User Manual

The university bibliography indexes the scholarly output of all UW/H researchers that is published during their time at the university (as well as before and after, if desired).

UW/H members whose publications are listed in the university bibliography can generate a complete publication list and embed them into their (own) website. Any new publications added to the university bibliography will then automatically appear on the website as well.

University Bibliography at Witten/Herdecke University

Version 2.1

Status: December 2025

1 Table of Contents

2 Introduction

The University Bibliography (UB) records works (e. g. publications) that our researchers have published as part of their scholarly activities. It replaces the previously used Lotus Notes publication database and supports Witten/Herdecke University (UW/H) in presenting its research output in a modern 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 Benefits

- All UW/H employees can enter works immediately using this manual. No special training is required.

- Data entry is performed via a user-friendly interface, either manually or through partial import (via DOI or ISBN).

- You can create your own publication lists using various filter options and have them embedded directly into the UW/H website. Publication lists are automatically updated when new works are added to the UB.

- If you have questions or encounter problems, the key users responsible for your area are available to assist you.

The resources available for academic work increasingly depend on performance in evaluations and comparative assessments (keywords: university rankings, funding programs, performance-based funding allocation). Evaluation is also based on statistical parameters, often with the help of artificial intelligence (AI). Among other things, the following aspects are analyzed: 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 works published? What is their reputation? In this context, it is particularly important that bibliographic data and other metadata can be fully and unambiguously assigned to the researcher, the chairs, and the university (academic identity management).

2.2 Processes and Contacts

<u>Independent Entry:</u> UW/H researchers independently enter their works into the UB using this manual. No training is required. A short version of the manual and additional FAQs are also available on the intranet.

<u>Final Editorial Review:</u> The UW/H editorial team performs the final editorial review of each entry (see chapter "Record saved – What happens next?").

<u>Contacts / Key Users:</u> If you have questions or need assistance, please contact the key users responsible for your area at the following email addresses:

- Faculty of Health/Department of Human Medicine:

  hochschulbibliographie.medi@uni-wh.de

- Faculty of Health/Department of Nursing Science:

  hochschulbibliographie.pflewi@uni-wh.de

- Faculty of Health/Department of Dental, 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:

  hochschulbibliographie.wige@uni-wh.de

- WittenLab. Zukunftslabor Studium fundamentale:

  hochschulbibliographie.wittenlab@uni-wh.de

> → TIP: We update this manual regularly. Please always use the version available online.

If you have suggestions for improving the database or the manual, please send your ideas to the editorial team at: hochschulbibliographie@uni-wh.de.

2.3 Short Glossary

The terminology used in the database may initially seem unfamiliar. For this reason, we have compiled a short glossary (sorted by relevance):

■ <u>Work</u> = Publication (journal article, presentation, poster, chapter etc.); "work" can also refer to the medium in which a publication appeared (edited volume, book, journal etc.).

■ <u>Tenant</u> = All institutions that use this database as a university bibliography, e. g. Ruhr University Bochum (RUB), TU Dortmund University (TU DO), Heinrich Heine University Düsseldorf (HHU), etc. The UB is structured so that you can view database entries of all tenants.

■ <u>Internal/External</u> = "Internal" refers to all persons, organizational units, and projects that have their own database entry in the UB. Internal persons include researchers employed at UW/H or at another tenant institution. An internal organizational unit may be a chair at UW/H or at another tenant institution.

■ <u>Organization (Unit)</u> = Universities, faculties, departments, institutes, chairs, and professorships.

■ <u>Hierarchies</u> = The database is hierarchically structured:

- Organizational hierarchies:

  The university is the highest organizational unit, followed by faculties, then typically departments. Departments may include institutes, chairs, or professorships. Assigning a person to a chair or department automatically assigns that person to all higher-level organizational units.

- Publication hierarchies:

  Works are subordinate to the media in which they were published. For example, the parent of an article is a journal; the parent of a book chapter is the book; the parent of that book may be an edited volume etc.

■ <u>Identifier</u> = Authorized, citable, and persistent markers that reliably identify publications or works, such as DOI (Digital Object Identifier) or ISBN (International Standard Book Number). Websites where a publication can be accessed are usually neither persistent nor authoritative.

■ <u>UW/H affiliation</u>= The institutional affiliation of a researcher with UW/H. This generally arises from an employment relationship, appointment, enrollment as a student, or acceptance as a doctoral or postdoctoral researcher.
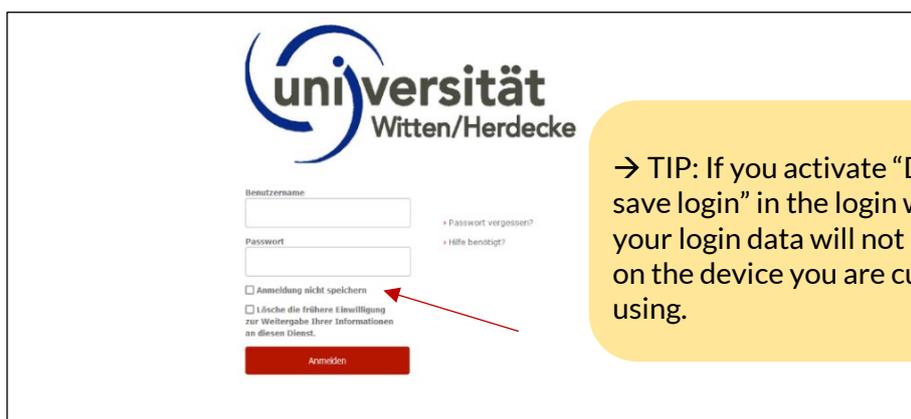
3 Logging in to the University Bibliography

- Enter https://hochschulbibliographie.uni-wh.de/ in your browser.

- Click on the "Login button" in the upper right corner:
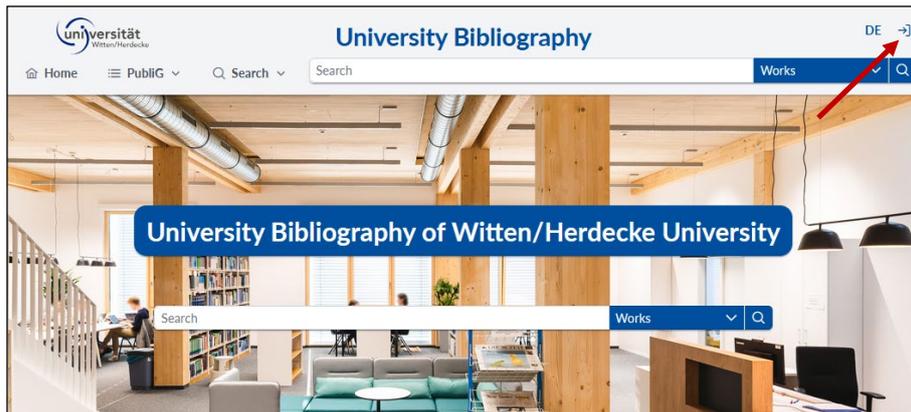
- Select Witten/Herdecke University and confirm by clicking „ok":


- Log in using your regular UW/H username and password:

→ TIP: If you activate "Do not save login" in the login window, your login data will not be stored on the device you are currently using.

- Follow any instructions shown in the subsequent input screens.

- You can now begin entering a work. Always compare your entries with the original publication to avoid errors.

4 Duplicate Check

■ Before entering a work into the UB, always check whether it has already been recorded. Otherwise, duplicates will also appear in your publication list.

■ Enter the DOI, ISBN, or title of the work into one of the two search fields and then click the magnifying glass icon:
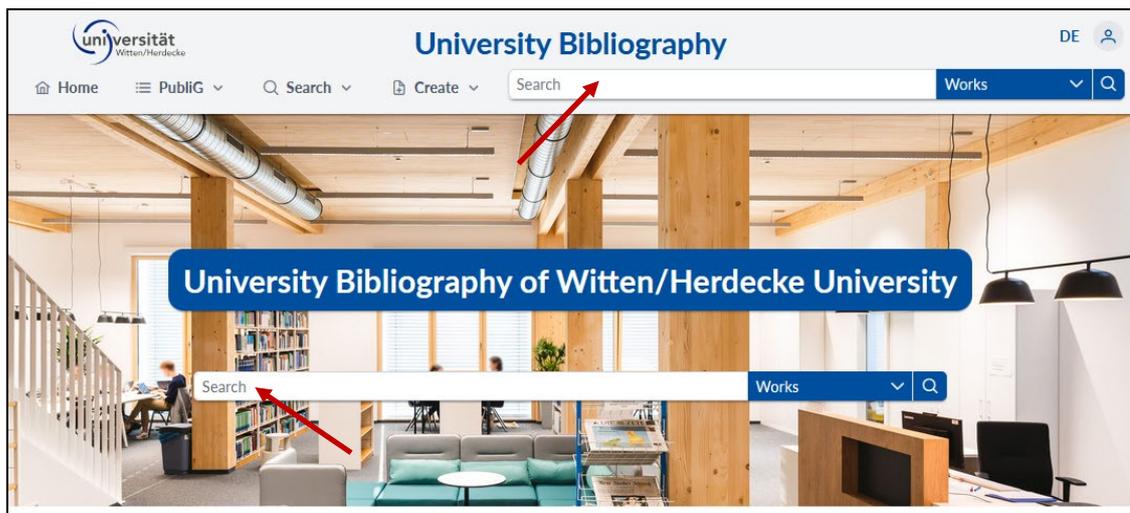
■ If the duplicate check returns no results, enter the work as described in the following chapters.

■ If the work already exists in the database, it will appear in the results list. Click on the title to view all stored information.
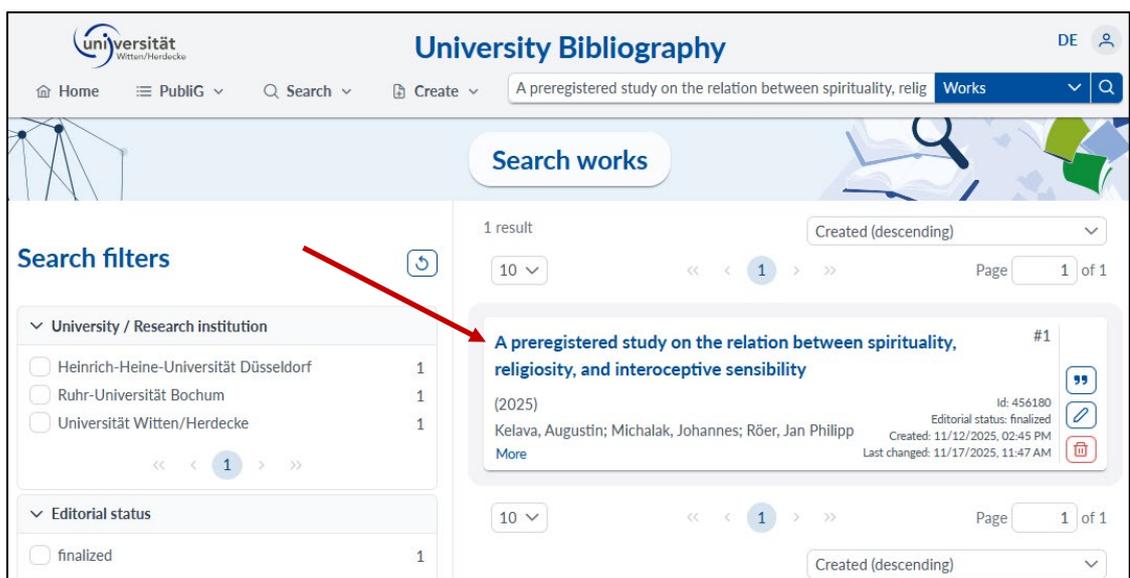
■ Please check whether the UW/H researcher is listed under "Persons" or "External Persons". If the researcher is listed as an external person, this must be corrected;

otherwise, the publication will not be assigned correctly to the organization or the researcher. Please inform the editorial team at hochschulbibliographie@uni-wh.de.

- If further changes are required, also contact the editorial team (hochschulbibliographie@uni-wh.de).

5 Entering Works via DOI or ISBN

If the work has a DOI or ISBN, the most important bibliographic data can usually be imported automatically. Works without a DOI or ISBN must be entered entirely manually.
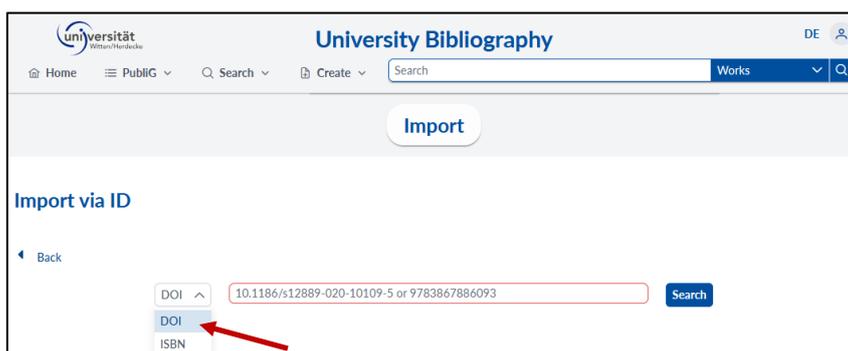
5.1 Importing Publication Data

■ After completing the duplicate check and confirming that the work is not yet in the UB, keep the original publication available for verification.
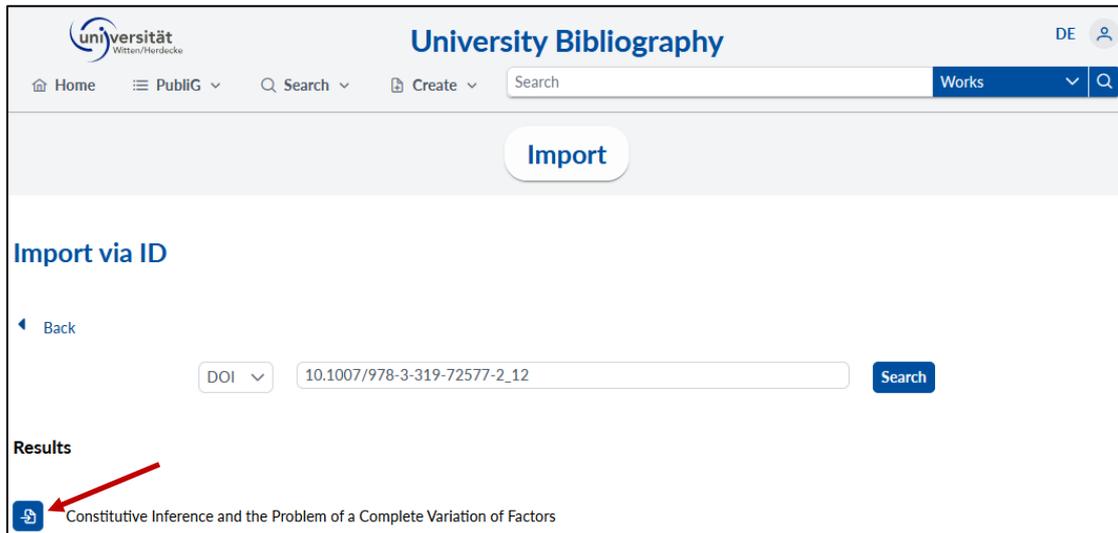
■ In the top menu bar, click "Create" and select "Work".
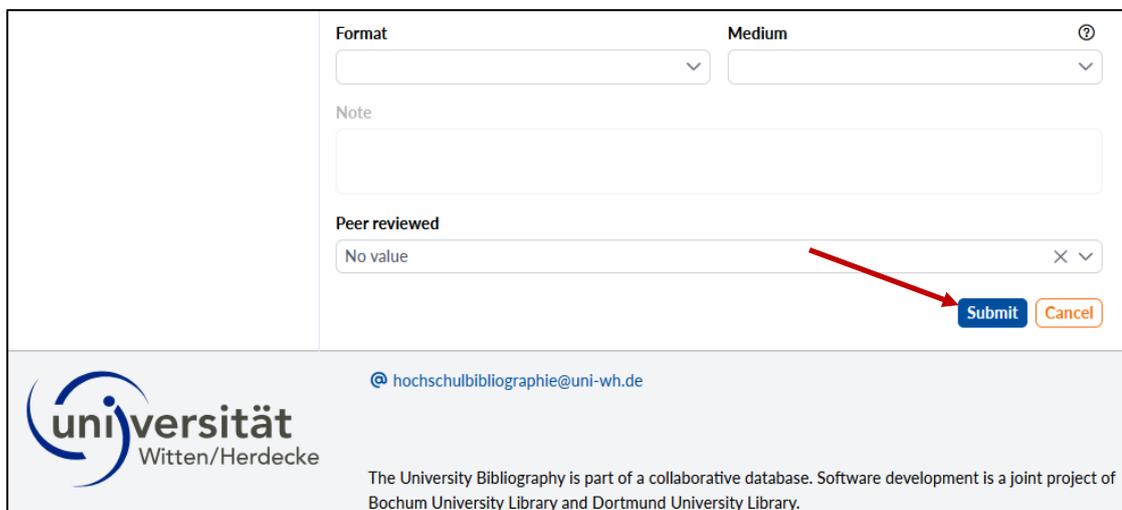

■ On the left, click "Import by DOI or ISBN".
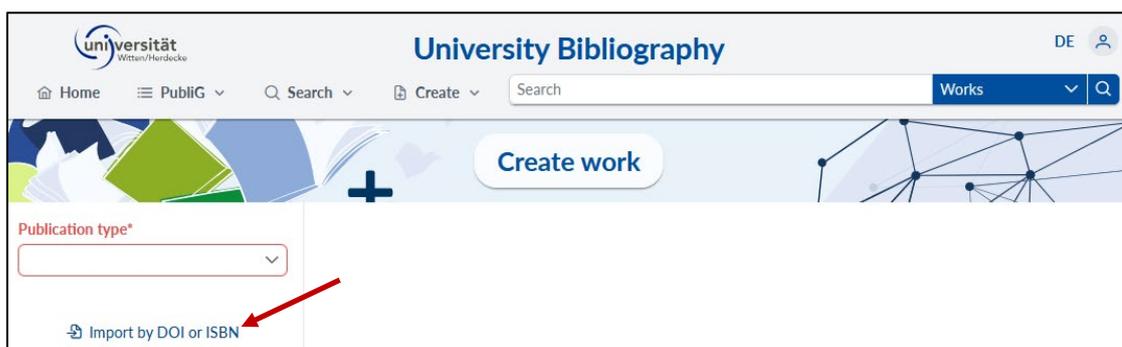
■ Select "DOI" or "ISBN".

- Enter the identifier, and click "Search". If the title is displayed correctly, click the import icon.

- If you do not wish to review the imported data further, click the blue "Submit" button. WARNING: The imported work will not yet be linked to the UW/H author and will therefore not appear in publication lists.
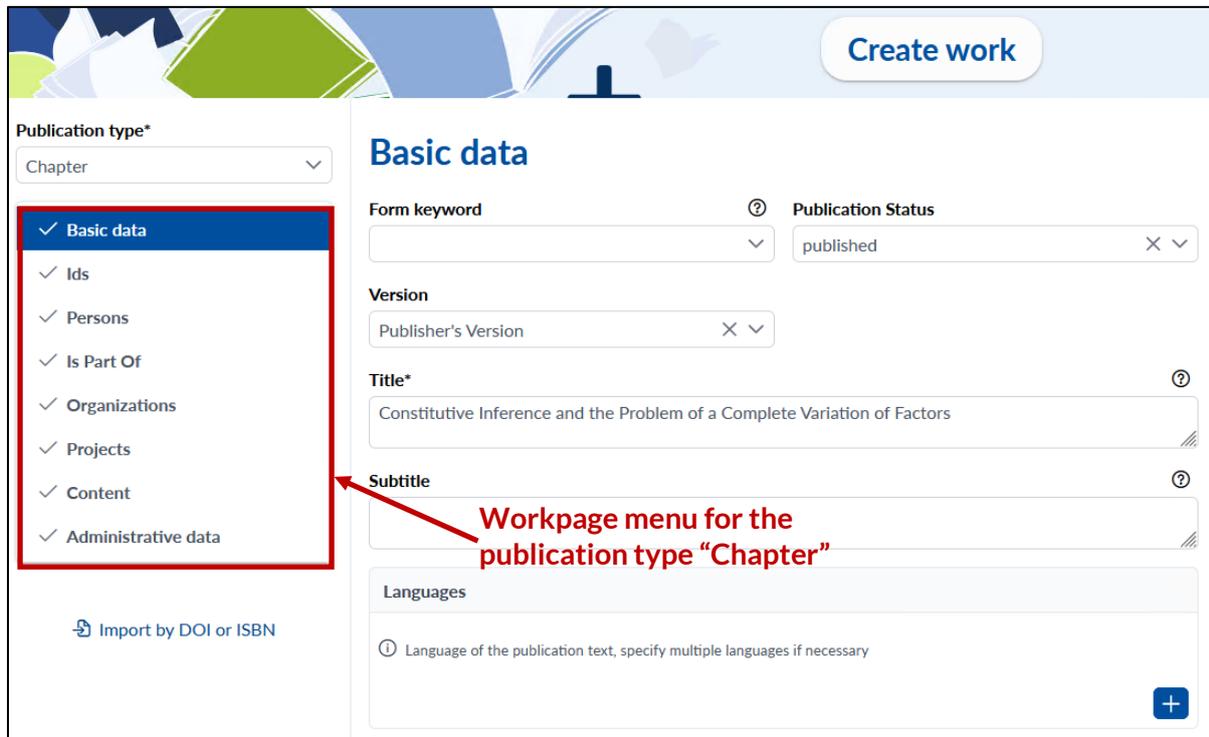

- To continue editing the record (e. g. linking authors), proceed with the following sections.

5.2 Workpages – General Information

You are now viewing the workpages of the imported record.

The individual pages contain different bibliographic data and can be accessed via the menu on the left.

Mandatory fields are shown in red and marked with an asterisk* or warning symbol. Imported records usually already contain these fields.

Use the blue "plus" button to add fields and the red trash icon to remove them. Added fields must either be completed or deleted; otherwise, the record cannot be saved.

Click "submit" only after all relevant work pages have been completed. Data entered on previous pages is saved automatically when switching pages.

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 at hochschulbibliographie@uni-wh.de.

5.3   Check publication type

■   Check whether the publication type has been selected correctly. Correct if necessary.

■   Depending on the publication type, individual input fields in the workpages may change. In most cases, this is self-explanatory. Below, we have selected screenshots using the example of a journal article.
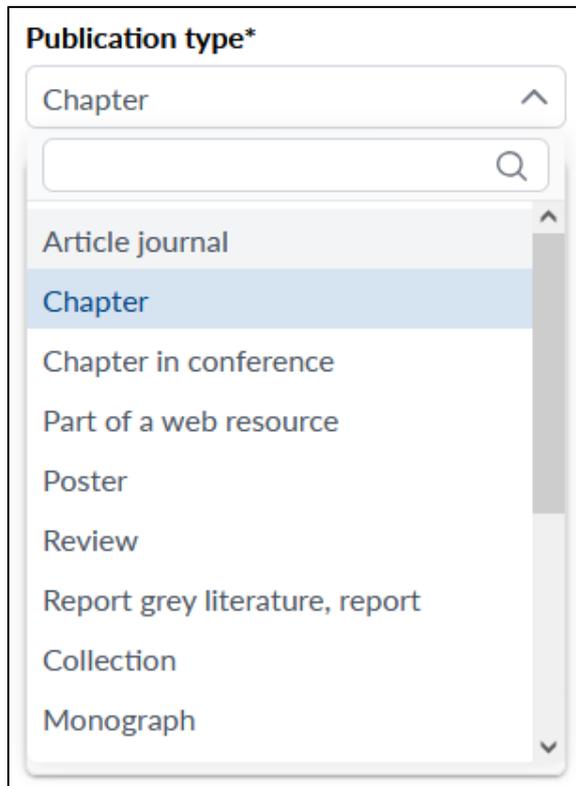
5.4 Workpage "Basic data"

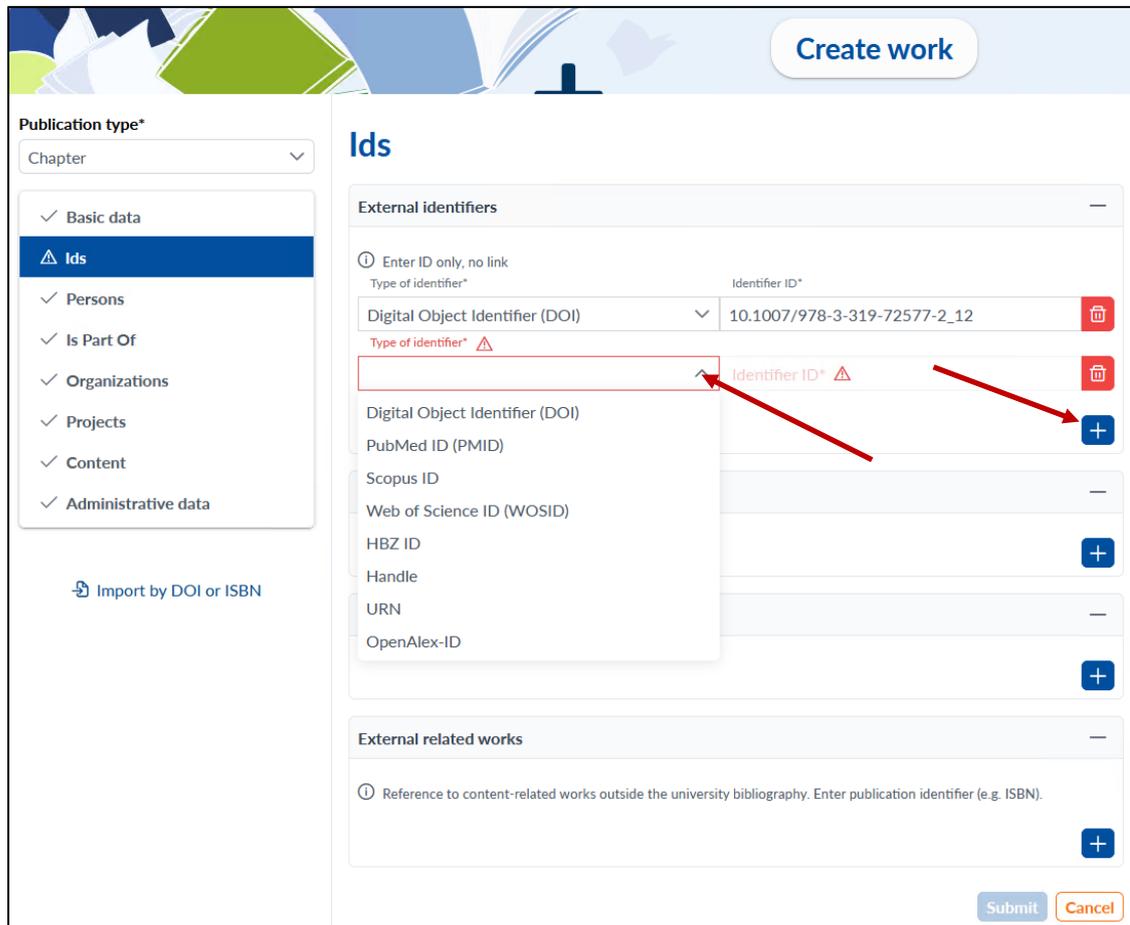The "Basic Data" workpage contains information such as the title of the work and the date of publication.

- Check that the title, publication status, and publication version are correct. Fill in the "Language" field by clicking on the blue plus button. Check that the publication date (YYYYMMDD or YYYY) is correct. If possible, fill in the "Peer reviewed" field. Correct any incorrect data that has been imported.

- For some publication types, e. g. "Monograph," please fill in the "Publisher" and "Place of publication" fields (not shown in the screenshot).

- Other fields can be filled in, but do not have to be.

- Switch to the next workpage without clicking the Save button. If you accidentally clicked "Submit" before editing all workpages, you can click "Edit" in the upper right corner of the view that appears and continue editing.
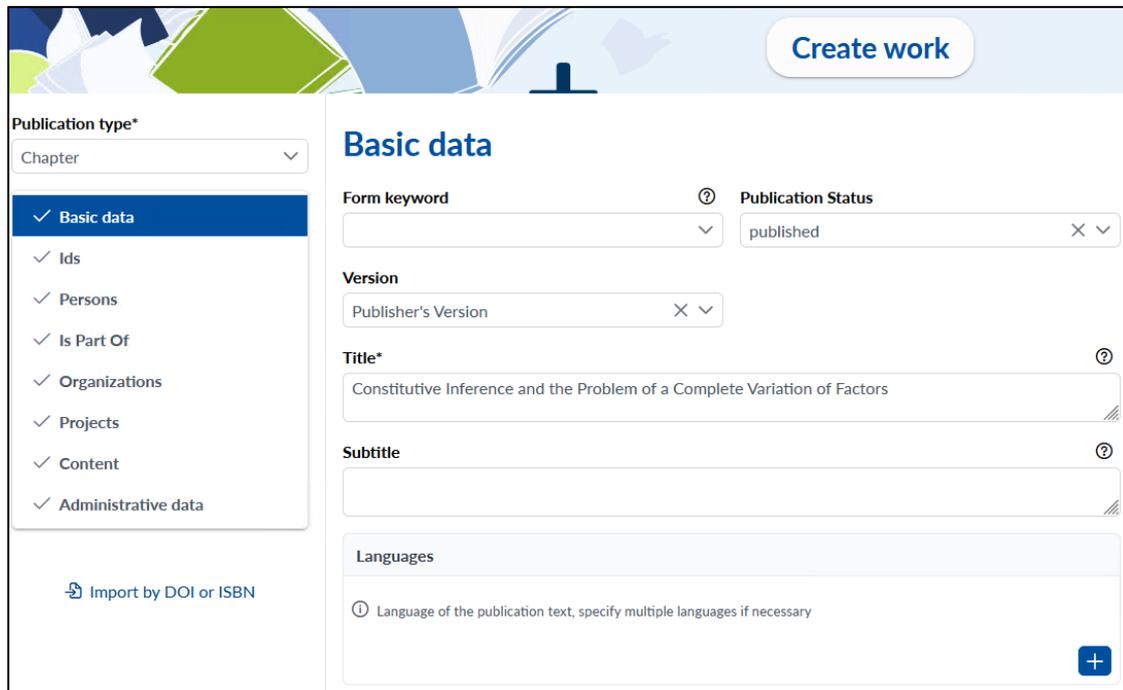
5.5 Workpage "Ids"

- When importing DOI or ISBN, no further processing is usually necessary here.

- Ideally, you should add additional identifiers (e. g. PubMed ID or Scopus ID) by clicking on the blue plus button under "External Identifiers," selecting the appropriate type of identifier from the drop-down menu, and then entering the correct ID next to it.

→ TIP: Many input fields are equipped with "field-related help," i. e. in-depth information. To access this, hover the mouse pointer over the "?" button in the respective input field.
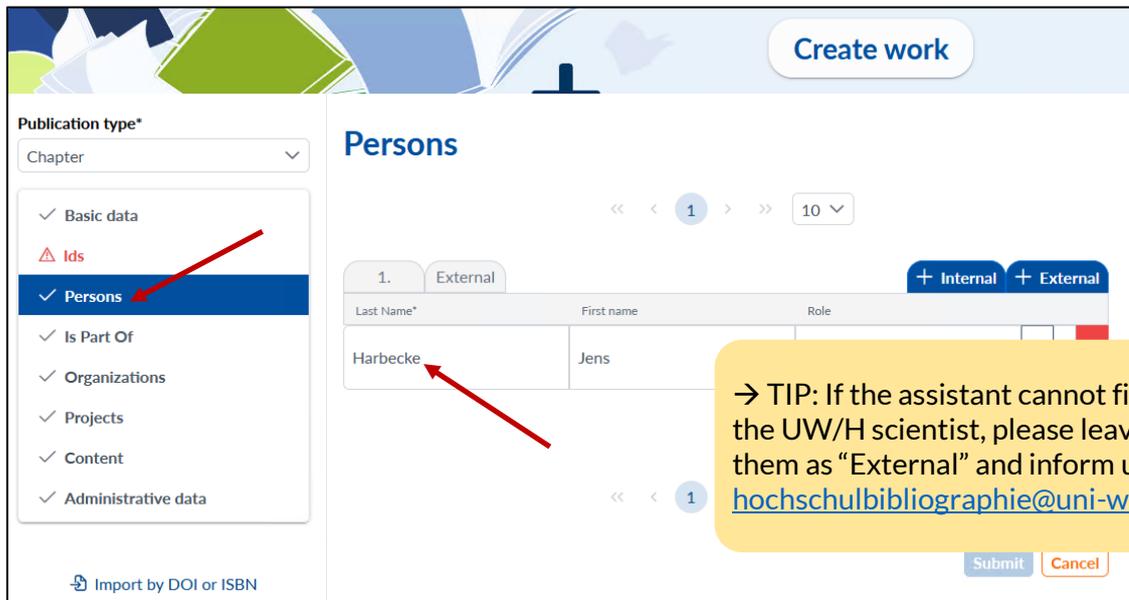
5.6 Workpage „Persons"

Go to the "Persons" workpage on the left. Here, all persons involved in the work are listed with their first and last names and their respective roles (authors, editors, etc.). The UB distinguishes between internal and external persons:

Internal persons are scientists with their own personal entry in the UB. Employees of other database clients (e. g. RUB, HHU, etc.) also have the status "Internal." Internal persons are always linked to an organizational unit (e. g. chair).

External persons are persons without their own personal entry in the database, i. e. persons without affiliation to any of the database clients. For DOI and ISBN imports, the UB automatically assigns the status "External" to all authors. Therefore, a revision is absolutely necessary in this regard!

■ Assign the status "Internal" to all scientists with UW/H affiliation (see original work): This is the only way to assign the work to UW/H scientists! To do this, check the original work to see which of the persons have a UW/H affiliation. In the example, one person, Jens Harbecke, is a UW/H researcher. This person must be changed from "External" to "Internal."

- Once a person has been entered as "External" you can no longer change this entry to "Internal". You must create a new internal person entry and then delete the external entry.

→ TIP: If the assistant cannot find the UW/H scientist, please leave them as "External" and inform us via hochschulbibliographie@uni-wh.de.

- Click on the "Internal" button behind the person who has an UW/H affiliation. A new input field will appear. Enter the first name and then the last name and select the correct person from the suggestions. Then assign a role to the person.
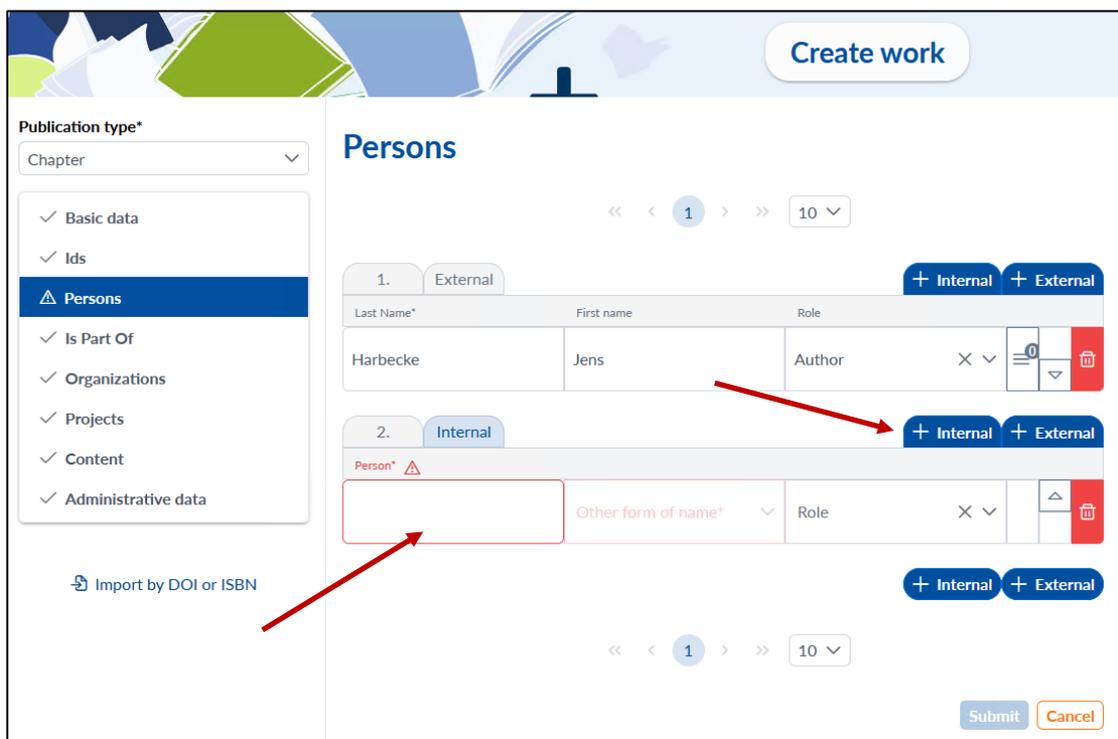
- Delete the duplicate external person entry by clicking on the trash can.
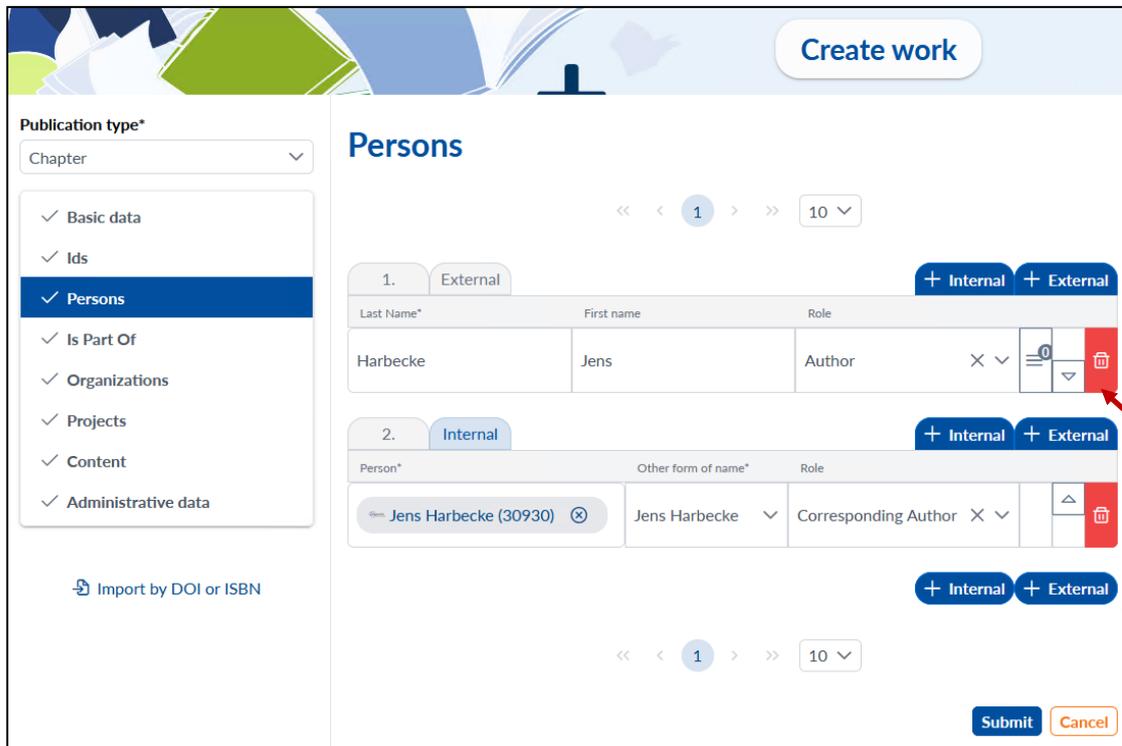
- If necessary, proceed in this manner with all persons who were imported as external persons but are listed in the publication with UW/H affiliation. Please note that persons without UW/H affiliation may also be internal persons if they are assigned to another UB client.

- Finally, please check the order of the persons against the information in the original publication. If necessary, correct the order using the arrow keys.
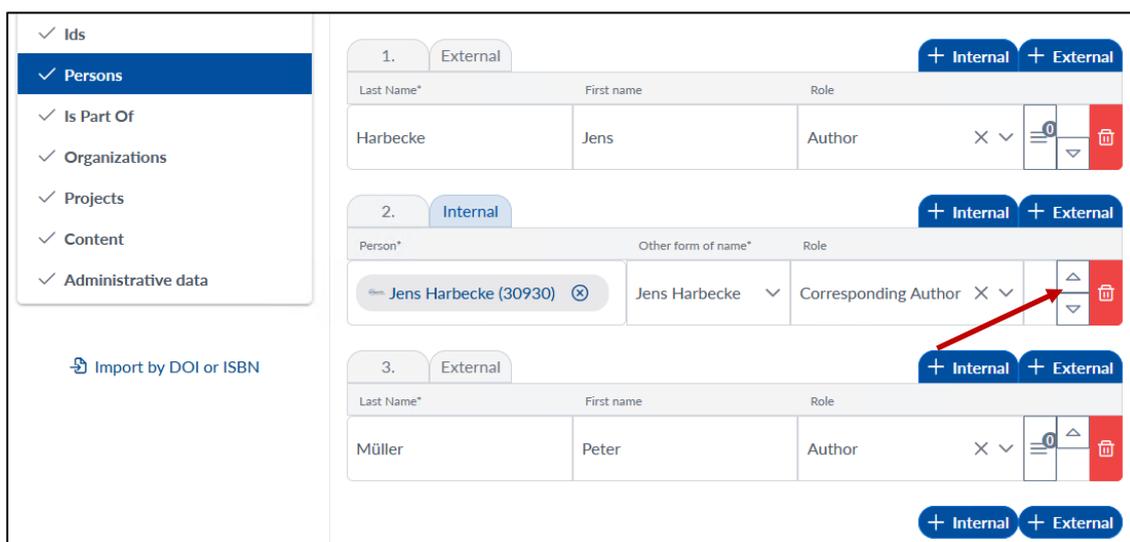
- If you have opened a new input field using the "Internal" or "External" button, this must be filled in, otherwise the publication cannot be saved. If you do not want to fill in the field, delete it using the red trash can icon.

5.7   Workpage "Is Part Of"

Here you specify the medium <u>in which the work was published</u>, i. e. the parent work to which it belongs. This could be a journal, an anthology, or a conference, for example. Many media types are already stored in the database, so when you enter new works, you can select the appropriate medium using a suggestion wizard.

- Check whether the medium already exists in the database and, if so, create the link: The fields under "Is part of (parent level reference **exists in the database**)" contain the imported information about the medium. Click on the blue plus sign next to "Is part of (parent level reference **is not contained in the database**)" and enter the name of the medium in the "Title" field. The medium should then be displayed by the suggestion wizard.
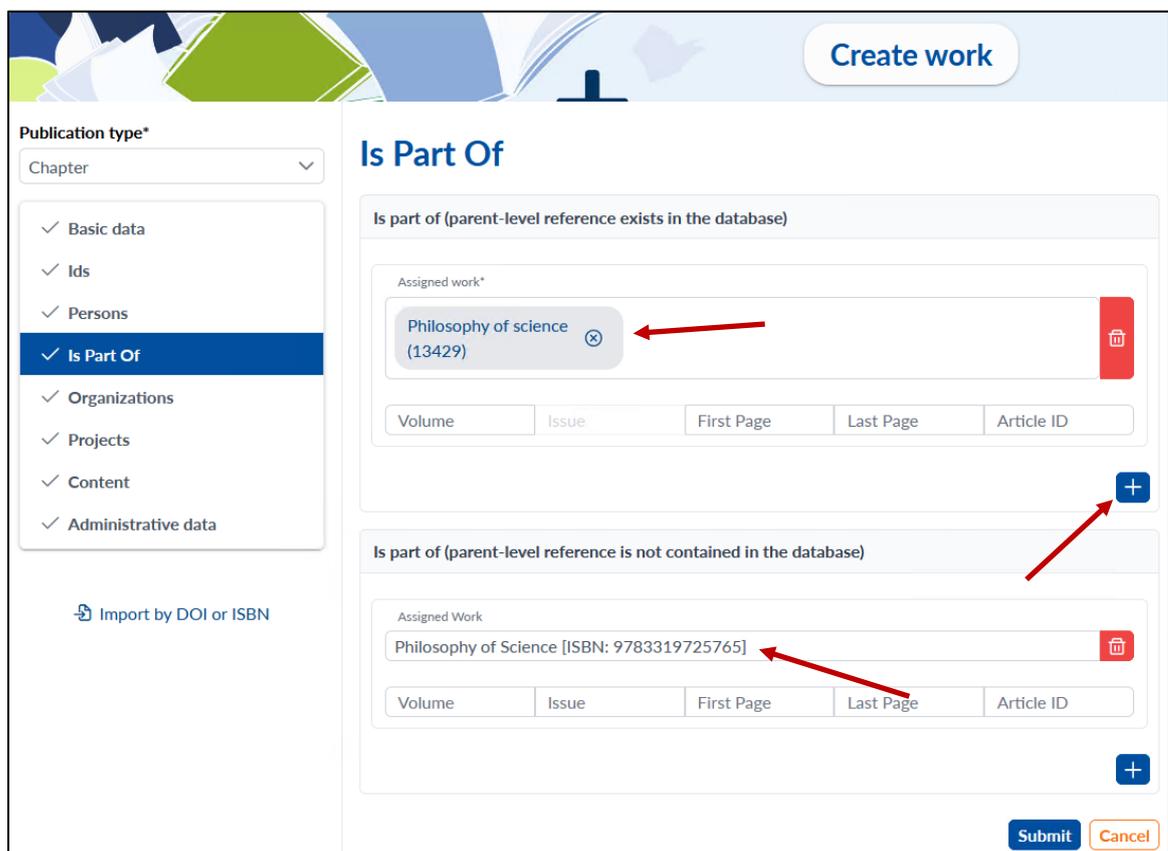
- <u>If the medium does not appear in the suggestion wizard</u>, please inform us at via hochschulbibliographie@uni-wh.de. You will not be able to continue editing this workpage.

- If the medium appears in the suggestion wizard, select it and manually transfer the verified information (volume, issue, etc.) to the fields. Once everything has been transferred, delete the imported duplicate entry using the red trash can icon.
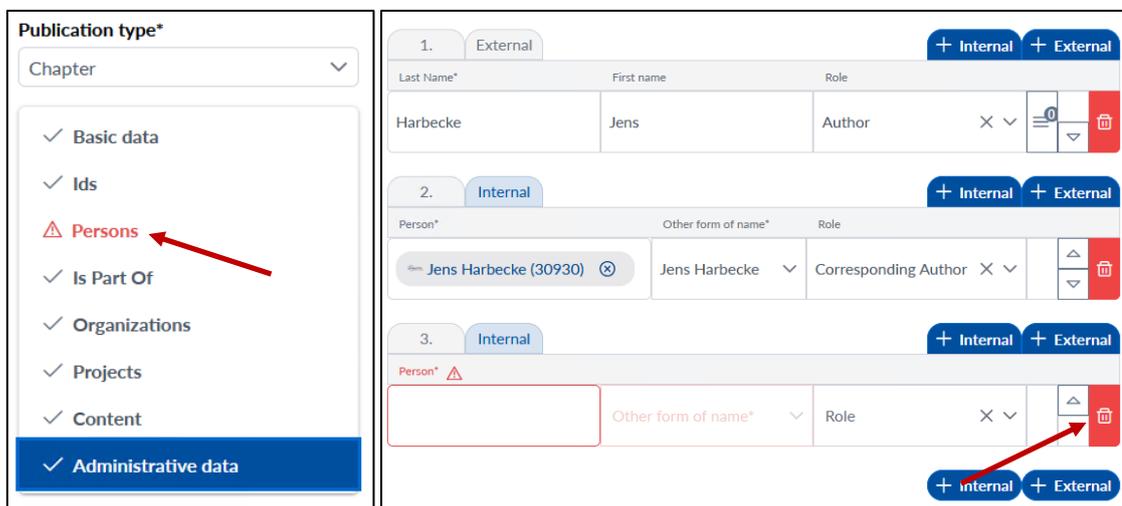
5.8 Completion of the entry

- Entries or checks on other workpages, e. g. "Organizations," "Projects,", "Content," "Administrative data," are not necessary.

- For some publication types, such as "Poster," please provide additional information on the "Event" workpage, e. g. about the conference at which the poster was presented.

- After you have made the adjustments on all workpages, click on the "Submit" button at the bottom of each workpage.

5.9 Special features when saving the data record

- If the "Submit" button cannot be clicked, a mandatory field may not have been filled in. You can see which workpage contains the incomplete mandatory field 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 is "waiting" for a third person to be entered. In the example, there are only two authors, and you must delete this third input field using the red trash can.

- If you accidentally clicked "Submit" too early, you can click on the "Edit pencil" icon on the right in the view that appears and continue editing.

6 Manual work input

Before you start entering a work manually, you must <u>first perform a duplicate check</u> (see chapter "<u>Duplicate check</u>"). If the work is not yet in the database, you can begin entering it.

6.1 Create publication type

- Have the original publication ready so that you can enter the bibliographic data correctly.

- Go to "Create" in the menu bar at the top and then select "Work".
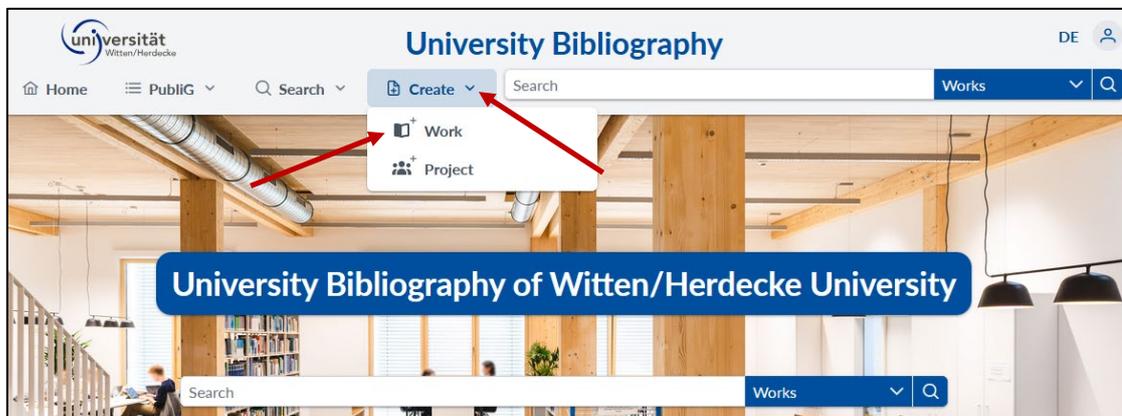
- Then select the appropriate "Publication type" on the left.
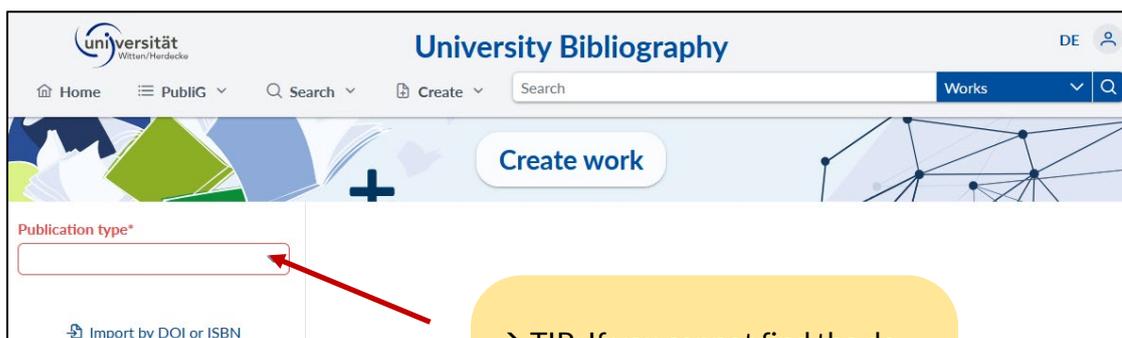
→ TIP: If you cannot find the desired publication type, please specify a similar type and inform the editorial team by email which publication type it is. (For example, there are currently no presentations in the user view you are using.)

6.2 Workpages/General information about the input mask

You are now in the "Workpages" view for the record you want to create.

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.

Within each workpage, mandatory system fields are marked in red font with an asterisk* or a warning triangle.

You can use the blue "plus" button to add fields if necessary, and the red trash can to remove them. Once you have created another input field with the "plus button," it must be filled in or deleted with the trash can, otherwise the data record cannot be saved later.

The "Submit" button is located at the bottom of each workpage, but should only be selected once all relevant workpages have been edited. As soon as you switch between workpages using the left-hand menu, the information entered in the workpages you have already edited is automatically saved. If mandatory fields have not yet been filled in, the "Submit button" cannot be used.

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

6.3 Workpage „Basic data"

Among other things the title of the work and the date of publication must be specified in the "Basic data" workpage.

- In the "Basic Data" workpage, please enter the information in the mandatory fields "Title" (1.) and "Language" (2.). Also fill in the fields "Publication Status" (3.), "Publication Version" (4.), and "Publication date" (5.; YYYYMMDD or YYYY).

- If you know for sure, you can also select the corresponding option in the "Peer reviewed" field.

- For some publication types, e. g. "Monograph" please fill in the "Publisher" and "Publisher Locations" fields (not shown in this screenshot).

- Proceed to the next workpage without clicking the "Submit" button. If you accidentally clicked "Submit" before editing all workpages, you can click "Edit" in the upper right corner of the view that appears and continue editing.

Basic data

Publication type*
Article journal

- ✓ Basic data
- ✓ Ids
- ✓ Persons
- ✓ Is Part Of
- ✓ Organizations
- ✓ Projects
- ✓ Content
- ✓ Administrative data

Import by DOI or ISBN

Create work

Form keyword ?   **Publication Status**
                            published   × ⌄

Version   **3.**
Publisher's Version   × ⌄
                            4.

Title*   ?
Digital transformation in dentistry: A survey on trends and business implications
                            1.

Subtitle   ?

Languages
ⓘ Language of the publication text, specify multiple languages if necessary
Language
English   × ⌄   🗑
                            2.
                                                        ＋

Title supplement   ?

Other Titles   ＋

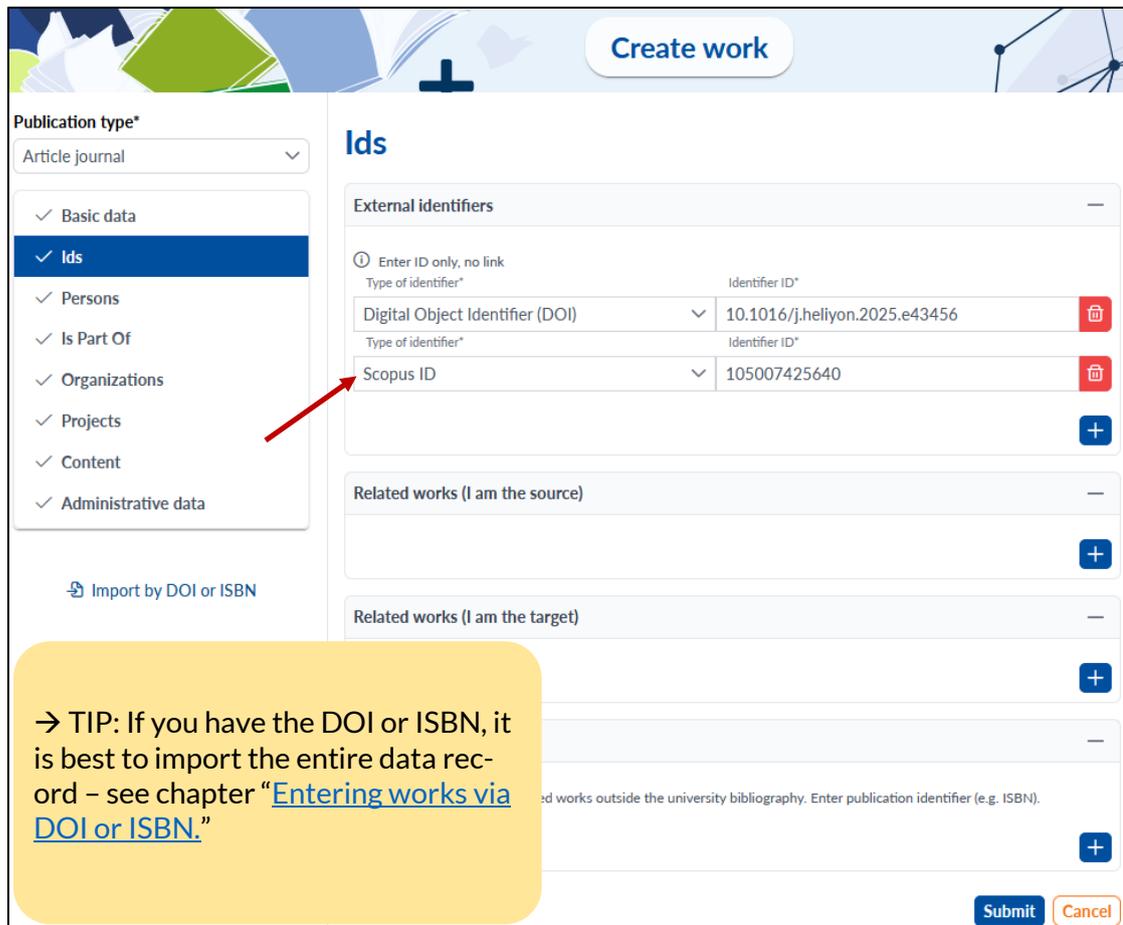**Publication date**
20250609
                            5.

→ TIP: Many input fields are provided with "field-related help" i. e. in-depth information. To access this, move the mouse pointer over the "?" button on the respective input field.

6.4 Workpage „Ids"

- ▪ Here you can select and enter an identifier such as the Scopus ID or PubMed ID (see also entry in the section "Short Glossary")

6.5 Workpage „Persons"

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 "internal" status. <u>All researchers with UW/H affiliation (see glossary) should be entered as internal persons. This is the only way to ensure that the publication is assigned to our researchers!</u>

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

- Go to the workpage "Persons" on the left. Check the original work to see which of the persons have an UW/H affiliation. These persons must be entered as "Internal."

- You can enter internal persons by clicking the blue "Internal" button and external persons by clicking the blue "External" button.

- Now enter the contributors (e. g. authors) in the order they appear in the original publication.
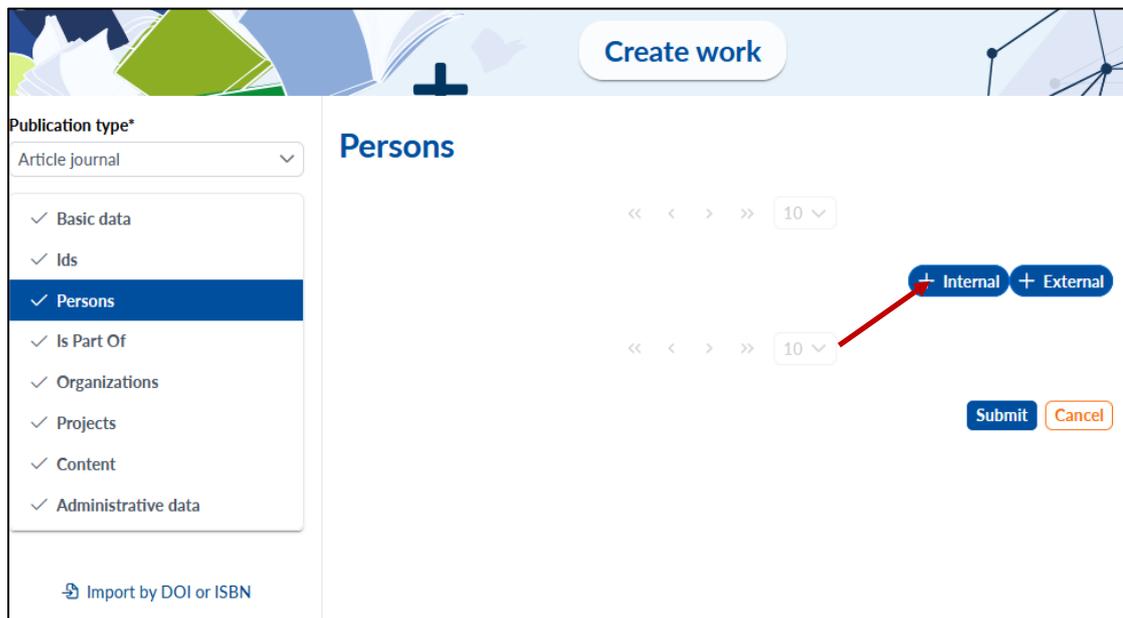
Input Internal persons:

■ Click on the blue "Internal" button. Enter the name and select the person entry from the drop-down menu. Assign the appropriate role (e. g. "Author"). Select the role "Corresponding Author" for the person submitting the manuscript, who is often indicated by an envelope symbol in the original publication.
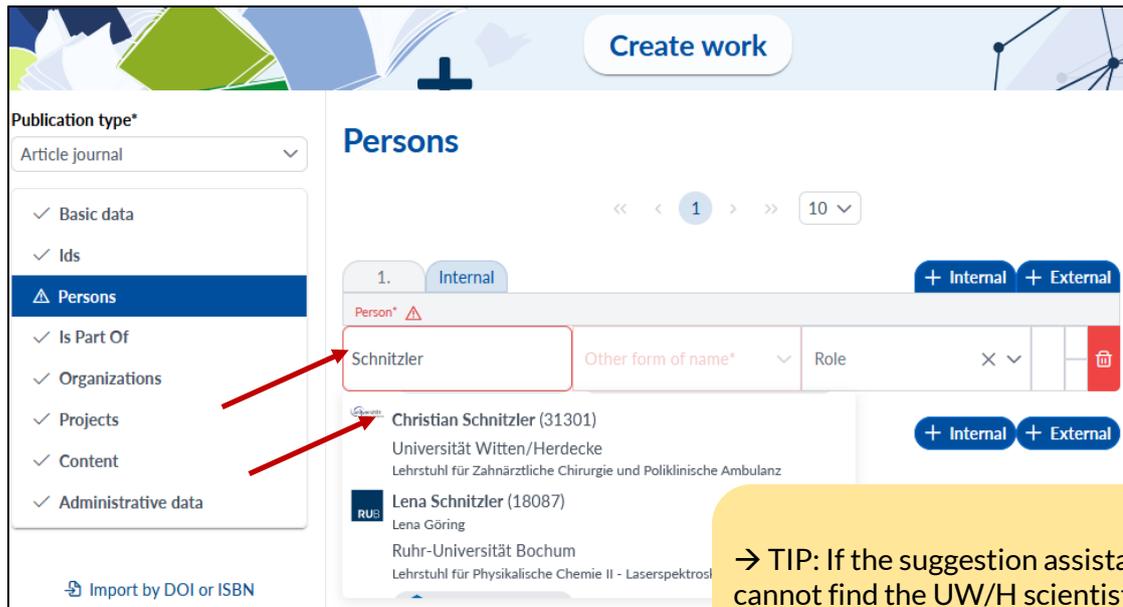
→ TIP: If the suggestion assistant cannot find the UW/H scientist, please enter them as "External" (see below) and inform us via hochschulbibliographie@uni-wh.de.
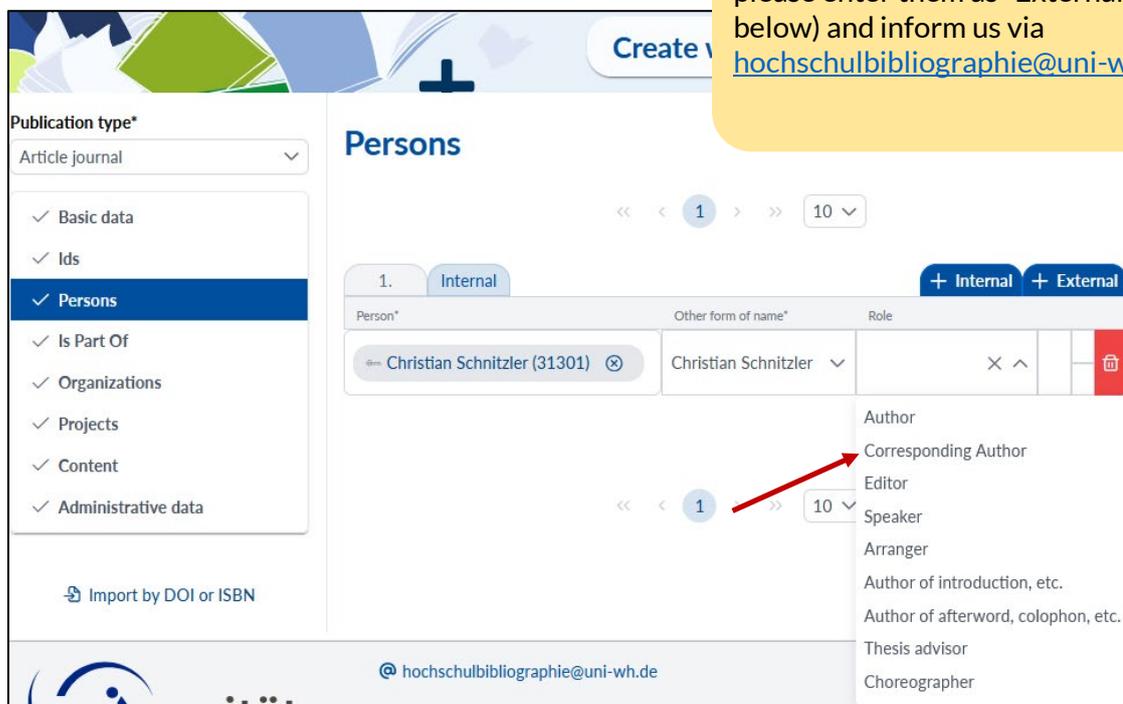
■ Are other individuals affiliated with UW/H involved in the publication? Click on the "Internal" button behind the previous person entry. A new input field will appear. Enter the name there and select from the suggestions. Assign a role to the person. Assign the role "Corresponding Author" to the person who submitted the publication.

- If necessary, repeat this process for additional researchers. Individuals without UW/H affiliation can also be internal individuals if they belong to a client of the university bibliography.

Input External Persons:

- Are other individuals without UW/H affiliation involved in the publication? Click on the blue "External" button. Enter their last and first names and select their role as well.
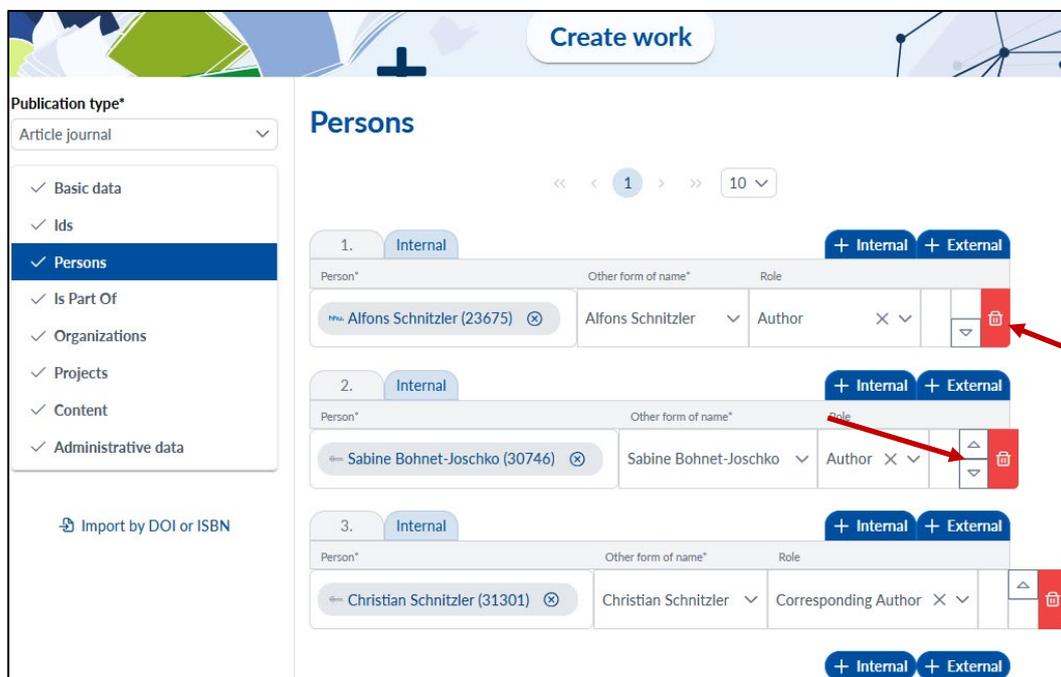
- If necessary, correct the order of the persons using the arrow keys. You can delete incorrect entries using the red trash can icon. If you have opened a new input field, it must be filled in, otherwise the publication cannot be saved. If you do not want to fill in the field, delete it using the red trash can icon

6.6   Workpage „Is Part Of"

Here you specify the medium in which the work was published or the parent work to which it belongs. This could be a journal, an anthology, or a conference, for example. Many media types are already stored in the database, so when you enter new publications, you can select the appropriate medium using a suggestion wizard.

- Go to the workpage "Is Part Of" on the left.

- Under "Is part of (**parent category exists in the database**)," click on the plus sign (1) and enter the name of the medium in which the work appeared (2). Select it in the suggestion wizard (3).
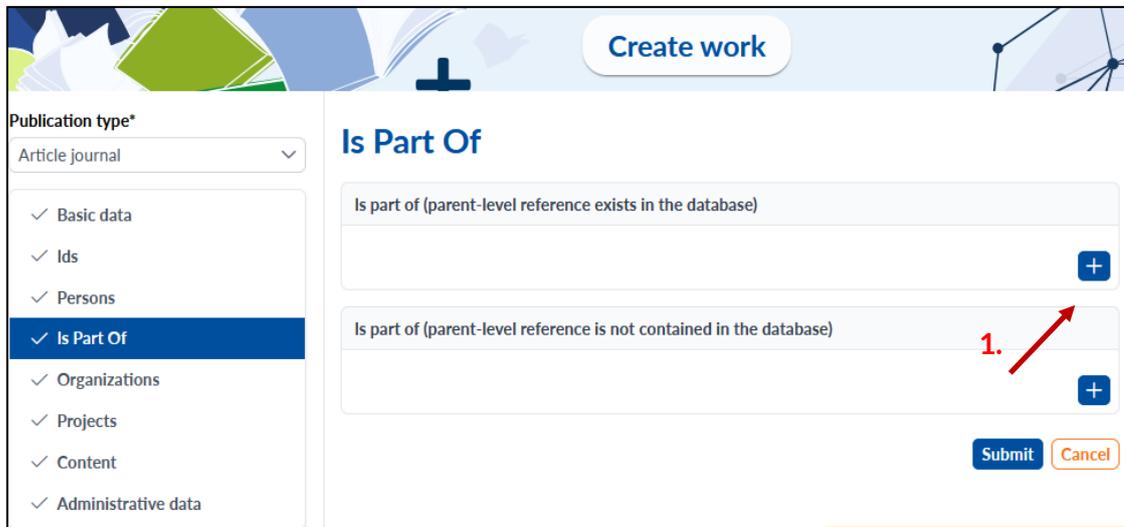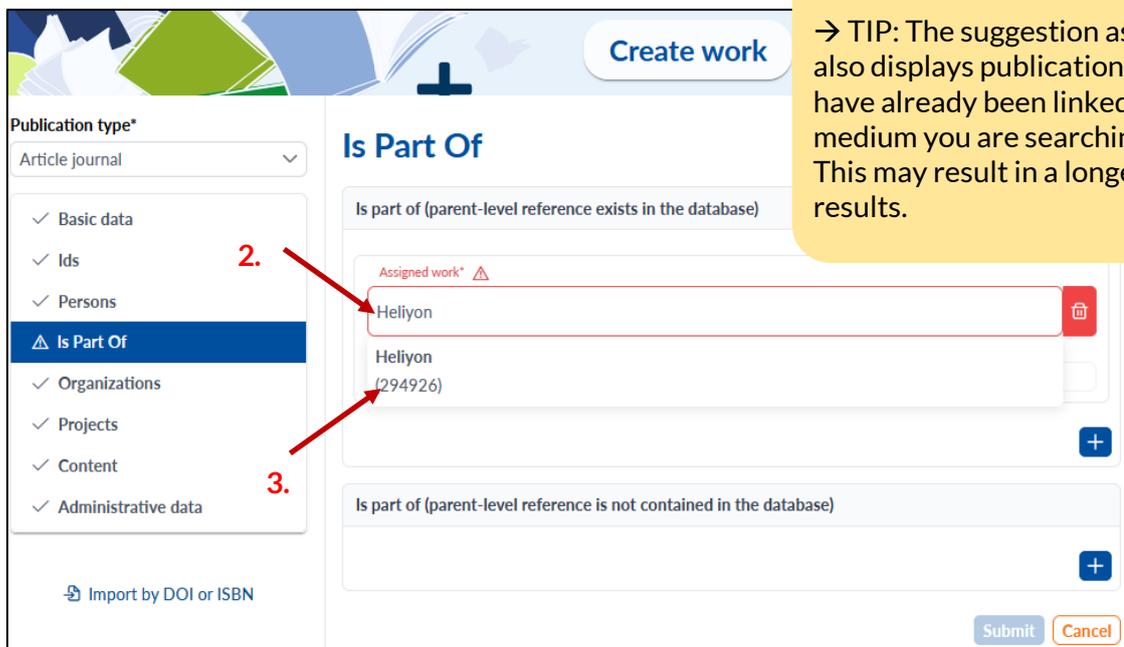
→ TIP: The suggestion assistant also displays publications that have already been linked to the medium you are searching for. This may result in a longer list of results.

- If necessary, add further details such as volume, issue, page numbers, etc.

- If the medium is not suggested, you must enter it manually. First, click on the red trash can icon next to "Is part of (parent category exists in the database)" to close the search mask (otherwise you will not be able to save later).

- Enter the name of the medium under "Is part of (**parent level reference is not contained in the database**)". If necessary, add further details such as volume, issue, page numbers, etc.

6.7 Completion of the entry

- Entries or checks on other workpages, e. g. "Organizations," "Projects,", "Content," "Administrative data," are not necessary.

- For some publication types, such as "Poster," please provide additional information on the "Event" workpage, e.g., about the conference at which the poster was presented.

- After you have made the adjustments on all workpages, click on the "Submit" button at the bottom of each workpage.

6.8 Special features when saving the data record

- If the "Submit" button cannot be clicked, a mandatory field may not have been filled in. You can see which workpage contains the incomplete mandatory field by the red marking in the workpage menu.

- Click on the workpage marked in red and add or delete the data marked in red.
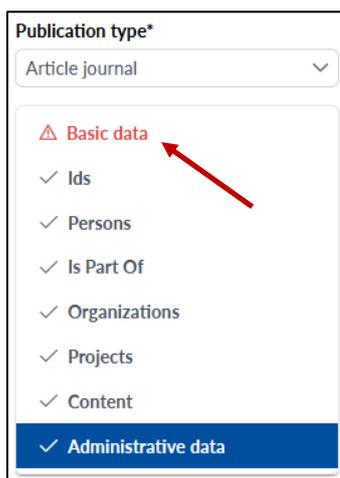

- If you accidentally clicked "Submit" too early, you can click on the "Edit pencil" icon on the right in the view that appears and continue editing.

7 Data record saved – what happens next?

Your entry is now stored in the database with the editorial status "new". The UW/H editorial team reviews all new entries. Finally, the entry receives the status "finalized". <u>Please note that entries without this final status may be incomplete and/or incorrect.</u>

■ If you would like to review existing records, you can search for the author, for example, and view the works assigned to him or her. Alternatively, you can enter the identifier or title in the search field and then click on the magnifying glass icon.
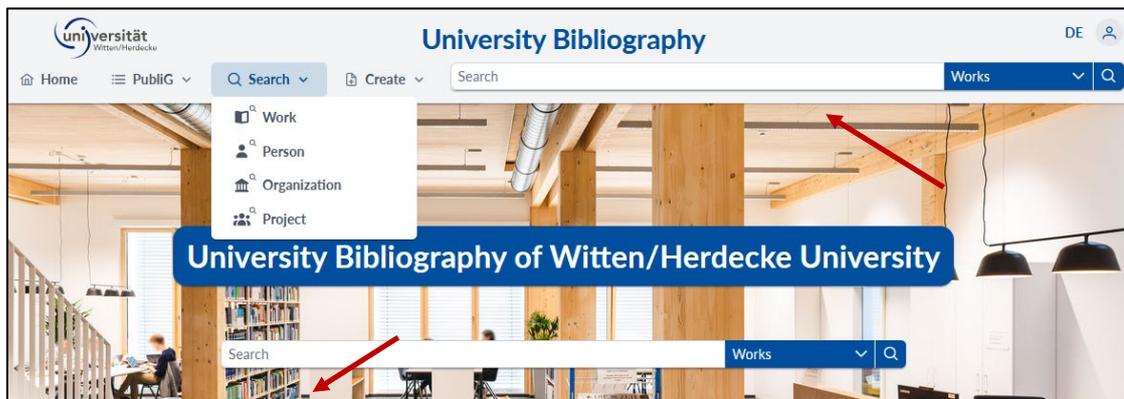
■ You can further refine the search results using the many filters in the left-hand menu.
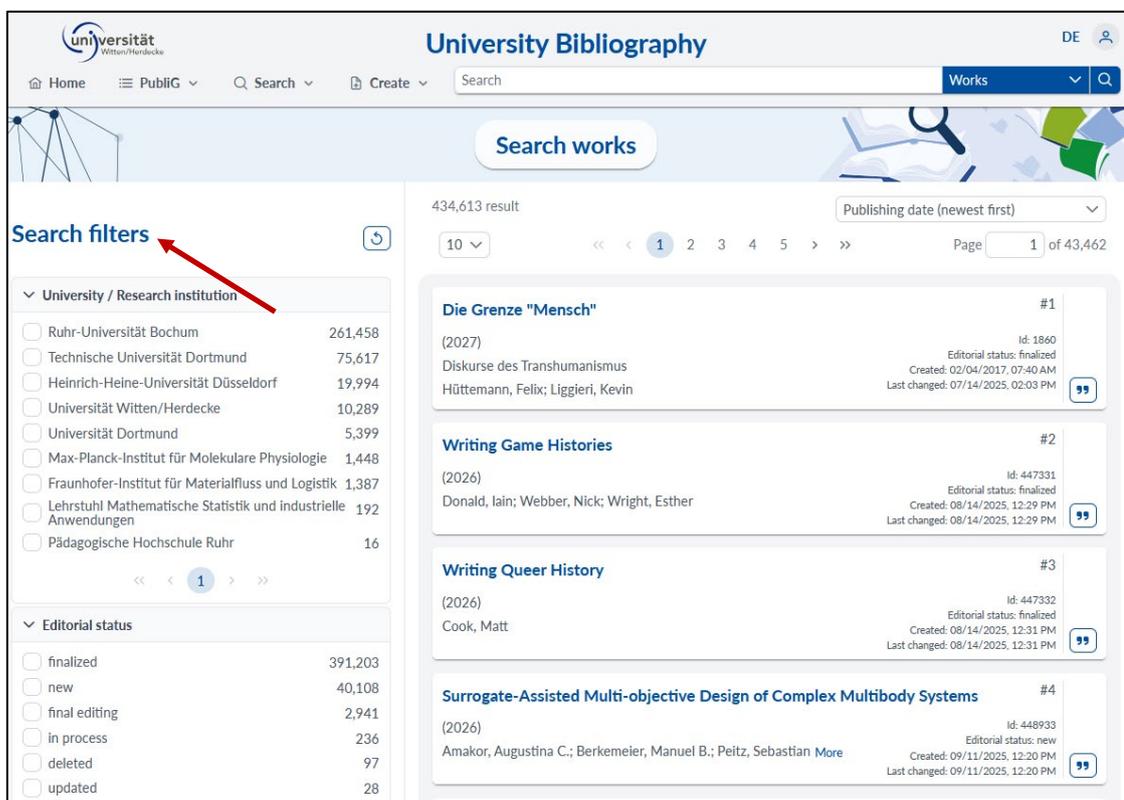
- If you would like to make any corrections, please contact your key user or the editorial team at hochschulbibliographie@uni-wh.de.

- <u>Changes</u> can only be made by you if you originally created the data record and only as long as this data record has the editorial status "new". Changes to other data records or to data records that have already been editorially finalized can only be made by the editorial team.
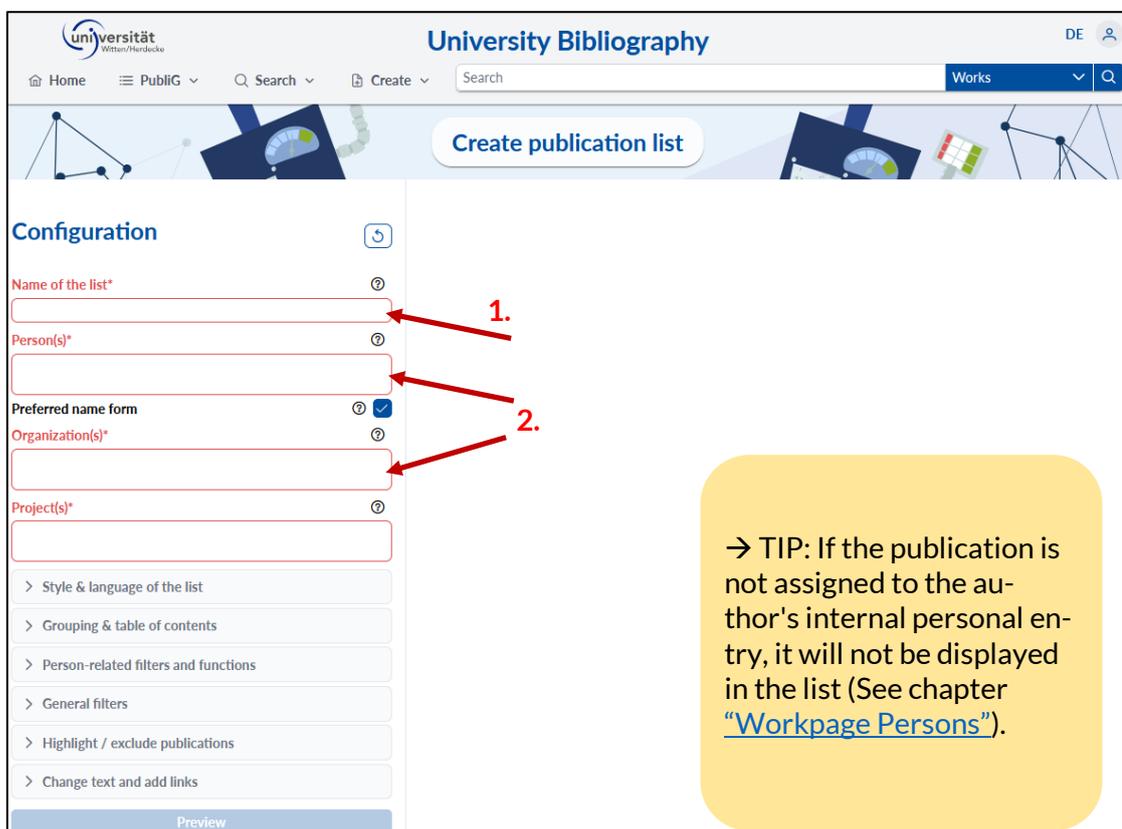
8 Creating a list of publications

You can create individual publication lists via the "PubliG" menu item. You can filter your works using extensive filter functions.

Please note: Publication lists also include entries that have not yet been reviewed by the editorial team. Only works with the status "finalized" have been reviewed.

■ Go to the "PubliG" menu item and then to "Generate a list of publications".

■ First, give this new publication list a name in the menu on the left (1.). Then either enter the person and select them from the drop-down menu or enter the name of the organizational unit (e. g. chair or professorship) under "Organization(s)" and select it from the drop-down menu.


→ TIP: If the publication is not assigned to the author's internal personal entry, it will not be displayed in the list (See chapter "Workpage Persons").

■ When you click on "Preview," you will see an initial list of publications:
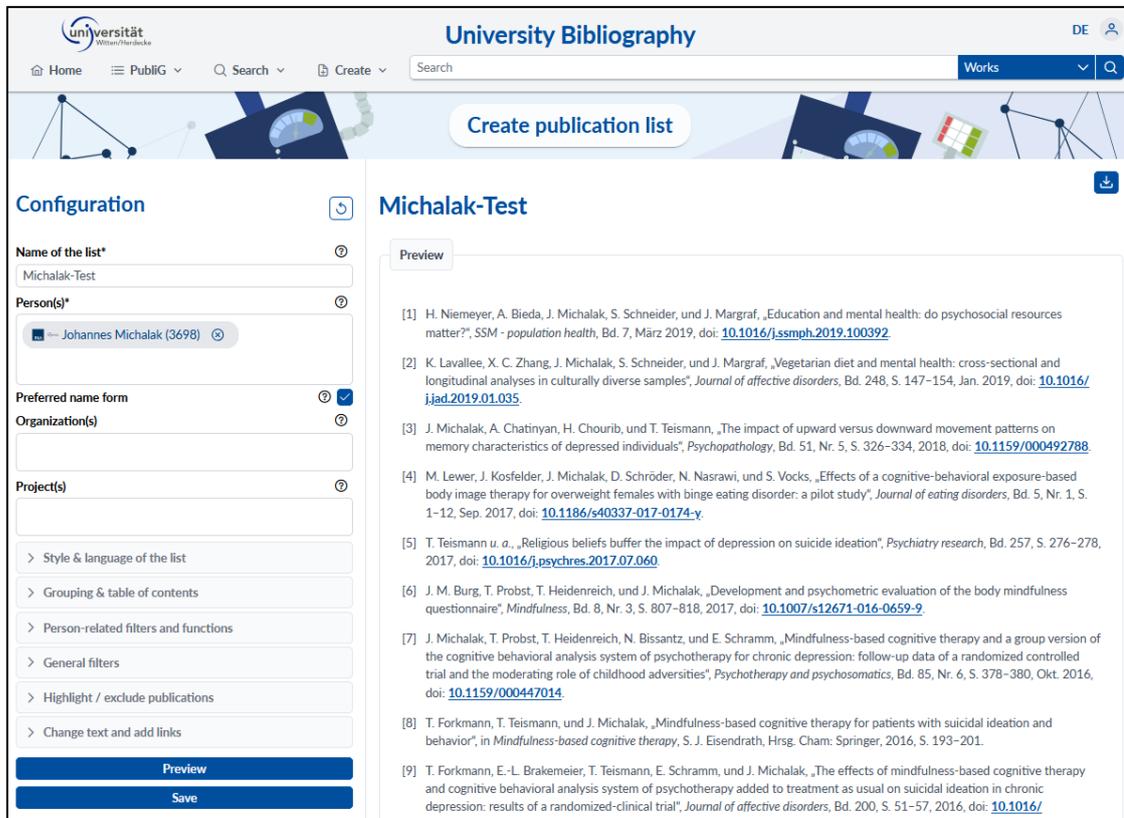
- Now adjust your filter settings by clicking on the gray "drop down arrows". The information fields ("?") provide further details.

- Under the "Style & language of the List" filter, you will find various citation styles that you can select.
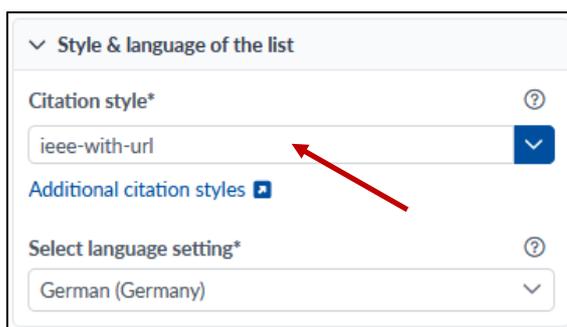

→ TIP: Set your citation style: The default setting for "Style and language of the list" is "ieee." For works with a large number of authors "ieee" does not display the entire list of authors. Select a different citation style, such as "apa" to display all authors.

- Under "Grouping & table of contents" you can sort your list by year (1.) and/or by publication type (2.).

- If you only want to display a specific period, select the period under "General filters" according to "Publication year(s)" and confirm with "Enter" to apply the period.
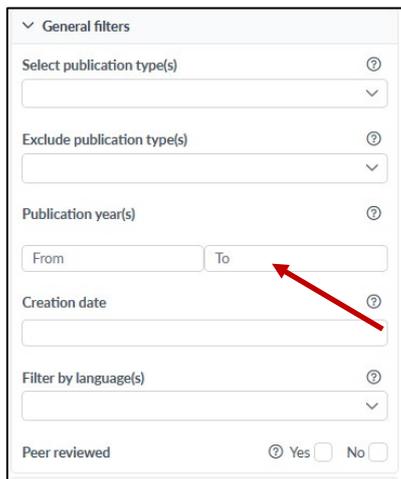
- Once you have set the desired filters, you can click on "Preview" again. If necessary, you can adjust the list again by setting additional/different filters.

- You can save your list in your UB account by clicking on "Save."

- To continue editing or sharing the list after saving, go to "PubliG – Save lists" in the menu at the top.

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

- You can now link the saved publication list(s) to a website, e. g. your department's website or your personal profile. Please refer to the following chapter for more information.

9 Embedding a list of publications in a website

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

- Send the publication list ID to websupport@uni-wh.de with information about where on the UW/H website the list should be integrated.

- As soon as you change the publication list stored in UB, these changes are automatically applied to the website. This means you don't have to manually enter every major or minor adjustment in Typo3 or ask web support to do it for you. Instead, you can update your website with just a few clicks in UB.

10 ORCID

ORCID (Open Researcher and Contributor ID) is a tool for academic identity management. UW/H is a member of the ORCID Germany Consortium. Use of the tool is free of charge for individual researchers. Researchers create their own ORCID profile 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". In addition, alternative names or pseudonyms, keywords, web addresses or social media accounts, other identifiers, and email addresses can be entered. The UW/H email address must be stored for a functioning link to the UB.

- The profile owner decides which modules or parts of their profile should be publicly visible. They can also grant access to the profile to trusted organizations and trusted individuals.

- The ORCID profile can be linked to the university bibliography. To do this, the profile owner declares Witten/Herdecke University as a "Trusted Organization." This enables the synchronization of publication data in both directions.

10.1 Link your ORCID profile to UB

- Log in to UB with your UW/H account (see Chapter 3).

- Then click on "Settings" in the top right corner of your profile.

- Grant UB the three rights (1.) and then click on "Grant selected rights" (2.).

ORCID connection

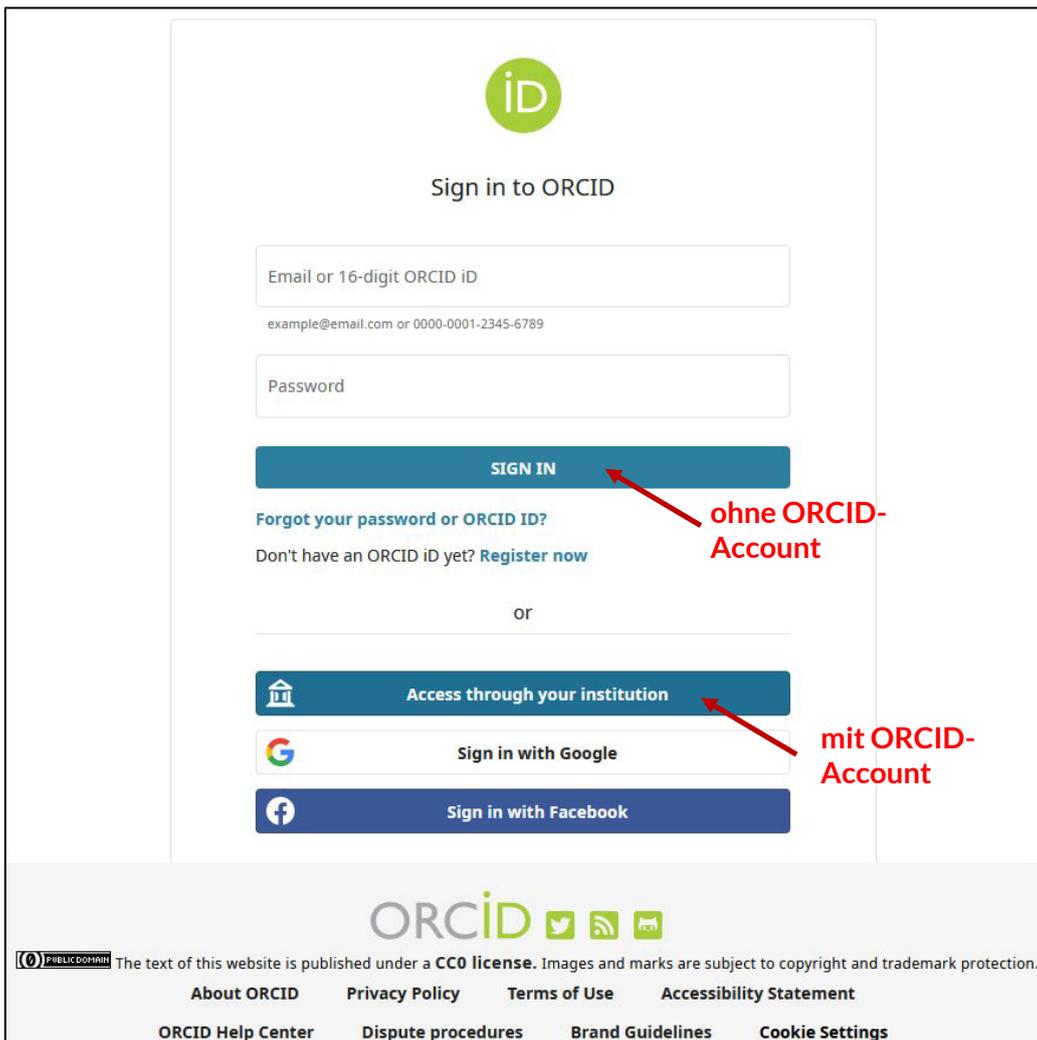https://orcid.org/0000-0002-0298-5742

You have revoked your rights

☐ read limited

This scope is used to read items from your ORCID record being either visible to the public or only visible to trusted parties. Witten/Herdecke University will read you publication data by making use of this scope.

☐ update activities

This scope enables an institution to add details about education, employment, fundings, publications and reviewing activities to your ORCID record. Witten/Herdecke University uses this scope to add and update both publication data and a normalized name of your affiliation to Witten/Herdecke University and where appropriate the time span of your affiliation with a certain institute, chair, etc. to your ORCID recordto your ORCID record.

☐ Set your information with visibility set to Trusted Parties

By clicking the button you will be forwarded to the ORCID homepage, where you can authenticate the scopes named above or register and afterwards authenticate the scopes named above. Please remember to choose 'Allow this permission until I revoke it.' on the following page.

iD Grand selected rights

Last update from your ORCID record: 11/26/2025, 01:00 AM

■ If you already have an ORCID account, click on "Access through your institution." Otherwise, you can create an ORCID account now by clicking on "Register now."

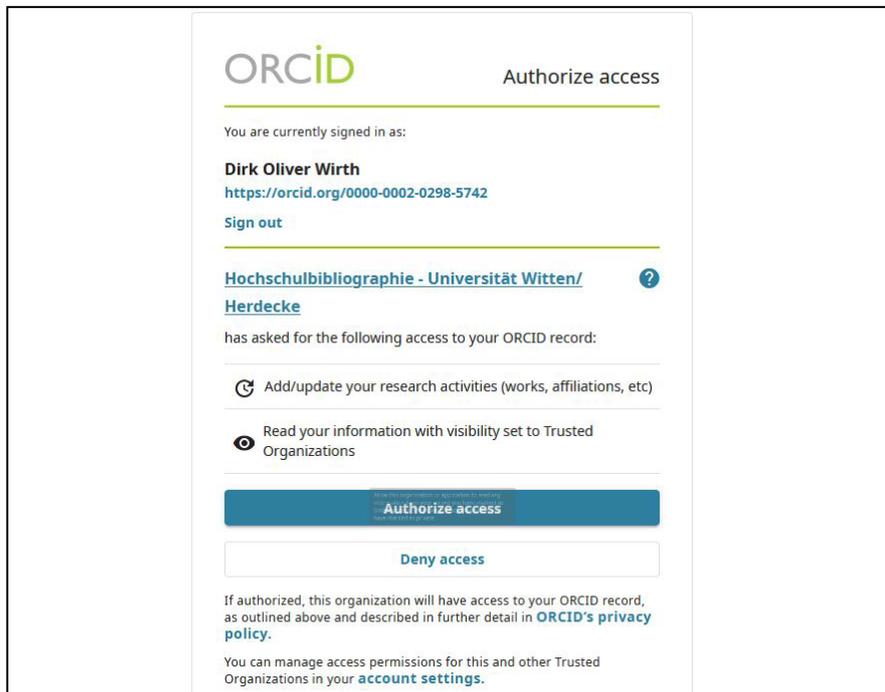■ Then enter "Witten/Herdecke University" as the "Organization's name" select it and confirm by clicking "CONTINUE".
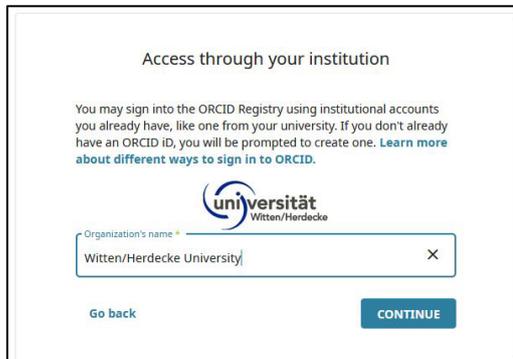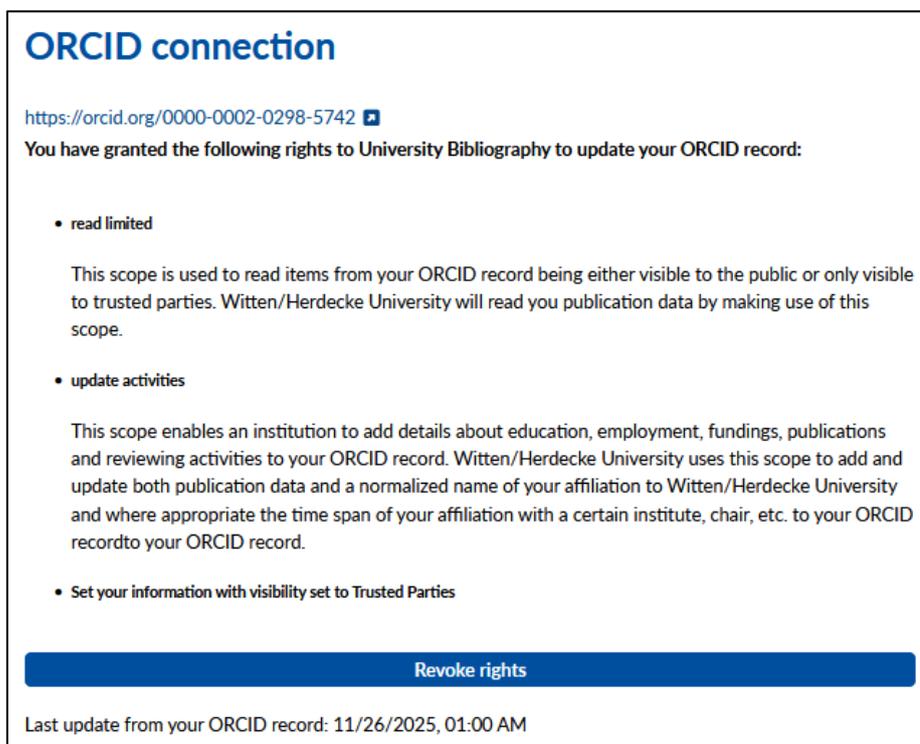

■ Log in with your UW/H username and UW/H password:

■ ORCID will then notify you of the link request from UB, which you must confirm by clicking "Authorize access":

- ORCID will then notify you that the link to UB has been successfully established:

- Under certain circumstances, you may be redirected to the "Authorize access" step immediately after completing the "Create or link ORCID iD" step.

- After a short time, your works will be transferred from the ORCID record to the UB and will then need to be edited in the UB.

- If your works are not automatically transferred, please notify the [editorial team](#).

10.2 Post-processing imported works from the ORCID profile in UB

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

11 Legal Notice

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