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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>. An overview how to prepare PDF files with regard to accessibility and archivability is given at the end of this handout (VI).

*Additionally please find further information about publishing at <https://www.hcu-hamburg.de/en/hcu-intern/library> (Research & Publishing) & <https://www.hcu-hamburg.de/en/library/writing-publishing/thesis-dissertation>.*

*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.*

# I. Start of the Process

## New submission: Describe publication

General information about the publication process can be found in this [handout](#).

Submit Results

▼ Manual submission

Select collections: Select... Manual submission

> Import via DOI

> Import from Reference N

Exit

### COLLECTIONS:

#### Forschungsdaten:

*Research Data*

All HCU-related research data publications (first publication), additionally to a full text or as an independent publication. The summarizing readme-file (Markdown) and all research data are publicly accessible.

#### Publikationen (mit Volltext):

*Publications (with full text)*

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.

#### Publikationen (nur Campuszugriff):

*Publications (only HCU community)*

This collection can be used for archiving electronic version, e.g. of an already printed and published dissertation. The full texts included here are only accessible to the HCU community. *The library activates the submit process for your account after your request.*

#### Studentische Arbeiten:

*Students' works*

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

#### Studentische Arbeiten (nur Campuszugriff):

*Students' works (only HCU community)*

Belonging to this collection are all the student's publications that are recommended by the supervisor: 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

### Submit: Describe this Item

Describe	Describe	Describe	Persistent Identifiers	Upload	Verify	Complete
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You are submitting in **Publikationen (mit Volltext)**

For the collection [Forschungsdaten](#), pages 1-3 'Describe' are shortened to one page.

#### DOCUMENT TYPE:

For the collection [Forschungsdaten](#), please select the data type that mainly applies to your data publication here. You currently have the following options: [Dataset](#), [Audiovisual](#), [DataPaper](#), [Image](#), [Image \(3D\)](#), [InteractiveResource](#), [Software \(Code\)](#), [Sound](#), [Text](#) or [Other](#).

Selection options for the other collections:

<a href="#">Thesis:</a>	Academic Thesis, which has following subcategories: Bachelor Thesis, Diploma Thesis, Doctoral Thesis, Habilitational Thesis, Master Thesis.
<a href="#">Article:</a>	Scientific contribution, developed on a specific topic, illustrating original research results, published in a scientific journal.
<a href="#">Book:</a>	Scientific contribution, published in form of a book, on a single, well-defined topic whose content is based on research or scholarly findings.
<a href="#">Chapter (Book):</a>	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.
<a href="#">Conference Paper:</a>	Scientific paper on a specific topic presented at a scientific conference and published in a conference proceedings volume.
<a href="#">Festschrift:</a>	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.
<a href="#">Research Report:</a>	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.
<a href="#">Research Paper:</a>	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.
<a href="#">Conference Proceedings:</a>	Collection of scientific papers presented at an academic conference, and published as a proceedings volume.
<a href="#">Preprint:</a>	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.

For [Forschungsdaten](#) you can differentiate between following 'Contributors' [Data Collector](#), [Data Curator](#), [Researcher](#), [Contact Person](#) and [Other](#).

#### 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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**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.

**CREATIVECOMMONS LICENSE (CC-Licence):**

Please be aware, that creative commons licenses are going to make your publication more open regarding the publication rights. They are not compatible with the concept of „© All right reserved“.

You can find more info here: <https://creativecommons.org/choose/?lang=en> . If a consultation on this topic is useful, we are glad to advice you personally. In this case, please do not hesitate to contact us.

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

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**HCU DOI:**

Please enter DOIs here that have been assigned by HCU.

**INCLUDED/RELATED RESEARCH DATA and Publications:**

This field is used to provide a reference to the data used for the research or to link an related publication. 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:**

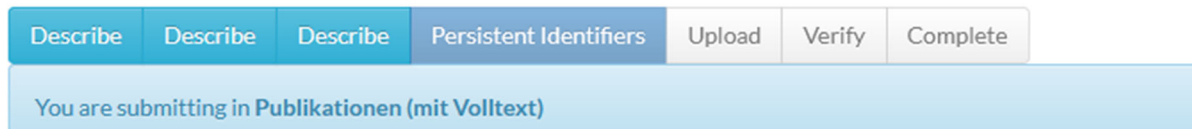
If available, please enter the name of the associated project in this field. Click on the loupe to check whether the project has already been added.

**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 – Persistent Identifiers

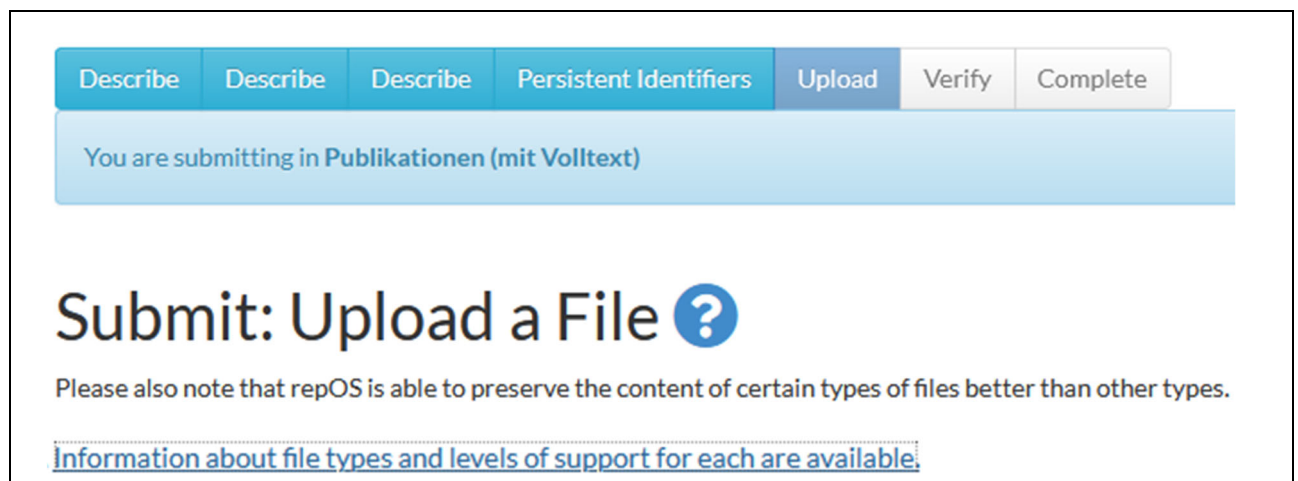
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This page contains information on the PIDs with type URN, that are automatically assigned by the system (only for full texts, connected to the German National Library). Like DOIs, they are used to uniquely identify a work and only become searchable once the publication has been released.

## VI. Page 5 in the Publishing Process – Upload

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### UPLOADED FILE(S):

For full-text publications, please submit a PDF. For the collection [Forschungsdaten](#), the preferred format for readme files is Markdown (md). You can add a description (general info, embargo request) for every file. If you have detailed questions about the file formats supported in repOS, please contact us.

Please note the following requirements for full texts (PDF):

- 1) It complies with copyright regulations and is a final proofread.
- 2) There must be no password protection.
- 3) It complies the legal requirements for accessibility (PDF/UA & WCAG).
  - a) Use the format templates in Word/InDesign at an early stage. Retrospective editing via Adobe Acrobat Pro or DC is much more time-consuming.
  - b) The requirements include among others:
    - a. Clearly defined / tagged structure in a comprehensible reading direction
    - b. Numbering of headings and lists
    - c. Meaningful alternative text for tables, illustrations, graphics and formulas
    - d. Keyboard-operable links with meaningful labelling

- e. Language mapping and IDs for footnotes
  - f. File title in the document properties
  - g. PDF/UA marker (XMP) on the PDF document
- c) Finally, check the accessibility with the PDF Accessibility Checker <https://pac.pdf-accessibility.org/de> (software is started directly from the unzipped folder and does not need to be installed).
- 4) It also has to be PDF/A-compatible (unchangeable archive format).
  - a) Please select PDF/A-2b as the default in the saving or printing options to preserve the tagged structure.
  - b) Is the information about the PDF/A standard displayed when the file was opened?
  - c) Finally, check the accessibility again with the PDF Accessibility Checker.
- 5) Theses and dissertations must include an imprint containing the following information:
  - a) Type of thesis
  - b) Publication date
  - c) "HafenCity Universität Hamburg" as the degree-awarding institution
  - d) Degree Programme (Bachelor- and Masterthesis) or Research Field (Dissertations)
  - e) Authors and academic supervisors
  - f) DOI, if any (Dissertations)
  - g) CC-Licence, if any
- 6) Scientific publications must contain an imprint stating the following information:
  - a) Publication date
  - b) "HafenCity Universität Hamburg" as Publisher (first publications)
  - c) Authors, editors and possible contributors
  - d) ISBN and DOI, if any
  - e) CC-Licence, if any
- 7) The file size should not exceed 100 MB.
- 8) For better navigation and readability of the document, we recommend that the design is single-paged and not double-paged.
- 9) It is not necessary to integrate documents such as the publication contract, the affidavit or the consent form in the PDF file.

## VII. Completing the publication process - Verify and Complete

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You will then see a summary of all description data and uploads. Changes and additions can be made at any time. You can cancel the process if you want to and continue working on it later on (My Deposits). After confirming the overview (Complete), you will be notified via email as soon as your publication item has been checked and released for archiving.

*If you have any uncertainties or questions, please do not hesitate to contact us. We will be glad to assist you: <https://repos.hcu-hamburg.de/about/contact/>.*