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# Handout for Data Entry in repOS

This document aims at supporting researchers and students for a conscious data entry process. The HCU Open Science Repository (repOS) has various publication options that are suitable for archiving and describing scientific results and theses in the best possible way. Appropriate instructions are given for the various steps of the publication process, which can be started at <https://repos.hcu-hamburg.de/submit>.

*If you have any uncertainties or questions, please do not hesitate to contact us at [digitaledienste@hcu-hamburg.de](mailto:digitaledienste@hcu-hamburg.de). We will be glad to assist you.*

Version 1.2

# I. Start of the Process

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## New submission: Describe publication

Submit Results

▼ Manual submission

Select collections:

> Import via DOI

> Import from Reference Management File (BibTeX, RIS)

Exit

### COLLECTIONS:

#### Publikationen (mit Volltext):

All HCU-related research items, Doctoral and Habilitation Theses included, belong to this collection. It may be a first (via HCU Library) or second (republished in our repository) publication. The Full Text is publicly accessible.

#### Studentische Arbeiten:

Belonging to this collection are all the student's publications: Bachelor thesis, Diploma thesis, Master thesis, Student research project. Here are the items publicly accessible.

#### Studentische Arbeiten (nur Campuszugriff):

Belonging to this collection are all the student's publications: Bachelor thesis, Diploma thesis, Master thesis, Student research project. Here are the items that are only accessible to the HCU community.

# II. Page 1 in the Publishing Process – Describe

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## Submit: Describe this Item

Describe Describe Describe Upload Verify

### DOCUMENT TYPE:

#### Thesis:

Academic Thesis, which has following subcategories: Bachelor Thesis, Diploma Thesis, Doctoral Thesis, Habilitational Thesis, Master Thesis.

#### Article:

Scientific contribution, developed on a specific topic, illustrating original research results, published in a scientific journal.

#### Book:

Scientific contribution, published in form of a book, on a single, well-defined topic whose content is based on research or scholarly findings.

#### Chapter (Book):

Scientific contribution, corresponding to one of the main sections / units into which a volume is divided. Generally developed on a specific topic, it presents original results of a research.

<b>Conference Paper:</b>	Scientific paper on a specific topic presented at a scientific conference and published in a conference proceedings volume.
<b>Festschrift:</b>	Collection of essays or articles contributed by a number of authors to honour an eminent scholar/colleague. This is usually published on the occasion of retirement or an important anniversary.
<b>Research Report:</b>	Separately published record of research findings, research still in progress, or other technical findings, usually bearing a report number and sometimes a grant number assigned by the funding agency.
<b>Research Paper:</b>	Pre-publication versions of academic articles, book chapters, or reviews. Papers posted in this version are in progress, under submission, or in press and forthcoming elsewhere. This category does NOT include pre-print versions of already accepted assets.
<b>Conference Proceedings:</b>	Collection of scientific papers presented at an academic conference, and published as a proceedings volume.
<b>Preprint:</b>	Full draft of a research paper that is shared publicly before it has been peer reviewed.
<b>Journal Volume:</b>	Scientific contribution, published in form of a Journal Issue, on a single, well-defined topic whose content is based on research or scholarly findings.
<b>Student Research Project:</b>	Publication containing results of a research project involving students from the HCU degree programmes.
<b>Other:</b>	All other types of scientific publication that do not fit any of the above-mentioned definitions.

#### **TITLE:**

The title entered under the metadata must be identical to the entry on the title page of the publication.

#### **ROLES:**

<b>Author:</b>	A person who compose a book, article, report, or other written work among the listed Document Types. The author(s) must have direct intellectual responsibility for the entire content of the work.
<b>Editor:</b>	A person whose work results from the selection, synthesis and scientific coordination of contributions by one or more authors on a specific topic, collected and published in a publishing product (book, journal issue, etc.).
<b>Contributor:</b>	A person who contributes to the publication without having responsibility for the entire work.
<b>Other:</b>	A person involved for other reasons.

**HCU RESEARCH FIELD / DEGREE PROGRAMMES:**

Please use the degree programmes for the student theses and research project and the HCU research fields for the scientific publications.

**FREE SUBJECT HEADINGS:**

Please use a different text field for every keyword.

**GND SUBJECT HEADINGS:**

Please use a different text field for every keyword. GND-Keywords are listed in the related controlled vocabulary. You can click on the loupe to check whether the desired concept is available.

## III. Page 2 in the Publishing Process – Describe

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### Submit: Describe this Item

**PUBLISHER:**

If the contribution is a first publication or a thesis, please insert exactly „HafenCity Universität Hamburg“ in this form.

**PUBLISHER'S VERSION LINK (DOI/URL):**

Please enter a link/DOI here, only if it is for a second publication. DOIs that are assigned by us will be unlocked and added by us at a later date.

**DATE OF ISSUE:**

If it is a first publication, please enter today's date. In the case of a second publication, please state the date on which your publication was published by the publisher.

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## IV. Page 3 in the Publishing Process – Describe

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### Submit: Describe this Item



#### HCU DOI:

Please enter DOIs here that have been assigned by HCU.

#### INCLUDED RESEARCH DATA:

This field is used to provide a reference to the data used for the research. Please enter a new link/persistent identifier (DOI, Handle, URN,...) for each linked publication/resource.

#### CONFERENCE:

If the conference is not yet in repOS, please use the following format: „Conference title, conference date, place, country“. (e.g. XXII ISPRS Congress, 25 August - 1 September 2012, Melbourne, Australia)

#### EU FUNDER:

If the publication is supported by the European Commission, you can fill in the relevant fields here.

#### PROJECT:

If available, please enter the name of the associated project in this field. Click on the loupe to check whether the project has already been added.

#### FUNDER:

If available, please enter the name of the funding institution in this field. Click on the loupe to check whether the funder has already been added.

## V. Page 4 in the Publishing Process – Describe

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### UPLOADED FILE:

Please be aware of following Full Text requirements:

- a) They must be PDF/A compliant.
- b) There must be no password protection.
- c) Theses and dissertations must include an imprint containing the following information:
  - Type of thesis
  - Publication date
  - „HafenCity Universität Hamburg“ as a degree-awarding institution
  - Degree Programme (Bachelor- and Masterthesis) or Research Field (Dissertations)
  - Authors and academic supervisors
  - DOI, if any (Dissertations)
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- d) Scientific publications must contain an imprint stating the following information:
  - a. Publication Date
  - b. „HafenCity Universität Hamburg“ as Publisher (first publication)
  - c. Authors, editors and possible contributors
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Please be aware of following Full Text advices:

- e) The file size should not exceed 100 MB.
- f) For better navigation and readability of the document, we recommend that the design is single-sided and not double-sided.
- g) It is not necessary to include documents such as the publication contract, affidavit or consent form in the PDF file.