DORA [Eawag/ Empa / WSL/ PSI] Content Policy
Approved by the Lib4RI steering committee on 7 Mar 2018
The marked changes where approved by the PSI BIKO committee on 7 May 2019

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.

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.