

# FreiDok plus

GUIDELINE FOR DATA ENTRY IN THE FREIBURG RESEARCH  
DOCUMENTATION SYSTEM

UNIVERSITY LIBRARY OF FREIBURG / DEPARTMENT OF ELECTRONIC PUB-  
LISHING

# Electronic publishing

Phone: +49 761 203 3954

Mail: [elpub@ub.uni-freiburg.de](mailto:elpub@ub.uni-freiburg.de)

Please send inquiries about FreiDok plus to [freidok@ub.uni-freiburg.de](mailto:freidok@ub.uni-freiburg.de)

## Management of the department

Claudia Mühl-Hermann

Phone: +49 761 203 3954

Mail: [claudia.muehl-hermann@ub.uni-freiburg.de](mailto:claudia.muehl-hermann@ub.uni-freiburg.de)

## Deputy management

Brigitte Stertz

Phone: +49 761 203 3861

Mail: [brigitte.stertz@ub.uni-freiburg.de](mailto:brigitte.stertz@ub.uni-freiburg.de)



**Freiburg University Library - Electronic Publishing Department**

This work is licensed under the **Creative Commons Attribution 4.0 International License**. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

# Introduction and overview

This guide accompanies you step by step through the entry process in the FreiDok plus input mask and is structured according to the successive surfaces in the input mask. You can also use the index at the end to quickly find a specific content.

<b>(0 Entry)</b>		<b>1 Media type</b>
1 Start	2 Authentication	3 Media type / Document type

<b>2 Metadata</b>					
4 Existing identifier for this publication / Title / Language / Year	5 Persons (All authors, editors etc.)	6 Assignment of persons to institutions (Affiliation)	7 Edition and Source	8 Content description	9 Relations

<b>3 Upload</b>	<b>4 Legal matters</b>		<b>5 Save</b>
10 Upload	11 License for your metadata / License for your documents	12 Contract	13 Date of availability / Contact / Message to the library / Preview

Legend:

<b>Step Input mask</b>		
Entry-level step	Step for publication without file upload & with file upload	Step only for publication with file upload

\*These steps have changed since version 2.1.3 EN (09.03.2020)

# Table of Contents

Electronic publishing .....	2
Management of the department.....	2
Deputy management .....	2
Pictures .....	6
1 Start.....	7
2 Authentication .....	8
2.1 myLogin.....	8
2.2 TAN login.....	8
2.3 Request for a TAN .....	9
2.4 Generate TANs via myFreiDok account .....	10
3 Media type / Document type .....	13
3.1 Media type.....	13
3.1.1 Check journal for Open Access .....	14
3.1.2 Check article for Open Access .....	14
3.2 Document type .....	15
4 Existing identifier of this publication / Title / Language / Year .....	16
4.1 Existing identifier of this publication .....	16
4.2 Title .....	18
4.3 Language.....	18
4.4 Year of creation .....	18
Enter the publication year of the document here. ....	18
5 Persons (all authors, editors etc.) .....	19
5.1 Person aus Liste auswählen .....	19
5.2 Create new person.....	20
5.3 Edit Person.....	20
5.4 Persons during DOI import .....	22
6 Assignment of persons to institutions (affiliation).....	24
6.1 Select institution from list.....	25
6.2 Create new institution .....	25
6.3 Remove institution assignment for authors .....	26
6.4 Institutions (optional) .....	26
7 Edition and Source .....	27
7.1 Edition.....	27
7.2 Source (this publication first appeared in) .....	27
7.2.1 Source is a journal .....	28
7.2.2 Source is a compilation.....	30
8 Content description.....	32

8.1 Abstract.....	32
8.2 Kontrolliertes Schlagwort suchen .....	32
8.3 Add uncontrolled keyword .....	33
8.3 Category Dewey Decimal Classification (optional) .....	33
8.4 Description.....	34
9 Relations.....	35
9.1 Relations to existing title or project entries in FreiDok .....	35
9.2 Relations to other external publications .....	35
9.3 Relationships during DOI import .....	35
10 Upload .....	36
11 License for your metadata / License for your documents .....	37
11.1 License for your metadata .....	37
11.2 License for your documents .....	37
11.3 Instruction for attribution of your chosen CC-License.....	38
12 Contract.....	39
13 Date of Availability / Contact / Message to the library / Preview.....	41
13.1 Date of Availability.....	41
13.2 Contact.....	41
13.3 Message to the library .....	41
13.4 Preview .....	41
Index.....	43

## Pictures

Picture 1: New entry on the FreiDok start page.....	7
Picture 2: Authentication via TAN .....	8
Picture 3: Request for a TAN .....	9
Picture 4: Access to myFreiDok account .....	10
Picture 5: Generate TAN via MyFreiDok account - Step 1 .....	10
Picture 6: Generate TAN via MyFreiDok account - Step 2 .....	11
Picture 7: Generated TAN .....	11
Picture 8: Selection of the media type.....	13
Picture 9: Checking a journal at the EZB .....	14
Picture 10: Example of a CC license (grey box and/or license text) .....	14
Picture 11: Selection of the document type .....	15
Picture 12: Search for articles on the Internet to determine a DOI .....	16
Picture 13: DOI import .....	17
Picture 14: Title .....	18
Picture 15: Language .....	18
Picture 16: Select persons from list .....	19
Picture 17: Create new person.....	20
Picture 18: Edit Person.....	20
Picture 19: Extract person functions from the template .....	21
Picture 20: Person suggestions .....	22
Picture 21: Persons during DOI import .....	23
Picture 22: Indication of the affiliations in the template (PDF or landing page).....	24
Picture 23: Edit Affiliations, Step 1.....	24
Picture 24: Edit Affiliations, Step 2.....	25
Picture 25: Institution neu anlegen.....	25
Picture 26: Delete wrong affiliation again.....	26
Picture 27: Institutions (optional) .....	26
Picture 28: Edition or version specification .....	27
Picture 29: Select source type.....	27
Picture 30: Example for volume and issue information on the landing page of a journal article .....	28
Picture 31: Source information (journal) .....	28
Picture 32: Source information (anthology).....	30
Picture 33: Abstract for publication with file .....	32
Picture 34: Search keyword .....	33
Picture 35: Add uncontrolled keyword .....	33
Picture 36: Selecting a DDC Classification .....	34
Picture 37: File upload .....	36
Picture 38: Select license .....	37
Picture 39: Attribution of a selected license and preview of the license information.....	38
Picture 40: Contract .....	39
Picture 41: Specify date of release.....	41
Picture 42: Contact details for questions .....	41
Picture 43: Preview and Upload.....	42

# 1 Start

You can find **FreiDok plus** here on the Internet: <https://freidok.uni-freiburg.de/>

Call up the input mask via **New Entry → Publication**.



Picture 1: New entry on the FreiDok start page

## 2 Authentication

### 2.1 myLogin

If you have a valid university account, you can register for the input mask via myLogin. Only use this option if you are the publisher or author of the title to be uploaded. If you do not have a university account or want to upload something on behalf of another person, please use the TAN entry.

### 2.2 TAN login

#### Authentication FreiDok title submission

Please use „myLogin“ if you have a valid university account.

myLogin

Please use TAN-Login if you have a valid TAN.

TAN:

If you do not have a valid university account to upload a digital object please apply for a TAN. We will send you one or more (if necessary) TANs for your publication intention.

Request for a TAN ▼

Picture 2: Authentication via TAN

**Authentication:** Log in with a new TAN.



## 2.3 Request for a TAN

You can request new TANs using the form on the authentication page.

The screenshot shows a web form titled 'Request for a TAN'. At the top, there is a heading 'Request for a TAN ^' with a green '1' next to it. Below this, there are three input fields for 'John', 'Doe', and 'john.doe@muster.uni-freiburg.de', with a green '2' next to the email field. A checkbox labeled 'I need the TAN to upload an examination paper' has a green '3' next to it. Below the checkbox, there is a paragraph of text: 'Please voluntarily provide your year of birth and occupation. You help us and the German National Library to distinguish between people of the same name and enable us to create a personal website exclusively containing your own publications. If you already have an author ID in systems like ORCID, SCOPUS etc. please give this ID as well.' with a green '4' next to it. Below this text, there are several input fields: '1980', 'London', 'Great Britain', '1234-5678-8765-4321', 'Artist', 'Art', 'degree', 'Some institute', and 'Additional information like Scopus-ID,...'. At the bottom, there is a button labeled 'Request for a TAN' with a green '5' next to it.

Picture 3: Request for a TAN

**1 Request for a TAN:** Here you can expand and collapse the form to apply for a new TAN.

**2 First name, Surname und Your email address:** These details are mandatory fields.

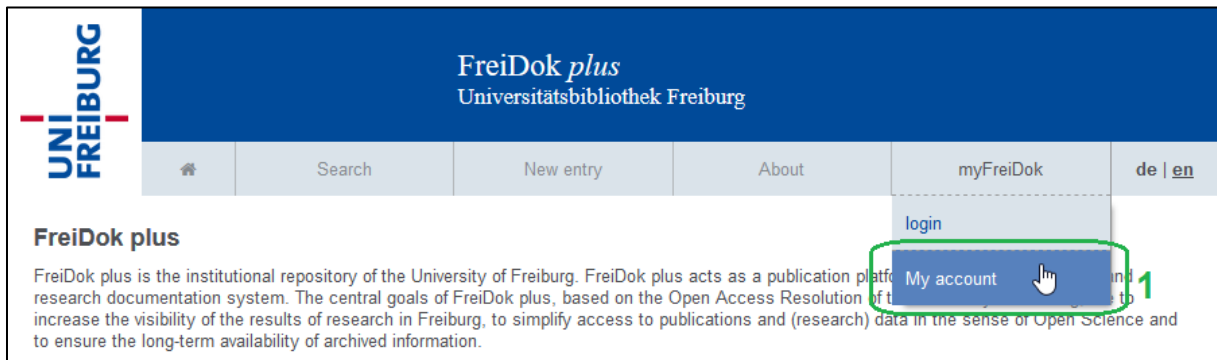
**3 I need the TAN to upload my examination paper:** If you would like to upload your dissertation with the TAN, please check this box.

**4 Voluntary fields:** You can fill in these fields on a voluntary basis. The more information you provide, the easier EIPub can create a clearly identifiable personal record.

**5 Request for a TAN:** With this button you send the application. You will receive the TAN by e-mail to your specified e-mail address. The TAN is **not** automatically generated and sent. Please be patient until you receive the e-mail.

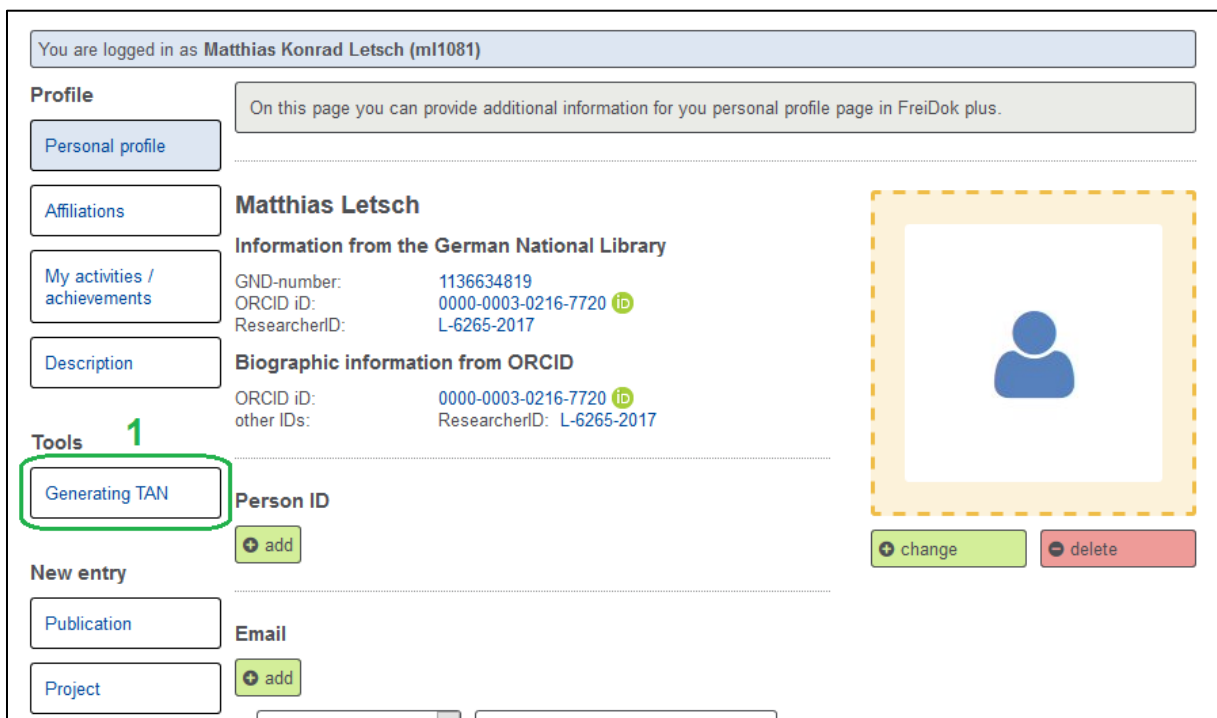
## 2.4 Generate TANs via myFreiDok account

If you have a myFreiDok account, you can independently generate several TANs there at once. You can, for example, give these to another person so that they can enter publications in your name.



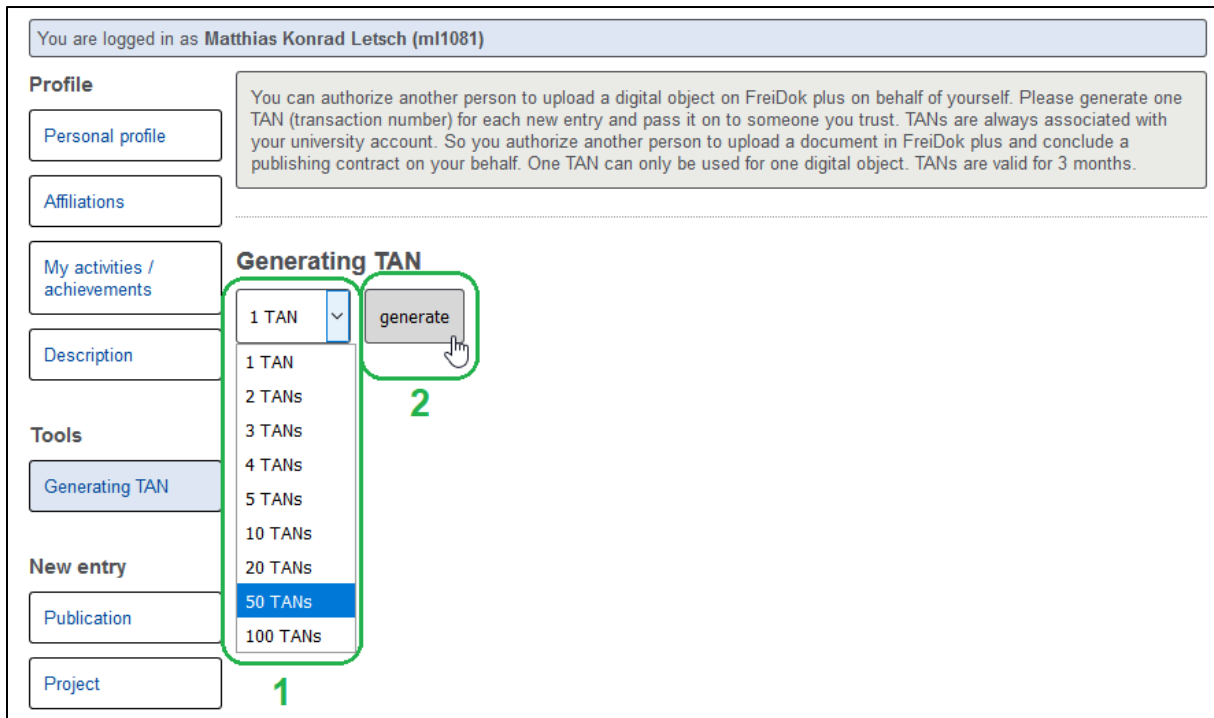
Picture 4: Access to myFreiDok account

**1 My account:** You can access your account via myFreiDok → My account.



Picture 5: Generate TAN via MyFreiDok account - Step 1

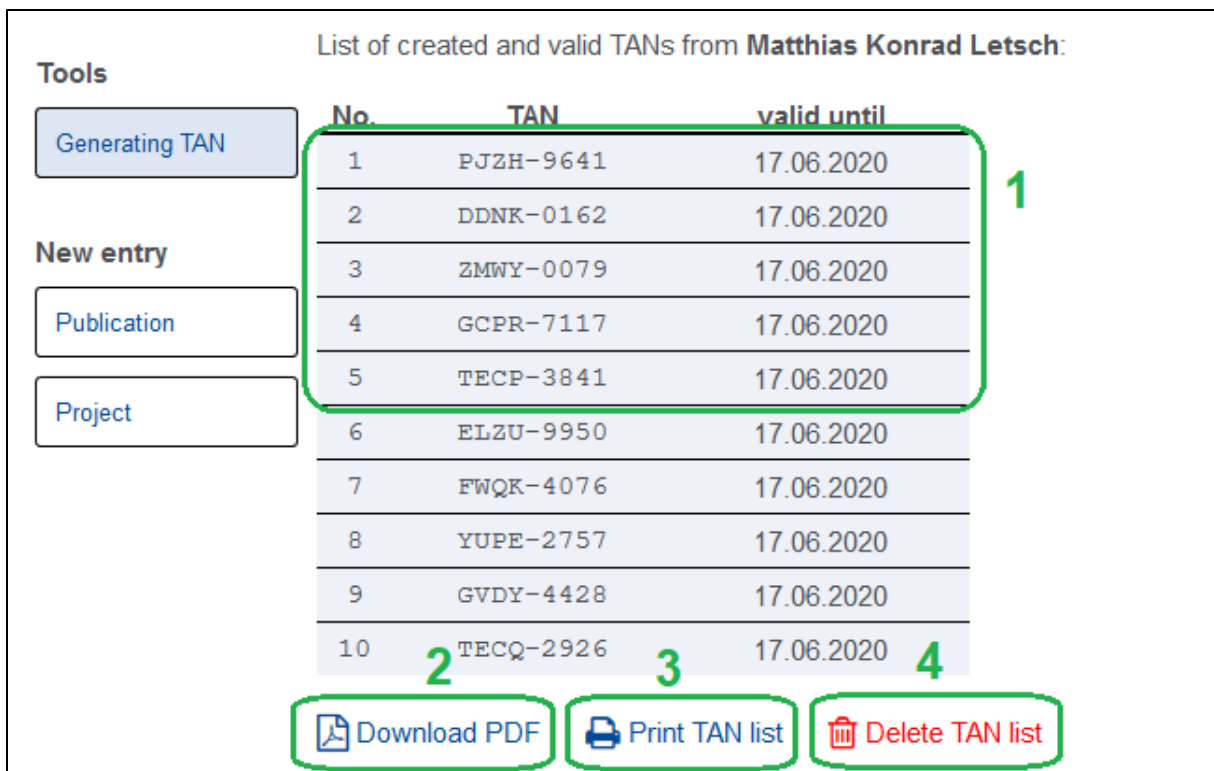
**1 Generating TAN:** Click here to go to TAN generation.



Picture 6: Generate TAN via MyFreiDok account - Step 2

**1 Select quantity of TANs:** Select the desired quantity of generated TANs here.

**2 Generate:** By clicking the button, the specified quantity of TANs is generated immediately.



Picture 7: Generated TAN

**1 TAN list:** The generated TANs are listed here and are immediately available. You can use them until the specified validity date. To do this, for example, simply copy a TAN to the clipboard and paste it into the TAN login (2.2 TAN login).

**2 Download PDF:** You can download the complete list as PDF.

**3 Print TAN list:** You can print out the complete list on a connected printer.

**4 Delete TAN-list:** You can delete the complete list when you no longer need it.

## 3 Media type / Document type

### 3.1 Media type

**Note:** Please contact EIPub if you are uncertain about this step!

The screenshot shows the Uni Freiburg FreIDok interface. At the top, there is a navigation bar with the Uni Freiburg logo and menu items: Home, Search, New entry, About, myFreiDok, and de | en. Below the navigation bar, there are four numbered steps: 1. Media type, 2. Metadata, 3. Legal matters, and 4. Save. The 'Media type' step is highlighted with a green circle and the number 1. Below the navigation bar, there is a message: 'You are logged in with TAN as Matthias Letsch. The TAN you are using is RLHP-7467'. Below this message, there is a text box explaining the two types of publication entries: 'Publications with File Upload' and 'Publications without File Upload (citation only)'. Below the text box, there are two buttons: 'Publication with file upload' and 'Publication without file upload'. The 'Media type' label and the two buttons are highlighted with a green border. The number 1 is above the first button, and the number 2 is above the second button. A question mark icon is next to the 'Media type' label.

Picture 8: Selection of the media type

**1 Publication with file upload:** Select this option if you want to publish a file, e.g. a dissertation or an open access article. You must be authorized to publish this file.

**2 Publication without file upload:** Select this option if you only want to specify a bibliographic record (metadata) of a publication.

**Question:** Is this an article from an OA journal? Check as indicated in **Sections 3.1.1 and 3.1.2!**

### 3.1.1 Check journal for Open Access

Elektronische Zeitschriftenbibliothek (Electronic Journals library): <https://ezb.uni-regensburg.de/>

The screenshot shows the EZB search interface. At the top, there is a search bar with the text 'Journal | ISSN' and a 'search' button. Below the search bar, it says '1 hits' and 'Refine search 3'. A traffic light icon is shown with the first light green, indicating full access. To the right of the traffic light is the text 'INDEXED IN DOAJ' and the journal title 'Nutrients'. Below this, there is a section for 'Online Availability: Fulltext freely available' with a green traffic light icon and the text 'To the fulltexts: Vol. 1 (2009) - ...'. A section titled 'General information on the online edition:' follows, containing details such as 'Title: Nutrients', 'Aktuelle Artikel: Newsfeed', 'Publisher / Provider: Molecular Diversity Preservation International (MDPI) ; BioMed Central ; PubMed Central Search publisher's open access policy in SHERPA/RoMEO', 'Subject(s): Agriculture, Forestry etc. | Process Engineering, Biotechnology', and 'Keyword(s): Lebensmitteltechnik | Ernährungswissenschaft'.

Picture 9: Checking a journal at the EZB

**1 Search:** Search for the journal here.

**2 Traffic light icon:** **green:** Journal is freely accessible. **Yellow:** The library has purchased a paid access **red:** Journal is not accessible.

**3 Indexed in DOAJ:** If this icon is also displayed, the journal is an Open Access journal.

DOAJ: <https://doaj.org/>

### 3.1.2 Check article for Open Access

Go to the **landing page (target page)** of the article on the Internet or open the **PDF file**: The document must include a **Creative Commons license** (usually at the end of the article, whichever is the exact one) to ensure free continued use according to the Open Access principle.

The image shows a Creative Commons Attribution (CC BY) license logo on the left. To the right of the logo, the text reads: '© 2020 by the authors. Licensee MDPI, Basel, Switzerland. This article is an open access article distributed under the terms and conditions of the Creative Commons Attribution (CC BY) license (<http://creativecommons.org/licenses/by/4.0/>).

Picture 10: Example of a CC license (grey box and/or license text)

#### Tips:

- Further basic information on Open Access can be found on our website: <https://www.ub.uni-freiburg.de/en/support/electronic-publishing/open-access/>
- An overview of the possible CC licenses is available here (as of 30.01.2020): <https://creativecommons.org/licenses/?lang=de>

## 3.2 Document type


**Media type** ?

Publication with file upload       Publication without file upload

---

**Document type** ?

Show | hide more document types  **1**

Doctoral thesis	Highest level thesis - PhD dissertation or doctoral thesis to obtain the academic title of doctor (PhD).
<input checked="" type="checkbox"/> Scientific article <b>2</b>	Article or an editorial published in a journal. 
Collection	A collection can be a series of publications as well as a compilation of works (by different authors) published under the same title.
research data	e.g. measurement data, single figures (graphs) or results of a survey, which can already be published in an article etc.

Picture 11: Selection of the document type

**1 Show more document types:** Initially only the four most frequently occurring document types are displayed. Here you can expand and collapse the list of all document categories.

**2 Select document type:** Select a document type suitable for your publication, for example:

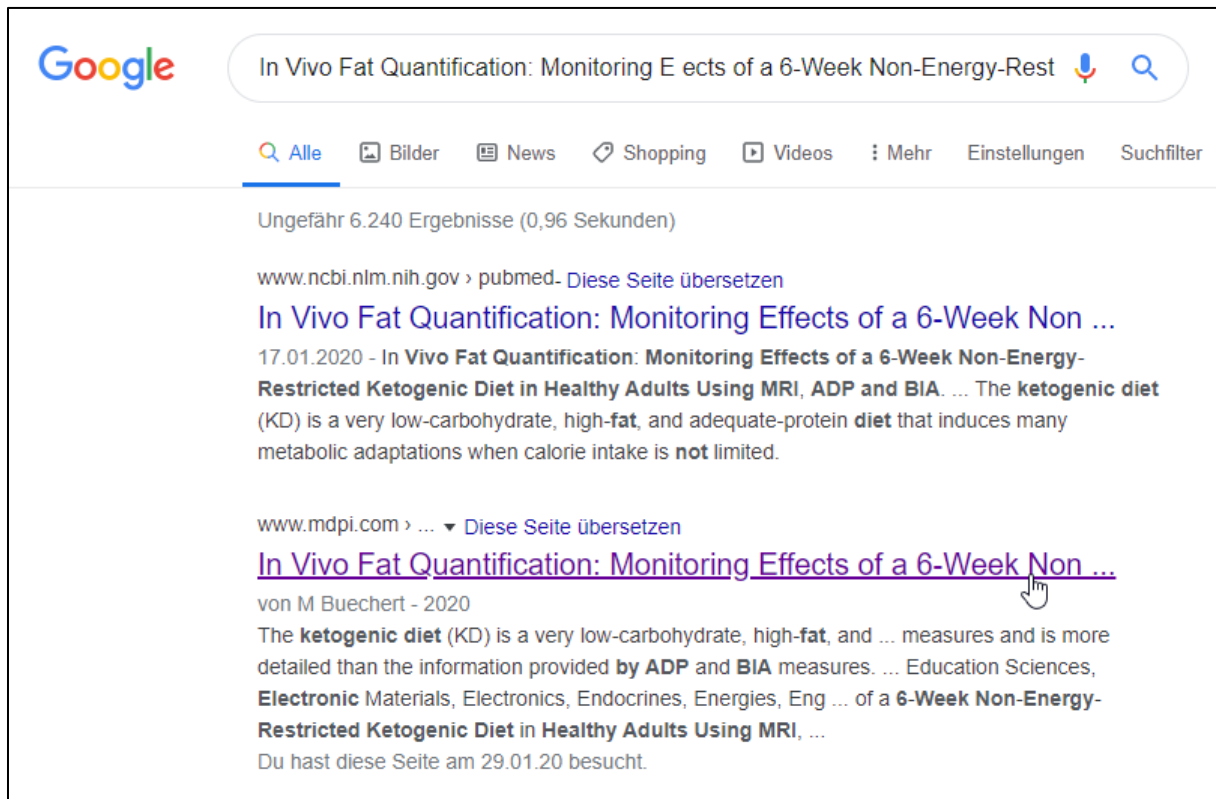
- **Scientific article:** For articles from scientific journals
- **Part of a book:** For articles / chapters from anthologies (books)
- **Contribution to a newspaper:** For newspaper articles

## 4 Existing identifier of this publication / Title / Language / Year

### 4.1 Existing identifier of this publication

**Question:** Is a DOI available? If so, the metadata can be automatically loaded via import.

If there is no DOI in the template, you can search for the title on the Internet with a search engine of your choice and thus find a DOI if necessary. DOIs always begin with 10.



Picture 12: Search for articles on the Internet to determine a DOI



### Existing identifier for this publication ?

Tip: If your work has already been published by a publisher and has a DOI, the metadata (title, year, abstract, etc.) can usually be imported. You can save yourself some typing. To do this, fill in the DOI field and click on the button to start the import. This may take a few seconds.

DOI ▼

10.3390/nu12010244 +

1
2

import metadata 3

Data import started. The following sources are checked:

CrossRef ✓

Deutsche Nationalbibliothek ✓

Südwestdeutscher Bibliotheksverbund ✓

👏 Metadata import was successful. Please check the imported information and correct or complete it.

4

#### Title ?

English ▼

In Vivo Fat Quantification: Monitoring Effects of a 6-Week Non-Energy-Restricted Ketogenic Diet in Healthy Adults +

#### Language ?

show | hide languages ▼

German

English ▼

French

Russian

#### Year of Creation ?

2020

Picture 13: DOI import

- 1 Select identifier:** The DOI occurs most frequently and is preset here. For example, if you are uploading a book, you can also enter an ISBN as an identifier.
- 2 Identifier eingeben:** Enter the identifier (preferably DOI) here.
- 3 Metadaten importieren:** After clicking the button, the system searches different sources for the metadata of the entered identifier.
- 4 Weitere Metadatenfelder:** The following metadata fields are automatically filled in by the import. Please check these fields only for obvious gaps or errors and correct them.

## 4.2 Title

Article

# In Vivo Fat Quantification: Monitoring Effects of a 6-Week Non-Energy-Restricted Ketogenic Diet in Healthy Adults Using MRI, ADP and BIA

Title 1

2

3

English  
German  
English  
French

In Vivo Fat Quantification: Monitoring Effects of a 6-Week Non-Energy-Restricted Ketogenic Diet in Healthy Adults

Picture 14: Title

**1 Language of the title:** Select the language of the title here. Most scientific articles are written in English. In this case select the language „english“ here.

**2 Title:** Enter the title here. For DOI import: Check that the title has been entered correctly.

**3 Further titles:** If a second, translated title is included in the same document, it can be entered here as an additional title.

## 4.3 Language

Language

show | hide languages 1

2

German English French Russian

Picture 15: Language

**1 Show language:** Initially, only the four most commonly used languages are displayed. The list of languages can be expanded here.

**2 Language:** Select the language in which the article is written here.

## 4.4 Year of creation

Enter the publication year of the document here.

## 5 Persons (all authors, editors etc.)

**DOI import:** During DOI import, personal data records are already created partially or completely. see Chapter **5.4 Persons in DOI Import**.

**With several people:** Repeat the following activities Find Person or Create New Person and Edit Person for each person to be entered.

### 5.1 Person aus Liste auswählen



Picture 16: Select persons from list

**1 Find a person:** Enter the name of the author here to search the FreiDok plus database. It is best to enter in the for **last name, first name** and to write out the first name in full to get clearer results. If no matching hits are found, you can search for a matching hit with an abbreviated first name (e.g. „Büchert, M“).

**2 Select person:** Select the appropriate hit from the list.

**3 Person not found in the list:** Select this option only if the person cannot be found and is therefore not yet in the database. If you think that the person you are looking for should definitely be in the research database, write an additional message to EIPub using the message field (**13.3 Message to the library**) or contact EIPub in another way.

## 5.2 Create new person

The screenshot shows a web form titled "Persons (All authors, editors etc.)" with a search bar and a "Person not found in the list?" checkbox (callout 1). Below is a section "Create a new entry for a person" with input fields for "John" and "Doe" (callout 2). A section "Additional information for distinguishing persons of the same name" contains fields for birth year (1990), location (London), country (Great Britain), ORCID ID (1234-5678-8765-4321), profession (Artist), and degree (Some Institute) (callout 3). A "Create entry" button is at the bottom right (callout 4).

Picture 17: Create new person

**1 Person not found in the list:** Select this option only if the person is not found via the search and therefore does not yet exist in the database.

**2 First name and surname:** Enter as complete as possible (e.g. do not abbreviate first name if it is known in full).

**3 Additional information:** If possible, please enter additional information here (especially ORCID, affiliation to institution). This information is very helpful for the administrators during post-processing.

**4 Create entry**

## 5.3 Edit Person

The screenshot shows the "Edit Person" form for "Büchert, Martin". Callout 1 points to a menu icon. Callout 2 points to a dropdown menu with "Author" selected. Callout 3 points to a list of person functions: "No person function", "First author", "Author equally contributed", "Group author", "Data author", "Last author", and "Corresponding author". Callout 4 points to a red minus sign icon.

Picture 18: Edit Person


**1 Move person in order:** If possible, enter the persons in the order in which they are mentioned in the template. By clicking on the symbol, the entire block can be moved with the mouse.

**2 Person role:** The most common role is „author“. This role is automatically preset. The role only needs to be changed in exceptional cases, e.g. if an editor is named for a book.

**3 Person function :** Relevant for scientific articles. The author named first in the template is the **first author**, the last named author the **last author**. The **Corresponding Author** can also be found in the template in most cases.

first author

last author

Martin Buechert<sup>1,\*</sup>, Thomas Lange<sup>1</sup>, Peter Deibert<sup>2</sup> and Paul Urbain<sup>3</sup>

<sup>1</sup> Department of Radiology, Medical Physics, Medical Center—University of Freiburg, Faculty of Medicine, University of Freiburg, 79106 Freiburg, Germany; Thomas.Lange@uniklinik-freiburg.de

<sup>2</sup> Institute for Exercise—und Occupational Medicine, Center for Medicine, Medical Center—University of Freiburg, Faculty of Medicine, University of Freiburg, 79106 Freiburg, Germany; Peter.Deibert@uniklinik-freiburg.de

<sup>3</sup> Department of Medicine I, Section of Clinical Nutrition and Dietetics, Medical Center—University of Freiburg, Faculty of Medicine, University of Freiburg, 79106 Freiburg, Germany; Paul.Urbain@uniklinik-freiburg.de

\* Correspondence: Martin.Buechert@uniklinik-freiburg.de

**Corresponding author**

Picture 19: Extract person functions from the template

## 5.4 Persons during DOI import

When importing DOIs, people are automatically assigned if they already exist in FreiDok plus and can be uniquely identified. Otherwise, they are either offered as person proposals or must be searched for or created manually.

The screenshot shows a web interface titled "Persons (All authors, editors etc.)". At the top, a message states: "The following persons were found in our system, but could not be uniquely assigned in FreiDok. Click on a person to display the person suggestions and select the appropriate person. If the person you are looking for is not in the list, you can also create a new person." Below this, a search bar contains "Lange, Thomas (Author)" with a magnifying glass icon, labeled with a green "1". Below the search bar, a dropdown menu shows "Lange Thomas" with a downward arrow, labeled with a green "2". To the right of the dropdown is a link "Person not found in the list?". Below the dropdown, it says "results 1 - 2 (2 total)". The main content area displays two person cards. The first card is for "Lange, Thomas (1974-)" with an ORCID ID "0000-0002-7467-8143". It lists his profession as "Physiker / Wissenschaftler" and his affiliation as "Wissenschaftlicher Mitarbeiter am Universitätsklinikum Freiburg, Radiologische Klinik – Medizinphysik bei Prof. Dr. Jürgen Hennig; seit 11/2009 Projektleiter der Arbeitsgruppe „Advanced Brain Imaging“". It also lists his research focus: "Magnetresonanzbildgebung und -spektroskopie mit Echtzeit-Korrektur / Diss., 2007, ETH Zürich, Institut für Biomedizinische Technik". It shows "54 publication(s) in FreiDok" and lists three publications: "2019: Assessing mechanical ankle instability via functional 3D stress-MRI – a pilot study", "2019: Big GABA II : water-referenced edited MR spectroscopy at 25 research sites", and "2019: Comprehensive lifestyle intervention vs soy protein-based meal regimen in non-alcoholic steatohepatitis". A green "3" with a hand cursor icon is next to the third publication. The second card is for "Lange, Thomas" with the name "Lange, Tomas" and profession "Volkswirt". It shows "9 publication(s) in FreiDok" and lists three publications: "2016: Competition for the international pool of talent", "2015: Education Policy, Student Migration, and Brain Gain", and "2014: Education policy, student migration, and brain gain".

Picture 20: Person suggestions

**1 Person suggestions:** People who are found in FreiDok plus but could not be clearly assigned (for example, because there are two or more people with the same name) are offered here as suggestions.

**2 Transfer to person search:** By clicking on the person in step 1, the person is transferred to the search field.

**3 Select person :** The possible hits from FreiDok plus are displayed. Select the appropriate hit here.

**Persons (All authors, editors etc.)** ?

The following persons were found in our system, but could not be uniquely assigned in FreiDok. Click on a person to display the person suggestions and select the appropriate person. If the person you are looking for is not in the list, you can also create a new person.

Lange, Thomas (Author) 1

Search person Person not found in the list? ▾

**Büchert, Martin** 2

Author ▾

- No person function
- First author
- Author equally contributed
- Group author
- Data author
- Last author

---

- Corresponding author

**Deibert, Peter**

Author ▾

- No person function
- First author
- Author equally contributed
- Group author
- Data author
- Last author

---

- Corresponding author

**Urbain, Paul**

Author ▾

- No person function
- First author
- Author equally contributed
- Group author
- Data author
- Last author

---

- Corresponding author

Picture 21: Persons during DOI import

**1 Person suggestions:** See step 1-3 of the previous image.

**2 Assigned persons:** Through the DOI import, uniquely identified persons are assigned directly.

**3 Person function:** The person function is not automatically selected via the DOI import. Therefore, please specify it if necessary.

## 6 Assignment of persons to institutions (affiliation)

Please help us by indicating here - if available - the affiliations to institutions (Affiliations) to the persons indicated in the template. Please indicate the affiliations that belong to the University of Fribourg. Please ignore all other affiliations to other institutions.

By entering the affiliations, these titles will later be listed under these institutions.


If possible, please enter the lowest level of the template (e.g. Department of Radiology instead of University Hospital Freiburg).

### Attention:

Please use preferably the search in the list of institutions of FreiDok plus.

Repeat the search for an institution not found immediately in another language (e.g. German instead of English) or with a different term (e.g. chair instead of professorship, institute instead of department etc.) to find the right institution. Only create a new institution if you have not found the right search result even after several different search queries.

The majority of the institutions at the University of Freiburg are already in the inventory.

**Martin Buechert**<sup>1,\*</sup>, **Thomas Lange**<sup>1</sup>, **Peter Deibert**<sup>2</sup> and **Paul Urbain**<sup>3</sup>

<sup>1</sup> Department of Radiology, Medical Physics, Medical Center—University of Freiburg, Faculty of Medicine, University of Freiburg, 79106 Freiburg, Germany; Thomas.Lange@uniklinik-freiburg.de

<sup>2</sup> Institute for Exercise—und Occupational Medicine, Center for Medicine, Medical Center—University of Freiburg, Faculty of Medicine, University of Freiburg, 79106 Freiburg, Germany; Peter.Deibert@uniklinik-freiburg.de

<sup>3</sup> Department of Medicine I, Section of Clinical Nutrition and Dietetics, Medical Center—University of Freiburg, Faculty of Medicine, University of Freiburg, 79106 Freiburg, Germany; Paul.Urbain@uniklinik-freiburg.de


\* Correspondence: Martin.Buechert@uniklinik-freiburg.de

Picture 22: Indication of the affiliations in the template (PDF or landing page)

### Assignment of persons to institutions (Affiliation)



**Büchert, Martin** (Author)

Optionally, select the institution(s) for which this person worked for this publication  1

Picture 23: Edit Affiliations, Step 1

**1 Edit:** Click on the pencil to unfold the affiliation edit for the person.



## 6.1 Select institution from list

**Büchert, Martin** (Author)  
Optionally, select the institution(s) for which this person worked for this publication

**Suggestions from the institutions assigned to a person in MyFreiDok**

Medizinische Fakultät + Universitätsklinikum Freiburg + Klinik für Radiologie - Medizinphysik + 1

**Institutions for which this person has already published in FreiDok plus**

Klinik für Radiologie +

**Select an institution from the list**

Radiology 2  only Uni Freiburg  former institutions 4 Institution not found in the list? v

results 1 - 3 (3 total)

**Klinik für Radiologie**  
Department of Radiology  
(Department für Radiologische Diagnostik und Therapie) 3  
3324 publication(s) in FreiDok  
2019: Highly accelerated fMRI using non-cartesian trajectories: enhanced dat...  
2019: Association of smoking and physical inactivity with MRI derived change...  
2019: Characterization of lower limb muscle activation patterns during walking...

**Klinik für Radiologie - Medizinphysik**  
Department of Radiology - Medical Physics

Picture 24: Edit Affiliations, Step 2

**1 Institution suggestions:** FreiDok plus suggests possible institutions on the basis of already available data. Suitable entries can be adopted.

**2 Select institution from list:** Enter the name of the institution here to search the FreiDok plus database.

- **For information in English:** Please note that the **German name** is highlighted in the list. In case of doubt, look for a possible German translation if you do not get a suitable hit when searching for the foreign-language name.
- Also note the **time of publication:** the institution may have had a different official name in the past. Use the name of the institution at the time of publication.

**3 Select institution:** Select the appropriate hit from the list.

**4 Institution not found in the list:** Select this option only if the institution is not found and therefore does not yet exist in the database.

## 6.2 Create new institution

**Select an institution from the list**

Search institution 1  only Uni Freiburg  former institutions 2 Institution not found in the list? ^

**Create a new entry for an institution**

Some Institute| 3 x Create entry 4

Picture 25: Institution neu anlegen

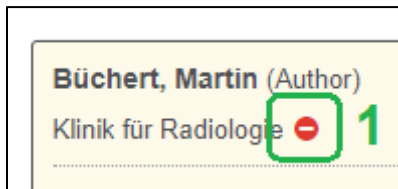
**1 Select institution from list:** Sure you didn't find the right thing here?

2 Institution not found in the list: Fold out the mask for new creation.

**3 Enter the name of the institution:** If possible, enter the official name of the institution (as it is mentioned e.g. on the institution's own website) (Please do not simply copy the affiliation from the template - these details often do not correspond to the official names).

**4 Create entry:** By clicking on the button, the new institution is created and immediately assigned as an affiliation with the person.

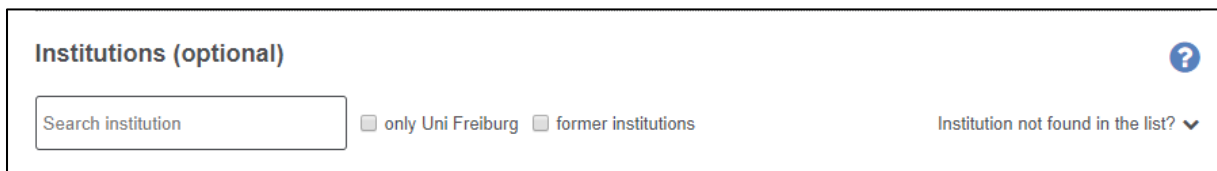
### 6.3 Remove institution assignment for authors



Picture 26: Delete wrong affiliation again

**1 Remove:** By clicking on the icon you can remove an incorrectly assigned affiliation.

### 6.4 Institutions (optional)



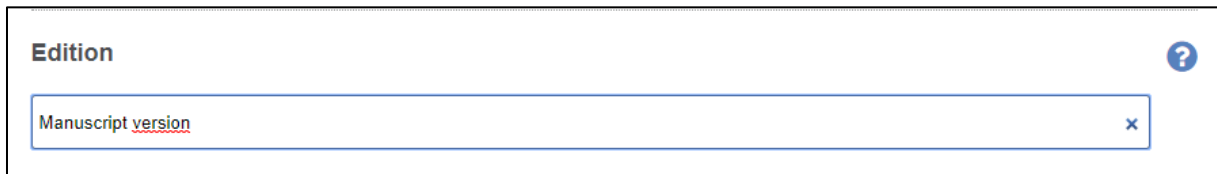
Picture 27: Institutions (optional)

This field is only used in a few cases, for example:

- For university theses (e.g. dissertations): faculty that awarded the title
- For series/journals: Institution as editor of a series/journal

## 7 Edition and Source

### 7.1 Edition



Picture 28: Edition or version specification

A version information about the document can be entered here.

Examples:

- Edition for books („2nd revised edition“)
- Version information for articles: („manuscript version“ / „preprint version“)

In the case of scientific articles from journals, you normally don't need to complete this field.

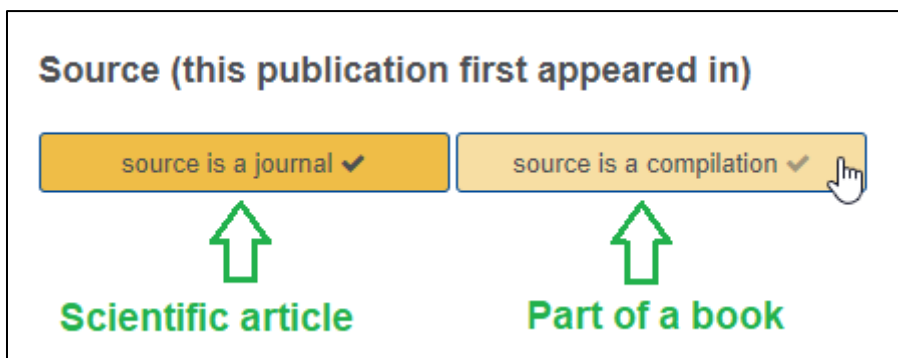
### 7.2 Source (this publication first appeared in)

References are important for journal articles and articles from anthologies. In the case of independently produced publications (e.g. document type „book“) the source citation is not documented. If the publication has appeared in a series, this fact is noted in the „Description“ field instead.

The source is either

- the **journal in which the present article was published**, including year, volume, issue and page or article number, or
- the **anthology / the compilation in which the present article was published**, including bibliographic data on the volume.

Please select the type of source before entering the source information. Depending on your selection, different fields are offered for you to fill in.



Picture 29: Select source type

### 7.2.1 Source is a journal

This option is the default setting.

The screenshot shows the landing page of a journal article. At the top, there are two buttons: 'Open Access' and 'Article'. The title is 'In Vivo Fat Quantification: Monitoring Effects of a 6-Week Non-Energy-Restricted Ketogenic Diet in Healthy Adults Using MRI, ADP and BIA'. Below the title, the authors are listed: Martin Buechert<sup>1,\*</sup>, Thomas Lange<sup>1</sup>, Peter Deibert<sup>2</sup>, and Paul Urbain<sup>3</sup>. The affiliations are provided for each author. A green box highlights the citation information: 'Nutrients 2020, 12(1), 244; <https://doi.org/10.3390/nu12010244>'. Below this, the publication timeline is shown: 'Received: 16 August 2019 / Revised: 23 December 2019 / Accepted: 8 January 2020 / Published: 17 January 2020'.

Picture 30: Example for volume and issue information on the landing page of a journal article

The screenshot shows a form titled 'Source (this publication first appeared in)'. At the top right is a help icon. Below the title are two radio buttons: 'source is a journal' (selected) and 'source is a compilation'. A green box highlights these buttons and is labeled '1'. Below is a text input field for 'enter source'. Under the heading 'detailed entry (optional)', there are several input fields: 'title of journal' (value: Nutrients, labeled '2'), 'issn of journal' (value: 2072-6643, labeled '3'), 'place' (value: Basel, labeled '4'), 'publisher' (value: MDPI AG, labeled '5'), 'year' (value: 2020, labeled '6'), 'volume' (value: 12, labeled '7'), 'issue' (value: 1, labeled '8'), and 'page(s)' (value: 244, labeled '9').

Picture 31: Source information (journal)

**1 Select source type:** As explained above, please select the source type first.

**2 title of journal:** Enter the title of the journal here. English titles start in capital letters, but all other words are written in lower case except proper names.

**3 ISSN of journal:** You can find the ISSN either on the pages of the article or journal or by contacting the EZB: <https://ezb.uni-regensburg.de>

**4 Place:** Here you can specify one or more places of publication.

**5 Publisher:** Here you can specify the publisher.

**6 Year:** Here you can specify the year of publication.

**7 Volume:** Here you can specify the volume.

**8 Issue:** Here you can specify the issue. Some journals do not have any issue details. In this case just leave the field empty.

**9 page(s):** Here you can specify the pages. Some magazines give an article number instead. You can enter this number in this field instead of the page number.

## 7.2.2 Source is a compilation

If the source is an anthology, please refer to the title page of the corresponding volume for information on the volume.

The image shows a web form for entering source information for an anthology. The form is titled "Source (this publication first appeared in)" and includes a help icon. At the top, there are two radio buttons: "source is a journal" and "source is a compilation" (which is selected). Below this is a text input field for "enter source". The "detailed entry (optional)" section contains several fields: "title of compilation" (filled with "The Cambridge Handbook of Cognition and Education"), "persons" (filled with "Dunlosky, John (ed.); Rawson, Katherine A. (ed.)"), "edition" (filled with "edition"), "place" (filled with "Cambridge"), "publisher" (filled with "Cambridge University Press"), "year" (filled with "2019"), "page(s)" (filled with "183-208"), "isbn of compilation" (filled with "9781108235631"), "series" (filled with "series"), "volume (series)" (filled with "volume (series)"), "issue (series)" (filled with "issue (series)"), "another series" (filled with "another series"), "volume (second series)" (filled with "volume (second series)"), and "issue (second series)" (filled with "issue (second series)").

Picture 32: Source information (anthology)

**1 Select source type:** As explained above, please select the source type first.

**2 Title of compilation:** Enter the title of the compilation here.

**3 Persons:** Here you can specify the persons involved (especially editors).

**4 Edition:** Here you can enter an edition if necessary. In this example, there is no edition note, so the field can be left blank.

**5 Place:** Here you can enter the publishing location. Separate multiple locations with semicolon.

**6 Publisher:** Here you can specify the publisher. It is best to adopt the spelling 1:1 from the template.

**7 Year:** Here you can specify the year of publication.

**8 Page(s):** Here you can specify the pages of the essay within the volume. The first and last page can be taken directly from the template (if available).

**9 ISBN of compilation:** Here you can specify the ISBN. It is usually located on the title back page of the volume.

**10 Series:** This field is only relevant if the volume was published within a series. Here you can enter the title and any additional title information.

**11 Volume (series):** This field is only relevant if the volume was published within a series. The volume count within the series can be specified here.

The other fields occur very rarely and are therefore not explicitly dealt with here.

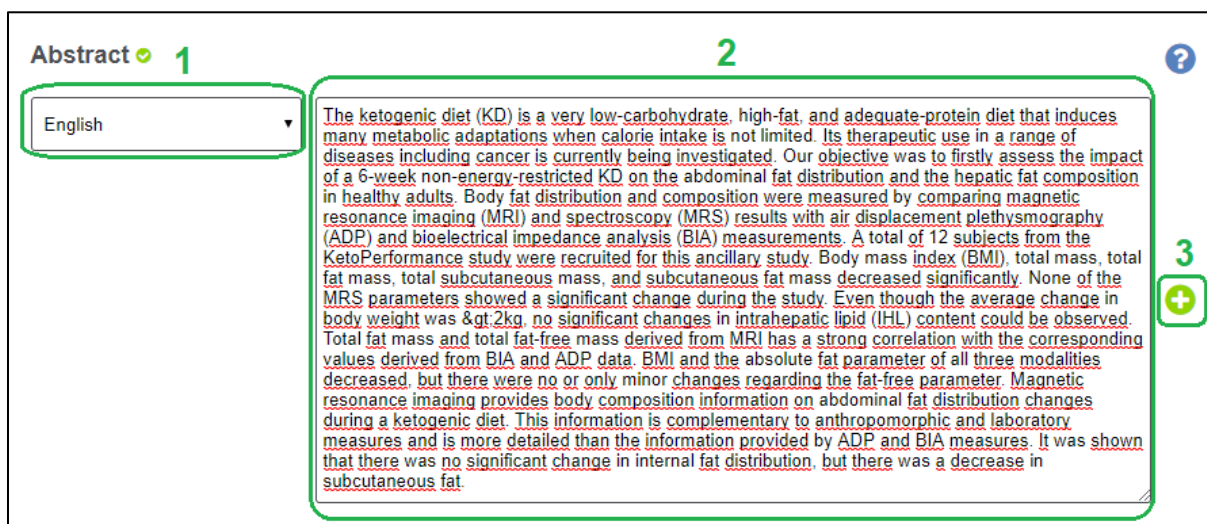
## 8 Content description

### 8.1 Abstract

**Attention:** The field for the abstract remains empty for publications without file upload!

Abstracts are subject to the license terms of the article and may only be published for publications with file.

**For DOI import:** An abstract may be inserted automatically. Please remove it again if you create an entry without file upload.



The screenshot shows a web form for entering an abstract. On the left, there is a dropdown menu labeled 'Abstract' with a green checkmark and the number '1'. The dropdown is currently set to 'English'. To the right of the dropdown is a large text area labeled with a green '2'. This text area contains a sample abstract text about the ketogenic diet. On the far right of the text area, there is a blue question mark icon and a green plus sign icon labeled with a green '3'.

Picture 33: Abstract for publication with file

**1 Language:** Select the language in which the abstract is written.

**2 Abstract:** Insert the abstract here.

**3 Add:** Here you can add another abstract, e.g. in another language.

### 8.2 Kontrolliertes Schlagwort suchen

Keywords are terms used to describe the content of the document.

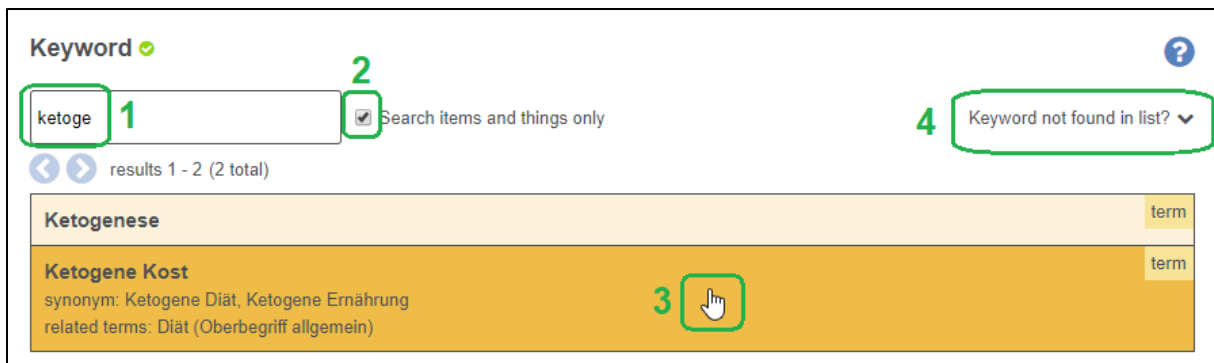
You can always skip the keyword entry if you wish. Then continue with **Category Dewey Decimal Classification (optional)**.

If you want to enter keywords, please read on here.

High-quality content indexing is generally not required. Some articles contain keywords that you can use later. Otherwise you can, for example, briefly skim the title and abstract of the template for keywords.

**For DOI import:** In some cases, suitable keywords are entered automatically.





Picture 34: Search keyword

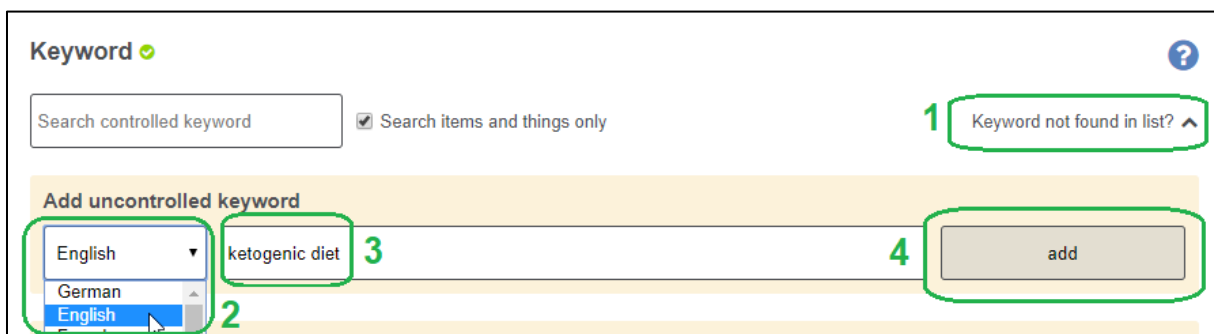
**1 Select keyword from list:** Enter a term (preferably in German) here to search in the controlled keywords of the Integrated Authority File.

**2 Search for keywords only:** This option is enabled by default. If, for example, you want to search for persons, places or events dealt with in the document instead of using subject terms, please uncheck this box so that the entire Authority File is searched.

**3 Select keyword:** Select the appropriate hit from the list.

**4 Keyword not found in list:** Here you can add a free keyword yourself. Select this option only if the term is not found in the list and therefore not available as a controlled keyword. Before you create a new keyword, try again with a German translation (for foreign terms), a synonym or a related term.

### 8.3 Add uncontrolled keyword



Picture 35: Add uncontrolled keyword

**1 Keyword not found in list:** Expand or collapse uncontrolled keyword assignment here.

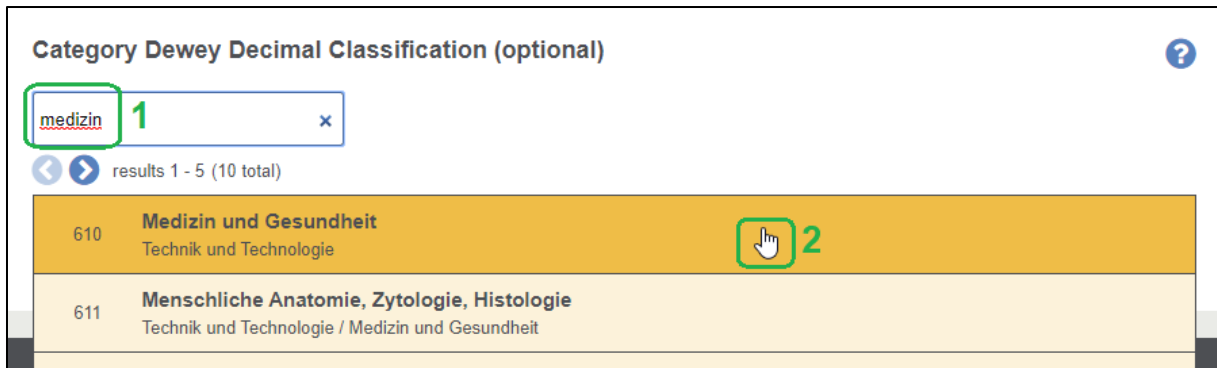
**2 Language:** The language of the keyword can be selected here. The free keyword entry is particularly suitable for English language terms and proper names (brands, institutions, established abbreviations etc.). In the case of English-language terms, search the list of controlled keywords with a German translation first.

**3 Enter keyword:** Enter the term for the keyword here. For English terms: please be sure to capitalize the first word only.

**4 Add:** Create the new free keyword here.

### 8.3 Category Dewey Decimal Classification (optional)

With the help of a classification, a general subject area can be specified, in which the present document can be classified. Only German terms are searchable and available.



Picture 36: Selecting a DDC Classification

**1 Search DDC Classification:** Search here for a general term for a subject area (e.g. „medicine“, „mathematics“ etc.).

**2 Add:** Select the appropriate hit from the list.

## 8.4 Description

Additional information can be inserted here, such as an additional comment, a table of contents or a description of the methodology.

## 9 Relations

### 9.1 Relations to existing title or project entries in FreiDok

Here you can set relations to other FreiDok titles. These can be, for example, titles that are cited („referenced“) by the present document. You can also set the „is part of“ relation to the anthology if the anthology as a whole is referenced in FreiDok plus.

### 9.2 Relations to other external publications

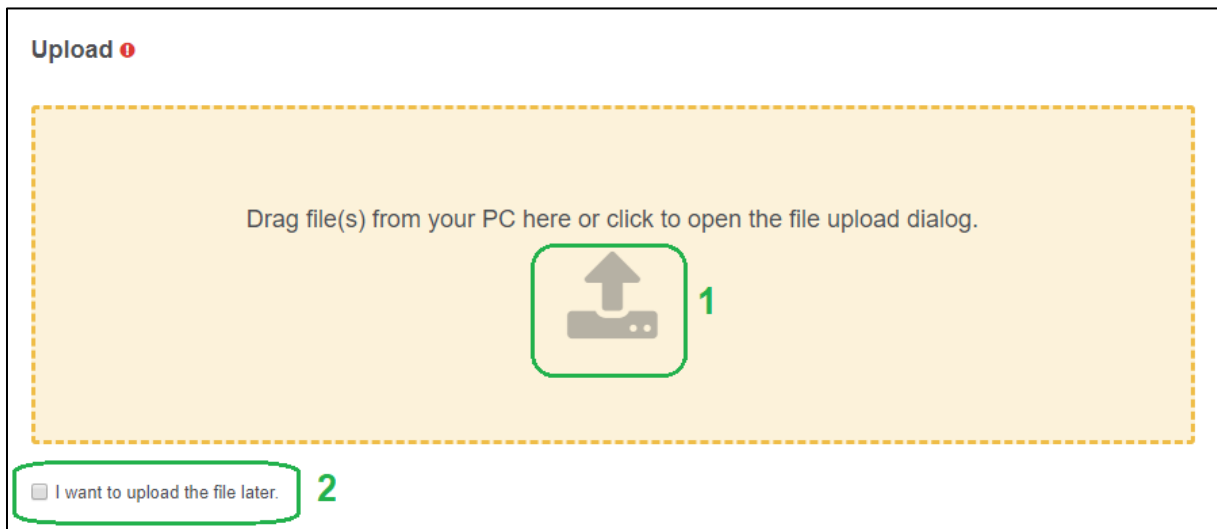
Here you can enter relations to publications outside FreiDok plus by specifying a unique identifier (e.g. DOI or ISBN) for them.

### 9.3 Relationships during DOI import

When the publication is imported as a DOI, many relations may already be entered automatically. These can simply be left as they are. In this case, please scroll down in the mask to the **Source**.

## 10 Upload

This step only appears if you selected the **Publication with file upload** option in step **3 Media type / Document type**.



Upload ⓘ

Drag file(s) from your PC here or click to open the file upload dialog.

1

I want to upload the file later. 2

Picture 37: File upload

**1 Upload:** You can either simply drag the file with the mouse into the upload field or click on the field to select a file via the selection dialog.

**2 I want to upload the file later:** If you currently do not want to upload the file, you can check this box. You can then send us the file, for example, later by e-mail to [freidok@ub.uni-freiburg.de](mailto:freidok@ub.uni-freiburg.de).

# 11 License for your metadata / License for your documents

## 11.1 License for your metadata

All metadata you have entered here in the input mask (including abstract, description etc.) will be published under a CC0 license: <http://creativecommons.org/about/cc0>

## 11.2 License for your documents

This step only appears if you selected the **Publication with file upload** option in step **3 Media type / Document type**. In this case, you can select a desired license for your files here, which regulates the further distribution.

**License for your documents** ?

<input checked="" type="checkbox"/>		Creative Commons CC BY 4.0 Attribution		1			3
		Creative Commons CC BY-SA 4.0 Attribution-ShareAlike This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to "copyleft" free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.		2			
<input checked="" type="checkbox"/>		Creative Commons CC BY-ND 4.0 Attribution - NoDerivs					
		Creative Commons CC BY-NC 4.0 Attribution-NonCommercial					
		Creative Commons CC BY-NC-SA 4.0 Attribution - NonCommercial-ShareAlike					
		Creative Commons CC BY-NC-ND 4.0 Attribution - NonCommercial-NoDerivs					
		Takes over regulations of the licensor or the (Creative Commons) license stated in the document itself.					
		Usage only according to German Copyright Law.					

Picture 38: Select license

**1 Select license:** You select a license by clicking on it. **Attention:** For OA journal articles, select the option „Takes over regulations of the licensor or the (Creative Commons) license stated in the document itself“.

**2 Fold out/fold in license description:** With a click on the eye symbol you can unfold the additional description for a license.

**3 Link to the license page:** By clicking on the link symbol, you will be directed to the external website of the license, which is described in more detail.

**4 Currently selected license:** The currently selected license (as described in **step 1**) is colored orange.

## 11.3 Instruction for attribution of your chosen CC-License


### Instruction for attribution of your chosen CC-License

Please fill out this form in order to help others to make attribution correctly! You can either choose from our suggested values or enter the desired attribution into the text field. On the webpage of the license deed we provide via link, you can find more information.

**Suggestions: 1**

**Attribution: 2**

**3** **Preview**



In Vivo Fat Quantification: Monitoring Effects of a 6-Week Non-Energy-Restricted Ketogenic Diet in Healthy Adults Using MRI, ADP and BIA [Manuscript version]  
by Martin Büchert, Peter Deibert, Paul Urbain & Thomas Lange  
is licensed under  
[Creative Commons CC BY-ND 4.0](#)  
Attribution - NoDerivs

Picture 39: Attribution of a selected license and preview of the license information

**1 Suggestions:** FreiDok plus automatically makes suggestions for attribution.

**2 Attribution:** Enter the name(s) of the selected license (e.g. all autos).

**3 Preview:** This way the license information is displayed with the document on FreiDok plus.

## 12 Contract

This step only appears if you selected the **Publication with file upload** option in step **3 Media type / Document type**. In this case, you select and accept the contract between you and the University Library for the publication of the file on FreiDok plus.

**Note:** In case of doubt, please consult EIPub in this step! A wrong contract selection cannot be changed afterwards in the existing entry. The recording must then be completely repeated.

There are three types of contracts:

- **Contract for authors:** Please select this contract if you are the author of the uploaded document.
- **Contract for editors:** Please select this contract if you are the editor of the uploaded document.
- **Existing individual contract:** This option is only valid in exceptional cases and only after prior consultation with EIPub.

**Contract** ⓘ

<input checked="" type="checkbox"/> Contract for authors <b>1</b>	Contract for authors and rights holders of research data
<input checked="" type="checkbox"/> Contract for editors	Contract for editors: only the editor enters into an agreement. But the authors must have transferred their copyright to the editor. <b>2</b>
<input type="checkbox"/> Existing individual contract	An individually arranged contract with the Library is already existing.

**3**

**Preview**

**Publishing contract**

**Note: Only the German language version of this contract is legally binding!**

This contract regulates the legal relationship between the person publishing the document and the University Library at the University of Freiburg for publishing documents (e.g. articles and dissertations) and research data. In the following these documents are referred to as "digital objects."

**Publishing contract (Deposit License)**

between Ms. / Mr.

**Matthias Letsch**

(referred to in the below as "person")

acting as deputy for the following contracting parties:

*Büchert, Martin (Author)*  
*Deibert, Peter (Author)*  
*Urbain, Paul (Author)*  
*Lange, Thomas (Author)*

and the University of Freiburg (on whose behalf the University Library is acting, thus referred to in the below as "University Library")

The contract has arisen through the publication in FreiDok plus.

I accept above contract. **4**

Picture 40: Contract

**1 Contract currently selected:** The currently selected contract is colored orange.

**2 Select contract:** Click on a contract to select it.

**3 Preview:** The contract preview contains the entire text of the contract. Please check here whether the correct contractual partner (author or publisher) and, if applicable, all other contractual parties are named.

**4 I accept above contract:** By clicking on the check mark you sign the present contract. The contract, however, only becomes binding when the file is published after internal processing.



## 13 Date of Availability / Contact / Message to the library / Preview

### 13.1 Date of Availability

The field for the release date only appears if you have selected the option **Publication with file upload** in step **3 Media type / Document type**.



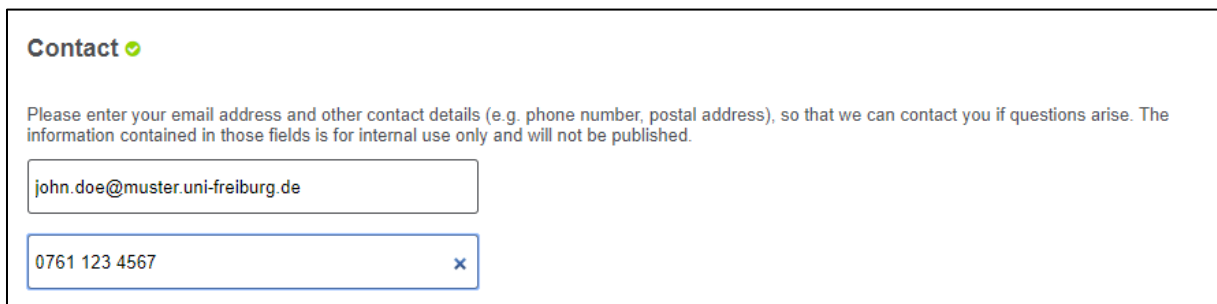
Picture 41: Specify date of release

**1 Specify date of release:** There are two options:

- **Release file(s) immediately:** This option is set by default. Please note that the files will not be unlocked „immediately“ anyway, but only at the next possible time after the check by the administrators of EIPub.
- **Specify date of release:** Select this option if you want your file to be unlocked on a specific date. When you click on this option, the date field appears (**step 2**).

**2 Date:** Enter the desired date for the activation here.

### 13.2 Contact



Picture 42: Contact details for questions

Please enter an e-mail address as a contact option for further inquiries. This information is only stored internally and will not be published.

### 13.3 Message to the library

If there is something special to consider when entering, you can leave a message to the EIPub team here. The field is only visible internally for us.

### 13.4 Preview

Here you can check the information you have entered so far and, if necessary, jump back to the correction.

**Preview**

**Metadata**

**Document type**  
Scientific article

**Existing identifier for this publication** ✎  
DOI: 10.3390/nu12010244 ⚠

**title information** 1 ✎

Title (English) : In Vivo Fat Quantification: Monitoring Effects of a 6-Week Non-Energy-Restricted Ketogenic Diet in Healthy Adults Using MRI, ADP and BIA

Language: English

Year of Creation: 2020

**Persons** ✎

Author: Büchert, Martin id  
Klinik für Radiologie

Yes, I want to upload my data to your server! 📄

2

Picture 43: Preview and Upload

**1 Edit:** If you notice a mistake in an area, you can click on the pencil symbol to return to the corresponding page of the input mask to make changes.

**2 Upload my data to your server:** Click here to complete the process. The entered data will end up in the internal admin area and will be checked again by EIPub.

**After the transfer you will receive an e-mail notification including a copy of the contract as a PDF file to the given address. As soon as EIPub has activated your entry, you will receive another notification with the link to the entry on FreiDok plus.**

# Index

- Abstract 32
- Affiliation 24
- Article 14
- Contact 41
- Contract 39
- DDC *see* Dewey Decimal Classification
- Description 34
- Dewey Decimal Classification 33
- Document type 15
- DOI *see* Digital Object Identifier
- DOI import 22
- Edition 27
- File 13, 36
- Institution 24
  - create new 25
- Journal 14
- Keyword
  - uncontrolled 33
- Language 18
- License
  - Attribution 38
  - Documents 37
  - Metadata 37
- Media type 13
- myLogin 8
- Person
  - create new 20
- DOI import 22
- Function 20
- Role 20, 22, 23
  - select from list 19
- Relation 35
- Release date 41
- Source
  - Compilation 30
  - Journal 28
- TAN 8
- Title 18
- Upload 13, 36
- Year 18