Step by step guide Open access publishing in the "Digitale Bibliothek Thüringen" (DBT)



[Editing status: 04/2024]

The Digitale Bibliothek Thüringen (DBT) is the institutional repository and publication server of the University of Erfurt. As a member of the University of Erfurt, you can publish your publications in the DBT open access via the Electronic Text Center (ETC).

Which publications can be published in the DBT?

- Open access publication as first release publication
- an already published work that you publish on the Green Open Access path as a second release publication. Please verify in this case if the right to an additional open access publication, e.g. in an institutional repository, is explicitly included in the publication contract with the publisher.

What content can be published in the DBT?

- research articles
- research reports
- qualification work and thesis. Please refer our website <u>How to submit your</u> <u>qualification thesis</u>
- Movies and videos. Please use the <u>DBT workflow</u> (available in German).

The publication of your work in the DBT can either be **a)** done fully via the ETC or **b)** partly be done by yourself. Please note the following steps:

A) Submitting your publication via the ETC

First step: registration

Please register your publication via the ETC. Please use our <u>registration form</u> (available in german)

Upon receipt of your application, you will receive a Uniform Resource Name (URN), which you should include on the back of your title page, as well as information on how to proceed. If desired, a Digital Object Identifier (DOI) can also be generated for your publication in addition to the URN.

Second step: preparations for publication

Considerations for licensing

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- All rights reserved: This means that the content of your work can only be read.
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Unless you specify otherwise about licensing, *All Rights Reserved* is automatically assigned.

File format PDF/A

The format specification for publications in the DBT is PDF/A format. Please refer to the file <u>Information on creating a PDF/A file</u> according to the ISO 19005 standard for long-term readability of electronic documents.

Please send the PDF/A document to the ETC etc@uni-erfurt.de

Abstract and keywords

Both abstract and keywords used to enrich the metadata of your publication in the DBT and provide better findability.

Please send an abstract (max. one page) and 3-10 keywords to the ETC etc@uni-erfurt.de

Publication contract

The <u>publication contract</u> [GER] serves as the basis for the publication for your work in the DBT. By signing, you grant the ETC only a simple right of use to publish your work in the DBT. Furthermore, the provisions of copyright law apply. Please note, publication in the DBT can only take place upon receipt of the signed publication contract.

Third step: publication

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B) Independent submission of your publication in the DBT

First step: Submit document and enter publication data

You can submit your publication independently in the DBT. Please log in to the <u>DBT</u> with your university login and enter the required data for your publication in the input mask. The activation of your publication takes place via the ETC.

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Please note the instructions for uploading a PDF/A file in section **Third step: Upload the PDF/A file in the DBT**.

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