

General Information on MADOC – Mannheim Electronic Document Server

Updated: October 2023

The Business School of the University of Mannheim uses the **university bibliography MADOC** (<https://madoc.bib.uni-mannheim.de/>) in order to systematically record **the research output** of the faculty. The data is used for various purposes, such as rankings and accreditation reports. For a **complete representation of the research activities** of the faculty, a **regular maintenance of the data in MADOC** is very important. Therefore, we kindly ask you to ensure that the research output of your **entire chair** is always up to date in MADOC.

The **research to be recorded** includes **various categories**, such as articles, book chapters or conference presentation, and many more. All categories are shown under the tab “document type”.

We would like to ask you especially **to record case studies**. Recording your own case studies is especially important for re-accreditation by EQUIS. MADOC allows you to **also enter unpublished case studies**, which are used in your teaching, into the database. These unpublished case studies are recorded in MADOC, but are not publicly available in the university bibliography. In this way, you make it easier for the Dean's office to create an overview of all research achievements for re-accreditation. Of course, you can still enter published case studies in MADOC. **Appendix 1** of this manual explains the various options for entering case studies in MADOC.

As usual, you will find **detailed and updated instructions** how to add research contributions to the MADOC database on the following pages. We encourage you to consider the DOI or BibTeX import function which is described in the instructions and which should minimize your effort to record the research output. Please inform your chair about MADOC and the necessity of regular data maintenance and forward this information to your staff.

We would like to inform you that the University Library supports **ORCID**. ORCID provides persistent digital identifiers (**ORCID iD**) for researchers and supports them in managing their research output. Publications that can be found online will automatically appear in your ORCID profile but must be manually approved before they are added. This ensures that you have full control over your ORCID profile. It is possible to **import your publications from MADOC to ORCID and vice versa**. If you would like take advantage of the benefits of ORCID and need help with the registration process, please contact Dr. Zumstein (philipp.zumstein@bib.uni-mannheim.de).

If you have any questions do not hesitate to contact us.

With best regards and many thanks for your cooperation,

Benjamin Pflieger and Christina Vonhoff

Benjamin Pflieger
Manager Accreditations
Dean's Office of the Business School
Tel +49 621 181-3339
Email: benjamin.pflieger@uni-mannheim.de

Christina Vonhoff
Head of Accreditation
Dekanat der Fakultät für Betriebswirtschaftslehre
Tel +49 621 181-1637
E-Mail: christina.vonhoff@uni-mannheim.de

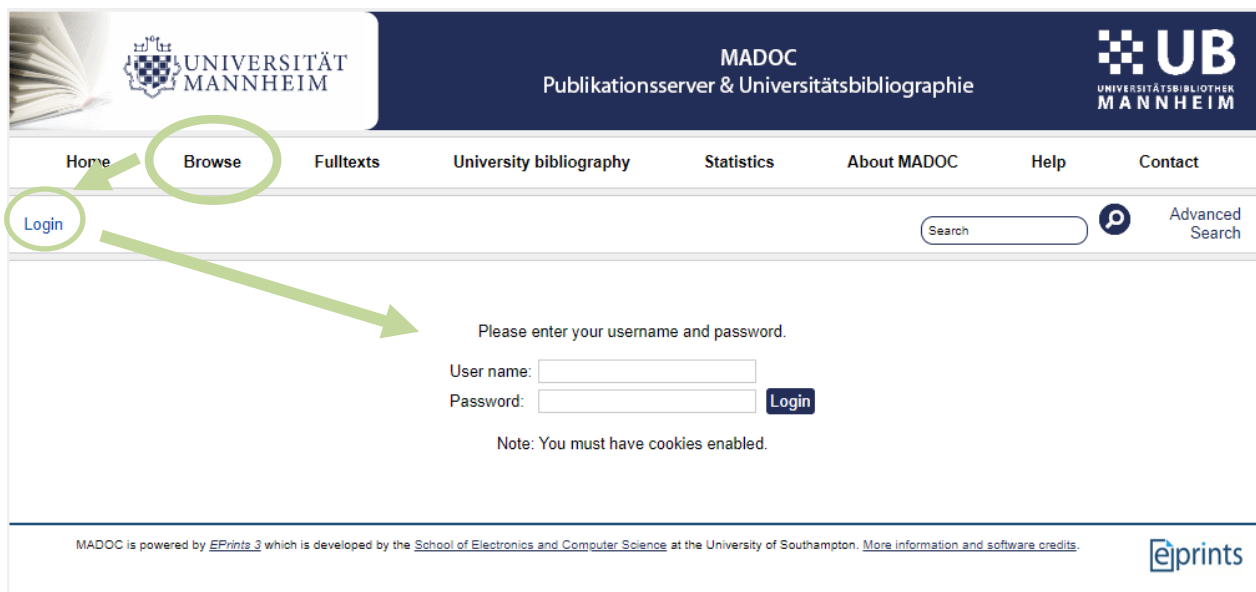
Adding your Publications to the University Bibliography MADOC

1.

Visit the website of the Publication Server of the University Library: <https://ub-madoc.bib.uni-mannheim.de/> and change the language to English via the British flag in the upper right corner.

2.

Select "Browse". A new page opens and will allow you to log in with your standard university login (username and password you received from the University Computing Center).



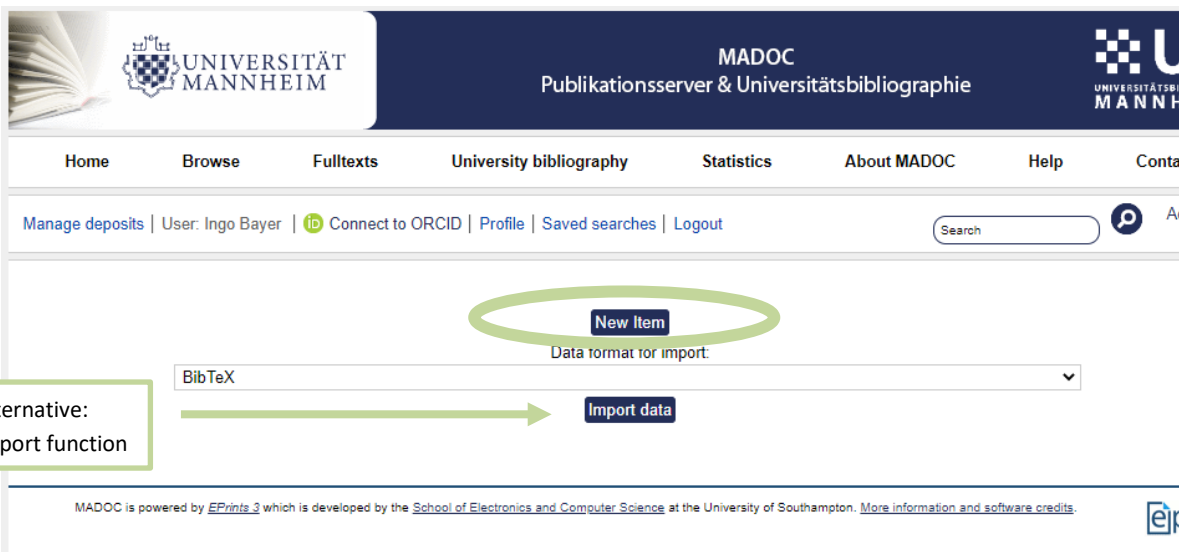
The screenshot shows the MADOC website interface. At the top, there is a navigation bar with the University of Mannheim logo on the left, the text "MADOC Publikationsserver & Universitätsbibliographie" in the center, and the UB logo on the right. Below the navigation bar, there is a menu with links: Home, Browse, Fulltexts, University bibliography, Statistics, About MADOC, Help, and Contact. The "Browse" link is circled in green. Below the menu, there is a search bar and a "Login" link, which is also circled in green. A green arrow points from the "Login" link to a login form. The login form contains the text "Please enter your username and password.", a "User name:" label followed by an input field, a "Password:" label followed by an input field, and a "Login" button. Below the form, there is a note: "Note: You must have cookies enabled." At the bottom of the page, there is a footer with the text "MADOC is powered by EPrints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software credits." and the EPrints logo.

3.

Select the tab “New Item” (circled in green in the screenshot below). As an alternative, we encourage you to consider the function “Import data”. This option allows you to import information on your research contribution (such as title, author, name of journal) through different data formats. With this data import, you don’t have to type in some of the required information. The two most common data formats are DOI (Digital Object Identifier) and BibTeX:

- In most cases, the DOI can be found on the first page of a paper. Please copy the DOI and insert it into the MADOC form. You can paste several DOIs into the form. Please note that some research contributions might not have a DOI.
- If you access a research article online (publisher’s website or online database) you’ll find different citing options. One of the most common formats is “**BibTeX**”. Please select this format, copy the text, and paste it into the MADOC form.


Please visit <https://www.bwl.uni-mannheim.de/madoc-screencast/> for two screencasts showing how to use the DOI and BibTeX import functions.



UNIVERSITÄT MANNHEIM

MADOC
Publikationsserver & Universitätsbibliographie

Home Browse Fulltexts University bibliography Statistics About MADOC Help Conta

Manage deposits | User: Ingo Bayer |  Connect to ORCID | Profile | Saved searches | Logout

Search

New Item

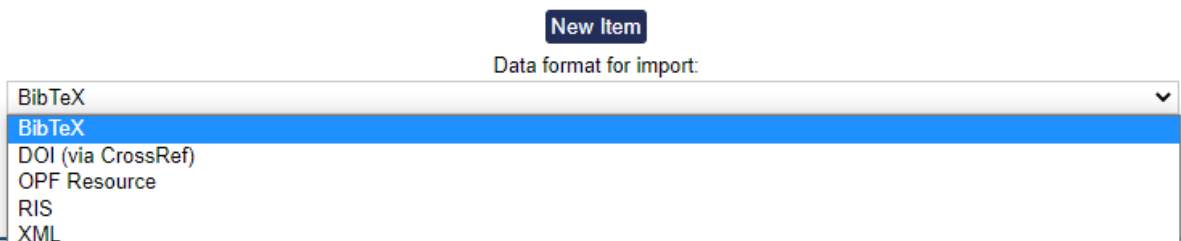
Data format for import:

BibTeX

Alternative: Import function → **Import data**

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Alternative: Using the DOI or BibTeX import function (select data format)



New Item

Data format for import:

BibTeX

BibTeX

DOI (via CrossRef)

OPF Resource

RIS

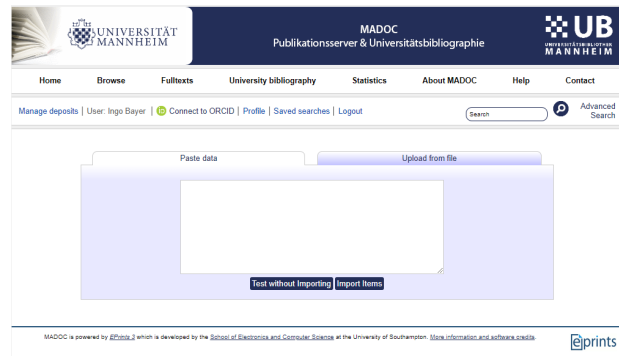
XML

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Alternative: Using the DOI oder BibTeX import function (forms to insert DOI number or BibTeX text)

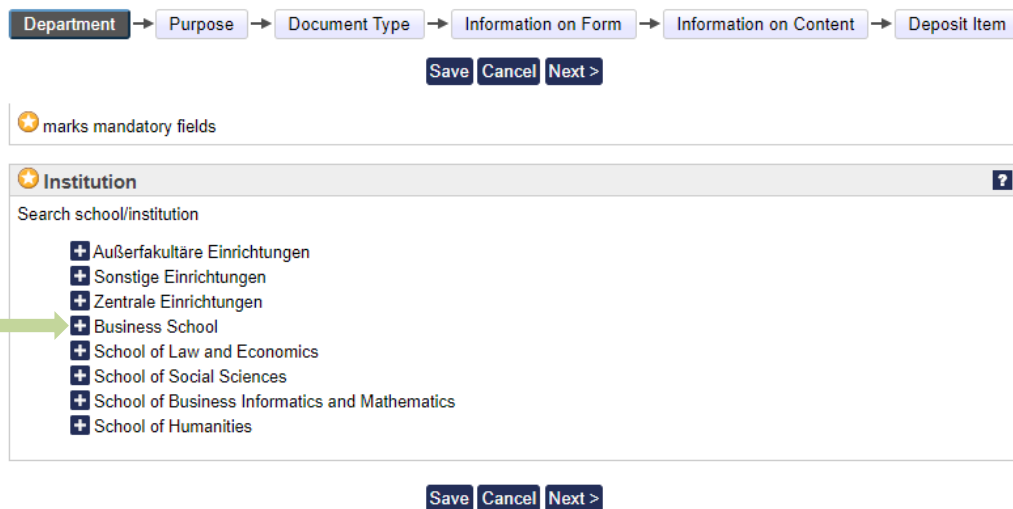
DOI

BibTeX

4.

The page "Department" will open. Please click on "**Business School**" and select your **chair** by clicking on the **Add** icon. Please note that it is possible to add more than one chair to record publications from authors affiliated with different chairs.



5.

By clicking on “Next”, you will reach the page “Purpose”. Please select the appropriate option: “Do you want to add a publication to the university bibliography?” or “Would you like to add publications you authored before you started working at the University of Mannheim?” Please consider whether the other options might be appropriate.

Department → **Purpose** → Document Type → Information on Form → Information on Content → Deposit Item

< Previous Save Cancel Next >

Verwendungszweck		?
Do you want to publish an electronic document on MADOC?:	<input type="checkbox"/>	?
Do you want to add a publication to the university bibliography?:	<input checked="" type="checkbox"/>	?
Would you like to add publications you published before you started working at the University of Mannheim?:	<input checked="" type="checkbox"/>	?
Do you want to enter a publication with the status "Online first"?:	<input type="checkbox"/>	?
Do you want to add publications which are in press and about to be published?:	<input type="checkbox"/>	?

< Previous Save Cancel Next >

6.

Please select the document type. Next, you will have the option to upload the document (not mandatory). Afterwards, fill in the fields under „Details” and please also fill in the **accreditation information** near the bottom of the page. Detailed information on the different categories can be found by clicking the help symbol **?**.

★ Akkreditierungsinformationen (BWL)

★ Focus:	Categorization of your research contribution according to the following categories: <ul style="list-style-type: none"> “Discipline-based research” aims at generating new knowledge or the development of new methods. Discipline-based research intends to impact the theory or knowledge of business. Target audience: academics. “Contributions to practice” synthesize new understandings or interpretations of knowledge; develop new technologies, processes, and/or tools. These intellectual contributions intend to contribute to the practice of business. Target audience: practitioners. “Learning and pedagogical research” develops teaching content and methods. Learning and pedagogical research intends to impact the teaching or pedagogy of business. Target audience: Learners and teachers at universities and in companies. Discipline based Contributions to practice Pedagogical research
★ Type of publication medium:	Categorization of the journal / book / conference in which your contribution was published: academic / practical / political Academic Professional Political
★ Scope of publication medium:	Categorization of the journal / book / conference in which the research contribution was published in terms of scope: national or international National International
★ Refereed:	Is the contribution peer-reviewed? Refereed / non-refereed / invited Refereed Non-refereed Invited
★ Case study:	Is your item a case study? <input type="radio"/> Yes <input type="radio"/> No

< Previous Save Cancel Next >

7.

Complete the remaining sections according to the guidelines of the University Library and then submit the entry by clicking on the button “Send/Submit Information.” If you have used one of the import functions, please verify whether all imported information is accurate.

8.

Contact Details for Questions or Feedback:

1. Questions related to “Accreditation Information“:

Accreditations Managers at the Business School:

- Benjamin Pfleger (Tel.: - 3339; Mail: benjamin.pfleger@uni-mannheim.de)
- Christina Vonhoff (Tel.: -1637; Mail: christina.vonhoff@uni-mannheim.de)

2. Technical and Organizational Questions:

MADOC is run by the Mannheim University Library (Department for Acquisition and Cataloging). For support regarding technical or organizational matters please contact:

- Gunhild Schenk
Phone: 0621/181-3031 E-Mail: madoc@uni-mannheim.de
- Christina Schüßler (dissertations, theses)
Phone: 0621/181-2935 E-Mail: diss.ub@uni-mannheim.de

Thank you very much for your support!

Annex 1 – Entering of Case Studies in MADOC

There are two different possibilities to record case studies in MADOC:

- A. Unpublished case studies
- B. Published case studies

A. Unpublished Case Studies

The MADOC data base was updated such that you can now record your own, unpublished case studies. In general, this refers to case studies used for teaching purposes. For entering these, please proceed as follows:

- Follow steps 1-4 as described above.
- At step 5, please select “Do you want to add a publication to the university bibliography?”
- At step 6, choose the category “Unpublished project-related report / Case study (Business School)” in the section “Document Type”
- Follow the remaining steps as instructed by MADOC.

Important: When choosing this category, your entry will not be displayed in the University Library or the Publication Server. In case you use the plug-in option, it will not appear on your chair’s website, either. It only serves statistical purposes in the scope of international re-accreditations of the University of Mannheim Business School.

B. Published Case Studies

If you have published a case study and want to enter it into MADOC, you are provided with the following options:

- Follow steps 1-4 as described above.
- At step 5, please select “Do you want to add a publication to the university bibliography?”
- At step 6, choose for “Document Type” one of the following categories:
 - o *Article*
 - o *Book*
 - o *Book Chapter*
- Follow the remaining steps as instructed by MADOC.

Important: Only when choosing one of these three categories, you can mark your entry as “Case Study”. If you have published a case study as a different document type, please contact us.