# USER GUIDE

**Digital University Bibliography**

Technische Hochschule Köln



*Version: 1.3*

*Status as of: March 17, 2023*

# CONTENT

# GENERAL INFORMATION

The Digital University Bibliography is the online platform for recording and presenting the publications of all employees of TH Köln. Publications are recorded if they are permanently available to the public in printed or digital form.

All employees of TH Köln as well as visiting academics, PhD students, former professors and staff (with campusID) have the opportunity to report their own publications or those of other TH-affiliated persons, provided that they have defined the TH Köln as their affiliation in accordance with the guidelines. In individual cases, this also applies to honorary professors, scholarship holders and assistants.

**Linking to TH websites**

The project "Digital University Bibliography" also includes the linking to the website of the TH Köln.

These include

- a new function in the "Publications" module of the Staff Page Editor (PSE). It enables an automatic display of one´s own publication list on one´s own staff page.
- two new Imperia modules for the automatic display of publication lists from the bibliography in the web presence (e.g. for the faculties or institutes of TH Köln).

# INFORMATION ON THE USER GUIDE

This user guide (version 1.3) is continuously updated as needed and when updates to the bibliography are made. Feel free to contact us if a function of the bibliography or one of the functions of the web connection between the bibliography and the THK website is unintelligible, we will maintain the instructions: publikationsservice@th-koeln.de

## REGISTERING A PUBLICATION

To report a publication to the University Bibliography, you must first log in to the application with your campusID. Then you have two options for reporting via the "Registering a publication" tab.

https://bibliografie.th-koeln.de/newPublication.xed



### Step 1
#### REGISTERING A PUBLICATION VIA ID

If you have an ID of the publication (e.g. the DOI or an ISBN), you can import the data for your publication. We recommend this procedure because the automatic transfer of the metadata makes it easier for you to specify it later. Attention: The query and transfer of the metadata may take a few moments.

#### REGISTERING A PUBLICATION BY NAME AND TITLE
Enter the title and last name of a person involved.

### Step 2

In the next step, you will be asked to select or confirm a publication type. You will also be informed if the publication is already available in the Digital University Bibliography. If you are unsure which publication type is the right one, the help icon may be useful. Look up the FAQs at https://bibliografie.th-koeln.de/about.xml for information on the different publication types.

**Step 3**

As soon as you have confirmed your selection, the acquisition mask opens. All fields marked with
* are mandatory. If you are unsure what the entry means, please click on the help icons. To select
the participants in the publication, click "please select" in the query field:

**Step 4**

The search and selection in the online directory allows a clear assignment of TH members to their publications via our internal DHSB-ID. You can also specify external co-authors.

In the first step (1), please search for the person in question in the online directory. You will receive a result list under (2) with possible matching persons with details of their institution affiliation at TH Köln.

**Important: Even with external co-authors, the search must be initiated first. For more information, see step 5b!**



**Step 5a**

If the person you are looking for is displayed in the list, accept the author's ID by clicking on the "Apply" button. The personal data with the DHSB-ID are automatically entered in the acquisition mask and you will be returned to the form.

**Step 5b**

Can the person not be found via the online directory, e.g. because he/she is an external co-author?

In the first step (1), please enter the personal data manually and click on the "Search" button. No person will be found for e.g. external co-authors. In the second step (2), enter the personal information (first name, last name) manually, click on "Apply" and you will be returned to the acquisition mask. Your details have been transferred to the form.



**Step 6**

As soon as you have filled in all the mandatory fields, you can submit the report by clicking on the "Submit" button. A librarian will check and, if necessary, complete your information and release the publication in the Digital University Bibliography.

# SEARCH IN THE BIBLIOGRAPHY

https://bibliografie.th-koeln.de/search.xed



Users can specify their publication search using the following search fields (as of March 17, 2023):

- Title
- Person (first name and last name)
- Author-ID (e.g. DHSB-ID, ORCID)
- Publication-ID (e.g. DOI)
- Institution (faculty, institute or research structure)
- Language of text
- Peer Reviewed
- Part of DHSB statistic
- Access Rights
- Year
- Type of publication
- Publishing Variant

In addition, you can display publications with different sorting.

Limiting the number of results to be displayed is also possible.

## SEARCH BY DHSB-ID

**Step 1**

If you want to display search results for a specific person, you can use the DHSB-ID. You will find your DHSB-ID in the top right corner after you have logged in. You can find the DHSB-ID of another person via the author search function - > to be seen in steps 3 to 5 under "Registering a publication".

**Step 2**

Insert the DHSB-ID in the "DHSB-ID" input field.

**Step 3**

Select the desired sorting and the amount of results.

**Important: If you want to show your publication list on the TH website, select the maximum possible number of results - this way your publication list will be displayed completely!**



**Step 4**

Click "Search".

You will receive a list with the results you selected.

You can collect interesting entries and search results with the help of the basket. The entries are saved until you close the browser window.

## EXPORT PUBLICATION LISTS

https://bibliografie.th-koeln.de/list-wizard.xed

The creation of a publication list is possible with the "Publication lists" module.

For this purpose, you can use the search slot "Add persons" to determine whose publication list should be created. Select the required person from the search results with the "+". You can also select several persons for whom a shared publication list should be created. Have you selected the wrong person? Click on the minus symbol to cancel your selection.  After selecting the person(s), you have the option to create the list starting from a certain year, sorted in a self-selected order and in the desired output format.

Sorting is possible by year of publication, author name and title in ascending or descending order.

PDF, HTML, MODS, BibTeX, Endnote, RIS, ISI and CSV are available as output formats. Depending on the selected format, you can currently choose from four different quotation styles.

When you have set the desired parameters, a link is generated that you can use to open your list.

# PUBLICATION LISTS ON THE STAFF PAGE

https://personenseiten.th-koeln.de/publication/

**Step 1**

If you want to display your publication list automatically on your staff page, first go to your PSE page ("Publications" module): https://personenseiten.th-koeln.de/publication/

**Step 2**

In the Digital University Bibliography, search for your publications using your DHSB-ID. Your DHSB-ID can be found in the upper right corner after you have logged into the bibliography.

The DHSB-ID of another person (relevant e.g. in case of a publication list of several authors in the web presence of a research team) can be found via the author search function - > seen steps 3 to 5 under "Registering a publication ".

**Schritt 3**

Insert your DHSB-ID in the "DHSB-ID" input field.

**Step 4**

Select the correct sorting and amount of results.

**Important: If you want to show your publication list on the TH website, select directly the maximum possible amount of results - this way your publication list will be displayed completely!**



**Step 5**

Click "Search".

**Schritt 6**

Copy the displayed URL on the search results page:



**Step 7**

Insert the URL in your PSE module "Publications" https://personenseiten.th-koeln.de/publication/ into the input field "Bibliography link" and click "Save":

**Step 8**

You can see your publication list on your staff page: https://intern.th-koeln.de/personen/max.mustermann/
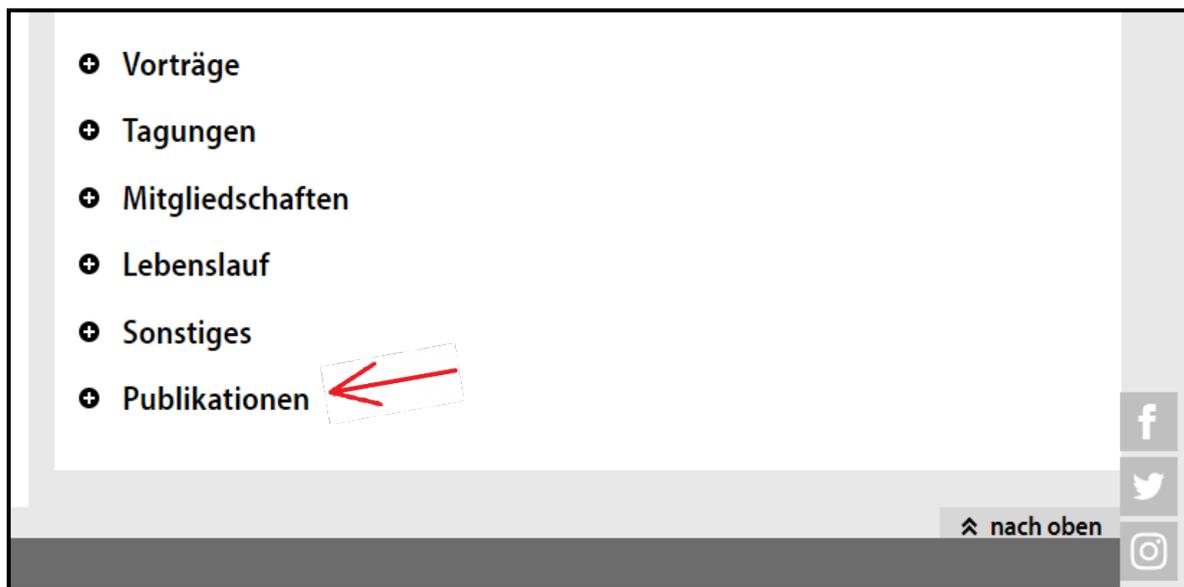


**Note:** Your previously manually entered publication list remains visible on your staff page even when using the new option. In this case you see the item "Publications" twice in the overview mentioned above. You should compare both options and decide which of the output options you would like to use.

# STATISTICS

https://bibliografie.th-koeln.de/statistics.xml

Certain statistics are only available to users with administrator rights. Additional authorizations (roles) can be assigned after a check based on the legal aspects and the responsibilities of the employees.

The following statistics are displayed for all entries in the DHSB:

- Number of publications by year
- Number of publications by faculty / institute
- Number of publications by type
- Share Number of publications by access rights (e.g. open access)
- Share of open access publications by year
- Persons recorded most frequently
- Person IDs used in publications

Sample excerpt from the statistics:
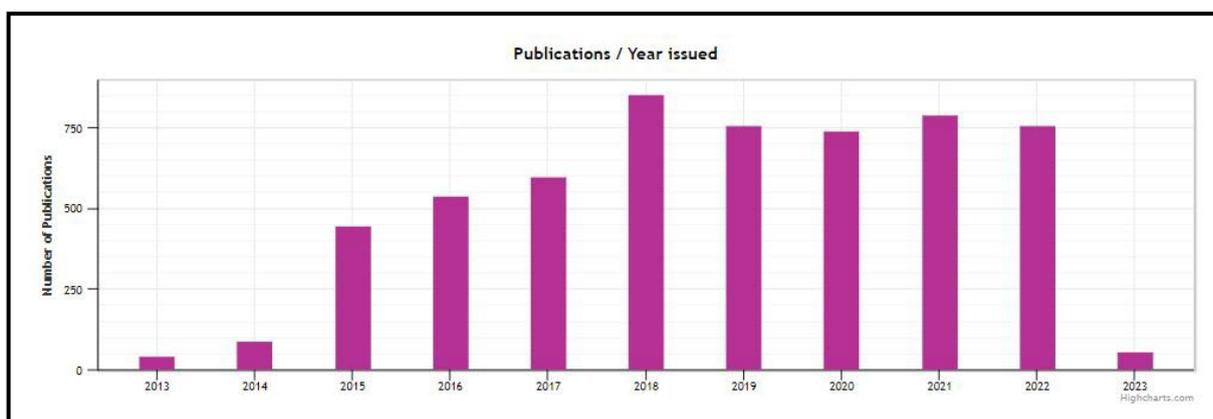
## GLOSSARY AND ABBREVIATION LIST

| Abkürzung | Auflösung | Beschreibung |
|---|---|---|
| CIT | Campus IT der TH Köln | Campus IT of TH Köln |
| COS | Cologne Open Science | TH Köln open access publication server |
| DHSB | Digitale Hochschulbibliografie | Internal name and abbreviation for Digital University Bibliography |
| DHSB-ID | | Internal ID of the author in the Digital University Bibliography |
| DNB | Deutsche Nationalbibliothek | German National Library |
| DOI | Digital Object Identifier | Identifier for digital objects, e.g. for articles and contributions in scientific publications |
| ePub | ePublications | TH Köln open access publication server |
| FDM | Forschungsdatenmanagement | Research data management |
| FIS | Forschungsinformationssystem | Research information system |
| Hbib | Hochschulbibliothek der TH Köln | TH Köln University Library |
| HR | Hochschulreferat | University Department |
| HSB | Hochschulbibliographie | University Bibliography |
| IDM | Identity Management | |
| Imperia | | Content management software of the websites (official website) of TH Köln |
| KDSF | Kerndatensatz Forschung | Standard in the German science system for reporting on research activities |
| P&P | Projekte und Publikationen | Annual brochure of TH Köln on research activities of the academic staff ("Analog University Bibliography") |
| PSE | Personen Seiten Editor | Software solution for the maintenance of TH Köln staff pages Link to the application: https://personenseiten.th-koeln.de/login |
| RIS | Research Information System Format | File format for literature management and export of bibliographic data |