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User manual



to the university bibliography at the University of Witten/Herdecke

Version 1.8 Status: October 2024



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2 Introduction

The university bibliography lists works (e.g. publications) that our academics have published as part of their research activities. It replaces the previously used publication database and will support the UW/H in presenting its research output in a contemporary and comprehensive manner. The new university bibliography is user-friendly, versatile and enables all UW/H employees to independently enter their own works and generate corresponding publication lists.

2.1 Advantages

- Every UW/H employee can enter works immediately with the help of this manual. No training is required.
- The entry is made using a user-friendly mask, manually or as an import (using DOI or ISBN).
- You can use the new HB to create your own publication lists with various filter options and integrate them directly into the UW/H website. The publication lists can be customised with different websites (e.g. chair websites).
- If you have any questions or problems, the contact person responsible for your area (key user) will be happy to help.

Which funds are available for academic work increasingly depends on performance comparisons and evaluations (keywords: University rankings, funding programmes, performance-oriented allocation of funds). The assessment is also carried out using statistical parameters and with the help of artificial intelligence (AI). Among other things, it is analysed: How much is published? Who publishes with whom? How often is a publication cited and by whom? In which journals and with which publishers are publications published? What reputation do they enjoy? In this context, it is particularly important that bibliographic data and other metadata can be completely and clearly assigned to the researcher, the chairs and the university (academic identity management).



2.2 Processes and contact persons

<u>Independent entry:</u> The UW/H scientists enter their works into the HB independently with the help of this manual. Training is not provided. You will find a short version of the manual and additional FAQs on the intranet.

<u>Final editing:</u> The UW/H editorial team is responsible for the final editing of each entry (for more information, see the section "Data set saved - what happens next?").

<u>Contact persons/key users:</u> Do you have questions or need help? Please contact the key user responsible for your area at the following addresses:

- Faculty of Health/Department of Human Medicine: <u>hochschulbibliographie.medi@uni-wh.de</u>
- Faculty of Health/Department of Nursing Science: <u>hochschulbibliographie.pflewi@uni-wh.de</u>
- Faculty of Health/Department of Dentistry, Oral and Maxillofacial Medicine: hochschulbibliographie.zahni@uni-wh.de
- Faculty of Health/Department of Psychology and Psychotherapy: hochschulbibliographie.psych@uni-wh.de
- Faculty of Business and Society: <u>hochschulbibliographie.wige@uni-wh.de</u>
- WittenLab. Future lab Studium fundamentale: hochschulbibliographie.wittenlab@uni-wh.de

→ TIP: We update the manual regularly, please refer to the always use the version available online.

If you have any suggestions for improving the database or of the manual, please write to the editorial team: .<u>hochschulbibliographie@uni-wh.de</u>



2.3 Small glossary

The wording in the database can be a little unfamiliar at first, which is why we have created a short glossary (sorted by relevance):

- Work= Publication (journal article, lecture, poster, chapter, etc.); "work" can also be used as a term for the medium in which a publication has appeared (anthology, book, journal, etc.).
- <u>Client</u>= all institutions that use this database as a university bibliography, e.g. RUB, TU DO, Heinrich Heine University Düsseldorf (HHU) etc. The HB is as follows that you can view the database entries of all clients.
- Internal/External = The database designates all persons, organisational units, projects, ... that have their own database entry as "Internal". To the For example, internal persons are therefore also scientists who are employed by another client. Or an internal organisational unit can be a chair of another client.
- <u>Organisation (unit)</u>= This refers to the universities, faculties, departments, institutes, chairs and professorships.
- Superordinations = The database has a hierarchical structure:
 - Overrides for organisational units:

The university is the highest possible organisational unit. The faculties are directly subordinate to it, usually followed by the departments. In turn, institutes, chairs or professorships are subordinate to the departments.

If you now assign a person to a chair or department, the person is automatically assigned to all organisational units above the chair or department.

- Overrides for publications:

Works are subordinate to the media in which they appear. The superordinate of an article is therefore a journal. The superordinate of a book chapter is the book, the superordinate of this book can in turn be an anthology, etc.

- <u>Identifiers</u> = these are authorised, citable and persistent markers with which publications or works can be reliably identified, e.g. the DOI
 (Digital Object Identifier) or ISBN (International Standard Book Number). Homepages under which a publication can be accessed are usually not permanent and authorised.
- <u>UW/H affiliation</u>= The institutional affiliation of the researcher to UW/H. This is generally established through an employment relationship. This basically arises through an employment relationship or an appointment or nomination, admission to a degree programme and acceptance as a doctoral candidate.



3 Registration in the university bibliography

- Enter <u>https://hochschulbibliographie.uni-wh.de/</u> in your browser.
- Click on "Log in" at the top right:



Select our university and confirm with "ok":

Willkommen a	uf den Seiten der Hochschulbibliographie! Universitätsanmeldung	0
	Willen Sie eine Universität aus Wahlen Sie eine Universität aus Iteinicht heine Universität Duesseldorf Rufer Universität Becharm Turburnd Wittenryfersdecke University	N.

Log in with your usual UW/H user name and password:

Interdererante Coche dis frishers travellagers Coche dis frishers Coche dis Coche	• Falswort vergessen? • Hilfe benotige?	→ TIP: If in the lo "Do not save logi your login data w the device you and	gin window n" active vill not be saved on re currently using.



Follow the instructions in the following input masks. After successfully logging in, you will see the start page of the university bibliography with your first and last name.
Summary ten right

Surname top right.



You can now start entering a work. Please always compare the data from the original publication with your entries to avoid errors.



4 Duplicate check

- Before you enter a work in the HB, always check first whether this work has already been entered! Please note that otherwise duplicates will also appear in your publication list.
- Enter the DOI, ISBN or the title of the work in the search field. Click on "Search in works" in the suggestion wizard that appears below the search field:



- If the duplicate check has not produced any hits, enter the publication as described in the following sections.
- If the publication is already in the database, it will appear in the results list. Now check the publication for accuracy and completeness by clicking on the title.

Witten/Herdecke	Startseite	PubliG V Suchen V Melden V es dinical psychology and psychology	rchotherapy: an example from Geo X Anna Boldizsar V DE EN
		Hochschulbibliographie Werke durchsuchen	
Suche in Werke		Ergebnisse	Ergebnisse je Seite: 10 0 20 50 100 200
Mandant Ruhr-Universität Bochum Universität Witten/Herdecke	1 1	Sortierung: Erscheinungsjahr absteigend • The cooperative revolution reaches clinical psychology and psychot Germany	Gehe zu Eintrag:
Redaktionsstatus Redaktion abgeschlossen	1	(2020) Fydrich, Thomas Hoyer, Jürgen; In-Albon, Tina; Mehr #1	Geändert: 2022-12-01 11:40
Publikationsstatus publiziert	1	Sortierung: Erscheinungsjahr absteigend 🗸	Gehe zu Eintrag:
Publikationstyp Teil einer Webressource	1		
Erscheinungsjahr 2020	1		



Click on the title to see all the publication details in the database. <u>Please check whether</u> the UW/H scientist is listed under "Persons" or

is under "External persons". If he/she is listed under "External persons", this must be changed, otherwise the publication will not be assigned to the correct organisational unit or scientist. Please inform the editorial team at .<u>hochschulbibliographie@uni-wh.de</u>

Vertex Vertex Vertex Vertex Vertex Vertex<					
Image: Comparative revolution reaches clinical psychology and psychotherapy: an example psychology in psychotherapy: an example psychology in psychotherapy: an example psychotherapy: an example psychotherapy in ps	Witten/Herdecke	Startseite PubliG	Suchen ▼ Meld	globalisation, institutions	Q x Anna Boldizsar ♥ DE EN
The cooperative revolution reaches clinical psychology and psychotherapy: an example form Germany Jurgen Margraf @ RUB, Jürgen Hoyer, Thomas Fydrich, Tina In-Albon, Tania Lincoln, Wolfgang Lutz, Angelika A. Schlarb, Henning Schöttke, Ulrike Willutzki RUB, Julia Velten @ RUB 2020 in OSF Preprints, Band 2021, Artikel-ID h5dta Detais ziteren Titeldaten und Beteiligte Titel Margraf, Jürgen Margraf, Jürgen Margraf, Jürgen Keynerstät Bochum Personen Margraf, Jürgen	Teil einer Webressource publiziert				
Surgen Margraf © RUB, Jürgen Hoyer, Thomas Fydrich, Tina In-Albon, Tania Lincoln, Wolfgang Lutz, Angelika A. Schlarb, Henning Schöttke, Ulrike Willutzki RUB, Julia Velten © RUB 2020 in OSF Preprints, Band 2021, Artikel-ID hSdta	The cooperative r	evolution rea	ches clinical	psychology and	psychotherapy: an example
Jürgen Margraf © RUB, Jürgen Hoyer, Thomas Fydrich, Tina In-Albon, Tania Lincoln, Wolfgang Lutz, Angelika A. Schlarb, Henning Schöttke, Ulrike Willutzki RUB, Julia Velten © RUB 2020 in OSF Preprints, Band 2021, Artikel-ID hSdta	from Germany				
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Mandant 2: Ruhr-Universität Bochum	Willutzki, Ulrike Mandant 1: Universität Witten/Herdecke				
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Rolle: Autorin Position in Personenliste: 10	Position in Personenliste: 10				
Externe Person	Externe Person				
Hoyer, Jurgen Rolle: Autor/in Bridition in Dersonneliste	Hoyer, Jürgen Rolle: Autor/in Position in Personenliste				
Fydrich, Thomas Rolle: Autor/În	Fydrich, Thomas Rolle: Autor/in				

■ If further changes are necessary, please also contact the editorial team at <u>hochschulbibliographie@uni-wh.de.</u>



5 Work entry via DOI or ISBN

If the work to be entered has a DOI or ISBN as an identifier, you can usually import the bibliographic data. Publications without a DOI or ISBN must be entered <u>manually</u>.

5.1 Import publication data

- Keep the original publication available in the background to verify the imported data.
- Go to "Report" in the top menu bar (1.). Select "Plant" (2.).



- Click on "Import via DOI or ISBN" on the left.
- Select "DOI" or "ISBN" (1.)





Then enter the DOI or ISBN (2.). Click on "Search" (3.). If the publication title is then displayed correctly at the bottom, click on "Import" (4.).

witten/Herdecke	Startseite	PubliG 🔻	Suchen ▼	Melden v	Suchen	Q X	Anna Boldizsar 🔻
 zurück Publikation über ID 	importiere	en			3.		
DOI - 10.1159/000500188			X st	uchen			4.
Long Term Effectiveness of Cognitive	Behavioral Therapy	in Routine Outpa	tient Care. A 5-t	o 20 Year Follow	-Up Study	Importierer	

If you do not wish to check the imported data any further, click on the blue "Save" button in the view that appears after the import. <u>ATTENTION:</u> The The imported work is not linked to the UW/H scientist named in the publication without further processing. The publication will therefore not appear in the publication list of the authors and the organisational unit for the time being.

Publikationstwn	Formschlagwort			
Zeltschriftenartikel				
	Angaben zum Publikationsstatus		Publikationsversion	
asisdaten	publiziert	*	Verlagsversion	•
lentifikatoren	Titel* (1)			
erson	Long-Term Effectiveness of Cognitive Behavioral T	herapy in Routine	e Outpatient Care: A 5- to 20-Year Follow-Up Study	
Teil von				11.
ganisation	Untertitel ①			
sjekt				M.
alt				
dministrative Daten	Sprache			
suchen	Ergänzungen zum Titel ①			
				M.
Importieren via DOI oder ISBN	And an Trial			
	Anderer Titel			
	Erscheinungsdatum			
	20190523			x
	Datum			
	Gesamtseitenzahl			
	Z. B.: 357 / XVI, 655 (nur Zahlen!)			x
	URL			
	Format		Medium ①	
		•		*
	Anmerkung			
				×
				11.
•	Peer reviewed			
	Kelne Angabe			-

If you would like to edit and check the data record further and create the personal link, please read on.



5.2 Workpages/General information on the input screen

You are now in the "Workpages" view of the data record you have just imported.

The workpages contain the bibliographic data for each publication. You can access the individual workpages via the menu on the left-hand side. The menu may vary depending on the publication type.

Anlegen	Formschlagwort ①
Publikationstyp	· ·
Zeitschriftenartikel -	
Basisdaten	
Identifikatoren	
Person	Workpage menu for publication type
Ist Teil von	"Magazine articles"
Organisation	
Projekt	
Inhalt	
Administrative Daten	_
suchen	Ergänzungen zum Titel ①
	×//
Importieren via DOI oder ISBN	
	Anderer Titel
	+
	Frscheinungsdatum
	20190523 x
A	
Anlegen	Formschlagwort ①
Publikationstyp	
	Angaben zum Publikationsstatus* Publikationsversion
Basisdaten	publiziert Verlagsversion
Berron	
Ist Teil von	vynen loeas Fall
Hat einen Teil	
Organisation	"Monograph"
Projekt	Sprache Sprache [®] ①
Veranstaltung	Englisch
Inhalt	4
Administrative Daten	
suchen	Erganzungen zum Titel ()
Importieren via DOI oder ISBN	Anderer Titel
	Auflage/Ausgabe ①
	Erscheinungsdatum
	20170000



Within each workpage, mandatory system fields are <u>labelled in red and marked with an</u> <u>asterisk*</u>. These fields are usually already filled in for a DOI or ISBN import.

If necessary, you can add fields with the <u>green "Plus" button</u> and remove them with the <u>red</u> <u>paper basket</u>. As soon as you have created another input field with the "Plus" button, it must be filled or deleted again with the recycle bin, otherwise the data record cannot be saved later.

The <u>"Save" button is located at the bottom of each workpage, but should only be selected</u> once all relevant workpages have been edited. As soon as you switch between the workpages by pressing the menu on the left, the information entered in the workpages that have already been edited is automatically saved temporarily. If mandatory fields have not yet been filled in, the save button cannot be used.

The work pages have a large number of fields and input options. In the user manual, we only present the most important input steps. If you would like information on other fields, please contact the editorial team <u>at hochschulbibliographie@uni-wh.de</u>.



5.3 Check publication type

- Check at the top left whether the publication type has been selected correctly. Correct if necessary.
- Depending on the publication type, individual input fields in the work pages may change. In most cases, this is self-explanatory. The following screenshots show an example of a magazine article.

ublikationstyn	
Zeitschriftenartikel	+
Zeitschriftenartikel	
Kapitel	
Kapitel in Konferenzband	
Teil einer Webressource	
Poster	
Rezension	
Report/Bericht (graue Literatur)	
Sammelwerk	
Monographie	
Zeitschrift	
Webseite	
Blog	
Audio-/Videodokument	
Patent	
Forschungsdaten	

Anlegen Publikationstyp Zeitschriftenartikel	*	Anlegen Publikationstyp Monographie
Basisdaten Bearbeitung der Seite noch unvollständig	Workpages for the	Identifikatoren
Identifikatoren	publication type	Person
Person	"newspaper article"	Ist Teil von
Ist Teil von		Hat einen Teil
Organisation		Organisation
Projekt		Projekt
Inhalt		Veranstaltung
Administrative Daten Bearbeitung der Seite noch		Inhalt
unvollständig suchen Importieren via DOI oder ISBN	Workpages for the publication type "Monograph"	Administrative Daten suchen mm/ Importieren via DOI oder ISBN



5.4 Workpage "Basic data"

The "Basic data" workpage includes the title of the work, the publication date and the total number of pages.

- Check whether the title (1.), the publication status (2.) and the publication version (3.) are correct. Fill in the "Language" field (4.) by clicking on the green plus button. Check whether the publication date (5th, YYYYMMDD or YYYY) is correct. If possible, fill in the "Peer reviewed" field (6.). Correct imported data if necessary.
- For some publication types, e.g. "Monograph", please fill in the fields "Publisher" and "Publisher".

"Publishing location" (not in the screenshot).

- Other fields can, but do not have to be filled in.
- Switch to the next workpage without pressing the Save button. If you have inadvertently clicked on "Save" before editing all workpages, you can In the view that appears, click on "Edit" in the top right-hand corner and continue editing.





5.5 Workpage "Identifiers"

In the case of a DOI or ISBN import, no further processing is usually necessary.

Anlegen	Externe Identifikatoren		
Publikationstyp	Typ des Identifikators*	Identifikator-ID*	
Zeitschriftenartikel	Digital Object Identifier (DOI)	• 10.1159/00050018	3 🗴 📋
Basisdaten			
Identifikatoren			
Person	Verwandte Werke		
Ist Teil von	+		
Organisation			
Projekt	Externe verwandte Werke		
Inhalt	+		
Administrative Daten			
suchen Importieren via DOI oder ISBN	Speichern Abbrechen		

■ Ideally, you should add further identifiers, as in the example in this journal article:

	Typ des Identifikators*	Identifikator-ID+①	
čeltschriftenartikei 👻	Digital Object identifier (DOI)	 10.1159/000500188 	x
laten	Typ des Identifikators*	Identifikator-ID* ①	
ikatoren	PubMed ID (PMID)	- 31121580	×
	Typ des Identifikators*	Identifikator-ID+ 🛈	
	Scopus ID	 2-s2.0-85066881677 	×
eirvon	Typ des Identifikators*	Identifikator-ID*①	
anisation	Web of Science ID (WOSID)	 000481456900004 	x
jekt			
lt	+		
inistrative Daten	Verwandte Werke		
	+ Externe verwandte Werke +		



5.6 Workpage "Person"

To do this, go to the "Person" workpage on the left. All persons involved in the work are listed here with their full first name and surname and the corresponding role (authors, editors, etc.). HB distinguishes between internal and external persons:

<u>Internal persons</u> are researchers with their own personal entry in the database. Employees of other database clients therefore also have the status "internal". Internal persons are always linked to an organisational unit (e.g. chair).

<u>External persons</u> are persons without their own personal entry in the database, i.e. persons without affiliation to one of the database clients. For DOI and ISBN imports, the HB automatically assigns the status "External" to all authors.

- Assign the status "Internal" to all scientists with UW/H affiliation (see original publication): Only then will the publication be recognised by the UW/H-Scientists assigned!
- Now use the original publication to check which of the people have a UW/H affiliation. In the example, several people, e.g. Ulrike Willutzki, UW/H-Scientists:inside. These persons must be changed from "External" to "Internal".

Anlegen	Person								
	1. Nachname ⁺ ()		Vorname		Rolle	_			
Zeitschrittenartikei	von Brachel	х	Ruth	x	Autor/in	- 🗎	Intern	Extern	1.4
Basisdaten	2. Nachname ⁺ ①		Vorname		Rolle				
Identifications	Hirschfeld	х	Gerrit	x	Autor/in	- 🕯	Intern	Extern	1 4
loentinkatoren	3. Nachname ⁺ (i)		Vorname		Rolle				
Person	Berner	x	Arleta	x	Autor/in	- 😭	Intern	Extern	1 4
Ist Teil von	4. Nachname* ①		Vorname		Rolle				
Organisation	Willutzki	х	Ulrike	x	Autor/in	-	Intern	Extern	1
Projekt	5. Nachname ⁺ ①		Vorname		Rolle				
Inhalt	Teismann	х	Tobias	x	Autor/in	•	Intern	Extern	1 4
Administrative Daten	6. Nachname ⁺ (i)		Vorname		Rolle				
	Cwik	х	Jan Chri						
suchen	7. Nachname ⁺ (i)		Vorname						
	Velten	х	Julia	\rightarrow TIP: Ir	n case the	propo	osal a	ssista	int
	8. Nachname ⁺ (i)		Vorname	does not know the UW/H scien				ntist	
Importieren via DOI oder ISBN	Schulte	x	Dietma		and this the			incoc	
	9. Nachname ⁺		Vorname	please le	eave this/th	ese a	IS		
	Margraf	х	Jürgen	"Externa	al" and info	rm us	i via		
				hochsch	ulbibliograp	ohie@	Quni-w	/h.de.	
			_		Ŭ				
	Castalana Abbreche	n							



- Once a person has been entered as "External", you can no longer change this entry in Change "Internal". You must make a new, internal person entry and then Delete the external entry:
- Click on the "Internal" button behind the person (1.) who has a UW/H affiliation. A new input field appears. Enter the first name and then the surname and select the right person from the suggestions (2.). Then assign a role to the person (3.).
- Delete the duplicate <u>external person entry</u> by clicking on the recycle bin (4.).

Person				
L Nachname ⁺	Vorname		Rolle*	
von Brachel	X Ruth	х	Autor/in 🝷 🍵 Inter	n Extern 1 4
2. Nachname ⁺ (i)	Vorname		Rolle*	
Hirschfeld	X Gerrit	х	Autor/in 🔹 🏺 Inter	n Extern 1
8. Nachname ⁺ (i)	Vorname		Rolle ⁺	
Berner	x Arleta	x	Autor/in - 🔋 Inter	Extern 1
.Nachname*	Vorname		Rolle ⁺	
Willutzki	X Ulrike	x	Autor/in 🔹 🧘 Inter	Extern t
i. Personendaten* 🛈	Andere Namensform	n*	Rolle*	
Ulrike 1395 Willutzki	0 Ulrike Willutzki	-	🔹 🔋 Inter	n Extern 🕇 🎚
				^
Nuclear	Manage		Autor/in	
Toismann	Vorname	~	Korrespondenz-Autor/in	
Teismann	X TODIAS	х	Herausoeber/in	xtern † 4
. Nachname ⁺ (i)	Vorname		Redner/in	
Cwik Z	X Jan Christopher	х	Arrangeur/in	xtern † 4
8. Nachname ⁺ (i)	Vorname		Autor/in sizer Eigleitung	
Velten	X Julia	х	Autor/in einer Einertung	xtern † 4
. Nachname ⁺ ()	Vorname		Betreuer/in der Qualifikationschrift	
Schulte	X Dietmar	х	Choreograph/in	xtern t 4
l0. Nachname* ()	Vorname		Datenerzeuger/in	
Margraf	X Jürgen	x	Datenkurator/in	xtern t
			Datenmanager/in	
			Elektriker/in	1-10 von 10 ► ►
			Erfinder/in	
Speichern Abbrech	hen		Erzöhler/in	
			Eilmanachar/in	
			E-A	
			Fou	
			\rightarrow TIP: Enter the role	
			"Corresponding outbor	" for the
			nerson	
			which submitted the su	bligation
			which submitted the pu	Dilcation.



 If necessary, proceed in the same way with all persons who were imported as external persons but are specified in the publication with UW/H affiliation. Please note that

Persons without UW/H affiliation can be internal persons if they are assigned to another client of HB.

. Personendaten* ①	Andere Namensform*	Rolle*		
Ruth von 210 Brachel	55 Ruth von Brachel	Korrespondenz-Autor/ -	🔋 Intern Extern	
Add a tag			_	
. Nachname* ①	Vorname	Rolle*		
Hirschfeld	x Gerrit x	Autor/in 👻	🔋 Intern Extern	
Nachname*	Vorname	Rolle*		
Berner	x Arleta x	Autor/in 🝷	🔋 Intern Extern	
4. Personendaten* ①	Andere Namensform*	Rolle*		
Ulrike Willutzki 139	50 Ulrike Willutzki	Autor/in 🝷	🔋 Intern Extern	
Add a tag				
Personendaten*())	Andere Namensform*	Polle*		
Tobias o/	Tobias Teismann	Autor/in	1 Intown Extorn	
Teismann /-			Intern Extern	
Add a tag				
Nachname* ()	Vorname	Rolle*		
Cwik	X Jan Christopher X	Autor/in 🔹	🔋 Intern Extern	
. Personendaten* 🕕	Andere Namensform*	Rolle*		
Julia Velten 97	Julia Velten	Autor/in 🗸	🔋 Intern Extern	
Add a tag				
B. Personendaten*	Andere Namensform*	Rolle*	_	1
Schulte 145	517 Dietmar Schulte	Autor/in 🔹	i Intern Extern	1
Add a tag				
P. Personendaten*	Andere Namensform*	Rolle*		
Jürgen 154	13 Jürgen Margraf 🗸	Autor/in	🔋 Intern <u>Extern</u>	
Margran				
Add a tag				
			100 - 1 - 1	0
			100 + 4 4 1-	2 VUI

■ Finally, check the order of the persons with the information from the original publication. Correct the order using the arrow keys if necessary.

L Personendaten* () Stefan 31481 Zimmer 31481	Andere Namensform [*] Stefan Zimmer	• Ro	lle lutor/in	•	Intern	Extern	1
2. Nachname* (i)	Vomame		Rolle				
Müller	X Peter	x	Autor/in		Intern	Extern	1 4
3. Nachname* ()	Vorname		Rolle				
Meier	X Petra	х	Autor/in		Intern	Extern	1 · · ·
Meier	Petra	x	Autor/in	-	Intern	Extern	t .

If you have opened a new input field via the "Internal" or "External" button, this must be filled in, otherwise the publication cannot be saved. If you would like to If you do not fill the field after all, delete it with the red waste bin.



5.7 Workpage "Is part of"

Here you indicate in which medium the work was published, i.e. to which superordinate work it belongs. This can be, for example, a journal, an anthology or a conference. Many media are already stored in the database so that you can select the appropriate medium via a suggestion wizard when entering new publications.

Check whether the medium already exists in the database and create the link if this is the case: In the fields under <u>"Is part of (superorder is not in the</u> <u>database)</u>" contains the imported information on the medium (1.). Click on the green plus next to <u>"Is part of (superordinate order exists in the database)</u>" (2.) and enter the name of the medium under "Title" (3.). The medium should then be displayed by the suggestion wizard.

Anlegen	let Teilven (Übererdnung ist in der Detenbenk verbenden)	
Publikationstyp	ist feil von (Oberordnung ist in der Datenbank vornanden)	
Zeitschriftenartikel	*	
Basisdaten	Ist Teil von (Überordnung ist nicht in der Datenbank enthalten)	
Identifikatoren 2	Titel des übergeordneten Werkes	
Person	Psychotherapy and Psychosomatics [ISSN: 0033-3190]	x
Ist Teil von	Band	
Organisation	88	×
Projekt	Heft	
Inhalt	4	X
Administrative Dates	Erste Seite	
Administrative Dater	225	X
suchen	Letzte Seite	
	236	X
Importieren via DOI oder ISBN	Artikel-ID Z. B. 348 / 611902 / e01040 / e2022MS003008	x
	+	

i sychotherapy and i sychosomatica	
Psychotherapy and psychosomatics	^
Psychosomatics	
Psychosomatik in der Gastroenterologie (2018) Auer, Peter 3.	
Enck, Paul Häuser, Winfried	
Clinical psychology & psychotherapy	
Systeminimmanente Anreize im PEPP (2016) Driesen, Martin Horter, H. Zapp, W.	
Psychomotricity and psychotherapy - similarities and differences (2004)	~
Hert	
4	x
Erste Seite	
225	· · · · · · · · · · · · · · · · · · ·
225 Letzte Seite	

If the medium does not appear in the suggestion wizard, please inform us via <u>hochschulbibliographie@uni-wh.de.</u> Further editing of this workpage by you is not possible.



If the medium appears in the proposal wizard, select it and transfer the imported details (volume, booklet, etc.) manually into the fields (1). Once everything has been transferred,

delete the imported, now duplicate entry with the red waste bin (2).

Psychotherapy and psychosomatics	293329
Pand	
88	x
Heft	
4	×
Erste Seite	
Letzte Seite	X
	-> TIP: The proposal chassis
Artikel-ID	
Z. B. 348 / 611902 / e01040 / e2022MS003008	that have already been links
*	to the medium you are leaking
	to the medium you are lookin
+	for. The list of results ma
	therefore be longer.
t Teil von (Überordnung ist nicht in der Datenbank e	therefore be longer.
t Teil von (Überordnung ist nicht in der Datenbank e	therefore be longer.
t Teil von (Überordnung ist nicht in der Datenbank e Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190]	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank e Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190]	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank e Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank e Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank e Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225 Letzte Seite	therefore be longer. ntha.
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225 Letzte Seite 235	therefore be longer. ntha. x x x x x x x
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225 Letzte Seite 235	therefore be longer. ntha. x x x x x x
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225 Letzte Seite 235 Artikel-ID Z. B. 348 / 611902 / e01040 / e2022MS003008	therefore be longer. ntha. x x x x x x x x x
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225 Letzte Seite 235 Artikel-ID Z. B. 348 / 611902 / e01040 / e2022MS003008	therefore be longer. ntha. x x x x x x x x x x
t Teil von (Überordnung ist nicht in der Datenbank er Titel des übergeordneten Werkes Psychotherapy and Psychosomatics [ISSN: 0033-3190] Band 88 Heft 4 Erste Seite 225 Letzte Seite 235 Artikel-ID Z. B. 348 / 611902 / e01040 / e2022MS003008 2.	therefore be longer. ntha.



5.8 Completion of the entry

- Entries or checks on other workpages, e.g. "Organisation", "Project", "Has part of", "Content", "Administrative data" are not necessary.
- For some publication types, such as "Poster", you make the following settings on the workpage "Event" details, e.g. a conference.
- Once you have made the adjustments to all workpages, click on the "Save" button at the bottom of each workpage.
 Find workpage.





5.9 Special features when saving the data record

- If the save button cannot be clicked, a mandatory field has not been completed. You can see on which workpage the incomplete mandatory field is by the red marking in the Workpage menu.
- Click on the workpage marked in red and add or delete the data marked in red. In the example, an input field for a person entry is still active and "waits" for the input of a third person. In the example, there are only two authors and you would have to delete this third input field using the red trash can.

Anlegen Publikationstyp Zeitschriftenartikel					
Basisdaten					
Identifikatoren					
Person Bearbeitung der Seite noch unvollständig	Person				
Ist Teil von	1 Nachname*(i) Seidel V	Vorname	Rolle Autor/in		
Organisation	2 Personendaten*(i)	Andere Namensform*	Rolle	Intern	Extern
Projekt	Rolf Lefering 31084	Rolf Lefering -	Autor/in	👕 🔋 Intern	Extern 1
Inhalt				_	
Administrative Daten	3. Personendaten* ()	Rolle		🔋 Intern	Extern 1
suchen				100	• ৰ ৰ 1-3 von 3 ⊨ ⊫
Importieren via DOI oder ISBN	Speichern Abbrechen		•		

If you have accidentally clicked on "Save" too early, you can click on "Edit" in the top right-hand corner of the view that appears and click on "Save" with the Continue editing.





6 Manual work input

Before you start entering a plant manually, you must <u>first carry out a duplicate check</u> (see chapter <u>"Duplicate check"</u>). If the plant does not yet exist in the database, you can start entering it.

6.1 Create publication type

- Keep the original publication available in the background in order to enter the bibliographic data correctly.
- Go to "Report" in the menu bar at the top (1.). Select "Plant" (2.).



Then enter the "Publication type" on the left.



→ TIP: If you cannot find the publication type you are looking for

If you cannot find the publication you are looking for, please enter a similar type and inform the editorial team by e-mail what type of publication it is. (e.g. there are currently no submissions in the user view you are using).



6.2 Workpages/General information on the input screen

You are now in the "Workpages" view for the data record to be created.

The workpages contain the bibliographic data for each publication. You can access the individual workpages via the menu on the left-hand side. The menu may vary depending on the publication type.

Anlegen Publikationstyp	Formschlagwort ①	
Zeitschriftenartikel 🔹	Angaben zum Publikationsstatus Publikationsversion	
Basisdaten Bearbeitung der Seite noch unvollständig	· · · · · ·	
Identifikatoren	Titel* Workpage menu for publication type	
Person	"Magazine articles"	
lst Teil von		
Organisation	Xiii	
Projekt		
Inhalt	Sprache	
Administrative Daten	+	
	Ergänzungen zum Titel ①	
suchen	×	
Importieren via DOI oder ISBN	Anderer Titel	
	Erscheinungsdatum	
Anlegen		
Publicationstrop	Formschlagwort ①	-
Monographie •		
Rasindatan Rasshaitung das Caita nach umunlletändin	Angaben zum Publikationsstatus Publikationsversion	-
Identifikatoren		
Person	Titel* ()	x
Ist Teil von	Workpage menu for publication type	7/
Hat einen Teil	Untertite O'Monograph"	×
Organisation		7
Projekt	Sprache	
Veranstaltung	•	
Inhalt	Fraänzungen zum Tittel 🕕	
Administrative Daten		×
suchen	Anderer Titel	
Importieren via DOI oder ISBN	Auflage/Ausgabe ①	



Within each workpage, mandatory system fields are labelled <u>in red and marked with an</u> <u>asterisk*</u>.

If necessary, you can add fields with the <u>green "Plus" button</u> and remove them with <u>the red</u> <u>paper basket</u>. As soon as you have created another input field with the "Plus" button, it must be filled or deleted again with the recycle bin, otherwise the data record cannot be saved later.

The <u>"Save" button is located at the bottom of each workpage, but should only be selected</u> once all relevant workpages have been edited. As soon as you switch between the workpages by pressing the menu on the left, the information entered in the workpages that have already been edited is automatically saved temporarily. If mandatory fields have not yet been filled in, the save button cannot be used.

The work pages have a large number of fields and input options. In the user manual, we only present the most important input steps. If you would like information on other fields, please contact the editorial team <u>at hochschulbibliographie@uni-wh.de</u>.



6.3 Workpage "Basic data"

In the "Basic data" workpage, the title of the work and the publication date must be entered.

- Go to the "Basic data" workpage on the left. Enter the name of your work in the mandatory field "Title" (1.). Fill in the fields Publication status (2.), Publication version (3.) and publication date (4.; YYYYMMDD or YYYY). If possible, fill in the field "Language" (5th) and "Peer reviewed" (6th).
- For some publication types, e.g. "Monograph", please fill in the fields "Publisher" and "Publisher".
 "Publisher".

"Publishing location" (not shown in this screenshot).

Switch to the next workpage without pressing the Save button. If you have accidentally clicked on "Save" before editing all workpages, you can In the view that appears, click on "Edit" in the top right-hand corner and continue editing.

Anlegen Publicationstyp Zeitschriftenartikel siddaten Rearbeitung der Seite noch sumoliständig entifikatoren rson Teil von ganisation ojekt suchen suchen suchen S	 → TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
sidaten Boorbitrag der Seite noch unvollständig entifikatoren rson Tiel von ojekt halt ministrative Daten suchen suchen 5. 1 mportieren via DOI oder ISBN 5. 5. 4 Angeben zum Publikationsstatus Tiel*① Untertitel⑦ Sprache iii Ergänzungen zum Titel ⑦ Fracheinungsdatum JJJJ JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ	 → TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
ntifilizatoren zon Teil von ganisation giekt alt ministrative Daten suchen suchen M. (Merrer Titel 5. (Second Second	 → TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
son teil von Lintertitel () Lintertitel () Lintertitel () Sprache it Lintertitel () Sprache it Lintertitel () L	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
til von 1. Untertitel () inistation ekt it inistrative Daten Excten 4. Anderer Titel i Erscheinungsdatum JJJJJJJMMTT Datum i Cesamtseitenzahl Z. B: 357 (XA, 655 (nur Zahlent) URL	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
nization akt It inistrative Daten Exclem 4. M/O Importieren via DOI oder ISBN 5. 5. 5. 5. 5. 5. 5. 5. 5. 5.	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
ekt It inistrative Daten Uccher 4. 5. Sprache Freinnungen zum Titel ()	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
it	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
inistrative Daten schen ¶/⊙ Importieren via DOI oder ISBN 4. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
suchen 4. Ersänzungen zum Titel ◎ Anderer Titel ■ Erscheinungsdatum JJJJ/JJJJM/TT Datum ■ Cesamtseitenzahl Z. B: 357 / XVI, 655 (nur Zahlent) URL	→ TIP: Many input fields have a "field-related help", i.e. they are in-depth information. To do this, touch the "i" button on the respective input field with the mouse pointer.
Gesamtseitenzahl Z. B.: 357 / XVI, 655 (nur Zahlen!) URL	
2. B: 357 / XVI, 655 (nur Zanien!)	
URL	×
Format	Medium ①
Anmerkung	
	× ///.
Peer reviewed	
6. Keine Angabe	•



6.4 Workpage "Identifiers"

Here you can select and enter an identifier such as the Scopus ID or the PubMed ID (see also the entry in <u>the chapter "Small glossary"</u>).

Anlegen	Externe Identifik	atoren		
Publikationstyp	Typ des Identifikators	•	Identifikator-ID* ①	
Zeitschriftenartikel	PubMed ID (PMID)	+	37495388 🗙 🍵	
Basisdaten	+		_	
Identifikatoren				
Person	Verwandte Wer	ke		
Ist Teil von	+			
Organisation				
Projekt	Externe verwand	dte Werke		
Inhalt	+			
Administrative Daten		_		
suchen	Speichern Abbrecher	n		
Importieren via DOI oder ISBN				
		\rightarrow TIP: If vo	u have the DOI or	
		ISBN impo	rt it into the	-
		boot the on	tire data act acc chanter	
		best the en	line data set - see chapter	
		"Entering w	orks via DOI or ISBN".	



6.5 Workpage "Person"

All persons involved in the work are listed here (authors, editors, etc.). The database distinguishes between internal and external persons:

<u>Internal persons</u> are researchers with their own personal entry in the database. Employees of other database clients also have the status "internal". <u>All researchers with UW/H affiliation</u> (see glossary) are entered as internal persons. This is the only way to assign the publication to our researchers!

<u>External persons</u> are persons without their own personal entry in the database, i.e. persons without affiliation to a database client.

- Go to the "Person" workpage on the left. Use the original publication to check which of the persons have a UW/H affiliation. These persons must be marked as "Internal". can be entered.
- You can enter internal persons by clicking on the grey "Internal" button and external persons by clicking on the grey "External" button.
- Now enter the named contributors (e.g. authors) in the order of the original publication.

Publikationstyp	Person
Zeitschriftenartikel	Intern Extern
Basisdaten	Speichern Abbrechen
Identifikatoren	
Person	
Ist Teil von	
Organisation	
Projekt	
Inhalt	
Administrative Daten	
suchen	
Importieren via DOI oder ISBN	



Input of internal persons:

Click on the grey "Internal" button. Enter the name and select the person entry in the selection menu. Assign the corresponding role (e.g. "Author"). Select the role "Corresponding author" for the submitting person, who is often labelled with an envelope in the original publication.



Are other persons with UW/H affiliation involved in the publication? Click on the "Internal" button after the previous person entry (1.). A new input field. Enter the name there and select from the suggestions (2.). Assign a role to the person (3.). Enter the role "Corresponding author" for the person who submitted the publication.

. Personendaten* ① Andere Namensform*	Rolle*		
Zimmer S1481 Stelan Zimmer	Addonin	Intern E	ctern
		Zur Hoch	schule zugehörige Person hinzufüge
		100 - 4	4 1-1 von 1 ▶ ▶
		1	
Speichern Abbrechen			
Derson			
Person			
1. Personendaten" U Andere Namensto	rm" Rolle"		
Zimmer 31481 Stefan Zimmer	 Autor/in 	🔰 🥤 Inte	rn Extern
			and an
2. Personendaten () Rol	le.		
ehlers		🔨 🥤 Inte	rn Extern †
Albrecht Ehlers	1		
Albrecht Olof Lothar Ehlers		10	0 ▼ ◀ ◀ 1-2 von 2 ► ►
Technische Universität Dortmund	•		
Technische Universität Dortmund 1190650177			
Technische Universität Dortmund 1190650177 Margret Ehlers hhu.		3	
Technische Universität Dortmund 1190650177 Margret Ehlers hhu. Margret Johanna Ehlers, Margret Johanna Vicenter	2	3	
Technische Universität Dortmund 1190650177 Margret Ehlers hhu. Margret Johanna Ehlers, Margret Johanna Wuttke Medizinische Fakultät	2	3	
Technische Universität Dortmund © 119065077 Margret Ehlers hnu. Margret Johanna Ehlers, Margret Johanna Wuttke Medizinische Fakultät © 102285274	2	3	
Technische Universität Dortmund % 119065077 Margret Ehlers hhu. Margret Johanna Ehlers, Margret Johanna Wuttke Medizinische Fakultät % 102285274 Jan Peter Ehlers	2	3	
Technische Universität Dortmund (*) 1190650177 Margret Ehlers hhu. Margret Johanna Ehlers, Margret Johanna Wuttke Medizinische Fakultät (*) 1022852574 Jan Peter Ehlers Lehrstuhl für Didaktik und Bildungsforschung im Camerdheilweine	2	3	
Technische Universität Dortmund (*) 1190650177 Margret Ehlers hhu. Margret Johanna Ehlers, Margret Johanna Wuttke Medizinische Fakultät (*) 1022852574 Jan Peter Ehlers Lehrstuhl für Didaktik und Bildungsforschung im Gesundheitswesen Kathrin I Les Tam DH2	^2	3	
Technische Universität Dortmund © 119050177 Margret Ehlers hhu. Margret Johanna Ehlers, Margret Johanna Wuttke Medicinische Fakultät © 102282574 Jan Peter Ehlers Lehrstuh für Didaktik und Bildungsforschung im Gesundheitswesen Kathrin Liess 🚟 RUB Kathrin Liess	2 :	3	



If necessary, proceed in this way with other scientists one after the other. Persons without UW/H affiliation can also be internal persons if they belong to a client of the university bibliography.

Input of external persons:

Are other persons without UW/H affiliation involved in the publication? Click on the grey "External" button behind the last person entry (1.). Enter the surname and First name (2., titles are not recorded, first names are written out in full) and select the role (3.)

1. Personendaten* 🛈	Andere Namensform*	Rolle*			
Stefan 31481 Zimmer 31481	Stefan Zimmer	Autor/in	•	Intern Extern Extern Person hin	zufüger

1. Personendaten* () Stefan 3148 Zimmer 3148	Andere Namensform* Stefan Zimmer 👻	A	Autor/in
2. Nachname ⁺ (i)	Vomame		Rolle
Müller	X Peter	x	Tintern Extern
			Autor/in 1-2 von 2 ► ■
Speichern Abbrech	en 2.		Korrespondenz-Autor/in
			Herausgeber/in 3.
			Redner/in
			Arrangeur/in
			Autor/in einer Einleitung
			Autor/in eines Nachworts, Kolophon

If necessary, correct the order of the persons using the arrow buttons (1.). You can delete incorrect entries using the red recycle bin (2.). If you have created a new input field field must be filled, otherwise the publication cannot be saved. If you do not want to fill the field after all, delete it with the red recycle bin.

Person 1. Personendate Stefan Zimmer	n*① 31481	Andere Namensform* Stefan Zimmer	R	olle Autor/in	•	Intern	Extern	1	
2. Nachname*① Müller) X	Vorname Peter	x	Rolle Autor/in	•	Intern	Extern	1	
3. Nachname [*] ① Meier) X	Vomame Petra	x	Rolle Autor/in	× 🗈	Intern	Extern	1	
Speichern	Abbrechen			2.		100 -	< < 1-3 ⁻	von 3 🕨 🕨	•



6.6 Workpage "Is part of"

Here you indicate in which medium the work was published or to which superordinate work it belongs. This can be, for example, a journal, an anthology or a conference. Many media are already stored in the database so that you can select the appropriate medium via a suggestion wizard when entering new publications.

- Go to the "Is part of" workpage on the left.
- Under "is part of (superordinate order exists in the database)", click on the plus sign (1.) and enter the name of the medium in which the work was published is (2.). Select it in the proposal wizard (3.).

Anlegen Publikationstyp Zeitschriftenartikel Basisdaten Identifikiatoren Person Bit Teit von Organisation Projekt Inhalt Administrative Daten Beorbeitung der Seite noch unvoltständig Suchen Imm (A) Lessentiesen vis DOLader (SEN)	Ist Teil von (Überordnung ist in der Datenbank vorhanden) Ist Teil von (Überordnung ist nicht in der Datenbank enthalten) Spechem Mösseler
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If the medium is not suggested, you must enter it manually. Before doing so, click on the red recycle bin next to "<u>Is part of (superorder is in the database</u> <u>available</u>)" to close the search mask (otherwise you will not be able to save later).

	Beorenezen mentes
kein passendes Medium gefun	iden
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Enter the name of the medium under "<u>Is part of (superordinate order is **not** included in the **database**)" (1.). If necessary, add further details such as pages, volume, etc. (2.).</u>

Iell von (Uber	ordnung ist nicht in der Datenbank entl	halten)
itel des übergeordr	eten Werkes	
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6.7 Completion of the entry

- Entries or checks on other workpages, e.g. "Organisation", "Project", "Has part of", "Content", "Administrative data" are not necessary.
- For some publication types, such as "Poster", you make the following settings on the workpage "Event" details, e.g. a conference.
- Once you have made the adjustments to all workpages, click on the "Save" button at the bottom of each workpage.
 Find workpage.





6.8 Special features when saving the data record

- If the save button cannot be clicked, a mandatory field has not been completed. You can see on which workpage the incomplete mandatory field is by the red marking in the Workpage menu.
- Click on the workpage marked in red and add or delete the data marked in red. In the example, an input field for a person entry is still active and
 "waits" for the input of a third person. In the example, there are only two authors and you
 would have to delete this third input field using the red waste bin.

Anlegen Publikationstyp Zeitschriftenartikel					
Basisdaten					
Identifikatoren					
Person Bearbeitung der Seite noch unvollständig	Person				
Ist Teil von	1 Nachname*(i) Seidel V	Vorname	Rolle Autor/in		
Organisation	2 Personendaten*(i)	Andere Namensform*	Rolle	Intern	Extern
Projekt	Rolf Lefering 31084	Rolf Lefering -	Autor/in	👕 🔋 Intern	Extern 1
Inhalt					
Administrative Daten	3. Personendaten* ()	Rolle		🔋 Intern	Extern 1
suchen				100	• ৰ ৰ 1-3 von 3 ⊨ ⊫
Importieren via DOI oder ISBN	Speichern Abbrechen		•		

If you have accidentally clicked on "Save" too early, you can click on "Edit" in the top right-hand corner of the view that appears and click on "Save" with the Continue editing.





7 Data record saved - what happens now?

Your entry is now saved in the database with the editorial status "new". The UW/H editorial team checks all new entries. The entry then receives the status "Revision complete". <u>Please</u> note that entries without this status may be incomplete.

If you want to check created data records, you can, for example, search for the author and call up the works assigned to him/her. Or you can enter the identifier or title in the search field and then click on "Search in plants".



You can further refine your search results using the many filters in the menu on the left.





Go to the title of the publication in the results list. Under "Details" you will find all the information you have entered as well as the editorial status.

Zeitschriftenartikel publiziert
Long-term cost-effectiveness of cognitive behavioral therapy versus
psychodynamic therapy in social anxiety disorder
Nina Egger, Alexander Konnopka, Manfred E. Beutel, Stephan Herpertz RU ⁹ , Wolfgang Hiller, Jürgen Hoyer, Simone Salzer, Ulrich Stangier, Bernhard Strauss, Ulrike Willutzki RU ⁹ , Jörg Wiltink, Eric Leibing, Falk Leichsenring, Hans-Helmut König
2016 in Depression and anxiety, Band 33, Heft 12, Seiten 1114-1122
Details ztieren

- If you would like to correct something, please contact your key user or the editorial team at .<u>hochschulbibliographie@uni-wh.de</u>
- <u>Changes</u> can only be made by the user who originally created the data record and as long as this data record still has the editorial status "new". Only the editorial team can make changes to other or already finalised data records by sending a message to<u>hochschulbibliographie@uni-wh.de</u>.



Create a list of publications 8

You can create customised publication lists via the "PubliG" menu item. You can filter works using the extensive filter function.

Please note: Publication lists also contain entries that have not yet been checked by the editorial team. Only works with the status "Editing completed" have been checked.

Witten/Herdecke	Startseite PubliG▼ Publikat	Suchen ▼ ionsliste gener	Melden ▼ [Suchen Q X	Anna Boldizsar 🔻 DE EN
	Gespeich	nerte Publikati	onslisten	·	
	the t	. 14	14		

- Go to the menu item "PubliG" and then to "Generate publication list".
- In the menu on the left, either enter the person and select them (1.), and/or go to "Organisation(s) and project(s)" and enter the name "Organisation". of the chair or professorship (2.).

1		1
Publikationsdaten Forschungsdaten	Publikationsdaten Forschungsdaten	
Name der Liste 🛈	Name der Liste ①	
z.B. 'Martin Paul, APA, gruppiert nach Jahren' X	z.B. 'Martin Paul, APA, gruppiert nach Jahren'	
Person(en)*	Person(en) 🛈	
ulrike willutzki	Ersten Buchstaben eintippen	
	bevorzugte Namensform ()	
Lehrstuhl für Klinische Psychologie und Psychotherapie,	Organisation(en) und Projekt(e)	→ TP. Without assigning
123273595	Projekt(e) ①	the publication to
Ulrike Pompe-Alama 🚟 RUB	Ersten Buchstaben eintippen	the author's Internal
Ulrike Pompe Arbeitsgruppe Philosophie des Geistes, RUB Research	Organisation(en) ①	personal entry, the
School (RUB-RS)	Lehrstuhl für Klinische Psychologie und 977 x Psychotherapie I	publication is not
Ulrike Gatzemeier 🚟 RUB	Ersten Buchstaben eintippen	displayed in the list. (see
Ulrike Mechthild Gatzemeier	Mit Unterordnungen ()	chapter "Workpage
Pakultat fur Sozialwissenschaft 1027325076	An Publikation beteiligte Person gehört zu	Person")
Ulrike Trampisch 🚟 RUB	Organisation / Projekt 🕧	
	Dabei werden berücksichtigt: ①	
Vorschau Speichern	Ehemalige Mitglieder • Alle Mitglieder	
Felder leeren	Werk gehört zu Organisation / Projekt 🛈	
	Organisation / Projekt ist an Werk beteiligt 🛈	
	Stil & Sprache der Liste	
	Gruppieren & Inhaltsverzeichnis	
	Personenbezogene Filter und Funktionen	
	Allgemeine Filter	
	Publikationen hervorheben/ausschließen	
	Text ändern und Links ergänzen	
	Vorschau Speichern Felder leeren	



Now customise your filter settings by clicking on the blue arrows. The information fields ("i") provide further information. Note the following standard filters. If required, you can set additional filters that are not explained separately here.

Under "Name of the list", enter a name so that you can find the list again later (1.).

Under "Grouping & table of contents", sort the list by year (2.). If you only want to display a specific time period, select the "General filter" option. period (3; with a colon between the years - e.g. 2019:2023) and confirm with "Enter" so that the period is adopted (4.).

Publikationsdaten Forschungsda	ten Publikationsdaten Forschun	gsdaten Publikatio	onsdaten	Forschungsdaten	
Name der Liste ①	Name der Liste 🛈	Name der List	e		
Beispielliste U.Willutziki	x z.B. 'Martin Paul, APA, gruppiert nach	Jahren' X Beispielliste	U.Willutziki	x	
Person(en) ① Ulrike Willutzki 13950 x	Person(en) ① Ulrike Willutzki 13950 x	Person(en) (i) Ulrike Willut	zki 13950	x	
Listen Buchstaben eintippen	Ersten Buchstaben eintippen Devorzugte Namensform ()	Ersten Buch	staben eintipp	en	
bevorzagee Hamenstorm ()		✓ bevorzugte	Namensform	()	
Organisation(en) und Projekt(e)	 Organisation(en) und Projekt(e) 	•			
Stil & Sprache der Liste	► Stil & Sprache der Liste	 Organisatio 	n(en) und Proj	iekt(e)	
Gruppieren & Inhaltsverzeichnis	Gruppieren & Inhaltsverzeichnis	Stil & Sprace	he der Liste	•	
Personenbezogene Filter und Funktionen	► Inhaltsverzeichnis ()	Gruppieren	& Inhaltsverz	eichnis 🕨	
Allgemeine Filter		Dercononho	zogono Eiltor	und Euplitionon	
Publikationen hervorheben/ausschließen		Personende	Personenbezogene Filter und Funktionen		
Text ändern und Links ergänzen	Sortierung nach Gewichtung ()	2. Allgemeine	Allgemeine Filter		
	Science. technoloav. medicine	 Publikationsty 	Publikationstyp(en) ausschließen ()		
Vorschau Speichern	Personenbezogene Filter und Funktion	en 🕨 Aus der Liste	e per Mausklio	ck oder 'Enter' auswähler	
	Allgemeine Filter	Publikationst	yp(en) auswäh	len (i)	
Felder leeren Kopie speicher	n Publikationen hervorheben/ausschließ	en 🕨 Aus der List	e per Mauskli	ck oder 'Enter' auswähler	
	Text ändern und Links ergänzen	•			
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	Vorschau Speid	hern Bsp: 2009 O	R 2017:2021	OR :2021 OR 2021:	
	Felder leeren	Anlegedatum	0		
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		Nach Sprache	(n) filtern 🛈		
		Ersten Buch	staben eintipp	en (d, e, f)	
		Peer reviewed	1		
\rightarrow TIP: Set the citation s	style: For	D. L.P C		(
"Style and language of	the list" is the standard	Publikation	en nervornebe	en/ausschlieisen	
"ieee" is set. For works	with a large number of	Text ändern	und Links erg	anzen 🕨	
authors, "ieee" does no	ot display the entire list				
of authors. Select a diff	erent citation style, e.g.	Vorsc	hau	Speichern	
"apa", so that all autho	rs are displayed.	Ealdar	eeren	Konia spaicharn	
		reider i	ceren	Kopie speichern	



- Once all filters have been set, go to "Preview" (1.). The preview of the list appears. Customise the list as required by setting additional/other filters. Then "Preview" must be pressed again.
- Click on <u>"Clear fields"</u> to reset the previously selected filter settings.
- Click on <u>"Save"</u> to save your list in your HB account (2.).



To edit or share the list after saving, go to "PubliG - Saved publication lists" in the menu at the top.





There you will see all the publication lists saved in your account. You can now share these with other users (1.) or edit them further (2.).

	АВ			
	Anna Boldi	zsar		
	anna.boldizsar@uni	-wh.de		
	Werke Publikatio	nsliste(n)		
Alle auswählen 🕯 Ausgewählte Liste(n) lö	schen < Teilen			1. , 2.
Publikationslisten-ID	Name der Publikationsliste	Geteilt von	Geteilt mit	🥄 Gesuchte iubliktionsliste 🛛 X
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d9b1105a-2ad4-4eb4-8286-db2532d4c46c	Beispielliste U. Willutzki			< 🖍 <> 管
				10 - 4 + 1-2 von 2

You can now link the saved publication list(s) to a website, z. e.g. on the page of your chair, or in your personal profile on the UW/H website. Please read the following chapter.

○ A == https://www. uni-wh.de /index.php?id=1232&no_cache=1	Ē	80%	
			: A
Beispiel: Publikationslisteneinbindung UW/H-Webseite			A E
Publikationen Prof. Dr. Ulrike Willutzki, 2020-2023			H
2023			R
[1] L. Trimpop, L. L. Bielinski, T. Berger, und U. Willutzki, Evaluation of Two Web-Based Interventions (Res-Up! and REMOT Outpatient Psychotherapy (Therapy Online Plus–TOP): Protocol for a Randomized Controlled Trial", <i>JMIR Research Pro</i> e41413, März 2023, doi: <u>10.2196/41413</u> .	ION) in otocols,	Routine Bd. 12,	5.
2022			
 J. Schürmann-Vengels, T. Telsmann, J. Margraf, und U. Willutzki, "Patients' self-perceived strengths increase during treat outcome in outpatient cognitive behavioral therapy", Journal of clinical psychology, Bd. 2022, März 2022, doi: <u>10.1002/j</u> 	nent an clp.233	nd predi 52.	ct
[2] J. Schürmann-Vengels u. a., Association of patients' pre-therapy strengths and alliance in outpatient psychotherapy: A n curve analysis", Psychotherapy research, Bd. 33, Nr. 5, S 551–565, Nov. 2022, doi: 10.1080/10503307.2022.2146543.	ultileve	el growt	h
2020			
 J. Margraf u. a., The cooperative revolution reaches clinical psychology and psychotherapy: an example from Germany, 2020. 	5. Nove	mber	
2019			
[1] T. Teismann, L. M. Paashaus, P. Veronese, P. Nyhuis, M. Wolter, und U. Willutzki, "Suicide attempters, suicide ideators, an Crisis, Bd. 40, Nr. 4, S. 1–4, 2019, doi: 10.1027/0227-5910/a000554.	l non-id	eators"	
[2] P. Veronese, U. Willutzki, N. Fritsch, P. Nyhuis, M. Wolter, und T. Teismann, "Positive mental health as a moderator of the ween risk factors and suicide ideation/behavior in psychiatric inpatients", <i>Psychiatry research</i> , Bd. 273, S. 678–684, 201 10.1016/j.psychres.2019.01.091.	associat 9, doi:	tion bet	
[3] P. Odyniec, T. Probst, R. Göllner, J. Margraf, und U. Willutzki, An exploratory study of patients' sudden losses during out therapists' experience of difficulties', <i>Journal of clinical psychology</i> , Bd. 75, Nr. 10, S. 1790-1809, Juni 2019, doi: <u>10.100</u>	atient (2/jclp.2	CBT and 2828.	
[4] R. von Brachel u. a., Long-term effectiveness of cognitive behavioral therapy in routine outpatient care: a 5- to 20-year Psychotherapy and psychosomatics, Bd. 88, Nr. 4, S. 225–235, Aug. 2019, doi: <u>10.1159/000500188</u> .	ollow-u	up study	9



9 Embedding a publication list in a website

You can now link the saved publication list(s) to a website, e.g. to the page of the department, the chair or in a personal profile on the UW/H website.

- Send the publication list ID to<u>websupport@uni-wh.de</u> with the information on which UW/H website and where the list should be integrated.
- As soon as you change the publication list saved in the HB, these changes are automatically applied to the website. This means you do not have to change every large or small
 Instead, you can update your website with just a few clicks in HB.

Instead, you can update your website with just a few clicks in HB.



10 ORCID

ORCID (Open Researcher and Contributor ID) is a tool for academic identity management. The UW/H is a member of the ORCID Germany consortium. Use is free of charge for individual researchers. Researchers create an ORCID profile themselves and can use it for life, regardless of their employer or place of work.

The profile consists of several modules, e.g. "Employment", "Education and qualifications", "Invited positions and distinctions", "Membership and service", "Funding" and "Works". Alternative forms of names or pseudonyms, keywords, web addresses or social media accounts, other identifiers and email addresses can also be entered. The

social media accounts, other identifiers and email addresses can also be entered. The UW/email address must be stored for a functioning link with the HB.

- The profile owner determines which modules or module parts of their profile should be publicly visible. In addition, he/she can add so-called Trusted Organisations and Allow Trusted Individuals to access the profile.
- The ORCID profile can be linked to the university bibliography. To do this, the profile owner declares Witten/Herdecke University to be a "Trusted Organisation". This enables the synchronisation of publication data in both directions.

10.2 Link ORCID profile with the HB

- Log in to HB with your UW/H account (see <u>chapter 3</u>).
- Then click on "Settings" at the top right of your name.
- Then click on "Link to ORCID" in the menu on the left (1.), grant the HB the three rights (2.) and then click on "Create or link ORCID iD" (3.).



If you have an ORCID account, click on "Access through your institution". Otherwise, you can now also create an ORCID account if you



click on "Register now".

íD	
Sign in to ORCID	
Email or 16-digit ORCID iD	
example@email.com or 0000-0001-2345-6789	
Password	
SIGN IN	
Forgot your password or ORCID ID?	
Don't have an ORCID iD yet? Register now without	
or account	
ि Access through your institution	
G Sign in with Google	with
Sign in with Facebook	ORCID account
(0) DURING THE taxt of this website is published under a CCO lisense. Images and marks are subject to so	wright and trademark protection
About ORCID Privacy Policy Terms of Use Accessibility Sta	tement
ORCID Help Center Dispute procedures Brand Guidelines Cool	kie Settings

Then enter "Witten/Herdecke University" as the "Organisation's name", select it and confirm with "CONTINUE".

You may sign into the ORCID Registry u you already have, like one from your un	sing institutional accounts iversity. If you don't already
have an ORCID iD, you will be prompted	to create one. Learn more
about different ways to sign in to OR	CID.
Organization's name	t ät erdecke
Witten/Herdecke University	×



Log in with your UW/H user name and UW/H password:



 ORCID will then notify you of the link request from HB, which you must confirm with "Authorise access":





• ORCID will then notify you of the successful link with the HB:

Mit Ihrem ORCID-Record verknüpft

Sie haben aktuell Ihren institutionellen Zugang mit Ihrer ORCID iD verknüpft:

bttps://orcid.org/0000-0002-0298-5742

Sie haben der Hochschulbibliographie der Universität Witten/Herdecke folgende Rechte zur Aktualisierung Ihres ORCID-Records eingeräumt:

read limited

Diese Anwendung ermöglicht es, auf öffentlich oder eingeschränkt sichtbare Elemente Ihres ORCID-Records zuzugreifen. Die Universität Witten/Herdecke wird mittels dieser Anwendung Ihre Publikationsdaten lesen.

update activities

Diese Anwendung ermöglicht es, in Ihrem ORCID-Record Einzelheiten zu Ausbildung, Beschäftigungsverhältnissen, Fördermitteln, Publikationen und Begutachtungen zu erstellen, zu aktualisieren und zu löschen. Die Universität Witten/Herdecke nutzt diese Anwendung ausschließlich, um bibliographische Angaben unter Works hinzuzufügen oder zu aktualisieren sowie die Universität Witten/Herdecke unter Employment in standardisierter Form (ggfs. einschließlich Beschäftigungszeiträumen) einzutragen.

Rechte zurückziehen

letztes Update aus dem ORCID-Record: 27.02.2024

Nachnutzung von eingeschränkt sichtbaren ORCID Daten erlaubt

dem System erteilte Rechte zurückgezogen

- You may be forwarded to the "Authorise access" step directly after the "Create or link ORCID iD" step.
- After a short time, your works are then transferred from the ORCID record to the HB and must then be post-processed in the HB.
- If your works are not automatically transferred, please report this to the <u>editorial team</u>.

10.3 Post-process imported works from the ORCID profile in the HB

All works imported via ORCID must be post-processed in the HB. This post-processing can currently only be carried out by the editorial team. The large number of imported works will inevitably lead to prioritisation. Due to the reporting obligations to the Ministry of Culture and Science of the State of North Rhine-Westphalia, the editorial team will initially focus on the works from the years 2023 and 2024. Only then can the older works (starting from 2022 backwards) be reworked.

11 Imprint



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Private University Witten/Herdecke gGmbH Alfred-Herrhausen-Strasse 50 58455 Witten Germany

Presidium:

Prof Dr Martin Butzlaff Prof Dr Jan Ehlers Dr Dirk Jakobs Dipl. oec. Jan Peter Nonnenkamp Prof. Dr Petra Thürmann

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F. i. S. d. P.: Dirk Wirth (Quality Management Department)

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