FreiDok plus

Overview of the input mask for publications

1 Start

1 FreiDok plus: You can find FreiDok plus at https://freidok.uni-freiburg.de/

2 Input mask: You reach the input mask for publications via the navigation bar: **New Entry → Publication**

➔ **Guide 1 Start, p. 7**

2 Authentication

Go directly to the login page: https://freidok.uni-freiburg.de/site/submissionLogin

1 myLogin: If you have a university account, log in with your access data. This allows you to upload your **own** publications that you are authorized to publish.

2 TAN login: Use TAN login if you have a valid TAN. TANs are valid for three months.

3 Request for a TAN: Apply for a TAN if you do not have a university account. To do this, unfold the application form and enter your first name, last name and e-mail address. You can provide additional voluntary information.

4 Generate TAN yourself: Generate TANs independently via myFreiDok to instruct a trusted person to upload a publication for you.

➔ **Guide 2 Authentication, p. 8**

3 Media type and document type

1 Media type: Select **Publication with file upload** if you want to publish a publication with file access. Select **Publication without file upload** if you are not allowed to publish the file for legal reasons but still want to enter the bibliographic data on FreiDok plus. In this way you can, for example, create a complete list of literature in FreiDok plus.

2 Document type: There are 38 different document types to choose from. The four most frequently used document types are Dissertation, Scientific Article, Collection/Series and Research Data. Expand the list via **Show more document types** to select another suitable type for your publication.

➔ **Guide 3 Media type / Document type, p. 13**

4 DOI import and title data

1 Import via identifier: If your publication already has an **identifier (DOI, URN, ISBN, PPN)**, enter it here: The automatic metadata import queries the most important library data sources and then automatically fills in many of the following metadata fields. **These fields are marked green in the following.**

2 Title: Enter the title of the publication.

3 Language: Specify the language in which the publication is written. There are 29 different languages to choose from. You can expand the list of languages.

4 Year of creation: Enter the year of publication of your publication.

➔ **Guide 4 Existing identifier of this publication / Title / Language / Year, p. 16**

5 Persons

1 Select person from list: Search for people already available in FreiDok plus.

2 Create new person: If you cannot find the person you are looking for, create a new one. To do this, open the form by clicking on "**Person not found in the list?**". The more voluntary additional information you provide, the easier it will be to distinguish between persons with the same name.

3 Person role: Specify the roles of the persons. The most common roles are author or editor. A total of 28 different roles are available.

4 Person funktion: Person functions are relevant for scientific articles. Specify the functions if you know them.

DOI import: People are automatically selected during DOI import if they are already found in FreiDok plus and can be clearly assigned. Persons that cannot be uniquely assigned are first displayed as suggestion and must be selected and inserted manually.

➔ **Guide 5 Persons (All authors, editors etc.), p. 19**

6 Affiliations

Here you indicate the institutions at the University of Freiburg for which the university members have prepared the publication. Click on the **pencil symbol** of a person to expand the entry.

1 Suggestions: FreiDok plus suggests institutions that have been assigned to a person in myFreiDok or for which this person has already published.

2 Search institutions: Search for available institutions in FreiDok plus.

3 Institution anlegen: If you cannot find the institution you are looking for, create a new one. To do this, open the form by clicking on "**Institution not found in the list?**".

➔ **Guide 6 Assignment of persons to institutions (Affiliation), p. 24**

7 Edition, abstract and description

1 Edition / Version: If the publication is a specific **edition or version**, you can enter this information here.

2 Abstract: Here you can enter a short description of the content of your publication. Please note that abstracts may only be included in **publications with file**.

3 Description: Provide additional information such as comments, a table of contents and/or the methodology used.

➔ **Guide 7 Edition / Abstract / Description, p. 27**

8 Keyword / Classification

1 Search keyword: Search for suitable keywords.

2 Add uncontrolled keyword: If you cannot find the term you are looking for, you can create a new **uncontrolled keyword**.

3 Category Dewey Decimal Classification: Enter the superordinate subject area of the publication (e.g. medicine, technology, history, etc.) as the classification. Only works with German terms.

➔ **Guide 8 Keyword / Category Dewey Decimal Classification (optional), p. 28**

9 Relations and Source

1 Relations to entries in FreiDok: Specify relations to already existing entries, such as **cited publications ("referenced"), partial whole relationships ("is part of")** etc. There are twelve different types of relations available.

2 Relations to publications outside FreiDok: Specify relations to publications outside FreiDok plus using a **unique identifier (DOI, URN, ISBN, PPN, ISSN)**.

3 Source: For articles and book chapters, indicate the respective source. Select either **"Source is a journal"** for a journal article or **"Source is a compilation"** for an article from a compilation. Depending on your selection, you will be offered different fields for the source information.

➔ **Guide 9 Relations / Source, p. 30**

10 Upload

1 Upload: Simply drag the file to be uploaded into the large upload field or click on the field to open the file selection dialog.

2 Skip file upload: Place a check mark at **"I want to upload the file later"** to submit the file later by mail to freidok@ub.uni-freiburg.de or as otherwise agreed.

➔ **Guide 10 Upload, p. 35**

11 License

1 License for your metadata: All your entered metadata will be published under a CC0 license.

2 License for your documents: This information is necessary for **publications with file upload**. If you are the author of the publication, you may choose a license. You can choose between the established **Creative Commons licenses** (https://creativecommons.org/licenses/) or **publication according to copyright law**. For Open Access articles that have been published previously, select the license "**Takes over regulations oft he licenser or the (Creative Commons) license stated in the document itself**".

➔ **Guide 11 License four your metadata / License for your documents, p. 36**

12 Contract

1 Contract: Select the contract that is concluded between you or your client and the University Library for the publication on FreiDok plus and thus legally secures the publication of the associated files. If you are an author, select the **contract for authors**. If you are an editor, select the **contract for editors**.

Attention: If you are not sure which contract applies in your case, please contact us. An incorrect selection cannot be corrected subsequently and the entire entry must be repeated in this case.

2 Accept contract: By ticking the box, you sign the publication contract.

➔ **Guide 12 Contract, p. 38**

13 Final

1 Date of release: Only available for **publication with file upload**: In principle, your files will be checked and published as soon as possible. If your file is not to be published until a certain date, enter a release date here.

2 Contact: Enter your e-mail address here and, if necessary, voluntarily provide further contact details for possible questions from our team.

2 Message to the library: Here you can leave a message to the library. This message is only visible internally to the team in charge and will not be published.

3 Preview: You can check all your entered data in the preview again and correct it if necessary. By clicking on the **pencil symbol** in a section, you return to the corresponding step in the input mask.

➔ **Guide 13 Date of Availability / Contact / Message to the library / Preview, p. 40**

Electronic Publishing

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