

## Submission of a Conference Contribution to the DESY PubDB

According to the guidelines "Richtlinien Veröffentlichung" for all external publications (e.g. conference contributions, journal publications) and for printing your article as a DESY report an approval is essential.

Only after your approval request has been granted you may submit your manuscript.

Detailed information (also for the approver) is to be found here:

<https://bib-pubdb1.desy.de/record/462034>

## Submission of a Conference Contribution to the DESY PubDB

Submitting your Conference Contribution to the DESY Publication Database (PubDb) requires **two separate entries**:

1. Submission as **,'Conference Presentation'**
2. Submission as **,'Contribution to Conference Proceedings'**

# Submission of a Conference Contribution to the DESY PubDB

Please log in to the DESY Publication Database:

<https://bib-pubdb1.desy.de/>

1. Choose ‚SUBMIT‘

and then select ‚Conference Presentation‘

or ‚Poster‘

**PUBDB**  
DESY Publications Database

Home > Submit  
**Submit**

Document types available for submission:  
Please select the type of document you want to submit:

- **Journal Articles**
  - Journal Article
  - Contribution to a conference proceedings
  - Preprint
  - Review of Article or Book
- **Books**
  - Book
  - Contribution to a book
  - Proceedings
  - Contribution to a conference proceedings
  - Reference
  - Review of Article or Book
- **Presentations / Conference Contributions**
  - Conference Presentation
  - Talk (non-conference)
  - Contribution to a conference proceedings
  - Poster
  - Abstract
  - Lecture (teaching)
  - Images

## Submission of a Conference Contribution to the DESY PubDB:

- Submit as Poster / Conference Presentation
- No Approval Workflow necessary - Consultation with the respective group leader is required
- POF IV Kategorie: please select **621** (Accelerator R&D) whenever applicable
- Upload your Poster

# POF IV Topic: 621 – Accelerator Research and Development

## PUBDB

DESY Publications Database

Home > Submit > Contribution to a conference proceedings > Submit New Record

### Submit New Record

Contribution to a conference proceedings

**HELP (CLICK TO HIDE)**

#### Approval Workflow

Hint: **Only fill fields which the approver needs for approval!**  
To complete the bibliographic information *after publication* use the import functionality. (See below)

- Complete the **bibliographic information** already known.
- Upload your manuscript (mandatory) and additional files (e.g. internal review).**
- Press **Postpone**. *Do not use "Finish&Release!"*  
Note: You do not need to fill all mandatory fields to "Postpone" a record.
- You will be **redirected to the detailed record** view after a few seconds.
  - On the detailed record page click on **"Approval of a scientific publication"** (below on the right hand side) and follow the instructions in the approval form.
- After publication you must re-open this form, complete the information and press "Finish&Release"**.  
Note: The system displays a list of all your postponed entries on the [starting page](#) after you have logged in.

If you submit to **another journal** you do *not* need to ask again for approval.  
Hint: If you use the import after your work has been published. Make sure that you have cleared all fields that you want the import to fill before you start importing, since *importing only adds, never overwrites* information.

#### Published work

Use this form to submit the *bibliographic* information (including fulltexts) to the DESY Publication database.

- Mandatory fields are marked **like this \*** .
- For additional information on a specific field click on the ⓘ icon next to the field.
- Upload the fulltext(s).**
- Press "Finish&Release" when done.

Hint: Use the *import* functionality ⓘ to import external data (e.g. DOI, Pubmed, ArXiv, ...) and/or internal data (Preprint, Link, Recid, ...)  
Multiple imports are cumulative but only empty fields are filled by the import.

**Import data** ⓘ

Import history

**ISBN** ⓘ  **Relevant for Reporting \*** ⓘ  yes  no

**Group(s) directly involved \*** ⓘ

**POF IV: Topic/Research Theme/Facility \*** ⓘ  **Online/Experiment/Facility \*** ⓘ

**POF IV: 621 Accelerator Research and Development**

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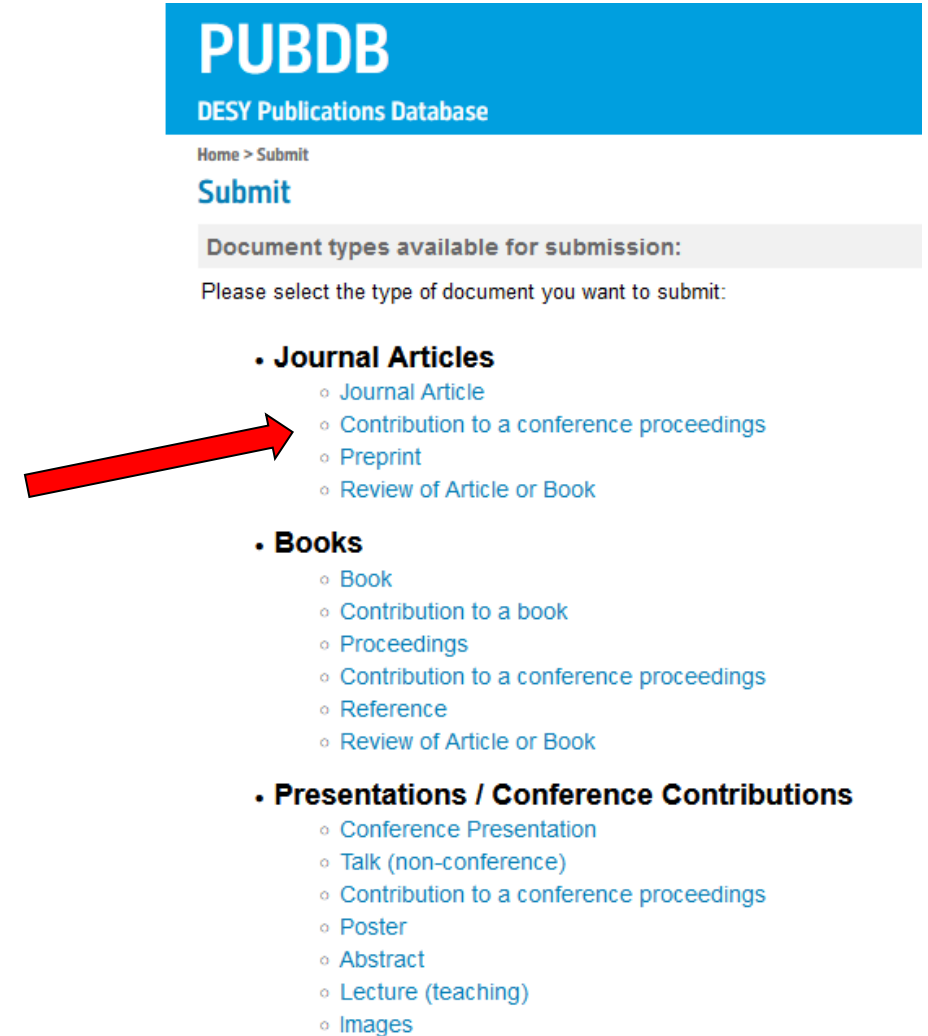
Please log in to the DESY Publication Database:

<https://bib-pubdb1.desy.de/>

2. Choose ,SUBMIT‘

then select

**,Contribution to a Conference Proceedings‘**



**PUBDB**  
DESY Publications Database

Home > Submit  
**Submit**

Document types available for submission:  
Please select the type of document you want to submit:

- **Journal Articles**
  - Journal Article
  - Contribution to a conference proceedings
  - Preprint
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  - Abstract
  - Lecture (teaching)
  - Images

## Submission of a Conference Contribution to the DESY PubDB:

- Complete the form as far as sensible, e.g. ,group‘ ,POF‘,Grants‘
- POF IV Categorie: please select **621** (Accelerator R&D) whenever applicable
- Attach the corresponding full text(s) (Author’s Manuscript)

# Approval Workflow

- Please complete the pre-filled application form ( Approval Form) generated from the entered data ( instructions how to proceed are also to be found in the upper part of the submission mask)
- Please attach the full text(s) of your publication. Otherwise the entry of the approval form can not be successfully processed.
- The completed form is forwarded to –L- for a formal check of the affiliation and, if necessary, further information is added.
- The form and fulltext are electronically forwarded by –L- to the group leader for approval.



# Important: Check affiliation

- Please check your correct affiliation !

Mentioning affiliations of authors is done in accordance with the binding DESY publication guidelines according to the DESY directorate . According to this document, the notation of the DESY affiliation reads as follows ( please note – only the following exact notations are accepted):

→ Deutsches Elektronen-Synchrotron DESY, Germany

or

→ Deutsches Elektronen-Synchrotron DESY, Notkestr. 85, 22607 Hamburg

→ Deutsches Elektronen-Synchrotron DESY, Platanenallee 6, 15738 Zeuthen

# Submission of a Conference Contribution to the DESY PubDb

## After publication - completion & content to be attached

- After a successful publication the **postponed entry must be completed**:
- Please log in to the DESY Publication Database.
- The system will show you a **list of all postponed records**. Choose the right record
- and select "Modify this record".
- Use the **import functionality** to complete the record (e.g. via DOI Nr., Inspire, ArXive)
- Note that the import only fills empty fields, thus delete the content for all fields
- **Add all full texts** (publisher's pdf version)