

# FAQs en

## General questions

Usually not. The Research Collection is freely accessible online. A valid [nethz login](#) is required for [adding new publications](#) as well as for [editing existing publications](#). Furthermore, all items that display an "ETHZ users" availability tag can only be accessed by ETH members after they have signed in with their nethz login.

Please use the [contact form](#) or contact the E-Publishing Office at the ETH Library via telephone: +41 44 632 72 22.

## Publishing

All staff and doctoral students of ETH Zurich are entitled to submit their own publications and research data relevant to research and teaching to the Research Collection.

The publication of a Master's thesis, Bachelor's thesis or a student paper in the Research Collection requires a [declaration of consent](#) from the professor or lead researcher.

See [Publication Types](#).

See [File formats for archiving](#).

See [Publication process](#).

Yes, that is possible. You can upload as many files as you want with one publication.

The ETH Library allocates ISBN numbers for individual publications by members of ETH Zurich upon request. Please request the ISBN before you submit your publication to the Research Collection, so you can integrate it into your PDF. You can find out how to proceed to obtain an ISBN on the [ISBN Allocation](#) page.

Each item in the Research Collection receives a DOI automatically if the following conditions are met:

- You have uploaded a full text or other digital object.
- You have selected either Open access, Embargoed access, ETHZ users or Selected users when defining the [Access rights](#).

The DOI is published and registered once the internal review process for your item is completed.

Yes, that is possible. See [Reserving a DOI](#) for instructions on how to proceed.

Yes, that is possible. Please [contact us](#) in order to receive a guest account that will enable you to upload the file.

Yes, in principle, provided that you have the co-authors' consent.

Yes, that is possible. Please flag these publications in the Describe step of the [submission process](#) by choosing "No" when asked if your work is an ETH Publication.

It is not possible to publish examination papers (theses) from universities other than ETH Zurich via the Research Collection. However, you can submit theses written at other universities as "metadata only" records, provided the thesis is published on an external repository.

Yes, that is possible, provided that you only want to upload bibliographic data. You can upload lists in BibTex or RIS format containing up to 100 publications. Batch import of full texts or other digital objects is not possible due to copyright reasons. See also [Batch import metadata](#).

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We link Research Collection items to external publications at publishers' or other websites exclusively via DOIs or other permanent links. Direct links to PDF documents are not recorded because they are usually unstable and not citable. This rule applies since the launch of the Research Collection and is currently applied retrospectively to PDF links imported from the legacy systems. You are welcome to upload PDFs that do not have a citable link at the publisher's website to the Research Collection, providing copyright has been clarified.

## Copyright questions

It depends on the copyright regulations of the publishing houses in question, which you can garner from your publishing contract or the [SHERPA/RoMEO-database](#). This will also tell you which article version ([postprint](#), [preprint](#) or publisher's PDF) you are permitted to publish with the consent of the publishing house and which embargoes you may have to observe.

Most publishing houses do not allow self-archiving of an article in the publisher's layout. In many cases, however, the publication of [preprints](#) or [postprints](#) is permitted. Please check the regulations that apply to your publication in your publishing contract or the [SHERPA/RoMEO-database](#).

The [SHERPA/RoMEO-database](#) provides a comprehensive listing of publisher guidelines on self-archiving and secondary publication, where you can find out which article version ([postprint](#), [preprint](#) or publisher PDF) you are allowed to publish with the consent of the publishing house and which embargoes you may have to observe.

The version of a paper prior to the peer review process is referred to as a preprint or non-peer-reviewed author's manuscript.

The postprint or Author's Accepted Manuscript (AAM) includes all changes and revisions that result from the peer review process. It is the final author's version of the manuscript accepted by the publishing house for publication. Content-wise, the postprint is identical to the publisher's PDF but does not include the publisher's layout or logo.

No. In the event of publication via the Research Collection, the copyright remains with the author. This means that no legal obstacles stand in the way of a future publication of your research results elsewhere (such as with a commercial publisher).

Provided the rights of use have not been relinquished, there are no contractual agreements with ETH Zurich or a funding institution regarding usage, your document is not subject to an obligation of secrecy and the rights of third parties are not violated, you can agree to the publication.

In the case of co-authorships, the co-authors must consent to the publication. Moreover, it should be contractually secured that the work published via the repository can remain accessible.

It depends on the nature of the figure:

#### Technical figures

Technical figures, i.e. tables, graphics or diagrams, which were clearly produced with a popular software programme (e.g. Excel, PowerPoint) without any great effort may be adopted from a template one to one provided that the source is correctly cited.

#### Artistic works

Figures by third parties that exhibit artistic value may not be integrated in publications automatically. In such cases it must be clarified beforehand, who holds the exploitation rights and the conditions under which the figures may be published.

If the work has already been published with a commercial publisher it is very common that the authors have transferred all exploitation rights to the publisher. Therefore it is usually not possible to publish abstracts extracted from publisher PDFs in the Research Collection. If the original work has been issued under a [Creative Commons License](#) (e.g. in an Open Access journal), it is possible to publish the abstract (and the full text) in the Research Collection.

## Doctoral Theses

Once the file has been uploaded, an automatic confirmation is generated.

You only have to present the confirmation you receive automatically after the upload.

The review and publication process for the full text takes a maximum of two working days. The metadata of your thesis will be visible immediately after upload.

The further distribution of articles in the publisher's version is prohibited by most scientific publishing houses. We recommend using post-prints or pre-prints.

The CV can be omitted in the electronic version of the doctoral thesis. However, it must be included in the print copies to be submitted.

No, once the doctoral thesis has been approved by the Department Conference, it can no longer be changed. The printed version must match the electronic version.

Yes, that is possible in most cases, if you are the author. Please [contact us](#).

## Research Data

No. Nevertheless, you are required to arrange the storage of certain research data in accordance with ETH Zurich's guidelines for good scientific practice.

Some funding agencies also have specifications for data storage. However, you usually decide yourself which data archive or service best meets your requirements. The index [re3data](#) reviews a wide range of data archives.

Yes, the Research Collection complies with all standards and criteria for making data available according the [FAIR Data Principles](#) (Findable - Accessible - Interoperable - Reusable).

Large data sets can lead to difficulties uploading your data and also when data are downloaded. We have no influence on several factors that cause these difficulties (such as browser and internet connection). Uploading data packages up to 15 GB is possible, but downloading packages of this size with a browser is usually not feasible. Therefore, we recommend using files not exceeding a maximal size of **10 GB**.

If your archival package exceeds this size, please split it into meaningful subunits and use one ZIP or tar container for each subunit. You will then be able to upload all your container files attached to one Research Collection item.

More information on this topic can be found on the page [Preparing your files](#).

The publication or archiving of data up to 1 TB per research group is offered by ETH Library as a free service. If the data volume exceeds 1 TB, your group will generally be charged for the additional storage space. If over 1 TB has to be uploaded, only the data volume that exceeds this limit will be charged.

In this case the [fee schedule of ETH Zurich's IT services](#) applies, which depends on the type of storage media.

Research output from cooperation projects can be deposited in the Research Collection independent of where it was produced, as long as an ETH group or institute takes over the responsibility for obtaining the publication rights from the data producers and for covering the costs for data storage (if data volume exceeds 1 TB).

Please consider the following when uploading the data:

- Field Organisational Unit: The organisational code is used for calculating the total deposited data volume. If the volume for a certain organisational unit exceeds 1 TB your group will be charged for the additional storage space.
- Field ETH Publication: Data that was not produced at ETH Zurich must be marked with a "No".
- Field Project/Grant: Please choose the ID/name of the cooperation project / grant, in order to prevent unnecessary enquiries from our staff about the origin of the data.

Yes, the Research Collection has been checked by Scientific Data for compliance their policies. When submitting your paper simply choose "DataCite DOI" as the repository name.

## Publications in the Annual Academic Achievements

Yes, that is possible. Please see [Add organisational codes](#) for instructions on how to proceed.

Please see the instructions [Confirm organisational codes](#).

Each head of an organizational unit subject to report via Annual Academic Achievements has permission to confirm organizational units in the Research Collection. They can delegate this permission to other ETH members. The delegation has to be executed in ETHIS. For instructions on how to proceed see [Delegieren einer Berechtigung in ETHIS](#) (German only).

For publications to be accepted in the annual report, the publication year and a confirmed organisational code are required. Further information is available on the page [Academic Report](#).

## Publication lists in the ETH Web

Web editors using the content management system AEM can use the Publications component to generate publication lists for individual persons or organisational units. The functionality of the Publications component is described in the [AEM Manual](#) (nethz account required to access this page).

There might be various reasons. To help you find the problem please let us know how exactly your component is configured, e.g. which criteria (author, organisational codes,...) your are filtering for and which publication you miss.