

# Information on the Obligation to Report Publications at KIT

KIT LIBRARY

## KITopen

### GOAL

KIT wishes to provide central evidence of its total research output.

### REQUIREMENT

Since 2019, all scientists of KIT have been obliged to report their publications.

### IMPLEMENTATION

The publications are to be deposited in the KITopen central repository and are to be freely available world-wide on the Internet according to the principles of open access.

## BASIC INFORMATION

### What is the basis of the central reporting obligation?

The circular letter by the Executive Board No. 01/2019: *Meldung von Veröffentlichungen am KIT*, [https://intranet.kit.edu/downloads/formulare/201901\\_ps\\_veroeffentlichungen.pdf](https://intranet.kit.edu/downloads/formulare/201901_ps_veroeffentlichungen.pdf)

### Does the reporting obligation apply to entire KIT?

Yes. The obligation applies to entire KIT and replaces the previous publication guidelines of the Large-scale Research Sector (GFB).

### Which publications are covered by the reporting obligation?

All scientific publications have to be reported to the KITopen repository. Institutes, programs, and other organizational units are free to additionally adopt further reporting obligations on their levels.

### Which publications are not covered by the reporting obligation?

HGF reporting is not covered by the obligation. The reporting obligation also does not cover student projects, doctoral and postdoctoral theses. Here, the provisions given in the doctoral and postdoctoral guidelines have to be considered. Still, they can be deposited and published anytime in KITopen.

### Does the reporting obligation have a legally binding effect?

No sanctions will be imposed, if bibliographic data and the corresponding full texts are not reported or delivered to KIT Library. However, KIT Library relies on your support.

### Are the author's rights affected?

No, KIT does not obtain any publication rights in the contributions. The freedom of science and academic education is observed. For handling legitimate interests worth protecting, contact the Innovation and Relations Management Business Unit (IRM).

## INFORMATION ON BIBLIOGRAPHIC DATA

### How are publications reported and deposited in KITopen?

KIT Library regularly checks the publications of KIT in reference databases (e.g. Web of Science, Scopus). Hence, most of your publications are already deposited as a rule.

Report missing publications by email, mail or by deposit in the KITopen repository. Full texts have to be uploaded by yourself for legal reasons.

Please note that KITopen is not yet linked to personal data of KIT. Hence, your publication list may be incomplete or imprecise.

**TIP** Check the completeness of your bibliography in **two steps** only:

- Log in to the KITopen Depositing & Publication tool with your KIT Account - <https://publikationen.bibliothek.kit.edu/kitopen/login/>.
- Select the pre-defined search request „All my publications“ and add additional publications, if necessary.

## Which Services Are Offered by KIT Library?

KIT Library offers a central service for the depositing of publications. If you send us the corresponding lists, they will be deposited upon prioritization.

Full texts have to be uploaded in KITopen by the researchers or responsible persons at the institutes.

On request, KIT Library imports full texts of the years that are directly relevant to reporting (last three publication years) within existing publication options (e.g. with Creative Commons licenses, open access articles).

## INFORMATION ON FULL TEXTS

### Which Requirements Have to Be Met by the Delivery of Full Texts?

KIT refers to the requirements made by the Helmholtz Association. Researchers are requested to make available the full texts of their publications in the published layout or the reviewed manuscript / postprint via open access.

**TIP** Publish your full texts in KITopen in **three steps** only:

- First check your publications in KITopen and filter the publication list for „Only publications without open access“.
- You will obtain a detailed list of publications not yet available via open access.
- Press the „Upload“ button and upload the full texts. In this way, the texts are published. Legal options are displayed.

### KITopen and Open Access

Open access initiatives and jurisdiction in the past years have resulted in the fact that your journal articles can be published a second time legally secure, under certain conditions.

In the upload dialog, these options are displayed in the form of a „traffic lights“ display. Beyond that, please inform us, if you have agreed on special publication rights with the publisher.

In the case of proceedings and book articles, the minimum requirements of the Helmholtz Association are displayed in the form of a “green traffic light“-display.



## OTHER SERVICES OF KITOPEN

### Which services of KITopen can be used later?

KIT Library validates your publications and makes them available for later use via several services:

- KITopen Publication Lists - [www.bibliothek.kit.edu/cms/kitopen-publikationslisten.php](http://www.bibliothek.kit.edu/cms/kitopen-publikationslisten.php) - flexible and up-to-date publication lists that can be made available directly on the website of your institute or research group.
- KITopen Sharing - [www.bibliothek.kit.edu/cms/kitopen-sharing.php](http://www.bibliothek.kit.edu/cms/kitopen-sharing.php) - enables interoperable use in other literature administration services and research profiles.

### Which services are offered to KIT institutes by the KITopen team?

Depositing of publications and uploading of full texts may also be accomplished centrally by responsible persons of the institutes to reduce the workload of the researchers. To reduce the workload of the individual researcher, the depositing of publications and the upload of full texts may also be accomplished centrally by responsible persons of the institutes. For this, an one-time agreement is required. Please contact us: KITopen Team, [KITopen@bibliothek.kit.edu](mailto:KITopen@bibliothek.kit.edu).

## WEBSITES & E-TUTORIALS

- **Publishing for KIT scientists**  
[www.bibliothek.kit.edu/cms/publizieren-kit-wissenschaftler.php](http://www.bibliothek.kit.edu/cms/publizieren-kit-wissenschaftler.php)
- **FAQs on the reporting obligation**  
[www.bibliothek.kit.edu/cms/kit-publikationen.php](http://www.bibliothek.kit.edu/cms/kit-publikationen.php)
- **E-tutorials on KITopen/Open Access**  
[www.bibliothek.kit.edu/cms/e-tutorials.php#Anker3](http://www.bibliothek.kit.edu/cms/e-tutorials.php#Anker3)

## CONTACT

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