

Workflow to submit publications as a PSI Author

For the submission of your publication, please follow this [link](#) (also available on the top-right side "Add Publication").

If you are not sure, if your paper can be uploaded in DORA (e.g. if it is a one-page publication or a video format), please have a look at our [Content Policy](#).

In DORA we accept publications that have a PSI-author affiliation as well as publications produced on results obtained by external users of PSI research facilities. The PSI facilities are:

- SLS (Swiss Light Source)
- SINQ (Spallation Neutron Source)
- SmuS (Swiss Muon Source)
- PP (Facilities for Particle Physics)
- PROSCAN (Center for Proton Therapy)
- SwissFEL (X-ray Free Electron Laser Facility)
- High Intensity Proton Accelerator

Please find the corresponding beamlines [here](#).

We can record further facilities by request.

Workflow

Step 1: Enter your name and e-mail address (mandatory):

Public collection for ingestion

1 Contact info 2 Select p

Submitter name *

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Other e-mail addresses to be notified (comma separated)

Next

Step 2: Choose the publication type of your article:

Explanation to the different publication types:

Publication Type	Explanation
Journal/Newspaper /Magazine Article	An article which is published in a Journal (usually peer-reviewed), or in a Magazine / Newspaper (usually not peer reviewed).
Book Chapter	A chapter written by an author within a book.
Book or Edited Book or Brochure of Conference Proceedings	<ul style="list-style-type: none">• A book written by authors or editors (edited book).• A brochure contains less than 49 pages.• Conference proceedings is a document in which all the proceeding papers of a conference are collected.

Select a Publication Type

- Journal/Newspaper/Magazine Article
- Book Chapter
- Book or Edited Book or Brochure or Conference Proceedings
- Conference Item or Proceedings Paper
- Dissertation
- Report

Import Method

- Manually enter publication details
- Import via DOI

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Conference Item or Proceedings Paper	A conference item can be a poster, while a proceedings paper is the manuscript from a presentation which has been held during a conference.
Dissertation	In DORA only dissertations are archived, no bachelor or master thesis.
Report	e.g. a paper which refers to a specific project.

For the Journal/Newspaper/Magazine Article option you can import the metadata using a DOI, if available.

Step 3: Insert the Metadata:

Public collection for ingestion

1 Contact info 2 Select publication type **3 Insert Metadata** 4 Upload PDF 5 Leave a comment

Article Title *

Authors: Please add names in the same order as they appear on the publication and in the same format (e.g., for the first name only initials or fully written):
1. Input the last names and first names of all authors
2. For authors with a PSI affiliation, click on the "PSI affiliation" button

Last Name *	First Name(s) / Initial(s) *	Group
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PSI Affiliation

Add

JOURNAL

Journal Title *

Volume	Issue	Start Page	End Page
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Publication Year

Keywords

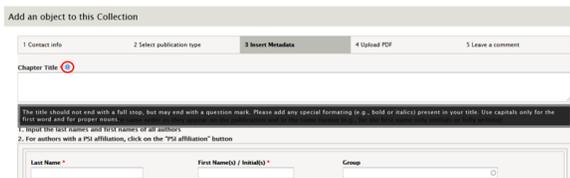
Insert the Metadata belonging to the publication. The fields with the red star are mandatory, the others optional. We would highly appreciate, however, if you would fill in all relevant fields. For authors that have a PSI affiliation on the paper enter the Last Name and First Name and press "PSI affiliation". The publication will then be linked to the author and the group will be filled in automatically. Please keep in mind, that the affiliation linked to the author in DORA depends on the affiliation present on the publication. In this way, the departments involved at the specific time when the publication was written are linked and not the current departments.

Please note: Publications written before 2006 are only linked to the PSI-Institute itself and not to specific departments.

For more details about the correct linkage to a PSI-affiliated author please see [here](#).

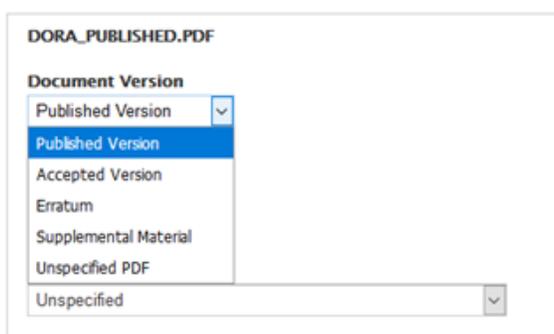
Please don't press Enter during the ingestion. Always use the buttons on the bottom of the screen to continue.

Several fields have some info buttons that provide you with more information about what should be filled-in. If you hoover over the info button, a black box with more information will appear, as shown in the screenshot below:



Step 4: Upload PDF

Please upload any full text you have available. After adding the PDF(s) the document version can be chosen:



Step 5: Leave a comment

If necessary, leave a comment with extra information for us.

Explanation of the Document Version:

Document Version	Explanation
Published Version	The final version of your publication including the publisher's formatting.
Accepted Version	The version of your publication after peer-review and acceptance, but without the publisher's formatting. Very often the publisher allows to publish the accepted version after an embargo time as open access in an institutional repository. Send us your accepted version and we will check this for you.
Erratum	If a publication needs a correction, there will be an erratum published.
Supplemental Material	Offers additional information belonging to your publication.
Unspecified PDF	Any type of document which is not listed here.