

# USER GUIDE

## Digital University Bibliography

Technische Hochschule Köln

The screenshot shows the top navigation bar with the logo for Technology, Arts Sciences, and TH Köln. It includes a 'Login' button and language options for 'Deutsch' and 'English'. Below the navigation bar are links for 'About bibliography', 'Registering a publication', 'Search in bibliography', and 'Publication list'. A breadcrumb trail reads 'University Bibliography / Welcome to the Digital University Bibliography of TH Köln' and a basket icon shows '0 Publications'. The main heading is 'Welcome to the Digital University Bibliography of TH Köln'. A central section features a logo of an open book with a grid pattern, followed by the text 'About the Digital University Bibliography of TH Köln'. It describes the platform as an online tool for recording and presenting publication achievements of TH Köln employees, with a contact email 'publikationsservice@th-koeln.de'. Below this is a search bar with a 'Search' button. At the bottom, there are three panels: 'Registering a publication' (TH scientists only), 'Creating publication lists', and 'Number of publications listed' (Total: 7642 Publications) and 'DHSB-Statistik' (Total: 5327 Publications) with a 'Per Year' breakdown: 2023: 2 Publications, 2022: 237 Publications, 2021: 784 Publications.

This is a faded version of the screenshot above, showing the same website layout and content.

**Version: 1.3**

**Status as of: March 17, 2023**

## CONTENT

General Information .....	3
Information on the User Guide .....	3
Registering a Publication .....	4
Registering a Publication via ID .....	4
Registering a Publication by Name and Title .....	4
Search in the Bibliography.....	8
Search by DHSB-ID.....	9
Export Publication List.....	12
Publication List on the Staff Page.....	13
Statistics .....	19
Glossary and Abbreviation List.....	20



## GENERAL INFORMATION

The Digital University Bibliography is the online platform for recording and presenting the publications of all employees of TH Köln. Publications are recorded if they are permanently available to the public in printed or digital form.

All employees of TH Köln as well as visiting academics, PhD students, former professors and staff (with campusID) have the opportunity to report their own publications or those of other TH-affiliated persons, provided that they have defined the TH Köln as their affiliation in accordance with the guidelines. In individual cases, this also applies to honorary professors, scholarship holders and assistants.

### Linking to TH websites

The project "Digital University Bibliography" also includes the linking to the website of the TH Köln.

These include

- a new function in the "Publications" module of the Staff Page Editor (PSE). It enables an automatic display of one's own publication list on one's own staff page.
- two new Imperia modules for the automatic display of publication lists from the bibliography in the web presence (e.g. for the faculties or institutes of TH Köln).

## INFORMATION ON THE USER GUIDE

This user guide (version 1.3) is continuously updated as needed and when updates to the bibliography are made. Feel free to contact us if a function of the bibliography or one of the functions of the web connection between the bibliography and the THK website is unintelligible, we will maintain the instructions: [publikationsservice@th-koeln.de](mailto:publikationsservice@th-koeln.de)



## REGISTERING A PUBLICATION

To report a publication to the University Bibliography, you must first log in to the application with your campusID. Then you have two options for reporting via the “Registering a publication” tab.

<https://bibliografie.th-koeln.de/newPublication.xed>

Technology  
Arts Sciences  
TH Köln

[THK0011093] Logout  
Deutsch | English

About bibliography **Registering a publication** Search in bibliography Publication list Statistics

University Bibliography / Registering a publication Basket: 0 Publications

### Registering a publication

If you know the DOI or another ID of the publication, we will probably be able to import the data:

DOI

Alternatively, please enter the title and author.  
Following we will first check if this publication isn't already registered here.

Title  Please enter the main title of the publication

Author  Please only enter the family name of the first author

Next

### Step 1

#### REGISTERING A PUBLICATION VIA ID

If you have an ID of the publication (e.g. the DOI or an ISBN), you can import the data for your publication. We recommend this procedure because the automatic transfer of the metadata makes it easier for you to specify it later. Attention: The query and transfer of the metadata may take a few moments.

#### REGISTERING A PUBLICATION BY NAME AND TITLE

Enter the title and last name of a person involved.

### Step 2

In the next step, you will be asked to select or confirm a publication type. You will also be informed if the publication is already available in the Digital University Bibliography. If you are unsure which publication type is the right one, the help icon may be useful. Look up the FAQs at <https://bibliografie.th-koeln.de/about.xml> for information on the different publication types.

[About bibliography](#)
[Registering a publication](#)
[Search in bibliography](#)
[Publication list](#)
[Statistics](#)

[University Bibliography](#) / Choose publication type Basket: 0 Publication

## Choose publication type

Choose publication type :

Please choose the publication type resp. fix the selection!

Publication : Mustermann:  
**Titel**

Type of publication :  ⓘ

published in :

### Step 3

As soon as you have confirmed your selection, the acquisition mask opens. All fields marked with \* are mandatory. If you are unsure what the entry means, please click on the help icons. To select the participants in the publication, click "please select" in the query field:

### Neue Publikation erfassen: Essay / Article in Journal

\* Part of DHSB statistic :  ⓘ

\* Institution :  ⓘ + -

\* „Classification“ :  ⓘ

\* Practice Partner :  ⓘ

Peer Reviewed :  ⓘ

„Publication Channel“ :  ⓘ

Message to editor :

Essay / Article:

\* Author:  ⓘ + -

## Step 4

The search and selection in the online directory allows a clear assignment of TH members to their publications via our internal DHSB-ID. You can also specify external co-authors.

In the first step (1), please search for the person in question in the online directory. You will receive a result list under (2) with possible matching persons with details of their institution affiliation at TH Köln.

**Important: Even with external co-authors, the search must be initiated first. For more information, see step 5b!**

### Selection of persons in the online directory

#### 1 Search

Each person must first be searched for in the online person directory (including external persons). ?

Search for:

---

The following persons were found:

Julia Schneberger-Kowalzik

- Hochschulbibliothek
-

#### 2 Edit personal information

After searching for a person, you can edit transferred person data or add missing persons. ?

First name:

Last name:

DHSB-ID:

## Step 5a

If the person you are looking for is displayed in the list, accept the author's ID by clicking on the "Apply" button. The personal data with the DHSB-ID are automatically entered in the acquisition mask and you will be returned to the form.

### Selection of persons in the online directory

#### 1 Search

Each person must first be searched for in the online person directory (including external persons). ?

Search for:

---

The following persons were found:

Julia Schneberger-Kowalzik

- Hochschulbibliothek
-

#### 2 Edit personal information

After searching for a person, you can edit transferred person data or add missing persons. ?

First name:

Last name:

DHSB-ID:

### Step 5b

Can the person not be found via the online directory, e.g. because he/she is an external co-author?

In the first step (1), please enter the personal data manually and click on the "Search" button. No person will be found for e.g. external co-authors. In the second step (2), enter the personal information (first name, last name) manually, click on "Apply" and you will be returned to the acquisition mask. Your details have been transferred to the form.

#### Selection of persons in the online directory

##### 1 Search

Each person must first be searched for in the online person directory (including external persons). ?

Search for:

Search 1

No person found.

##### 2 Edit personal information

After searching for a person, you can edit transferred person data or add missing persons. ? 2

First name:

Last name:

DHSB-ID:

Apply Cancel

### Step 6

As soon as you have filled in all the mandatory fields, you can submit the report by clicking on the "Submit" button. A librarian will check and, if necessary, complete your information and release the publication in the Digital University Bibliography.

Keyword, Topic:  + - ↓

Keyword, Topic:  + - ↑

Abstract in:  + -

Link to abstract:

or text:

Notes, comments:  + -

➔
Submit
Cancel

## SEARCH IN THE BIBLIOGRAPHY

<https://bibliografie.th-koeln.de/search.xed>

Search in bibliography

All search terms are connected with AND. By clicking on + you can repeat a search field.

Title  + -

Journal

Person  + -

DHSB-ID  + -

DOI  + -

Institution

Language of text

Peer Reviewed

Part of DHSB statistic

Access Rights

Year   + -

Type of publication  i

Publishing Variant

Sort sequence by   + -

Hits per page

Users can specify their publication search using the following search fields (as of March 17, 2023):

- Title
- Person (first name and last name)
- Author-ID (e.g. DHSB-ID, ORCID)
- Publication-ID (e.g. DOI)
- Institution (faculty, institute or research structure)
- Language of text
- Peer Reviewed
- Part of DHSB statistic
- Access Rights
- Year
- Type of publication
- Publishing Variant

In addition, you can display publications with different sorting.  
Limiting the number of results to be displayed is also possible.

## SEARCH BY DHSB-ID

### Step 1

If you want to display search results for a specific person, you can use the DHSB-ID. You will find your DHSB-ID in the top right corner after you have logged in. You can find the DHSB-ID of another person via the author search function -> to be seen in steps 3 to 5 under "Registering a publication".

The screenshot displays the 'Search in bibliography' page of the TH Köln University Bibliography. The page header includes the university logo and navigation links. The search form is titled 'Search in bibliography' and contains the following elements:

- Header:** Technology Arts Sciences TH Köln. User ID: [THK0011083] (circled in red), Logout, Deutsch | English.
- Navigation:** About bibliography, Registering a publication, Search in bibliography (active), Publication list, Statistics.
- Breadcrumbs:** University Bibliography / Search in bibliography. Basket: 0 Publications.
- Search Form:**
  - Instruction: All search terms are connected with AND. By clicking on + you can repeat a search field.
  - Fields: Title, Journal, Person, DHSB-ID, DOI, Institution (dropdown), Language of text (dropdown), Peer Reviewed (dropdown), Part of DHSB statistic (dropdown), Access Rights (dropdown), Year (>= dropdown, YYYY input, + -), Type of publication (dropdown, info icon), Publishing Variant (dropdown), Sort sequence (by dropdown, by year dropdown, Descending (Z-A) dropdown, + -), Hits per page (10 dropdown).
  - Buttons: Search, Cancel, Reset form.

## Step 2

Insert the DHSB-ID in the "DHSB-ID" input field.

About bibliography   Registering a publication   **Search in bibliography**   Publication list   Statistics

University Bibliography / Search in bibliography Basket: 0 Publications

### Search in bibliography

All search terms are connected with AND. By clicking on + you can repeat a search field.

Title	<input type="text"/>	+ -
Journal	<input type="text"/>	
Person	<input type="text"/>	+ -
DHSB-ID	<input type="text" value="THK0011093"/>	+ -
DOI	<input type="text"/>	+ -
Institution	<input type="text" value="(type ahead or select)"/>	
Language of text	<input type="text" value="(type ahead or select)"/>	
Peer Reviewed	<input type="text" value="(please select)"/>	
Part of DHSB statistic	<input type="text" value="(please select)"/>	
Access Rights	<input type="text" value="(please select)"/>	
Year	>= <input type="text" value="YYYY"/>	+ -
Type of publication	<input type="text" value="(please select)"/>	i
Publishing Variant	<input type="text" value="(please select)"/>	
Sort sequence	by <input type="text" value="by year"/> <input type="text" value="Descending (Z-A)"/>	+ -
Hits per page	<input type="text" value="10"/>	

### Step 3

Select the desired sorting and the amount of results.

**Important: If you want to show your publication list on the TH website, select the maximum possible number of results - this way your publication list will be displayed completely!**

The screenshot displays the 'Search in bibliography' interface. At the top, there is a navigation bar with links: 'About bibliography', 'Registering a publication', 'Search in bibliography' (highlighted), 'Publication list', and 'Statistics'. Below this is a header with 'University Bibliography / Search in bibliography' and a 'Basket: 0 Publications' indicator. The main content area is titled 'Search in bibliography' and contains a search form. A note states: 'All search terms are connected with AND. By clicking on + you can repeat a search field.' The form includes several input fields and dropdown menus: 'Title', 'Journal', 'Person', 'DHSB-ID' (with value 'THK0011093'), 'DOI', 'Institution', 'Language of text', 'Peer Reviewed', 'Part of DHSB statistic', 'Access Rights', 'Year' (with '>=' operator and 'YYYY' placeholder), 'Type of publication', 'Publishing Variant', and 'Sort sequence' (set to 'by year' and 'Descending (Z-A)'). A red circle highlights the 'Hits per page' dropdown, which is currently set to 10. The dropdown menu is open, showing options for 10, 25, 50, 75, and 100. Below the dropdown are 'Cancel' and 'Reset form' buttons.

### Step 4

Click "Search".

You will receive a list with the results you selected.

You can collect interesting entries and search results with the help of the basket. The entries are saved until you close the browser window.

## EXPORT PUBLICATION LISTS

<https://bibliografie.th-koeln.de/list-wizard.xed>

The creation of a publication list is possible with the "Publication lists" module.

For this purpose, you can use the search slot "Add persons" to determine whose publication list should be created. Select the required person from the search results with the "+". You can also select several persons for whom a shared publication list should be created. Have you selected the wrong person? Click on the minus symbol to cancel your selection. After selecting the person(s), you have the option to create the list starting from a certain year, sorted in a self-selected order and in the desired output format.

Sorting is possible by year of publication, author name and title in ascending or descending order.

PDF, HTML, MODS, BibTeX, Endnote, RIS, ISI and CSV are available as output formats. Depending on the selected format, you can currently choose from four different quotation styles.

When you have set the desired parameters, a link is generated that you can use to open your list.



## PUBLICATION LISTS ON THE STAFF PAGE

<https://personenseiten.th-koeln.de/publication/>

### Step 1

If you want to display your publication list automatically on your staff page, first go to your PSE page ("Publications" module): <https://personenseiten.th-koeln.de/publication/>

The screenshot shows the 'Publications' module interface. On the left is a navigation menu with categories like 'STAMMDATEN', 'WEBSEITEN', 'SPRECHSTUNDEN', 'FUNKTIONEN', 'WEITERE FUNKTIONEN', 'AUFGABENBEREICHE', 'BEAUFTRAGUNGEN', 'LEHRGEBIETE', 'FORSCHUNGSGBIETE', 'PROJEKTE / KOOPERATIONEN', 'PUBLIKATIONEN', 'VORTRÄGE', 'TAGUNGEN', 'MITGLIEDSCHAFTEN', and 'AUSZEICHNUNGEN'. The main content area is titled 'Personenseiten der Technischen Hochschule Köln' and 'Publikationen'. It contains two sections: the first allows manual entry of publications via a 'Publikation hinzufügen' button; the second allows automatic display from the university's digital library, with instructions on how to find the correct URL and a 'Bibliografie Link' input field with a 'Speichern' button.

## Step 2

In the Digital University Bibliography, search for your publications using your DHSB-ID. Your DHSB-ID can be found in the upper right corner after you have logged into the bibliography.

The DHSB-ID of another person (relevant e.g. in case of a publication list of several authors in the web presence of a research team) can be found via the author search function -> seen steps 3 to 5 under "Registering a publication".

The screenshot displays the 'Search in bibliography' page. At the top left, the logo for 'Technology Arts Sciences TH Köln' is visible. In the top right corner, the user ID '[THK0011093]' is shown, circled in red, along with a 'Logout' link and language options 'Deutsch | English'. The navigation menu includes 'About bibliography', 'Registering a publication', 'Search in bibliography', 'Publication list', and 'Statistics'. Below the navigation, the page title 'Search in bibliography' is displayed. The main search area contains a form with the following fields and options:

- Title:** A text input field with a dropdown arrow and a '+' button.
- Journal:** A text input field.
- Person:** A text input field with a dropdown arrow and a '+' button.
- DHSB-ID:** A text input field with a dropdown arrow and a '+' button.
- DOI:** A text input field with a dropdown arrow and a '+' button.
- Institution:** A dropdown menu with the placeholder '(type ahead or select)'.
- Language of text:** A dropdown menu with the placeholder '(type ahead or select)'.
- Peer Reviewed:** A dropdown menu with the placeholder '(please select)'.
- Part of DHSB statistic:** A dropdown menu with the placeholder '(please select)'.
- Access Rights:** A dropdown menu with the placeholder '(please select)'.
- Year:** A dropdown menu with the placeholder '>=' and a text input field with the placeholder 'YYYY', followed by '+' and '-' buttons.
- Type of publication:** A dropdown menu with the placeholder '(please select)' and an information icon.
- Publishing Variant:** A dropdown menu with the placeholder '(please select)'.
- Sort sequence:** A dropdown menu with the placeholder 'by by year' and a dropdown menu with the placeholder 'Descending (Z-A)', followed by '+' and '-' buttons.
- Hits per page:** A dropdown menu with the placeholder '10'.

At the bottom of the form, there are three buttons: 'Search', 'Cancel', and 'Reset form'.

### Schritt 3

Insert your DHSB-ID in the "DHSB-ID" input field.

The screenshot shows the 'Search in bibliography' interface. At the top, there are navigation links: 'About bibliography', 'Registering a publication', 'Search in bibliography' (highlighted in red), 'Publication list', and 'Statistics'. Below this is a breadcrumb trail: 'University Bibliography / Search in bibliography' and a basket icon with 'Basket: 0 Publications'. The main heading is 'Search in bibliography'. A note states: 'All search terms are connected with AND. By clicking on + you can repeat a search field.' The search form includes several fields: 'Title', 'Journal', 'Person', 'DHSB-ID' (containing 'THK0011093' and circled in red), 'DOI', 'Institution', 'Language of text', 'Peer Reviewed', 'Part of DHSB statistic', 'Access Rights', 'Year' (with a '>=' operator and 'YYYY' placeholder), 'Type of publication', 'Publishing Variant', 'Sort sequence' (set to 'by year' and 'Descending (Z-A)'), and 'Hits per page' (set to '10'). At the bottom are three buttons: 'Search' (purple), 'Cancel' (red), and 'Reset form' (grey).

#### Step 4

Select the correct sorting and amount of results.

**Important: If you want to show your publication list on the TH website, select directly the maximum possible amount of results - this way your publication list will be displayed completely!**

[About bibliography](#)
[Registering a publication](#)
[Search in bibliography](#)
[Publication list](#)
[Statistics](#)

[University Bibliography](#) / [Search in bibliography](#)
Basket: 0 Publications

## Search in bibliography

All search terms are connected with AND. By clicking on + you can repeat a search field.

Title  + -  
 Journal   
 Person  + -  
 DHSB-ID  + -  
 DOI  + -  
 Institution   
 Language of text   
 Peer Reviewed   
 Part of DHSB statistic   
 Access Rights   
 Year   + -  
 Type of publication  i  
 Publishing Variant   
 Sort sequence by   + -  
 Hits per page

#### Step 5

Click "Search".

## Schritt 6

Copy the displayed URL on the search results page:

The screenshot shows the search results page for the TH Köln bibliography. The URL in the address bar is highlighted with a red arrow. The page displays the search results for 137 publications. Two sample entries are shown:

- 2022-06 | Essay / Article in Journal | Open Access  
Asadzadeh, Asad; Kötter, Theo; Fekete, Alexander; Moghadas, Mahsa; Alizadeh, Mohsen; Zebardast, Esfandiar; Weiss, Domink; Basirat, Maysam; Hutter, Gérard:  
**Urbanization, Migration, and the Challenges of Resilience Thinking in Urban Planning : Insights from two contrasting Planning Systems in Germany and Iran**  
In: Cities : The International Quarterly on Urban Policy, Vol. 125, Article 103642
- 2022-02-06 | Essay / Article in Journal | Open Access  
Moghadas, Mahsa; Rajabifard, Abbas; Fekete, Alexander; Kötter, Theo:  
**A Framework for Scaling Urban Transformative Resilience Through Utilizing Volunteered Geographic Information**  
In: ISPRS International Journal of Geo-Information, Vol. 11, No. 2, Article 114

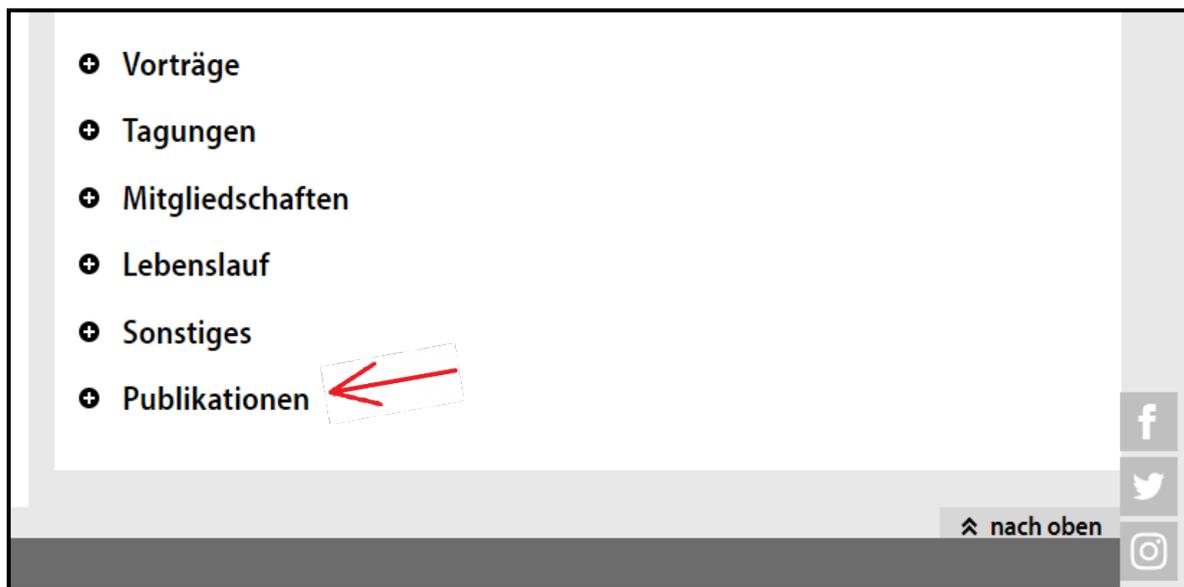
## Step 7

Insert the URL in your PSE module "Publications" <https://personenseiten.th-koeln.de/publication/> into the input field "Bibliography link" and click "Save":

The screenshot shows the user interface for the 'Personenseiten der Technischen Hochschule Köln'. The 'Publikationen' section is active. The 'Bibliografie Link' input field contains the URL: <https://bibliografie.th-koeln.de/servlets/solr/select?q=%28>. A red arrow points to this input field. The 'Speichern' button is visible next to the input field.

**Step 8**

You can see your publication list on your staff page: <https://intern.th-koeln.de/personen/max.mustermann/>



**Note:** Your previously manually entered publication list remains visible on your staff page even when using the new option. In this case you see the item "Publications" twice in the overview mentioned above. You should compare both options and decide which of the output options you would like to use.

## STATISTICS

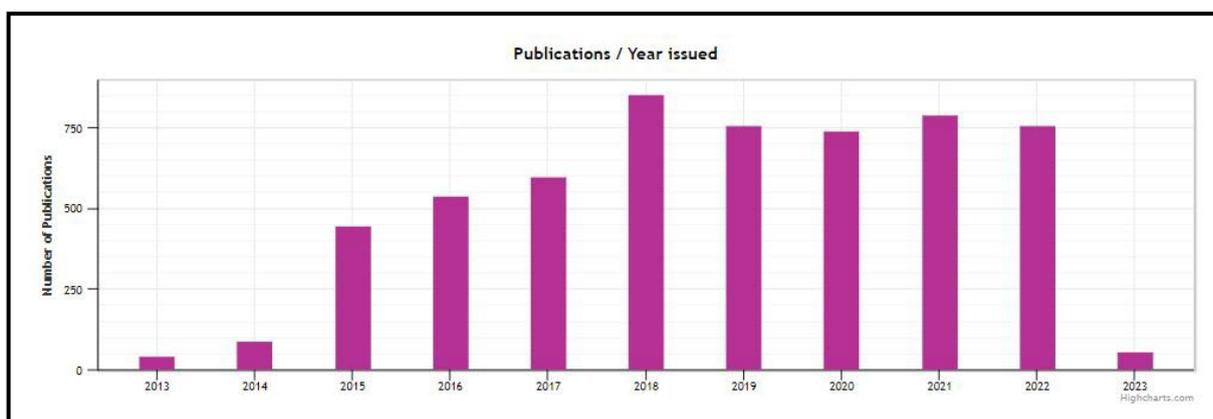
<https://bibliografie.th-koeln.de/statistics.xml>

Certain statistics are only available to users with administrator rights. Additional authorizations (roles) can be assigned after a check based on the legal aspects and the responsibilities of the employees.

The following statistics are displayed for all entries in the DHSB:

- Number of publications by year
- Number of publications by faculty / institute
- Number of publications by type
- Share Number of publications by access rights (e.g. open access)
- Share of open access publications by year
- Persons recorded most frequently
- Person IDs used in publications

Sample excerpt from the statistics:



## GLOSSARY AND ABBREVIATION LIST

<b>Abkürzung</b>	<b>Auflösung</b>	<b>Beschreibung</b>
CIT	Campus IT der TH Köln	Campus IT of TH Köln
COS	Cologne Open Science	TH Köln open access publication server
DHSB	Digitale Hochschulbibliografie	Internal name and abbreviation for Digital University Bibliography
DHSB-ID		Internal ID of the author in the Digital University Bibliography
DNB	Deutsche Nationalbibliothek	German National Library
DOI	Digital Object Identifier	Identifier for digital objects, e.g. for articles and contributions in scientific publications
ePub	ePublications	TH Köln open access publication server
FDM	Forschungsdatenmanagement	Research data management
FIS	Forschungsinformationssystem	Research information system
Hbib	Hochschulbibliothek der TH Köln	TH Köln University Library
HR	Hochschulreferat	University Department
HSB	Hochschulbibliographie	University Bibliography
IDM	Identity Management	
Imperia		Content management software of the websites (official website) of TH Köln
KDSF	Kerndatensatz Forschung	Standard in the German science system for reporting on research activities
P&P	Projekte und Publikationen	Annual brochure of TH Köln on research activities of the academic staff ("Analog University Bibliography")
PSE	Personen Seiten Editor	Software solution for the maintenance of TH Köln staff pages Link to the application: <a href="https://personenseiten.th-koeln.de/login">https://personenseiten.th-koeln.de/login</a>
RIS	Research Information System Format	File format for literature management and export of bibliographic data

