

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.

The screenshot shows the MADOC website interface. At the top, there is a navigation bar with the University of Mannheim logo on the left, the MADOC title 'MADOC Publikationsserver & Universitätsbibliographie' in the center, and the UB Mannheim logo on the right. Below the navigation bar is a menu with links: Home, Browse, Fulltexts, University bibliography, Statistics, About MADOC, Help, and Contact. A search bar and 'Advanced Search' link are on the right. A red arrow points to the 'Login' link on the left. The main content area includes a 'Welcome to MADOC' section with a description of the repository and a 'Latest Entries' section listing a publication.

Please enter your username and password (Uni-ID).

User name:

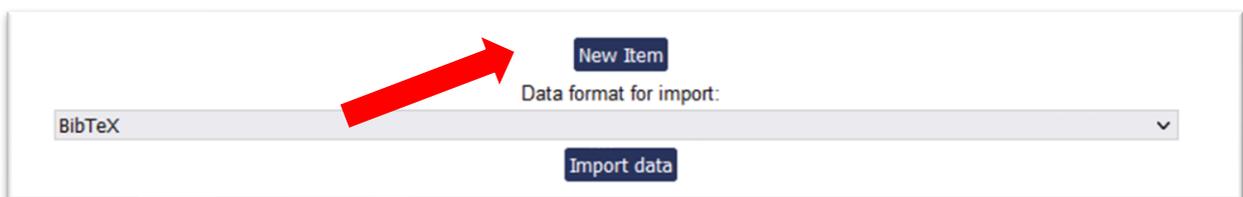
Password:

Note: You must have cookies enabled.

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.



The screenshot shows a user interface with a 'New Item' button and an 'Import data' button. A red arrow points to the 'New Item' button. Below the buttons is a dropdown menu labeled 'Data format for import:' with 'BibTeX' selected.

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.



The screenshot shows a horizontal navigation bar with buttons for 'Department', 'Purpose', 'Document Type', 'Upload', 'Information on Form', 'Information on Content', 'License', and 'Deposit Item'. Below the navigation bar are 'Save', 'Cancel', and 'Next >' buttons. A legend at the bottom left indicates that a star icon marks mandatory fields.

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*.

[Department](#)
[Purpose](#)
[Document Type](#)
[Upload](#)
[Information on Form](#)
[Information on Content](#)
[License](#)
[Deposit Item](#)

[Save](#)
[Cancel](#)
[Next >](#)

 marks mandatory fields

 **Institution** 

Search school/institution

- Außerfakultäre Einrichtungen
- Sonstige Einrichtungen
- Zentrale Einrichtungen
- Business School
- School of Law and Economics
- School of Social Sciences
- School of Business Informatics and Mathematics
 - Algebraische Geometrie (Hertling 2005-) [Add school/institution](#)
 - Angewandte Mathematik (Juniorprofessur) (Kolb 2012-) [Add school/institution](#)
 - Angewandte Mathematik u. Informatik (Steidl 1996-2011) [Add school/institution](#)
 - Applied Analysis (Chen 2014-) [Add school/institution](#)
 - Applied Stochastics (Schlather 2012-) [Add school/institution](#)

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*

Department	Purpose	Document Type	Upload	Information on Form	Information on Content	License	Deposit Item
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Verwendungszweck ?

Do you want to publish an electronic document on MADOC?:	<input checked="" type="checkbox"/>	?
Do you want to add a publication to the university bibliography?:	<input checked="" type="checkbox"/>	?
Would you like to add publications you published before you started working at the University of Mannheim?:	<input type="checkbox"/>	?
Do you want to enter a publication with the status "Online first"?:	<input type="checkbox"/>	?
Do you want to add publications which are in press and about to be published?:	<input type="checkbox"/>	?
Do you want to add a publication that has been funded by the Open Access publication fund?:	<input type="checkbox"/>	?
Do you want to add a publication that is relevant for the regional studies information system Baden-Württemberg (LEO-BW)?:	<input type="checkbox"/>	?

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.

Department	Purpose	Document Type	Upload	Information on Form	Information on Content	License	Deposit Item
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★ marks mandatory fields

★ **Document Type**

Please select the most appropriate type for your deposit.

- Article**
An essay or article in a journal
- Book**
A complete book or a collection of essays
- Book chapter**
A chapter in a book or an article in a collection
- Doctoral dissertation**
A doctoral dissertation
- Conference or workshop publication**
A paper, speech, lecture or presentation given at a conference or workshop, which has been published in a book, journal or in another source.
- Conference presentation**
Unpublished conference or workshop contribution (also presentation slides or posters).
- Working paper**
Academic work published by the school or institution where it was written, but not published in a book, journal etc. This may be a research paper, working paper, research report or discussion paper. You will need to upload either a PDF file or indicate a

3.2.4 Upload

This section is only available if you have selected electronic publication as the intended use.

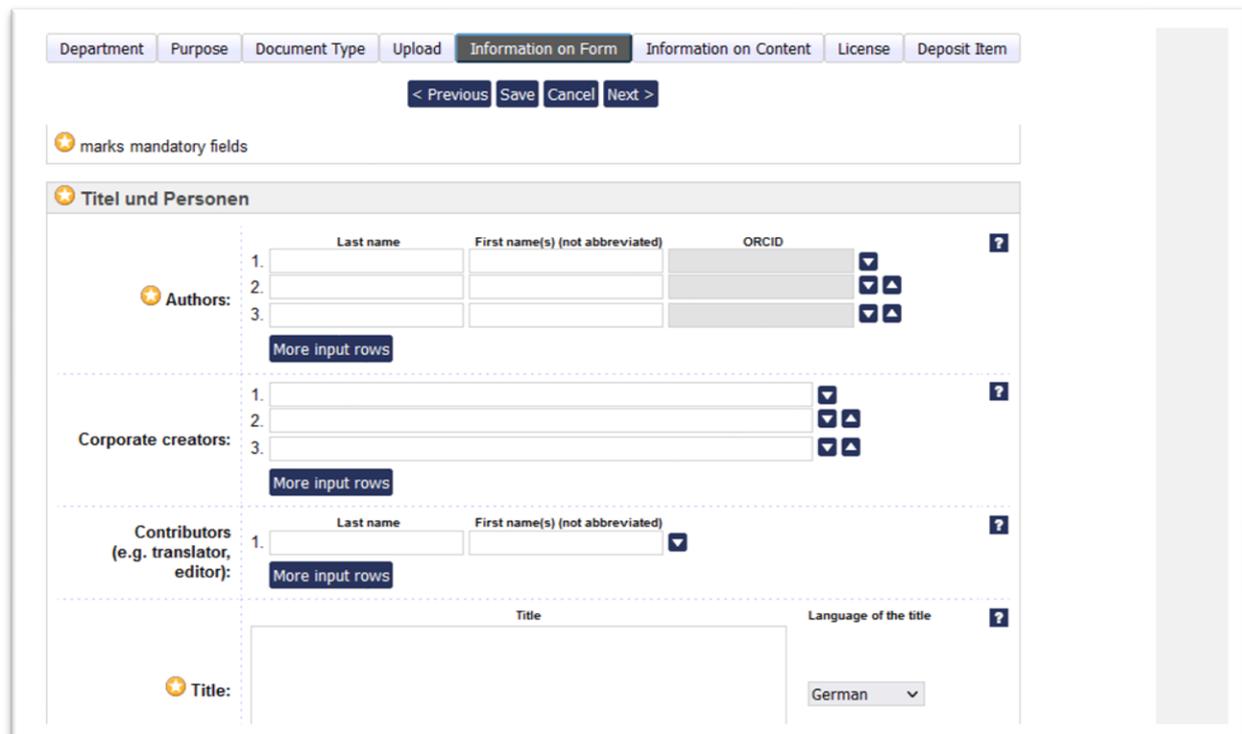
You can upload your document in PDF format here.



The screenshot shows a file upload interface with two tabs: "File" and "From URL". The "File" tab is active, and a search button "Durchsuchen..." is visible. Below the search bar, a PDF document is selected, showing a PDF icon, the filename "s13423-023-02331-0.pdf - Published", and a size of "1MB". To the right of the document information are several icons: a gear, a document with a green arrow, a document with a red arrow, a blue up arrow, a blue down arrow, and a trash can. Below these icons is a "Hide options" button. The form contains three fields: "Version:" with a dropdown menu set to "Published", "Type:" with a dropdown menu set to "PDF", and "Description:" with an empty text input field. Each field has a question mark icon to its right.

3.2.5 Information on Form

Enter all the data for your publication here.



The screenshot shows the "Information on Form" section of a publication form. At the top, there are tabs for "Department", "Purpose", "Document Type", "Upload", "Information on Form" (which is selected), "Information on Content", "License", and "Deposit Item". Below the tabs are navigation buttons: "< Previous", "Save", "Cancel", and "Next >". A legend indicates that a yellow star icon marks mandatory fields. The main section is titled "Titel und Personen" and contains three sub-sections: "Authors:", "Corporate creators:", and "Contributors (e.g. translator, editor):". Each sub-section has a list of input fields for "Last name", "First name(s) (not abbreviated)", and "ORCID". The "Authors:" section has three rows, and the "Corporate creators:" section has three rows. Each row has a "More input rows" button and a question mark icon. The "Contributors" section has one row with a "More input rows" button and a question mark icon. At the bottom, there is a "Title:" field and a "Language of the title" dropdown menu set to "German".

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.

• You have not filled in the required field. [Authors](#)
 • You have not filled in the required field. [The title of a journal, publication series](#)
 • You have not filled in the required field. [Place of publication](#)
 • You have not filled in the required field. [Volume](#)
 • You have not filled in the required field. [Issue number](#)
 • You have not filled in the required field. [Page range](#)
 • You have not filled in the required field. [Year of publication](#)

Department Purpose Document Type Upload **Information on Form** Information on Content License Deposit Item

< Previous Save Cancel Next >

* marks mandatory fields

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.

Department Purpose Document Type Upload Information on Form **Information on Content** License Deposit Item

< Previous Save Cancel Next >

* marks mandatory fields

* **Inhaltliche Angaben**

Abstract:

Language of the abstract ?

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*.

[Department](#)
[Purpose](#)
[Document Type](#)
[Upload](#)
[Information on Form](#)
[Information on Content](#)
[License](#)
[Deposit Item](#)

[< Previous](#)
[Save](#)
[Cancel](#)
[Next >](#)

Granting of rights of use for electronic documents

For a publication on MADOC it is necessary that you grant the university the rights formulated in the **MADOC Standard License**. If you wish, you can grant additional, more extensive licenses, which allow for a more intensive dissemination and commercial exploitation of your work.


MADOC Standard License


I hereby grant the University of Mannheim for the duration of the term of copyright the non-exclusive, worldwide right

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.


Download Statistics

You have found an error? Please let us know about your desired correction here: [E-Mail](#)


[Deposit item now](#)
[Cache](#)

You will receive a confirmation.


 Your item has been deposited.


 Your item will be moved to the live repository, once an editor has reviewed and activated it.

Your item will be included in MADOC after editorial review.

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.

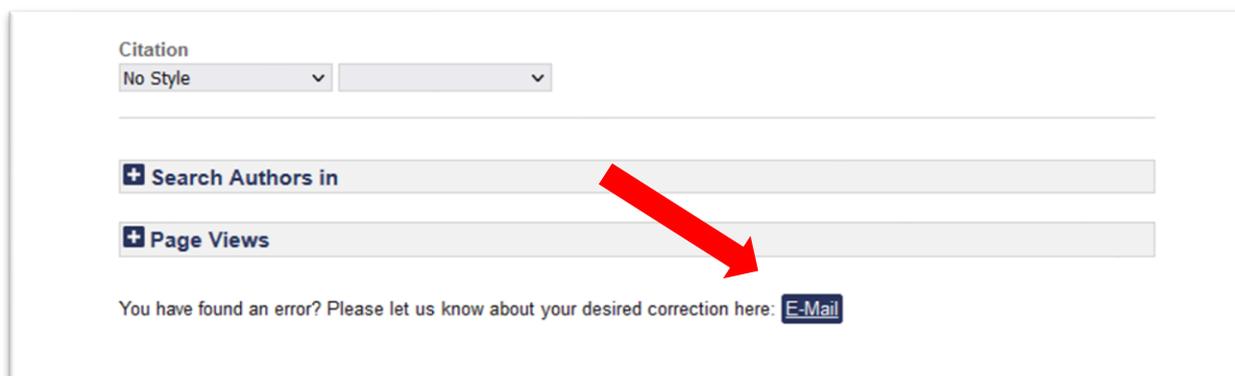
Please note that you cannot change the entry yourself once it has been sent. If you have any change requests, please contact the editorial team (madoc@uni-mannheim.de).

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.



Citation
No Style

+ Search Authors in

+ Page Views

You have found an error? Please let us know about your desired correction here: [E-Mail](#)

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*.



Department Purpose Document Upload Information on Form Information on Content License Deposit Item

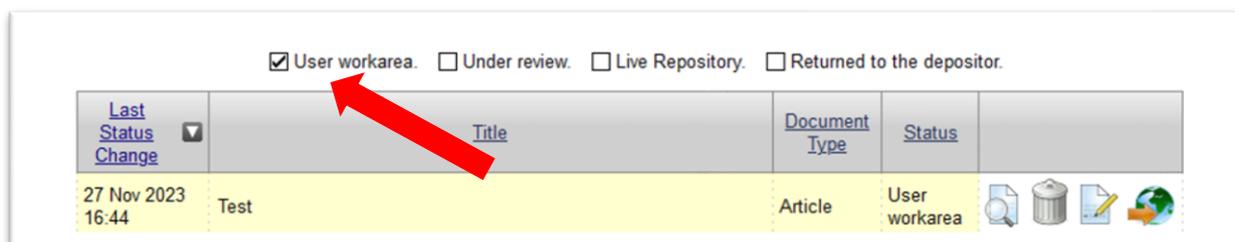
Save Cancel Next >

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.



27 Nov 2023 16:44	Test	Article	User workarea	
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You can filter the list of your entries by status type. Only the entries in your user workarea can still be edited by you.

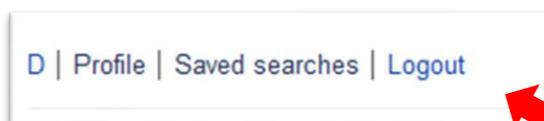


User workarea. Under review. Live Repository. Returned to the depositor.

Last Status Change	Title	Document Type	Status	
27 Nov 2023 16:44	Test	Article	User workarea	

5. How do I logout from MADOC?

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



D | Profile | Saved searches | [Logout](#)