



**PUBDATA FILE FORMAT POLICY FOR LITERARY PUBLICATIONS  
AND ALTERNATIVE PUBLICATION FORMATS**  
POLICY ON THE ACCEPTANCE, PRESERVATION AND PUBLICATION  
OF FILE FORMAT IN PUBDATA



The Media and Information Centre (MIZ) aims to preserve and publish scholarly literature and alternative publication formats on PubData, the institutional repository of Leuphana University Lüneburg, in such a way that these publications remain freely usable in the long term without technical restrictions. To ensure long-term usability, appropriate preservation and archiving measures are carried out (see PubData Publication Agreement for Publications).

A key prerequisite for technical preservation and reusability is the selection of suitable file formats. Depending on the software used, some file formats are better suited than others. Decisive factors for long-term preservation include **suitability for long-term archiving**, **compatibility** with other programs, and the possibility of **lossless conversion**.

In the interest of reuse and Open Science, **open, non-proprietary**, or at **least common and widely used** file formats are preferred.

These criteria are consulted for the acceptance, preservation, and publication of publications and are set out in the PubData Collection Policy for Publications. This means that submitted publications undergo a technical review to assess whether their file formats are appropriate for archiving and publication. The MIZ reserves the right to temporarily reject publications that use file formats unsuitable for these purposes. Such decisions are always made in consultation with the submitting party and after exploring alternative solutions. Nevertheless, please consider early on - when choosing your software and file formats - the resulting implications for preservation and potential publication in accordance with good scientific practice (further information can be found [here](#)).

The legal agreements and policies referenced in this document are available on [PubData's publication guidelines page](#).

Please submit **literary publications** in PubData in PDF format. We recommend using the PDF/A format, which is suitable for long-term archiving.

For the submission of **alternative publication formats** in PubData, you will find a brief overview below, including recommendations for file formats by type.

Format Type	Recommended Formats	Accepted Formats	Not Recommended
Text	PDF/A (*.pdf, recommended subtypes 1b, 2b and 2u); Plain text (*.txt, *.asc, *.c, *.h, *.cpp, *.m, *.py, *.r); ANSI X3.4/ECMA-6/; EPUB (unencrypted) (*.epub); XML and XML-based markup- formats (including XSD/XSL/XHTML)	PDF (embedded fonts); PDF/A-3 (*.pdf); Postscript; Rich Text Format (*.rtf); SGML (*.sgml); DTD (*.dtd); LaTeX; TeX; OOXML (ISO/IEC DIS 29500); Microsoft Word (*.docx); OpenDocument formats (*.odt, *.fodt); HTML; Cascading Style Sheets (*.css); ASCII	PDF without embedded fonts or encryption; PDF/A-3; DVI (*.dvi); Microsoft Word (*.doc); WordPerfect (*.wpd); Google Docs



<b>Format Type</b>	<b>Recommended Formats</b>	<b>Accepted Formats</b>	<b>Not Recommended</b>
Image	JPEG2000; PNG; SVG; TIFF (not compressed)	TIFF (compressed); Bitmap or BMP (*.bmp); Computer Graphic Metafile (*.cgm); Digital Negative DNG (*.dng); GIF (*.gif); Google WebP (*.webp); JPEG/JFIF (*.jpg); JPEG2000 (lossy) (*.jp2); Drawing Interchange Format (*.dxf); OpenDocument formats (*.odg, *.fodg, *.odi, *.fodi)	FlashPix (*.fpx); GIF; JPEG 2000 Part 2 (*.jpf, *.jpx); Macromedia Flash; MrSID (*.sid); Photo CD (*.pcd); Photoshop (*.psd, *.psb [Large Document Format], *.acv, *.atf [Photoshop Curve File]); RAW; TIFF (planar format); Encapsulated PostScript (*.eps, *.epsf, *.ps)
Audio	AES3 (*.aes); AIFF (.aif, *.aiff); Broadcast WAV (BWF); WAV	Advanced Audio Coding (*.mp4, *.m4a, *.aac); Free Lossless Audio Codec (*.flac); MP3 (MPEG-1/2, Layer 3) (*.mp3); Ogg Vorbis (*.ogg); Standard MIDI (*.mid, *.midi); SUN Audio/Basic; AIFC (compressed) (*.aifc); NeXT SND (*.snd)	Protected AAC (*.m4p); RealNetworks "Real Audio" (*.ra, *.rm, *.ram); WAV; Windows Media Audio (*.wma)
Video	AVI (Audio Video Interleaved) (*.avi); Motion JPEG 2000 (ISO/IEC 15444-4); Motion JPEG 2000 (*.mj2); QuickTime Movie (*.mov); MPEG-4; FFV1	DV; MPEG-1; MPEG-2; Matroska Multimedia Container (*.mkv)	Ogg Theora (*.ogg); RealNetworks "Real Video" (*.rv, *.rm); Windows Media Video (*.wmv); Flash Video (*.flv); Macromedia Flash (*.swf); Advanced Authoring Format Object (*.aaf); Material Exchange Format (*.mfx); Digital Cinema Initiative Distribution Master (DCDM); Apple ProRes; Cinepak; DivX; Digital Moving Picture Exchange (DPX)
Presentation	Depending on file content; PDF/A	Microsoft PowerPoint OOXML (*.pptx); OpenDocument formats (*.odp, *.fodp)	Microsoft PowerPoint (*.pptx)
Web archive format	Mozilla Archive Format (MAFF) (*.mar); Web Archive File (WARC) (*.warc)	-	-



<b>Format Type</b>	<b>Recommended Formats</b>	<b>Accepted Formats</b>	<b>Not Recommended</b>
Archive file formats	ZIP (*.zip); Tape Archive (*.tar); gzip (*.gz);	Unix Archiver (*.a, *.ar); CPIO (*.cpio); lzip (*.lz); lzma (*.lzma); 7z (*.7z); bzip2 (*.bz2)	Shell archive (*.shar); lzop (*.lzo); 7zX (*.s7z); RAR (*.rar); FreeArc (*.arc); Cabinet (*.cab); eXtensible Archive Format (*.xar)
Spreadsheets and Tables	Comma- or tab-delimited text files (*.csv)	Excel (*.xlsx); OpenDocument formats (*.ods, *.fods, *.odf, *.fodf, *.odc, *.fodc)	Excel (*.xls, *.xlsb)
Other	-	VRML; U3D; Computer program source code (*.c, *.c++, *.java, *.js, *.jsp, *.php, *.pl, etc.)	Compiled or executable files (EXE, *.class, COM, DLL, BIN, DRV, OVL, SYS, PIF)