



PUBDATA COLLECTION POLICY

CRITERIA FOR THE INCLUSION, CURATION AND PROVISION OF PUBLICATIONS IN PUBDATA



Scope and Purpose of PubData

The institutional repository PubData of Leuphana University Lüneburg serves the long-term archiving and publication of research data and scholarly works created in the context of research, teaching, and studying at Leuphana University Lüneburg. The range of publications in PubData includes both, literature publications and alternative publication formats. Thus, alongside journal articles, monographs, and doctoral theses, the repository may also provide audio and video recordings, websites, posters, or teaching and learning materials. All publications made available through this repository are freely accessible worldwide in accordance with the principles of Open Access and may be reused by others in compliance with the respective licensing and usage conditions. The service is operated by the Media and Information Centre (MIZ) of Leuphana University Lüneburg.

Submission of Publications to PubData

PubData is intended for the provision of complete publications and therefore does not function solely as a bibliographic recording system. Each publication entry should therefore include not only the relevant metadata but also a file containing the full publication content, which can be downloaded by anyone.

Publications (objects) may be submitted to the repository either manually via the submission form or automatically through interfaces that import metadata and full-text files (particularly scholarly journal articles) from external data sources.

For both submission methods, the MIZ reviews all objects, metadata, and other accompanying information. The MIZ reserves the right to reject objects in whole or in part if they do not comply with the following inclusion criteria.

Criteria for the Inclusion of Publications in PubData

1. Materials and Provenance

PubData publishes and disseminates digital publications of scholarly content that originate from research, teaching or study activities at Leuphana University Lüneburg. This includes publications by members and affiliates of Leuphana as well as works produced by contractual cooperation partners associated with the university. A prerequisite for publication is that at least one author involved in creating the content is affiliated with Leuphana and holds the necessary rights for publication, or that the publications result from projects in which Leuphana is involved, even if the authors themselves are not members of Leuphana. This also includes publications edited at Leuphana (e.g., publication series) as well as works whose publication is required by examination regulations.

2. Content-Related and Contextual Requirements

The core requirement for publication in PubData is that submitted objects are of scholarly quality and serve the interpretation and communication of academic discourse. In addition, the objects must be intended for public access. Therefore, PubData is not intended for non-scholarly publications or for solely archiving of internal university materials.

As an institutional repository, PubData exclusively provides publications that are either created within the framework of research or teaching activities at Leuphana University Lüneburg, or that are the result of academic study programs offered by Leuphana. This results in the following three contexts of creation:



A. Research

This context covers publications that have arisen from research activities at Leuphana. This also includes publications created in the context of scholarly events (e.g., presentations).

B. Teaching

This context covers publications that are created within the framework of teaching activities at Leuphana. This comprises, on the one hand, Open Educational Resources such as open textbooks and exercise materials, and on the other hand, outcomes of teaching activities (e.g., project reports). Materials with a direct examination context (e.g., exams) are excluded from publication.

C. Study

This context covers publications created by individual students or student groups within the framework of a study program at Leuphana. In addition to final theses, this includes, among others, audio recordings such as podcasts. For student publications, the scientific relevance must be confirmed by a publication recommendation issued by the respective reviewer or lecturer.

The MIZ reserves the right to include content in PubData beyond the criteria described above.

3. Technical and Formal Requirements

The MIZ only accepts publications that have successfully passed a technical and formal review. This review includes checks for virus-free content, functionality and readability, completeness, clarity in naming and structure, appropriate file format selection, and – in the case of secondary publications – verification that the necessary rights for republication have been granted. In accordance with the [FAIR principles](#), PubData provides only non-proprietary or commonly used file formats (see PubData File Format Policy – Publications).

PubData publishes digital works that are either born-digital or exist as digitized objects. The object submitted to the repository must correspond to the accepted resource types defined by PubData. Submitted objects may be made accessible either as first publications (i.e., works that have not previously been published elsewhere) or as secondary publications (i.e., works that have been published elsewhere), provided that the authors hold the necessary rights to do so. Objects are to be submitted by the depositing person in full and in their final version. Submissions must comply with the file formats accepted by PubData (see PubData File Format Policy – Publications). All objects submitted to PubData are required to be free of digital content protection mechanisms (Digital Rights Management) and thus free of copy protection. Submitted objects may consist of multiple files, allowing the primary publication to be enhanced with additional content (e.g., supplementary materials). Furthermore, metadata may include references to external content if it is associated with the submitted publication (e.g., via Digital Object Identifier, DOI). Postdoctoral theses ("Habilitation"), doctoral theses and student theses are published on PubData provided that Leuphana acts as the awarding institution. Student theses and term papers may only be published if the grade is better than 2.5. This has to be confirmed by the respective reviewer or lecturer through the publication recommendation.

4. Legal Requirements

The MIZ preserves, collects, and provides access to only those publications for which all legal requirements are met, including compliance with copyright and performance rights, data protection, usage rights, and patent law. Compliance is to be documented through appropriate materials, such as consent forms, approvals, or contractual (usage) agreements. The person submitting the publication is required to hold the copyright to the object. Publication on PubData is not permitted to infringe the rights of third parties. If exclusive rights to the content have previously been transferred to third parties (e.g., publishers), permission for secondary publication is to be obtained from the publisher prior to publication on PubData. The submitting



person is responsible for ensuring the legal conformity of the intended use at the time of submission and confirms this by agreeing to the PubData Publication Agreement – Publications with Usage Permission. As part of its responsibility, the MIZ reserves the right to conduct random checks to verify the legal conformity of the intended use and, if necessary, to refrain from including the affected objects or to remove them from the collection.

Consequences of Non-Compliance with PubData Inclusion Criteria

Publications that do not meet one or more of these criteria may be rejected or removed from the repository. Each case is reviewed by the PubData curation team, which will endeavour to clarify the matter together with the submitting person. The MIZ also reserves the right to refuse publications if the legal basis for publication cannot be confirmed.

Removal and Modification of Publications

Publications on PubData are intended to remain accessible on a permanent basis. Removal of published content is only foreseen in exceptional cases (e.g., copyright infringements). Metadata may be updated upon request after publication. Content-related changes can be made by submitting a new version. It should be noted that postdoctoral theses ('Habilitation'), doctoral theses and student theses are published in the accepted version and cannot be versioned.

Quality Assurance

As part of quality assurance, metadata submitted by the depositing party is enriched by the MIZ to ensure that publications made available through PubData can be clearly identified, discovered, and reused by others.

The MIZ does not conduct content-related quality assessments.

Guaranteed Archiving Services and Measures

The archiving of submitted objects is carried out using the bitstream preservation method. This ensures the preservation of the bitstream by regularly renewing storage media and simultaneously verifying data integrity. When technically necessary and provided that adequate resources are available, objects may be migrated by the MIZ to other formats for long-term archiving. Archived objects are stored spatially and organizationally independently, meaning across multiple systems and locations. Preservation is ensured through identical copies stored on widely used long-term storage media. The MIZ ensures the professional preservation and provision of research outputs through standardized verification routines and curation processes. This guarantees a consistent collection along with high-quality preparation of research results.

The legal agreements, policies, and forms referenced in this document can be found on [the PubData guidelines for publications](#).