should include prefix WO and number padded to 7 digits with Zeros: WO<7 digit number>

Examples:

5,555,555 - US patent

H1234567 - US H patent

EP1234567A1 - European patent

JP6005310A2 - Japanese patent

WO0001234 - WPO patent

ISBN

Numbers (can optionally be separated by dashes, commas, periods, etc.);

Examples:

0-7645-7006-4

0764570064

IP.COM ID

IPCOM<9 digit number with or without IPCOM prefix and D suffix>.

Examples:

IPCOM000000012D

000000012