

1. General guidelines

- DORA Eawag/Empa/WSL/PSI is the institutional repository and bibliography of Eawag/Empa/WSL/PSI. As such, all included publications are authored, edited, or published by Eawag/Empa/WSL/PSI, its members, or organizational units. **DORA PSI also includes publications that are produced based on results obtained by external users of PSI research facilities.**

Please note:

- Publications in which the author affiliation is explicitly stated and Eawag/Empa/WSL/PSI is not named are not included in DORA (**except for publications that are produced based on results obtained at PSI research facilities**).
- Publications written by others about Eawag/Empa/WSL/PSI, Eawag/Empa/WSL/PSI projects or Eawag/Empa/WSL/PSI members are not included in DORA.
- New references are regularly imported from bibliographic databases. Moreover, Eawag/Empa/WSL/PSI members can submit new publications for inclusion into DORA at any time.

2. Document types accepted

- Articles in scientific and scholarly journals (accepted and published versions)

This means:

- no preprint versions (author's drafts before peer review)
 - no entire (special) issues of journals
 - Newspaper and magazine articles
 - Books
 - Edited books
 - Book chapters
 - Conference items:
 - full conference papers
 - conference posters (i.e. a visual stand-alone display of research results at a conference)
 - conference proceedings (entire conference proceedings edited by Eawag/Empa/WSL/PSI members only)
 - excluding conference abstracts (even if published in a scientific journal)
 - excluding presentation slides
 - Dissertations authored or officially supervised by Eawag/Empa/WSL/PSI members
- For clarification:
- “Authored by Eawag/Empa/WSL/PSI member” means that the author was an Eawag/Empa/WSL/PSI employee at the time the thesis was carried out.
 - “Officially supervised” means that the persons officially mentioned as supervisors (either on the thesis itself or on external sources) are either cited with an Eawag/Empa/WSL/PSI affiliation or were Eawag/Empa/WSL/PSI employees at the time the thesis was carried out and their involvement with the thesis was connected to Eawag/Empa/WSL/PSI.
 - Note that the following publication types are not included in DORA:
 - Bachelor-, Master- and Diploma-Thesis
 - Internship reports
 - Reports (research, statistical or technical reports issued by or at Eawag/Empa/WSL/PSI)

3. Document format and length accepted

- PDFs and other text formats that are convertible into PDF/A without any (unacceptable) loss of information.
- Publications of two pages and more, with the exception of 1-page conference posters (publications with fewer than two pages can be accepted on a case by case basis)
- To avoid confusion, we further list document formats that are not accepted in DORA:
 - audio and video formats
 - research data
 - software

4. Metadata and quality control

- All entries in DORA undergo an internal processing procedure. Lib4RI checks new publications for the:
 - consistency and completeness of the metadata
 - eligibility for inclusion in DORA
 - observance of legal norms, in particular copyright and self-archiving guidelines of the publishing houses
- If DORA receives proof of copyright violation, access to the relevant full text will be restricted immediately. Applications to restrict accessibility can be made to the DORA team.
- All metadata in DORA are visible to the public; therefore, only publications whose metadata can be made public are incorporated in DORA.
- Lib4RI individually tags each publication with their:
 - version type
 - peer-review status
 - Peer review is the system used to assess the quality of a manuscript before it is published. Independent researchers in the relevant research area assess submitted manuscripts for originality, validity and significance to help editors determine whether a manuscript should be published in their journal.
 - The peer-review status of a publication is assessed by internal guidelines if not explicitly stated on the publication; corrections can be suggested by giving evidence of a peer-review process
 - publication status ("In press" or "Published")
 - organizational unit of the involved Eawag/Empa/WSL/PSI authors
- Corrections to bibliographical metadata can be suggested to the DORA team.