User Manual for the collaborative Indexing of Publications in the Specialized Information Services ("Fachinformationsdienste") at the Main Library of the University of Tübingen with Zotero[1]

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: IndexTheologicus (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 use Zotero groups for our collaborative indexing. You can find Zotero groups in the Zotero browser application (https://www.zotero.org/) by clicking on "Groups" in the header.

In the following page, you can find all the publicly visible groups by using the search window at the top right corner.

This is possible even when you don't have a Zotero account. However, you have to register in order to become a group member or start a new one.

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[1] https://www.zotero.org
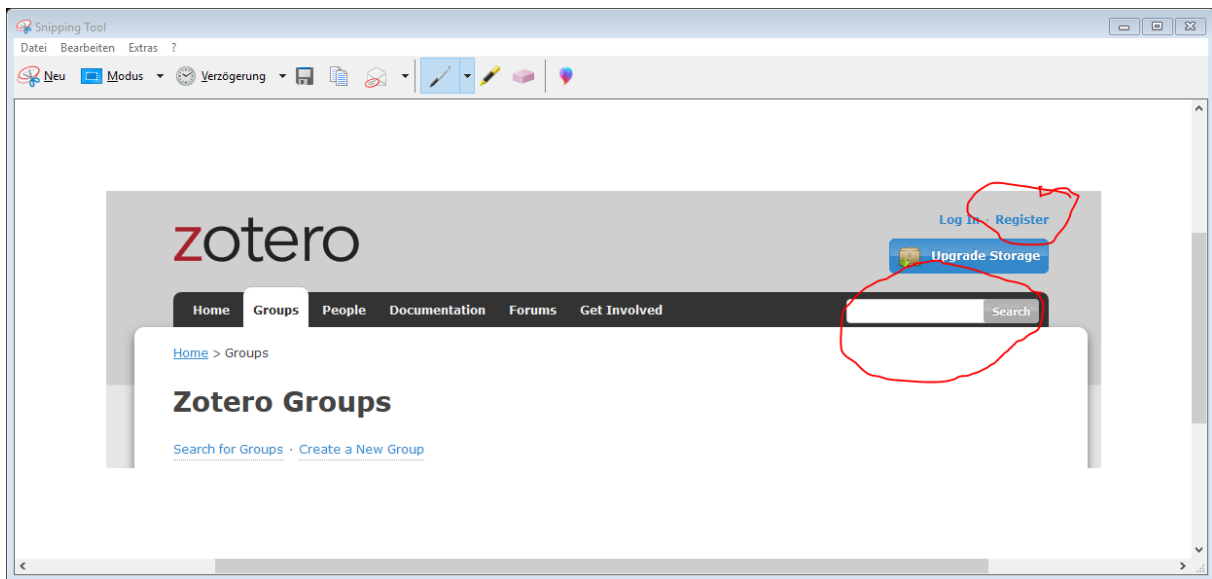
Once you have contacted us, we will send you an e-mail with an invitation to take part in our collaborative effort. This e-mail will contain a link to Zotero, where you will be required to log yourself in. If you don't have a Zotero account yet, you will have to create one.

Afterwards, you will access a page confirming the invitation with buttons labeled"Join" and "Ignore".
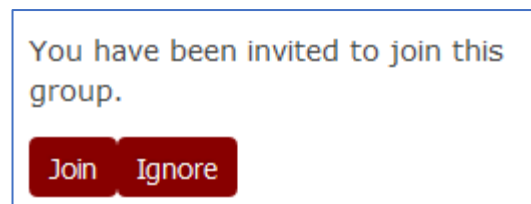
When you "Join", you become a member of the group to which you were invited and you can start inserting new entries in the bibliography.

If you come across our website and would like to join one of our groups 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 a group and would like to insert a publication in the bibliography:

Log into Zotero and select the tab called "Groups". On the area of your group, click on "Group Library".

The folder structure is then displayed on the left side.

Create some new folders, for example:

– one folder for the journal itself

– or one subfolder for each individual volume

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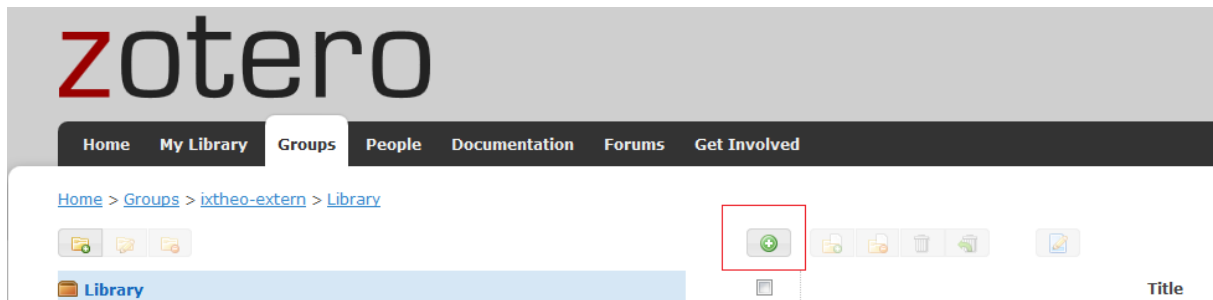
First select the document type ("Item-Type"). In most cases, this would be "Journal Article".

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 K10PlusPPN.

This is a sample window of the OGND, with the K10PlusPPN highlighted in a red frame:

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).

***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 listof 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

Please avoid line breaks here, because the system cannot process them, leading to an abort
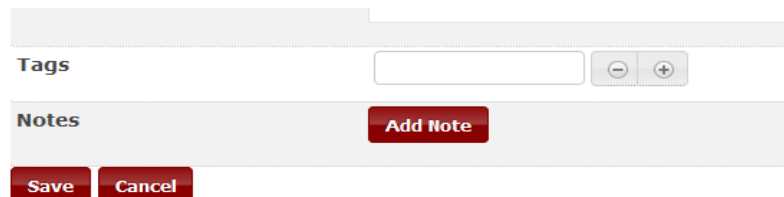
* **Tags** – if available. Enter each tag individually! These include:

– Keywords provided in the publication itself

– Standard subject headings

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:

* **IxTheo classifications and Relbib classifications**

For IxTheo and RelBib, we have developed our own system of classes in order to classify the content according to thematic, chronological and geographical criteria.

A list of classifications may be found here for IxTheo and here for RelBib.

An alphabetical list of classifications may also be found under IxtheoNotationen and RelBib-Klassifikation respectively in the left area of the advanced search page of IxTheo / RelBib.

RelBib classifications are a subset of the IxTheo classifications. The following description applies to RelBib as well.

IxTheo classifications are linked with the corresponding PPN numbers when they are exported. The classifications are entered in the data entry form under Notes -> Add Notes (see above). Enter the abbreviation of the classifications in lower case letters, separated by a comma, without a blank space after the comma and without a line break. This format must be followed, otherwise the classifications will not be matched with their corresponding PPN numbers.

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

The result might look like this: