

1. General guidelines

- DORA Eawag/Empa/WSL is the institutional repository and bibliography of Eawag/Empa/WSL. As such, all included publications are authored, edited, or published by Eawag/Empa/WSL, its members, or organizational units.

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- New references are regularly imported from bibliographic databases. Moreover, Eawag/Empa/WSL members can report new publications via a web form or e-mail (dora@lib4ri.ch) at any time.

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 members only)
 - excluding conference abstracts (even if published in a scientific journal)
 - excluding presentation slides
 - Dissertations authored or officially supervised by Eawag/Empa/WSL members
- For clarification:
- “Authored by Eawag/Empa/WSL member” means that the author was an Eawag/Empa/WSL 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 affiliation or were Eawag/Empa/WSL employees at the time the thesis was carried out and their involvement with the thesis was connected to Eawag/Empa/WSL.
 - 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)

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

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 - consistency and completeness of the metadata
 - eligibility for inclusion in DORA
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 - peer-review status
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 - 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 authors
- Corrections to bibliographical metadata can be requested via the button "Report a problem" or via e-mail to dora@lib4ri.ch.