

Brief instructions for entering new publications in the publications database of the DKFZ

Publications database officer:

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Contact:

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Content

General Information	3
Support from the library	3
Editors	3
Control of existing publications for your department	4
Entering publications	5
Entering journal articles	7
Editing the record	8
Entering theses1	10

General Information

Support from the library

• If there are any problems or questions, please contact us directly. The contact people are Ms. Iris Lippert, i.lippert@dkfz.de, phone: 42-3665 or Ms. Andrea Heppert, a.heppert@dkfz.de, phone: 42-3669.

Editors

• In principle, anyone with a DKFZ login can enter publications. It is possible to designate an "editor" for your department to check the entries for the department before they are forwarded to the library:



- Editors have to be registered by the library. Please send us an e-mail with the name and the e-mail address of the person concerned if you want to have a person registered as editor.
- If there is an editor for a department, make sure that they release the publications. Only then, the publications can be forwarded to the library!

Control of existing publications for your department

• Use this link

https://info.dkfz-heidelberg.de/zbi/AllPubs2024Eval.htm

- By clicking on your department number, you will get a hit list of the publications of your departments of the corresponding year, separated according to publication types (original articles, reviews, dissertations and habilitations) that are already entered in the database. If no hits appear, there are no publications for this query in the database.
- Please note that this is an active link that generates a database search. Any changes and additions are immediately visible in the list after they have been edited and released by the library.
- If an entry needs to be corrected, you can use the link "<u>Request correction</u>" to send a message to the library.





Entering publications

- Open database: https://inrepo02.dkfz.de/
- Depending on the browser and settings, you may be asked to accept security settings .



- Login (with your DKFZ Login)
- Klick on "Submit"



• Choose the document type:

Submit

Document types available for submission:

Please select the type of document you want to submit:

Journal Articles

- Journal Article
- Contribution to a conference proceedings
- Preprint
- Review of Article or Book

Books

- Book
 - Contribution to a book
 - Proceedings
- Contribution to a conference proceedings
 Reference
 Review of Article or Book

Presentations / Conference Contributions

- Conference Presentation
- Talk (non-conference)
- Contribution to a conference proceedings
- Poster
- Abstract
- Lecture (teaching)
- Images

Theses

- Postdoctoral Thesis
- Ph.D. Thesis
- Diploma Thesis
- Master Thesis
- 0 Bachelor Thesis
- Staatsexamen
- Magisterarbeit
- Coursework

Note!

For a paper always select the "Journal Article" interface. The distinction between original and review articles, letters and corrections will be made later in this interface.

Entering journal articles

• For journal articles, please use the data import function so that the data does not have to be entered manually and an automatic duplicate check is performed. You can either use the PubMed ID, the WoS ID or the DOI of the article:

Submit New Record	
Journal Article	Enter: PUBMed number: <u>pmid: 1234567</u>
Import data 🔍 e.g. pmid:	or
Import history	WOS number: <u><i>wos: 000123456</i></u>
Use the IMPORT field above to import from bibliographic resources	or
	DOI: <u>10.123/456</u>

• If the following message appears, the article already exists in the database:

Import data:	×
Higher circulating omentin is associa individuals with diabetes. / Niersma 10.1007/s00125-019-05017-2 ;	ted with increased risk of primary cardiovascular events in nn, Corinna ; Diabetologia Heidelberg : Springer, 2019 ;
Carefully check and confirm (*) or the roles where appropriate (e.g. C Potential concerned (s): • 147522	edit (&) the authors <mark>displayed in red</mark> after the import and choose Corresponding author)
The publication already exists under this entry.	Import Discard
	Please click on " <u>Discard</u> ".

• An erroneous import can be deleted via the "undo" button, as long as it has not been completed with "Finish and release"

Import data 🔍 e.g. pmid:
Import history
Undo
Dysregulation of very long chain fatty acid metabolism causes membrane saturation and induction of the
unfolded protein response. / Micoogullari, Yagmur ; Molecular biology of the cell mbc.E19-07-0392 - ; Bethesda,
Md. : American Society for Cell Biology, 2019 ; 10.1091/mbc.E19-07-0392 ;

Relevant for reporting * 🔘 🔿 yes 🔿 NO

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• If the publication is not yet available in the database, the data is automatically imported. Most fields are filled in and only missing information has to be added.

Editing the record Submit New Record *mandatory fields Journal Article Import data 🔍 e.g. pmid:.. Import history Always choose "yes"! Relevant for database queries! Undo Velocity encoding and year naunetic City compensation for multi-spoke KF excitation, / Schmidt, s resonance imaging S07 25X19302978 ; Amsterdam [u.a.] : Elsevier Science, 2019 ; 10.1016/j.mri.2019.1 POF Topic Relevant for reporting * 0 ves no Enter department involved. Your own department is entry: KST / Department(s) * 🔍 Type Name and select (e.g. W500). displayed and can be selected, others must be entered **311** – Topic A POE III Programm/ Topic * 🕚 312 – Topic B manually. from list or type ID, Name of POF-Topic. 313 – Topic C Grant name * 🔍 Type article 🕕 If not research article select from list e.g. EU project, FS proposal number (e.g. I-20120768) 314 – Topic D Basic setting means: * @ Author(s) / Contributor **315** – Topic E original article. imon (DKFZ: simon.schmidt@dkfz-heidelbera.de / E020) Author Schmidt, Simon -> Schm [Deutsches Krebsforschun entrum 316 – Topic F Other types: "Review 🥖 ಿ × **317** – Topic G POF topic is entered automatically. Article", "Letter", k@dkfz-heidelberg.de / E020) 321 - HKL/ Grants can also be selected. 🗸 🐉 × "Correction" etc. can erg.de / E020) Author [Deutsches **Basic concepts** be selected here. Krebsforschungszentrum] 🗸 🙇 > 322 – HKL/ Ladd, Mark E -> Ladd, Mark (DKFZ: mark.ladd@dkfz-heidelberg.de / E020) Author [Deutsches Genetics and Krebsforschungszentrum] 🖉 🐉 > Pathophysiology Schmitter, Sebastian -> Schmitter, Sebastian (DKFZ: s.schmitter@dkfz-heidelberg.de / E020) 323 – HKL/ Author [Deutsches Krebsforschungszentrum] 🖉 🐉 > Metabolic Start typing lastname and select.. dysfunction as risk factor 319H- dubious assignment Mark DKFZ authors by clicking on the green checkmark. • Account details in the database come from the LDAP system and may be different (e.g., cost center changes of the author). Please report any discrepancies to the library. Don't make any changes to external authors, nothing needs to be done.

- Missing authors can be entered manually
- These authors must also be marked as belonging to the DKFZ.

For the processing of authors click on the
 Choose <u>DKFZ</u> as institution and confirm by clicking <u>"ok</u>"
 Author names can be dragged anywhere with the mouse to represent the correct author order.



Entering theses



- If the publication has an identification number, e.g. DOI, the data can be imported into the database through an import, as with journal articles.
- If there is no identification number, the automated duplicate check will not work. Please, check before entry whether the publication is already in the database.





If all information is correct and complete, then answer this message, which appears after "Finish & Release", with "<u>Proceed anyway</u>".