

## 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 [How to submit your qualification thesis](#)
- Movies and videos. Please use the [DBT workflow](#) (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 [registration form](#) (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

For your electronic publication, you should define usage rights for readers. You have two options for publication in DBT:

- All rights reserved: This means that the content of your work can only be read.
- Creative-Commons-licenses: The so-called CC-licenses are standardized license agreements with the help of which you can compile the usage rights for your content as in a modular system. For more information on CC-licenses, see our webpage [copyright and Open access](#).

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 [Information on creating a PDF/A file](#) 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](mailto: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](mailto:etc@uni-erfurt.de)

### Publication contract

The [publication contract](#) [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.

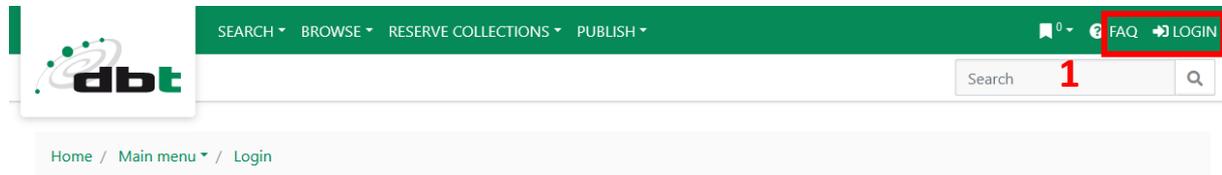
## **Third step: publication**

As soon as the ETC has received all necessary documents, the publication in the DBT can take place. After your publication has been published in the DBT, you will receive a publication confirmation with the corresponding citation links by e-mail.

## 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 [DBT](#) 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.



You are currently logged in as **Guest user**.

Please select: **2**

#### Uni-Login

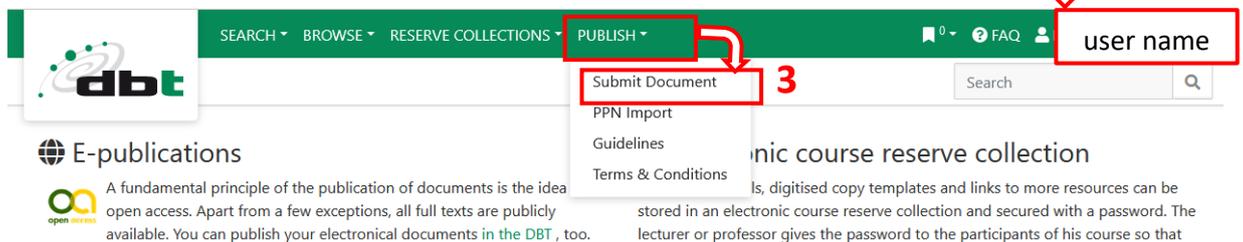
- Login with your user credentials of your university

Login for university users of FSU Jena, TU Ilmenau, Erfurt and Nordhausen.

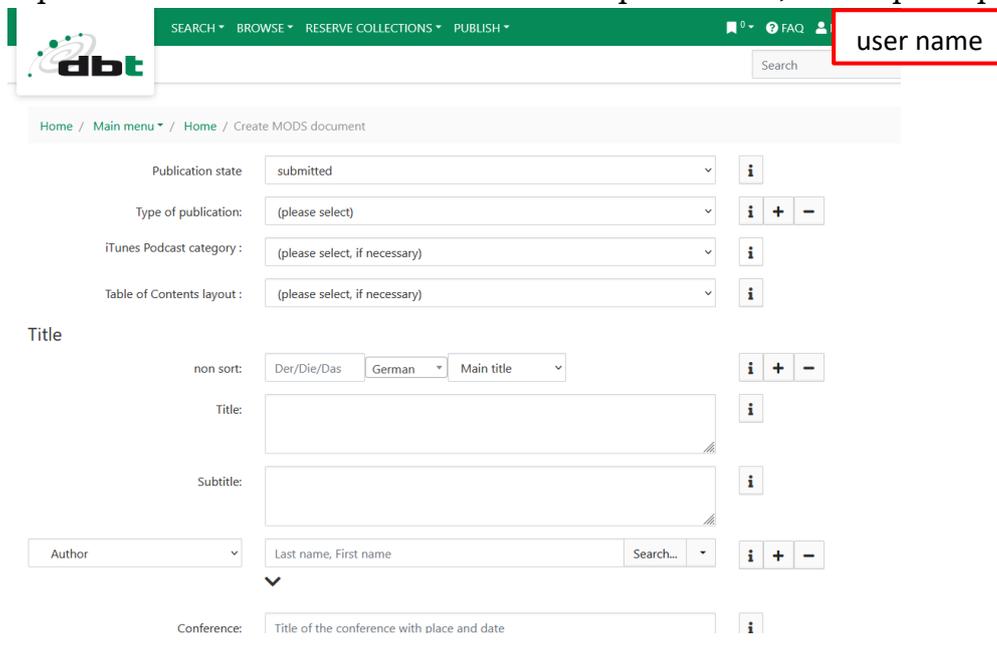
select organization

Login via Shibboleth

- select *Publish* and *submit document*



- Input of the data relevant for the publication; excerpt input mask



- save the data set for completion

Order : \_\_\_\_\_

Cancel **Save**

**Note:** If your document is in publication status *submitted*, you can still change the metadata. After publication, the record is locked for editing.

## Second step: Preparations for publication

### Considerations for licensing

For your electronic publication, you should define usage rights for readers. You have two options for publication in DBT:

- All rights reserved: This means that the content of your work can only be read.
- Creative-Commons-licenses: The so-called CC-licenses are standardized license agreements with the help of which you can compile the usage rights for your content as in a modular system. For more information on CC-licenses, see our webpage [copyright and Open access](#).

Please select an appropriate license in the DBT input mask.

Embargo:	<input type="text" value="YYYY-MM-DD"/>	
Access permissions :	<input type="text" value="(please select, if necessary)"/>	
License :	<input type="text" value="(please select)"/>	
License Holder:	<input type="text"/>	

### File format PDF/A

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

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

### Abstract and keywords

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

Please add an abstract and keywords in the input mask.



- Full display of your record

The screenshot shows the DBT record page for 'Informationskompetenz' by Sauerwein, Manuela. The record is a diploma thesis from 2016, submitted, with all rights reserved. The file upload area is empty, with a red box around the text 'Drop files or directories to attach or browse.' and a red box above it containing the text 'no pdf/a file included'. A red arrow points from the text box to the upload area. The right sidebar shows citation options and a citation style of IEEE.

- Open the PDF/A file in the storage folder and drag and drop it into the PDF/A file area

This screenshot is identical to the previous one, but with a red box around the number '3' and a red box around the text 'Drop files or directories to attach or browse.'. A red arrow points from the number '3' to the upload area, and another red arrow points from the text box to the upload area. The right sidebar shows citation options and a citation style of IEEE.

**Note:** Please note that your document does not contain a persistent identifier (URN or DOI) if you upload your PDF/A file on your own. If you want a Persistent Identifier to be visible in your document, you should contact the ETC [etc@uni-erfurt.de](mailto:etc@uni-erfurt.de) before uploading the PDF/A file.

### Fifth step: publishing

As soon as the ETC has received all necessary documents, the publication in the DBT can take place. After your publication has been published in the DBT, you will receive a publication confirmation with the corresponding citation links by e-mail.