

User Manual for the collaborative Indexing of Publications in the Specialized Information Services (“Fachinformationsdienste”) at the Main Library of the University of Tübingen with Zotero¹

Introduction

The University Library in Tübingen manages three specialized information services. Each of these services provides a specialized bibliography with electronic access and search instruments for the literature available in its field of research.

1) Specialized Information Service in Theology

Bibliography: Index Theologicus (IxTheo) – <https://ixtheo.de>

Contact person for the Zotero procedure: Timotheus Chang Whae Kim
E-Mail: ixtheo@ub.uni-tuebingen.de

2) Specialized Information Service in Religious Studies

Bibliography: Religious Studies Bibliography (RelBib) – <https://relbib.de>

Contact person for the Zotero procedure: Dr. Gabriele Zeller
E-Mail: gabriele.zeller@ub.uni-tuebingen.de

3) Specialized Information Service in Criminology

Bibliography: KrimDok – <https://krimdok.uni-tuebingen.de/>

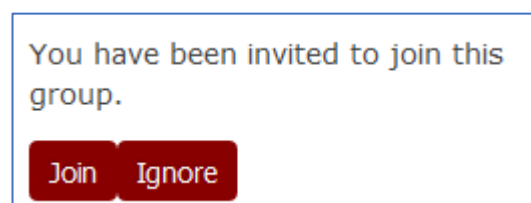
Contact person for the Zotero procedure: Dipl.-Päd. Katharina Stelzel
E-Mail: katharina.stelzel@uni-tuebingen.de

User Manual

If you would like to insert some publications in one of the bibliographies listed above and are willing to help us in that process, you should first get in touch with the contact person for that bibliography.

We will then send you an e-mail with an invitation to take part in our collaborative indexing effort. This e-mail will contain a link to Zotero, where you will be required to log yourself in. Since you don't own any Zotero account yet, you will have to create one.

Afterwards, you will access a page confirming the invitation with buttons labeled "Join" and "Ignore".



¹ <https://www.zotero.org>

When you “Join”, you become a member of the group called “FID-Extern” and you can start inserting new entries in the bibliography.

If you come across our website and would like to join our FID-Extern group to assist us in our indexing work, you can press on the “Join”-button at the right side of the page, provided you already have a Zotero account. However, since the system does not inform us of your wish to register, you will have to do this yourself by sending an e-mail to the appropriate contact person as soon as possible. This e-mail should include the reasons why you would like to join the group. As soon as we accept you, we will inform you and make the system accessible to you.

You are a member of the FID-Extern group and would like to insert a publication in the bibliography:

Log into Zotero and select the tab called “Groups”. On the area of the FID-Extern group, click on “Library”.

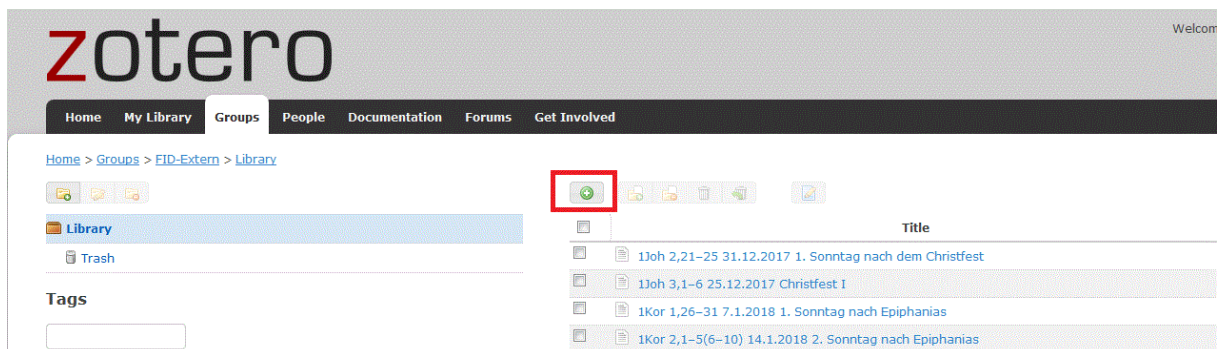
The folder structure is then displayed on the left side.

Create some new folders:

- one folder for the journal itself
- one subfolder for each individual volume
- in the folder of a given volume, one subfolder for each issue (if applicable)

You may then select the folder in which you would like to put the publication.

Create a new document by clicking on the “plus”-symbol in the middle.



First select the document type (“Item-Type”). In most cases, this would be “Journal Article”.

The edit window is, for the most part, self-explaining. However, the information you’re entering has to fulfill certain requirements (see below).

You should provide entries in the following fields of the data entry form:

***Item-Type**

- for articles, select "Journal Article"
- for reviews, select "Magazine Article"

*** Title**

*** Author** – in the following format: surname, first name

You may insert additional authors by clicking on the “plus”-symbol at the end of the line.

It would help us if you could find the author in the online version of the common subject authority file [OGND](#) and include a link to this authority file in the data entry form. In this case, we need the PPN (“Pica Production Number”, a 9-digit ID given to each record in our library association).

This is a sample window of the OGND, with the PPN highlighted in a red frame:

The screenshot shows the OGND search interface. The search results for 'Maier, Hans' are displayed. The PPN (162102151) is highlighted with a red box. The interface includes a search bar, filters, and a list of results. The detailed view of the selected record shows the following information:

- Person:** Maier, Hans
- Ansetzung Landesarchiv BW:** Maier, Hans; [Politologe](#), [Politiker](#), [Organist](#), 1931 - | 118576380
- PPN:** 162102151 (highlighted with a red box)
- GND-Nummer:** 118576380 [Link zu diesem Datensatz in der GND](#)
- Katalogisierungsquelle:** rakwb ; rswk
- Frühere Ansetzung:** in pnd: |a|Maier, Hans
- Typ:** Person (piz)
- Quelle:** B 1986; Internet; LCAuth; Kürschner Gelehrte (2005); Homepage: [Link zur Quelle](#)
- Geschlecht:** männlich
- Akademischer Titel:** Prof., Dr. phil., Dr. jur. [Akademischer Grad]
- Beruf(e):** [Politologe](#) [Beruf, charakteristisch], [Politiker](#) [Beruf], [Organist](#) [Beruf]
- Funktion(en):** [Kultusminister](#) [Funktion, Rolle], [Organist](#) [Funktion, Rolle], [i](#) [Funktion, Rolle]
- Instrument:** Org. [Instrument]

In this case, you should make two entries for each author: one with the name of the author spelled out as a surname and first name, and one with the PPN of the OGND.

In order to enter the PPN, you have to merge the fields provided to enter the surname and the first name by using the button right after both fields. Then enter the PPN between exclamation marks in the resulting single field (see below).

The screenshot shows the data entry form for a new record. The 'Item Type' is set to 'Journal Article'. The 'Title' field is empty. The 'Author' field is split into two parts: 'Maier' and 'Hans'. The 'plus' button (highlighted with a red box) is used to merge these into a single field. The merged field contains '!162102151!'. The next 'Author' field contains 'Schneider' and 'Gerd'. The 'plus' button (highlighted with a red box) is used to merge these into a single field. The merged field contains '!1426797523!'. The 'Abstract' field is empty.

***Volume** – always use Arabic numerals (1, 2, 3, ...), never Roman ones (X, L, IV, ...)

***Issue** – if applicable; a double issue is indicated with a slash ("/") between the issue numbers

* **Pages** (from-to)

* **Date** – only the year is specified, with four digits

* **Language** – Language code, which indicates in which language the article was written

– The codes used most often are the following: ger, eng, fre, spa, ita

– A list of all codes may be found [here](#)

* **ISSN** – absolutely necessary!

* **Persistent Identifier** – if available

Enter the corresponding element in the field “**DOI**”.

Persistent Identifiers may be one of the following: DOI, URN, Handle.

If the publication does not have a persistent identifier, please contact us.

However, you may also handle the registration process yourself; the registration agencies are listed [here](#).

We prefer not to use URLs, because there is no guarantee in this case that the link will remain permanently valid.

* **Abstract** – if available

* **Tags** – if available. These include:

– Keywords provided in the publication itself

– Standard subject headings

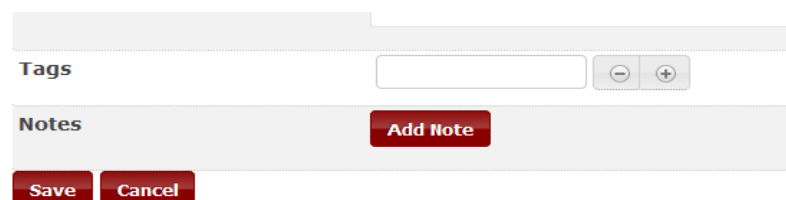
– IxTheo classifications

A list of IxTheo classifications may be found [here](#) and under [Ixtheo Notationen](#) in the left area of the advanced search page of the Index Theologicus.

Standard subject headings may be found in the online version of the common subject authority file [OGND](#).

You may enter standard subject headings in the same manner as authors by typing in the PPN between exclamation marks. In this case, however, you only need one entry.

All these elements are entered as “Tags” at the bottom of the data entry form:



The screenshot shows a portion of a web form. At the top, there is a light gray header bar. Below it, the 'Tags' section is visible, featuring a text input field, a minus button, and a plus button. Underneath the 'Tags' section is the 'Notes' section, which includes a red 'Add Note' button. At the bottom of the form, there are two red buttons: 'Save' and 'Cancel'.

Don't forget to “Save” the information you've entered!

The result might look like this:

[illegible]