

User manual for the University Bibliography of Saarland University

1 Aim of the University Bibliography

With the aim of reporting all (research) publications which have been published by members of Saarland University (UdS) as completely as possible, UdS has maintained a University Bibliography (formerly known as the annual research bibliography) for many years. It fulfils important functions for the internal and external presentation of the University's research achievements as well as in the area of the University's management and quality control. For example, the University Bibliography can be used to represent the research topics of UdS and to evaluate its publication performance. In addition, the Bibliography collects information on publications in disciplines in which it is not yet possible to guarantee comprehensive coverage by publication databases. For this reason, it is of great concern to the University Board to offer the Bibliography in an up-to-date, complete and efficient form.

In any case, using the University Bibliography to register your publications requires the following step: In order assign your publications to your person (in the sense of person disambiguation or identification), it is important to create your own **research profile**. You will find more information under point 3 *Registration & research profile*.

2 Who may register my publications in the University Bibliography?

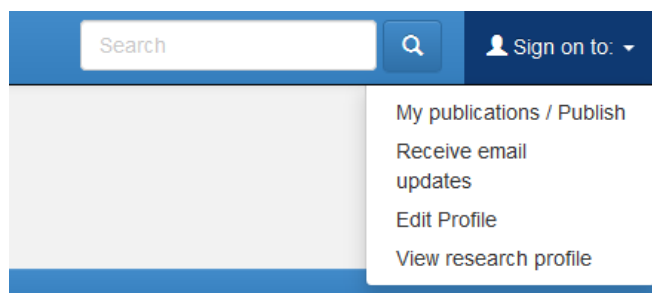
There are the following options:

1. You enter your publications yourself. If possible, it is recommended to use the DOI import described in point 6 *Registering publications*, which requires only very little time.
2. A person in your department takes over the responsibility for the registration of publications in the bibliography. DOI import is also recommended here. If you choose this option, the person who registers publications for you should enter your data (the author) into the research profile (see 3 *Registration & research profile*) and not their own (data of the person who registers the publication). This makes it easier to enter your data, as the faculty, department and professorship are automatically filled in.
3. If you would like to register several publications, you can alternatively send your publication list to the Saarland University and State Library (SULB), which will take care of the registration for you, to the e-mail address unibib@sulb.uni-saarland.de. If you choose this option, please include information on your faculty, department and professorship as well as, if available, your ORCID iD and the Digital Object Identifier (DOI) of your publications in the list. If you have an ORCID iD and the publications are visible in your profile, you can alternatively send us your ORCID iD.

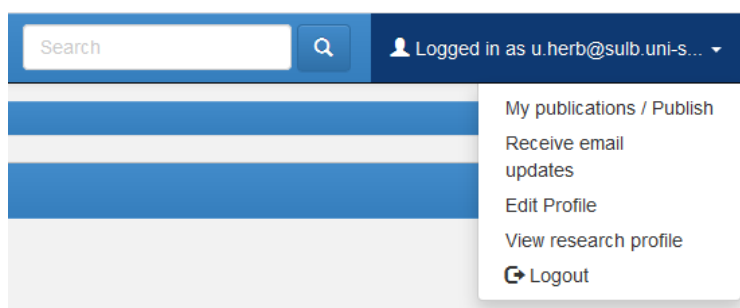
No matter which option you choose, it is obligatory that you first register in the University Bibliography with your university ID as described below and fill in your research profile.

3 Registration & research profile

You can register at <https://publikationen.sulb.uni-saarland.de/> by clicking on the text "Sign on to" at the top-right corner of the page.



Once you have logged in, you can access your user profile and research profile by clicking on the corresponding entry under "Logged in as [user name]".



It is possible to enter your name and telephone number into the **user profile [Edit profile]**. More important is the **research profile**: Here you can enter your ORCID iD as well as your faculty, department and professorship. Specifying the ORCID iD is highly recommended, since it can be linked to your UdS ID. In a later version of the University Bibliography, this link will make it possible to synchronize publications that you have registered in ORCID with the University Bibliography and import them. In addition, the specification of the ORCID iD in the research profile allows assigning publications to persons and the organizational units of the faculty, department and professorship. To link your profile to your ORCID iD, click on "Register or Connect your ORCID iD" next to the ORCID field. The next step takes you to the ORCID page, where you can link your iD to the University Bibliography. If you do not yet have an iD, you can create one there and then link it to the Bibliography. Further information on the ORCID iD can be found in *7 Synchronization with third-party systems and use of ORCID iDs for author disambiguation*.

4 The User Panel

By clicking on "My publications/Publish" or one of the other menu items you will get to the login, here you can register with your Uds ID.

After logging in, you will be in your user panel, where you can

- publish full texts in Open Access in SciDok, the Open Access server of Saarland University, or
- register a publication in the University Bibliography of Saarland University without publishing the corresponding full text.

Here you can

- register a publication in the University Bibliography or publish a full text in the Open Access server SciDok by clicking the button "Start a new submission",
- view and edit unfinished submissions in the University Bibliography and SciDok,
- view your completed but not yet accepted submissions in the University Bibliography or in SciDok,
- view your accepted submissions in the University Bibliography or publications in SciDok,
- edit your user profile and your research profile (see 3 *Registration & research profile*).

5 Assigning publications to your profile and to co-authors from Uds

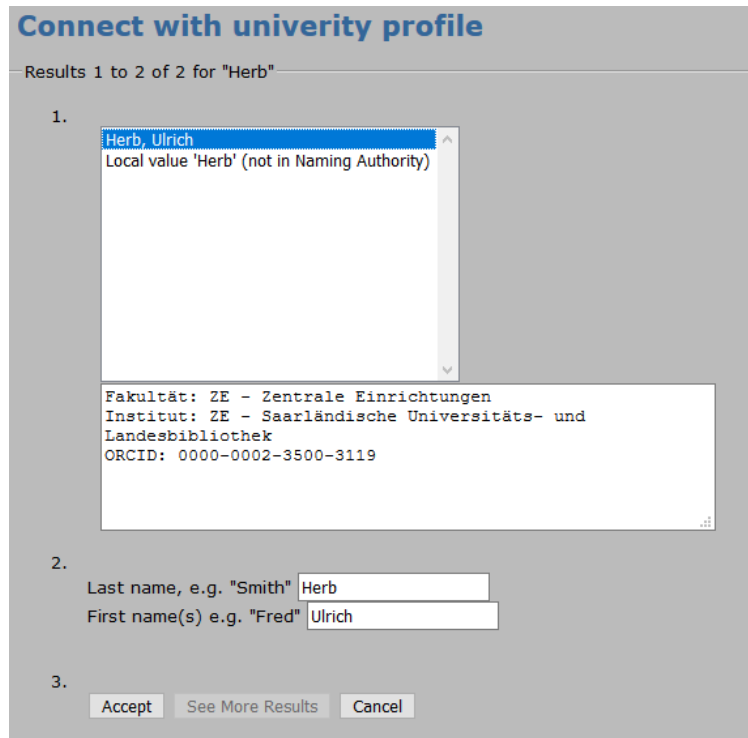
Once you have completed your research profile and registered your publications by yourself, they will automatically be assigned to you. If reporting was done by third parties or if you are registering publications in which other Uds scientists were involved, a link must be created manually. Especially when reporting publications in which other scientists of Uds were also involved, it is highly recommended to link them with the publications as described here.

To create this manual link, enter the last name (or at least the first three letters) of the author in the "Author" field on the first page of the entry form (or the corresponding field depending on the document type) and click on the magnifying glass to the right.

Please enter the full first name completely and omit academic titles.

Author*

The system then displays an interface where you can assign the current submission to a research profile.



A prerequisite for the assignment of publications to persons, however, is that these persons have already registered with their university ID in the University Bibliography. If your co-authors have not yet registered in the Bibliography, you can of course still register them – but without creating a link between publications and your co-authors.

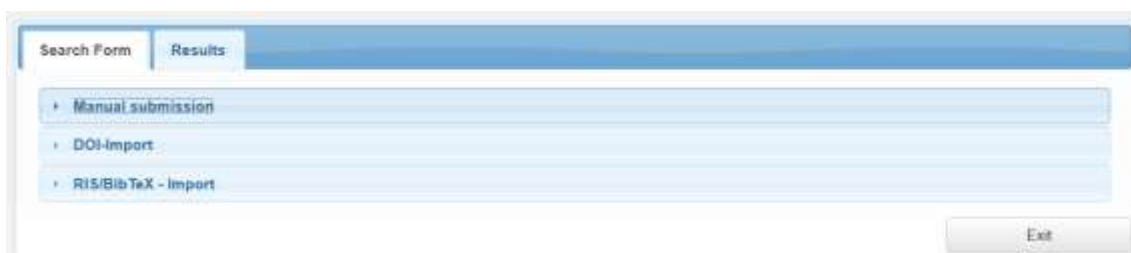
6 Registering publications

a. How to register publications?

After successful registration, users can submit publications to the University Bibliography of UdS either manually, by DOI-Import or by RIS-/BibTeX-Import. The submission is always made after a logging in at the following internet address: <https://publikationen.sulb.uni-saarland.de/>. Here you click on the button "Start a new Submission" after having logged in.



You can then choose between these three options.



Manual submission

Manual submission

Please choose "SciDok - the Open Access server of Saarland University" if you want to publish a full text in the Open Access Repository. SciDok. Choose "UniBib - die Universitätsbibliographie" if you want to register a publication in the bibliography of the Uds without publishing the corresponding full text.

Select collection:

Please select submission to the University Bibliography ("Die Publikationen der Uds -> UniBib – Die Universitätsbibliographie") from the drop-down menu and click on "Manual submission". Then select the appropriate document type from another drop-down menu and confirm your selection by clicking the "Next" button.

Describe this Item ?

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Select the document type of your publication.

Type*

- [- Please select -]
- Book (Monograph)
- Book Review
- Book Chapter
- Dissertation
- Encyclopedia Entry
- Report
- Data/ Data Set
- Edited Book (Anthology)
- Edition of a series
- Journal Article
- Conference Paper
- Conference proceedings
- Magazine Article
- Manual
- Patent
- Software
- Text (standardized and non-standardized texts)
- Dictionary Entry
- Other

Depending on the document type, the following form requests various information about the document. Mandatory information is marked with a red asterisk.

Enter the title of the publication. Append additions to the title with " " *

Title*

Please enter alternative titles of the publication if applicable. E.g. a title in another language:

Alternative title

Please enter the full first name completely and omit academic titles:

Author*

Year of publication*

After filling out the form, you will be shown a notification page on which you can check your details again and, if necessary, change them by clicking on "Correct one of these".

Type Journal Article	Correct one of these
Title Lots of data, lots of hurdles: aggregating usage information from distributed Open Access repositories	Correct one of these
Alternative title None	
Author Herb, Ulrich	
Year of publication 2018	
Title of the journal Journal of Science Communication	
Faculty ZE - Zentrale Einrichtungen	
Department ZE - Saarländische Universitäts- und Landesbibliothek	
Professorship ZE - Sonstige	
Email None	
DOI 10.22323/2.17020305	
URL None	

Click "Next" on this page to complete the submission.

DOI import

If your publication already has a Digital Object Identifier (DOI) assigned, you can alternatively automatically transfer the most important data of your publication to the registration form by entering the DOI. However, this automatic import does not always work. It is crucial that the service that assigned the DOI to your publication registered it including metadata. However, this is almost always the case with publications from publishing houses. If you want to use the DOI import, click on "DOI Import" at the beginning of the submission. A field will then appear in which you can enter the DOI for the document to be reported.


DOI (Digital Object Identifier) :

e.g. 10.1021/ac0354342

[Search](#)

After clicking on "Search", metadata for the publication are retrieved automatically, if possible. If successful, a notification with title, authors and year of publication is displayed.



Lots of data, lots of hurdles: aggregating usage information from distributed Open Access repositories


Herb, Ulrich

2018

[See details & import the record](#)

Now select "See details & import the entry", then the data that could automatically be registered will be displayed. You can accept this import by clicking on "Fill data and start submission" and continue with the process. However, you must make sure that you have selected the University Bibliography as the target system.

Publication details x



Title	Lots of data, lots of hurdles: aggregating usage information from distributed Open Access repositories
Author	Herb, Ulrich
Publication date	2018
DOI	10.22323/2.17020305
Journal	Journal of Science Communication
Volume	17
Issue	02
ISSN	1824-2049
Document type	article

Die Publikationen der Uds > UniBib – Die Universitätsbibliographie
▼

Fill data and start submission

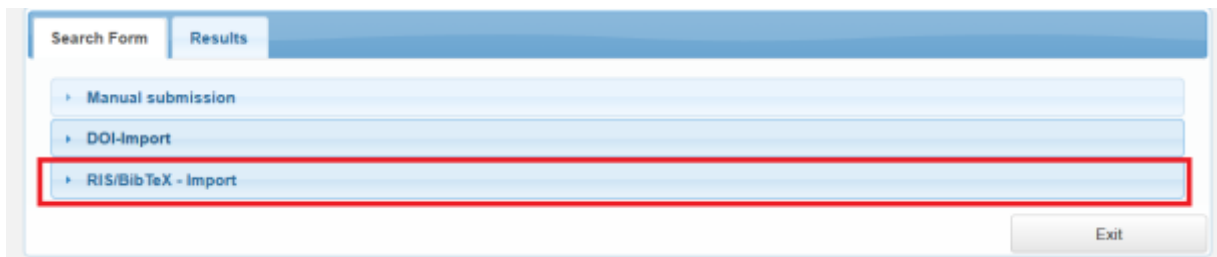
As with manual submissions, you now reach the form, in which most of the fields are already filled with information that you only need to check.

At the end of the submission, a receipt page appears during DOI import on which you have the options of correcting data or completing the submission.

If the DOI import does not work, you will automatically be forwarded to the manual submission.

Import of bibliographic formats

The import of bibliographic formats is the third submission option.



After clicking on "RIS/BibTeX-Import", a panel opens which you can use to import RIS or BibTeX files to import bibliographic information for your publications. RIS and BibTeX files are offered as export formats in all common literature management systems or databases.

After selecting the import format (RIS or BibTeX) upload the file, select the collection UniBib and click "Next". If the export file contains a document type that can be mapped directly to a document type of the University Bibliography, you will immediately be taken to the registration form where you can check the imported data. If this mapping fails, you must select the type manually before checking the

entries. Please note that the import of such data, especially in the RIS format, can contain errors, since the exporting systems often do not take heed of the specifications of the RIS or BibTeX format.

At the end of the submission, a notification page is displayed on which you have the options of correcting data or completing the submission.

BibTeX Mass Import

The BibTeX format also allows a mass import: Export several titles into a BibTeX file and then start the import. Then the first title of the export file is imported as described above. If you click in the menu on "Registered as [YOUR USER NAME]" and on "My publications/Publish", you will find the remaining, not yet completed imports in the task pool under "Unfinished Submissions". Click "Open" and then "Edit" to complete the submission.

b. After submission

After completion of the submission, it is checked by the SULB and then accepted. If we need further information on the submission, we may contact you.

7 Synchronization with third-party systems and use of ORCID iDs for author disambiguation

The SULB plans to further enhance the functionalities of the University Bibliography, in particular the synchronization with the FACTScience system used in the Faculty of Medicine and with ORCID.

The ORCID iD (Open Researcher and Contributor ID) is an ID used by scientific publishers and other publication platforms, but also increasingly by stakeholders such as funding organisations to facilitate the disambiguation of scientists. After free registration at <https://orcid.org/>, you will obtain a 16-digit ID, which you can use to identify yourself, e.g. when submitting publications or grant applications, and which at the same time helps by clearly assigning publications or project information to individuals. Each ORCID iD involves a profile in which scientists can manage their publications. Any member of UdS who has so far added publications to this profile can continue to do so, because one of the next steps is to transfer publication data from ORCID to the University Bibliography. The same applies to the publication data reported in FACTScience. In order to ensure an unambiguous identification of the authors in the University Bibliography and to enable later synchronization with third-party systems (ORCID, FACTScience, databases, etc.), it is advisable to register in ORCID and enter this iD in the research profile of the University Bibliography. Further information can be found in *3 Registration & research profile* and *4 The User Panel*.

8 Further information

a. Which input forms do I have to fill in?

In order to make it simpler for the users of the University Bibliography to enter data, a small minimum set of mandatory fields has been defined which are marked with a red asterisk. All other fields are optional, but filling them in makes it easier to search for the publications registered.

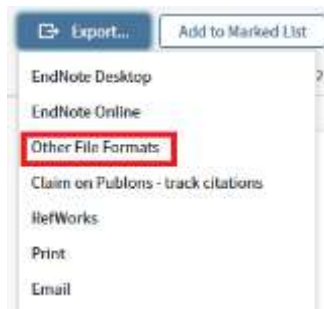
b. How do I produce a BibTeX export?

Depending on the system from which you export references, the procedure is somewhat different. We describe it here prototypically for a database, the Web of Science, and a literature management software, EndNote.

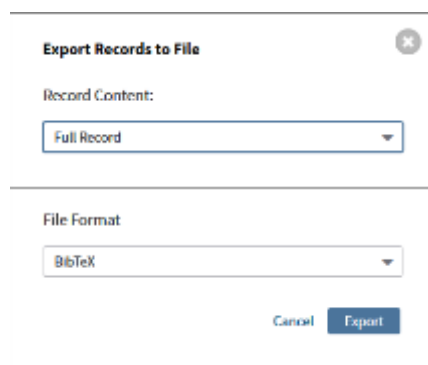
Export from the Web of Science: When a record, e.g. one of your publications, is displayed, click on "Export" (top right).



In the pop-up menu, click on "Other File Formats" ...

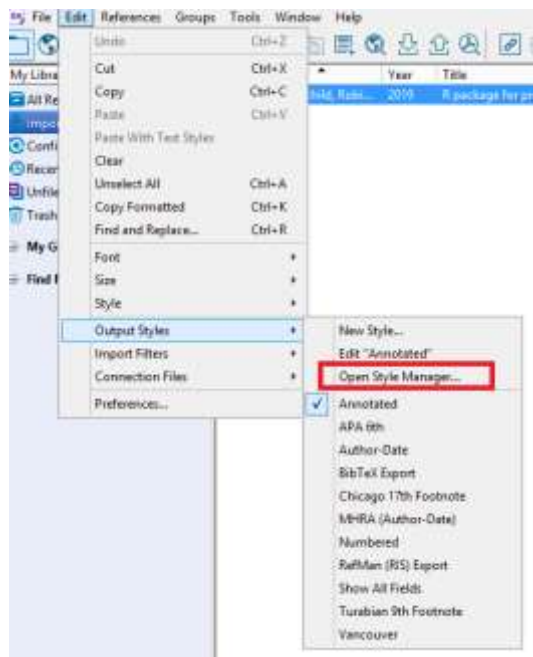


... and select in the following window under the option "Record Content" please "Full Record" and as "File Format" the option "BibTeX". Then click on "Export".



Then save the export file on your computer. You can now import this file into the Bibliography as described under *6 Registering publications* there *Import of bibliographic formats*.

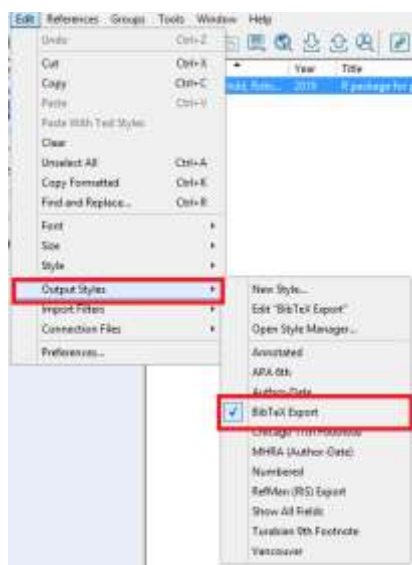
Export from EndNote: The export format must first be set to BibTeX if this is not already the case. Click on "Edit" in the menu, on "Output Styles" in the unfolding menu and then on "Open Style Manager".



Scroll down to the entry "BibTeX" and activate this format as a possible export format by ticking it.



Now define BibTeX as the export format by first clicking on "Edit" in the menu, then selecting the entry "Output Styles" and ticking "BibTeX".



To export a record from your EndNote library in the format BibTeX, select it in the list of records ...

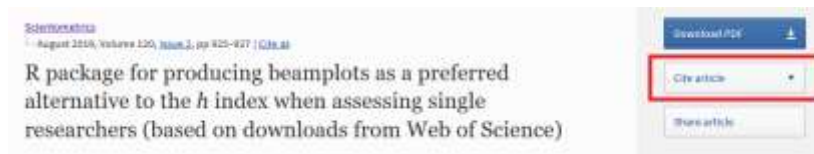
Author	Year	Title	Rating	Journal	Last Updated	Reference Type
Haunschild, Robi...	2019	R package for producing beamplots as a preferre...	★★★★★	Scientometrics	01.08.2019	Journal Article

... and then click on the "Export" entry in the "File" menu. The entry is then exported and downloaded in BibTeX format. You can now import this file into the bibliography as described under *6 Registering publications*, see there *Import of bibliographic formats*.

c. How do I produce a RIS Export?

Depending on the system from which you export references, the procedure is somewhat different. We describe it here prototypically for a database, Springer Link, and a literature management software, EndNote.

Export from Springer Link: Click on "Cite article" (to the right of the title) in the record view of a hit or one of your publications.

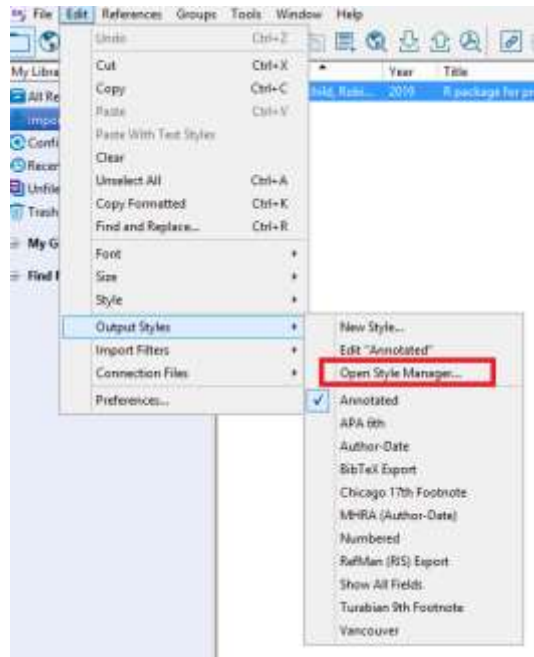


Click on ".RIS" in the pop-up menu ...



... and then save the export file on your computer. You can now import this file into the Bibliography as described under *6 Registering publications*, see there *Import of bibliographic formats*.

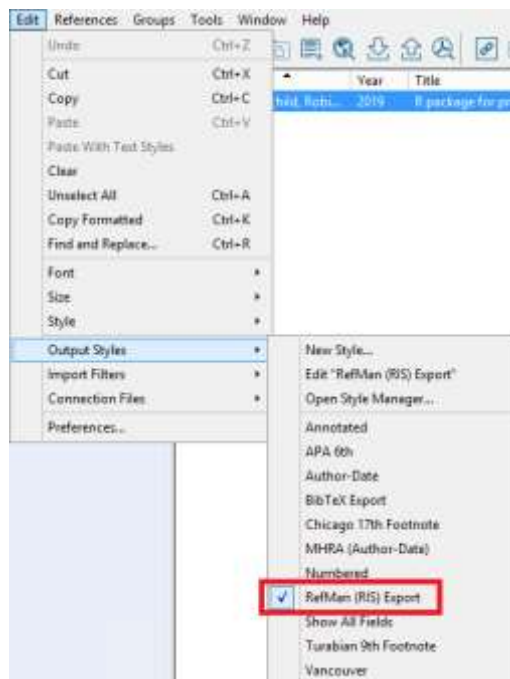
Export from EndNote: The export format must first be set to RIS if this is not already the case. Click on "Edit" in the menu, on "Output Styles" in the unfolding menu and then on "Open Style Manager".



Scroll down to "RefMan (RIS) Export" and activate this format as a possible export format by ticking it.



Now define RIS as the export format by first clicking on "Edit" in the menu, then selecting the entry "Output Styles" and ticking "RefMan (RIS) Export".



To export an entry of your EndNote library in the format RIS, select it in the list of records ...

Author	Year	Title	Rating	Journal	Last Updated	Reference Type
Haunschild, Robi...	2019	R package for producing beamplots as a preferre...	★★★★★	Scientometrics	01.08.2019	Journal Article

... and then click on the "Export" entry in the "File" menu. The entry is then exported and downloaded in the RIS format. You can now import this file into the Bibliography as described under *6 Registering publications*, see there *Import of bibliographic formats*.

d. What spelling is used for author/editor names?

Please use the full names of all authors and editors and do not use abbreviations. Please omit academic titles.

e. What spelling is used for journal titles?

Please use the full titles of the journals and do not use abbreviations.

f. Incorrect values are automatically filled in when entering various informations in some fields. How can I change this?

This problem occurs, for example, when specifying the year of publication. It is caused by saving previous entries in online forms in your browser. You can either change the entries in the University Bibliography registration form manually or delete the stored autofill data in your browser.

g. I find incorrect information in one of my publications. How can I change it?

Please send us an email to unibib@sulb.uni-saarland.de with a link to the record to be corrected and your correction request.

h. Some functions, such as the author lookup for assigning publications to persons, do not work correctly. What is the reason?

Usually this is due to the browser used, e.g. Internet Explorer, please use another one, such as Firefox, Chrome, Opera, Vivaldi or Edge.

i. For which years should I report my publications?

Please only report publications published from 2017 onwards. For older publications that have already been reported in CONVERIS, an automatic import is planned.

j. Can I also link other Uds authors to publications?

Yes, that is possible and recommendable. To create this link, enter the last name (or at least the first three letters) of the author in the "Author" field (or in the corresponding field depending on the type of document) and click on the magnifying glass to the right. You will then be taken to an interface where you can assign the current publication to another researcher from our University. However, the prerequisite for the assignment is that these persons have already registered with their university ID in the University Bibliography. If your co-authors have not yet registered in the bibliography, you can of course still register the publications – but without creating a link between your publication and your co-authors.

9 Contact

Responsible for the support of UniBib is:

Saarland University and State Library

Publication and research support

unibib@sulb.uni-saarland.de

Tel: 0681-302 2798 or 0681-302 58024

For technical questions and problems with UniBib please contact us:

publikationen@sulb.uni-saarland.de with the subject: "technical – UniBib".

or by telephone on 0681-302 58025 or 0681-302 6630