Enter data for the university bibliography in MADOC

1. What is MADOC?
MADOC - the publication server of the Mannheim University Library. It offers members of the University of Mannheim the opportunity to make their research work accessible worldwide as an open access publication without access restrictions. Work from previous research activities can also be taken into account.

MADOC - the university bibliography of the University of Mannheim. All scientific publications produced at the University of Mannheim are listed here as completely as possible.

2. Who can enter data in MADOC?
All members of the University of Mannheim can enter publication data in MADOC. You will need the University IT login data, i.e. the Uni-ID and password. Alternatively, you can send a list of publications to madoc@uni-mannheim.de. The MADOC team will then be happy to take care of the entry.

3. How can I enter data in MADOC?
You can find the start page of MADOC on the homepage of the University Library or directly under the link https://madoc.bib.uni-mannheim.de/.

3.1 Log in to the user workspace
Log in with your Uni-ID and the corresponding password.
You are now in your personal user workspace. When you first log in, the area is empty. Later you will find the publications you have entered here.

### 3.2 Enter data

Click on the **New Item** button to enter your data.

Alternatively, you can also import bibliographic data by selecting the format and clicking on the **Import data** button.

In the following view, you will see an overview of the individual data entry steps (from *Department* to *Deposit Item*). At each step, an input mask appears in which you can enter all the necessary information. Always use the **Next** button to switch to the next section.

#### 3.2.1 Department

Add the department to which the publication is assigned, for example the chair at which the author works. Click the **Next** button to go to the next section *Purpose*. 
3.2.2 Purpose

Under Purpose, select *Do you want to publish an electronic document on MADOC?* or another of the options listed. The university bibliography will only include publications that were produced during your time at the University of Mannheim.

Please note: For publications prior to your employment at the University of Mannheim, please select *Would you like to add publications you published before you started working at the University of Mannheim?*

You also have the option of uploading the full text matching the entry. If you would like to do this, please also tick *Do you want to publish an electronic document on MADOC?* Please note who owns the rights to the publication. Click on the Next button to go to the next section *Upload*
3.2.3 Document Type
Here you specify what type of document your entry is. Short explanations are given for each type to help you classify them. Click on the Next button to go to the next section Information on Form or Upload if necessary.

3.2.4 Upload
This section is only available if you have selected electronic publication as the intended use.
You can upload your document in PDF format here.

3.2.5 Information on Form
Enter all the data for your publication here.

Please note that you can only switch to the next section once all mandatory fields (marked with a yellow star) have been completed. Click the Next button to go to the next section, Information on Content.
If there are gaps in the input, an error message will be displayed. Complete the data in order to continue. If there is no information, go to the next step by clicking on the next tab.
3.2.6 Information on Content
In this section you can, if desired, enter an abstract, the subject area and information on the classification. Click the Next button to go to the next section Deposit Item or License, if applicable.

3.2.7 License
This section is only available if you have selected electronic publication and uploaded a PDF.
The MADOC Standard License and the Statement on rights of third parties are mandatory fields. Depending on the document type you have selected, an Extended license and an Open License Creative Commons Attribution may also appear. Click on the Next button to go to the next section Deposit Item.
3.2.8 Deposit Item
You will now receive a preview of your entry. Please read through the instructions and check the data again. Then click on the Deposit Item button.

You will receive a confirmation.

After submitting, the entry has the status *in progress*, i.e. it is in a buffer and will not be visible in MADOC until it has been approved by an editor. Please note that you cannot change the entry yourself once it has been sent. If you have any change requests, please contact the editorial team (madoc@uni-mannheim.de).

4. Management of your data
You can see all your entries and their status in the Manage Deposits section.
- **Yellow**: the entry is still in your user area. You can still edit it
- **Lila**: The entry has been sent by you and is now under review
- **Green**: The entry has been activated by the review and is now visible to everyone in MADOC
- **Gray**: The entry was rejected by the review. You will also receive an e-mail stating the reason for the rejection.
If you have any change requests after activation - perhaps, for example, an announced article has appeared in the meantime - you can send a message to the editorial team using the e-mail button below the entry in the detailed display.

If you do not have all the information at hand when entering or if you want to interrupt the message for other reasons, you can click on Save.

In this way, the incomplete entry remains in the User workarea (yellow). You can continue working on it at any time and send it once it is complete. Click on the pencil icon to go to the corresponding entry.

You can filter the list of your entries by status type. Only the entries in your user workarea can still be edited by you.

5. How do I logout from MADOC?

When you have finished your work in MADOC, log out via Logout.