

## Manual for the announcement of new publications

Since 2008 the enquiry for MHH-publication data will take place at the webform „[Meldung neuer Publikationen](#)“ (Announcement of new publications).

**All publications which are used for the calculation of „Leistungsorientierte Mittel (LOM)“ of the MHH and/or for appearing in the [MHH-Research Report](#) have to be announced using this form and must be annotated with any other required information.**

### Automatic input via PubMed



If the publication you want to report is assured in [PubMed](#), you can send the data automatically onto the form.

Retrieve the article you wish to announce and select the abstract format, then click the button „MHH-Linksystem“. Use the hyperlink „Hochschulbibliografie“ below the headline „Internet Resources“.

### Manual Input

Publications which are not included in PubMed have to be inputted manually in the [form](#).

Please keep in mind to add your department, gender, first- and last author etc.

### MHH-University-Bibliography

On the basis of your information the library is able to generate a bibliography of all current MHH publications. This bibliography will be upgraded presented on [Internet](#).

The current status may be viewed at any time. Besides bibliographic data department informations will be presented as well as the impact factor of the corresponding journal, according to the [Journal Citation Reports](#).

## The boxes are listed as follows

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Absenderadresse (sender)	Your e-mail for potential queries
E-Mail des Institutsleiters (e-mail department manager)	For potential queries
Publikationsart (type of publication)	Choose the type of publication. Please notice that only „peer reviewed“ reviews (Übersichtsartikel) will be considered for the calculation of LOM („performance related bonuses“)
Autoren (authors)	Authors of the publication. In case of manual input you can add further lines for authors using the button <i>Autor hinzufügen</i> . Please indicate all authors, even if they are not members of the MHH.
Erst-/Letztautor (first-/last author)	First- / last author of the publication. Please indicate them even if they are not MHH-members. All authors which are not marked as first- or last authors will be noted as middle authors, with no necessity for further identification.
Abteilung (department)	Please choose the department in the field next to the authors name. To avoid mistakes edit only the authors of your department.
Weiblich (female)	Female MHH-Members are indicated here, if they are not the department manager.
Titel (title)	Title of the publication, the chapter or the book etc., on automatic data transfer please leave unchanged.
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Klinische Studie (clinical trial)	Please indicate if the study was registered.
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Speichern (save)	Your entries will be sent by pressing this button. Afterwards you will receive an e-mail with your data.
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**If you have any questions please contact the library from Monday – Friday 8.00 AM - 4.00 PM.  
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