

Loading Process, Errata and Retraction of Articles

This help manual contains three (independent) sections:

Part 1: Tagging Articles in XML

Part 2: Sample Collection of Various References

Part 3: Loading Process, Errata and Retraction of Articles

For any questions please write to poa-ejournals@thieme.de.

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1 General

This manual contains the instructions drawn up especially for uploading, errata and correction of articles. Changing to XML schema this part remains unchanged. Since it is no longer new and fairly self-explanatory, this manual is also somewhat shorter and more compact than in previous editions. If you have any questions, please let us know.

We can be contacted at poa-ejournals@thieme.de

1.1 Basic Principles

The complete loading process (from creating the DOI to placing the article online) is covered by the loading tool vbsadmin. This tool can be accessed from <https://www.thieme-connect.de/vbsadmin/>. You can then log in using your user data and selecting your language (German or English).

Note: Closing a process (uploading, quality control, final check, publishing online) by clicking the appropriate button places the article under the next area of responsibility. For example, once uploading is completed, the article moves from being the responsibility of the typesetter to being the responsibility of the production editor, for quality control. An e-mail notification is sent along with the transfer to a new area of responsibility. **Until such a notification has been received, the article has not been placed under a new area of responsibility.**

There are two different ways to display articles in the overview: if *Show todo articles* is selected, only articles that can currently be processed – i.e. those that are under the own area of responsibility – are shown. If *Show all articles* is selected, not only the above mentioned articles but also all articles that cannot currently be processed are shown.

Overview	Request DOI	Upload	Cover	Status	Article Download	History	Access Rights
Status Use this page to view and process your articles and books.							
Sorted by		Books and journals <input checked="" type="radio"/>		Show all articles <input type="radio"/>			
Journal <input type="text"/>		Journals only <input type="radio"/>		Show todo articles <input checked="" type="radio"/>			
		Books only <input type="radio"/>					

The meaning of the colour scale is shown in the following table:

Meaning of the colour	
Red	The article contains form errors and cannot be uploaded (see error messages) or the article was sent back to the typesetter.
Yellow	The article still has small errors. Please correct.
Green	The article and the pictures were uploaded correctly.
Blue	Publishing is pending. The article may be placed online.
Grey	Publishing has been issued. The article will not however be placed online until the date specified.
Orange	The article is already online. It is being corrected.

1.2 Important Information

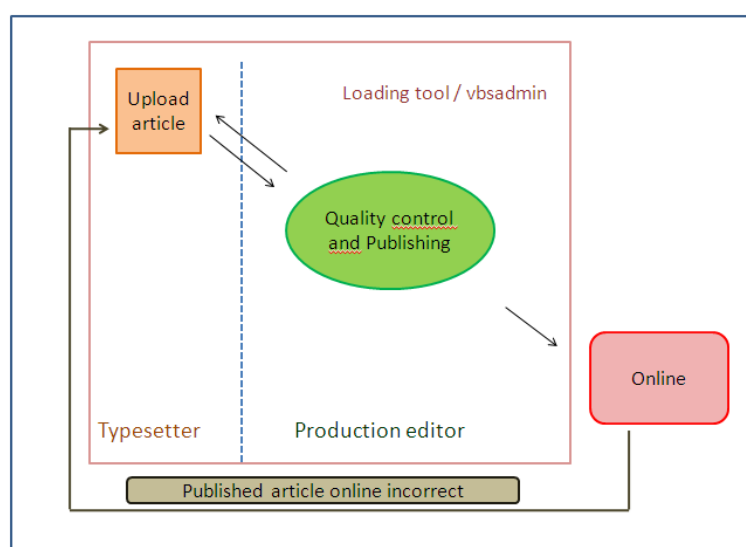
The DOI is an integral part of the document and must not be modified at any point during the existence of that document. It must remain the same for all corrections!

If an article published by eFirst is assigned to a printed edition, under no circumstances must the DOI and the file name be changed!

Only one instance can work on an article during the uploading and correction process!

A process may not be completed until all the previous steps have been performed correctly!

1.3 Flow Chart / Process and Responsibilities



This diagram shows the steps in the process. First, the article is uploaded by the typesetter. Then, it is passed on to the production editor, who carries out the quality control (if the article does not meet requirements, it is returned to the typesetter and must be reworked, at which point the process begins again) before publishing the article. The article is then online.

1.4 Documentation

During the process extending from uploading to publishing, you can track which steps have already been completed by checking the process history. This shows whether and how often an article has been returned to Typesetter, for example, and how many e-mails have been sent to which people. As soon as an article goes online it disappears from the uploading tool. From then on the process history can be viewed under the *History* tab. There is documented the entire process for the article.

1.5 Help

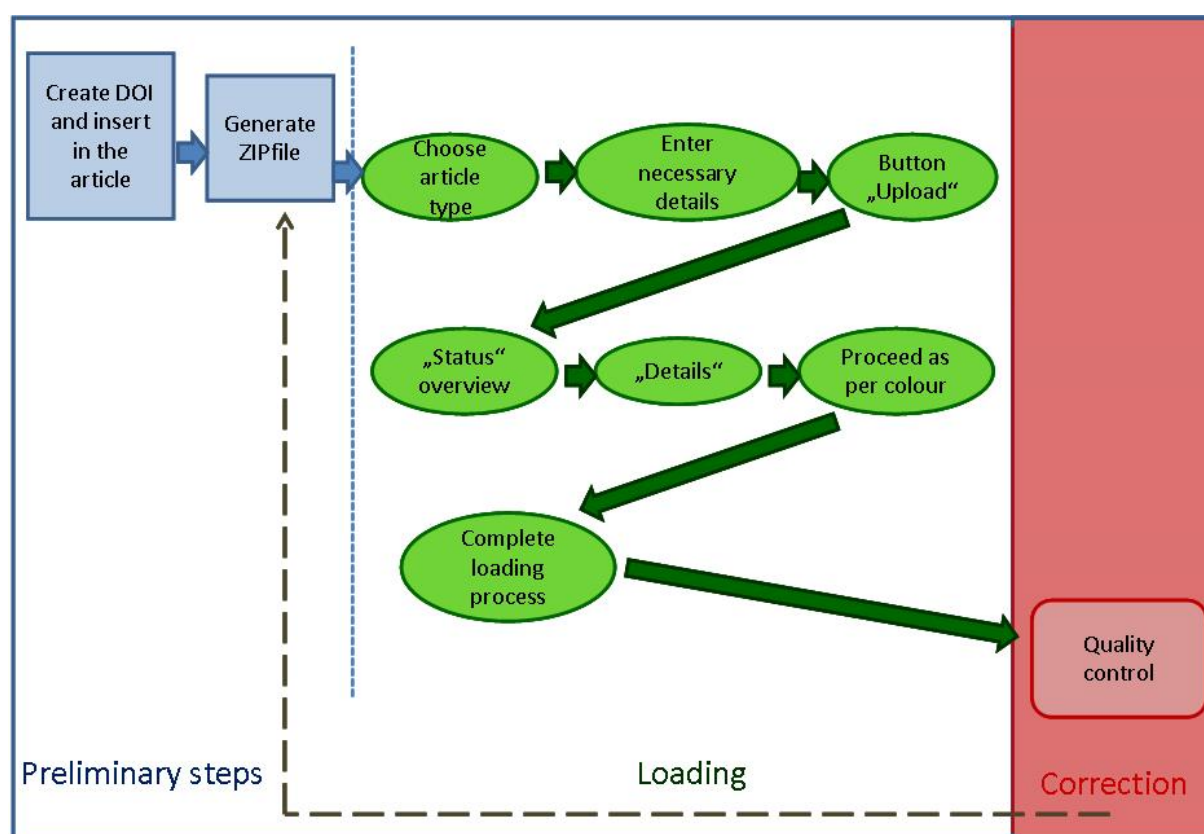
If any aspects of the process remain unclear even after having consulted this guide, further information is provided to the right on either page of the uploading tool. The relevant help text can be hidden out using the *Hide help* link at the top right, and showed using the *Show Help* link. For any questions please contact poa-ejournals@thieme.de.

2 Uploading Articles

When structuring the article the typesetter has to make sure to choose the correct article type (scientific, erratum, evaluation, magazine, promotional, congress). The type effects layout and export to our partners.

While erratum and evaluation may be uploaded any time, the other types have to be specified at the loading process and the rights have to be assigned.

2.1 Overview



2.2 Allocating DOIs

DOIs (Digital Object Identifiers) provide a unique identification for each online article. They are an integral part of the document in question and must not be modified at any point during the lifespan of the article (including during correction!).

Some articles have already assigned a DOI, whereas for some articles the DOI has to be created during production process.

The uploading tool will refuse articles with no DOI, articles with a DOI that is already in use for another file and articles with a DOI in an invalid format.

Articles with the same DOI and the same file name are considered to be different versions of the same article. The most recently loaded version is thus an update that will replace the existing version. An example of when this occurs is when an eFirst article is replaced by the print version.

2.2.1 DOI is assigned

There might be 2 options an article has already been assigned with a DOI.

- The article has been created through a workflow system (e. g. censhare). The system creates the DOI during that process.
- The journal has been bought with back content and older articles have the DOI of the former publisher.

In both cases the DOI has to be maintained and to be used while uploading the article into Thieme Connect.

2.2.2 DOI to be created

Only articles in XML with a DOI will be accepted. If the articles has no DOI, you must create the DOIs.

If DOIs cannot be used or if the entire list is lost, please get a new one.

To do this, click directly on *Create and download DOI* in the overview or use the *Generate DOI* tab. After entering the number of DOIs required, click on *send DOIs*. You will then receive an e-mail containing a list of DOIs. These DOIs may be used only by you and can be allocated to any article you wish, by pasting the DOI into the <article-meta> field in the XML file.

2.2.3 Entering the DOI and the Manuscript Number

The DOI for each article is indicated in the attribute pub-id-type="doi". Every article **must** have a DOI.

!!This must not be changed at any point during the entire publication process for the article!!

In addition, the manuscript number may be indicated using pub-id-type="manuscript" attribute.

Element	Explanation
<article-id>	Indicates the DOI and, if applicable, the manuscript number
Attributes of <article-id>	
pub-id-type="doi"	Indicates the DOI of the article
pub-id-type="manuscript"	Indicates the manuscript number (optional)

Example: Entering the DOI and the manuscript number
<pre> <article-meta> <article-id pub-id-type="doi">10.1055/s-0029-1039110</article-id> <article-id pub-id-type="manuscript">3559-727</article-id> . .</article-meta> </pre>

2.3 Preparation

Only one type of article can be processed at the same time. Create a ZIP file to include all XML, PDF and other files (images, primary data, etc.) for the article (bundled for one article type in one issue if required). Only ZIP files may be uploaded. ZIP files may not contain any path information, subdirectories or umlauts.

Note: even if you need to upload only one file for correction, you must still create a ZIP file.

File names must always be unique and consistent (i.e. each file name must refer to only one file and must never be changed – from one edition to the next and from one year to the next). To make files and articles easier to identify, the DOI must form part of the file name.

In this regard, characters not permitted in file names or that could cause problems must be replaced: the full stop in the prefix (10.1055) referring to the publisher and the slash between the prefix and the publisher's internal suffix should each be replaced by a dash. Thus, the "10.1055/s-2005-867030" DOI becomes in the file name "10-1055-s-2005-867030". Please also do not use capital letters in file names.

As far as eJournals is concerned, just using the DOI would be sufficient, although generally speaking this is not sufficient for the production editor. We therefore recommend that the DOI for each article simply be attached to the existing file name, separated by an underscore.

Example

61_10-1055-s-2005-867030.xml

Please note that the file names for the XML and the PDF versions of each given article must be the same (with the exception of the extension, obviously).

Names for images are not affected by this rule. The only files still affected are those that are uploaded to vbsadmin. When communicating with the production editor and authors, any file name may be used. It is absolutely essential that an article retains the same file name from the moment it is uploaded to FIZ for the first time onwards, for its entire life cycle. The DOI also must not be modified from this point onwards.

2.4 The Uploading Process

Select article type:

The screenshot shows a web interface for publishing. At the top, there are tabs for 'Publishing', 'Journals', and 'Articles'. Under 'Publishing', there are sub-tabs: 'Overview', 'Request DOI', and 'Upload'. The 'Upload' sub-tab is selected, showing the heading 'Choose your option:'. Below this, the 'Journals' section is active, with the instruction 'Upload articles according to **Schema** of type:'. A bulleted list of schema types is shown: eFirst, Scientific, Magazine, Promotional, and Congress abstracts.

Once you have made your selection (e.g. upload scientific) the following screen appears:

The screenshot shows a form titled 'Articles according to Schema of type - Scientific'. Below the title is the instruction 'Use this page to upload scientific articles according to Schema.' The form contains several input fields: 'File name' with a search button 'Durchsuchen...' and the text 'Keine Datei ausgewählt.'; 'Journal' with a dropdown menu showing 'Please choose a journal'; 'Type' with a dropdown menu showing 'Issue'; 'Number' with a text input field and the instruction 'Enter an Issue in two digits, double issues slash-separated, eg 01/02'; 'Month' with a dropdown menu showing '9'; and 'Year' with a dropdown menu showing '2020'. At the bottom right of the form is an 'Upload' button.

To ensure that the uploading tool processes your issue correctly, certain information is requested on the first page of the loading process.

The individual fields are defined as follows:

Filename	Use the " <i>Browse</i> " button to select the ZIP file you have created on your local hard drive
Journal	Select the journal
Type	Preset to " <i>Issue</i> ", but can be changed to " <i>Supplement</i> " if required
Number	Enter the current issue number (always separate two-figure, double issues with a forward slash, e.g. 01/02)
Month	Preset to display the current month (can be modified if required)
Year	Preset to display the current year (can be modified if required)

Publishing		Journals	Articles	Book Area	Co-operat
Overview	Request DOI	Upload		Cover	
Result					
File name	10.1055_s-0040-1705874.zip				
Journal	Synfacts				
Year	2020				
Month	9				
Type	scientific				
Number	09				
Dtd	xsd				
Not yet published and newly loaded:					
Article (DOI)	1 loaded				
Images	1 loaded				
Audio/Video	0 loaded				
PDF	1 loaded				
Details will be available on the Status Page until the loading process is completed.					
For uploading more articles click Upload .					

When the form has been completely filled out, click on *Upload* to begin the actual loading process.

Uploading may – depending on the number of articles and image files – take several minutes. The uploading tool will indicate how the loading process is progressing.

Once the loading process is complete, a “re-sult” appears containing the following information:

file name, journal, year, month, type, number, DTD, article, number of images, audio/video and PDF.

To upload more articles, click on *Upload*.

2.5 Status

This menu item lists all article types that have been uploaded.

Status
Use this page to view and process your articles and books.

Sorted by:

Books and journals ☒ Journals only ☐ Books only ☐

Show all articles ☐ Show todo articles ☒

Journal / Book	Result	To do	Last Action
AINS - Anästhesiologie · Intensivmedizin · Notfallmedizin · Schmerztherapie 2019/10 magazine	1 articles 0 incorrect 1 incomplete		JDUESTER 2020/09/04 14:21:31
Aktuelle Ernährungsmedizin 2020/01 magazine	1 articles 0 incorrect 0 incomplete	Complete loading process: 1 articles	JDUESTER 2020/02/17 08:50:55
American Journal of Perinatology 2019/11 scientific	1 articles 1 incorrect 0 incomplete		JDUESTER 2019/12/16 13:21:18

Yellow: incomplete

Green: Complete loading process

Red: incorrect

There is a *Details* link for every article type per issue, which lists detailed information (including error messages) for each individual article. The colour displayed will indicate whether an article is complete, incorrect or incomplete.

Meaning of colours:	
Green	The article and the pictures were uploaded correctly.
Yellow	The article still has small errors. Please correct.
Red	The article contains form errors and cannot be uploaded (see error messages).

Incorrect or incomplete articles cannot be processed further. In order to proceed, the errors must be rectified or the incomplete ZIP file must be completed. More information is given under *Details*. In certain circumstances, depending on the error, an incorrect file must be marked for deletion.

Details	Status	Last action
Corrections loaded		
File: 10.1055-a-0996-0238.xml, 5 kb missing information for correction DOI: 10.1055/a-0996-0238 Page: 581 Attached files: 1 Title: Checklisten-Assessment könnte suizidgefähr... DE	incomplete Display Article	2020/09/04 14:21:31 JDUESTER History
Result: Dieser Artikel ist bereits online. Bitte machen Sie detaillierte Angaben zur Korrektur. The article is already online. Please give detailed information about the correction. <input type="text"/> Select all Send message to Thieme eJournals Deselect all Delete articles		
Incorrect or incomplete		
File: , kb DOI: 10.1055/a-1000-1865 Page: 581 Attached files: 1 Title: Adrenalin bei der Reanimation: besser al... DE	incorrect Display Article	2020/09/04 14:41:13 JDUESTER History
Result: Schematron: Jnref ist mit dem Attribut specific-use="main" getaggt; der Artikel muss vom article-type="evaluation" sein, ist aber "magazine", but is tagged "magazine". <input type="text"/> Select all Deselect all Delete articles		
Complete loading process		
File: 10.1055-a-1000-1849.xml, 11 kb DOI: 10.1055/a-1000-1849 Page: 582 Attached files: 1 Title: Anästhesie und Intensivmedizin: Optimier... DE	complete Display Article	2020/09/04 14:43:57 JDUESTER History
Add comment <input type="text"/> Select all Finish loading process Deselect all Delete articles		

Result provides an exact description of which errors affect an article or which parts are missing.

Incorrect or incomplete

Finish loading process

2.6 Complete Loading Process

Details in the menu *Status* is used to complete the loading process.

Publishing			
Journals	Articles	Book Area	Co-operation
Overview	Request DOI	Upload	Cover
Status		Article Download	History
Use this page to view and process your articles and books. Sorted by <input type="text"/> Books and journals <input checked="" type="radio"/> Journals only <input type="radio"/> Books only <input type="radio"/> Show all article Show todo article			
Journal / Book	Result	To do	Last Action
AINS - Anästhesiologie · Intensivmedizin · Notfallmedizin · Schmerztherapie 2019/10 magazine	3 articles 1 incorrect 1 incomplete Details	Complete loading process: 1 articles	JDUESTER 2020/09/04 14:43:58

Status menu item

Details

2.6.1 Articles Highlighted in Red

Incorrect or incomplete

File: , kb	incorrect	2019/12/16 13:21:18 JDUESTER
DOI: 10.1055/s-0038-1675643		
Page: 1136 Attached files: 2	Select Article: <input type="checkbox"/>	History
Title: Distribution of Late-Onset Neonatal Seps...	EN	
Result: Schematron: Das Element pub-date mit dem Attribut type='e-first' darf nicht vergeben werden. Element pub-date with the attribute type='e-first'...		

[Select all](#) [Deselect all](#) [Delete articles](#)

If an error is detected when a file is uploaded, the article will be highlighted in red and will be labelled as "incorrect" (technical error).

The article must be deleted if the entries on the screen do not match the metadata in the XML or if different metadata is used the next time the very same article is uploaded.

Alternatively, the article may be overwritten if the metadata remains the same and the correction is undertaken elsewhere.

Any articles not yet highlighted in green must be corrected by you. Repeated uploading of articles that have already been uploaded is possible provided that the loading process has not been completed. At this point, any errors can be corrected and articles can be uploaded afresh.

If the loading process for an article has already been completed, the quality control begins. Making corrections is no longer possible.

If additional errors should appear in subsequent steps, you will be contacted by quality control. The article will be highlighted in red with the comment "incorrect content" in your Status overview. Then you may do corrections.

Important: please ensure that the correct bibliographical information is entered in the *Upload* page, to enable the uploading tool to allocate the correct article for correction.

Note: the DOI is an integral part of the document and must not be modified at any point during the existence of that document. It must remain the same for all corrections.

2.6.2 Articles Highlighted in Yellow

These articles contain small errors (e.g. the reference for a picture is wrong). Please correct. There may be a field in which a comment can be added for the article.

Incorrect or incomplete

File: , kb	incomplete	2020/09/04 15:00:21 JDUESTER
DOI: 10.1055/s-0040-1710296		
Page: e3 Attached files: 1	Select Article: <input type="checkbox"/>	History
Title: Neonatal Resuscitation and Postresuscita...	EN	
Result: Couldn't find corresponding PDF 10.1055-s-0040-1710296_en.pdf for XML/SGML 10.1055-s-0040-1710296.xml		

[Reason for missing fulltext pdf](#) [Select all](#) [Deselect all](#) [Delete articles](#)

incomplete

Details of error

2.6.3 Articles Highlighted in Green

For articles highlighted in green, the loading process may be completed. Mark the box next to the relevant article and click on *Finish loading process*.

A comment may also be added for each article. To do so, enter text in the Add comment field. Then, select the article and click on *Finish loading process*.

Complete loading process

File: 10.1055-a-1000-1849.xml, 11 kb complete 2020/09/04
 DOI: 10.1055/a-1000-1849 [Display Article](#) 14:43:57
 Page: 582 Attached files: 1 JDUESTER
 Title: Anästhesie und Intensivmedizin: Optimier... DE [History](#)

Select Article: ☐

Add comment

[Select all](#) [Finish loading process](#)
[Deselect all](#) [Delete articles](#)

The article will then – depending on the view mode – disappear from the uploading tool. The loading process has been completed and you will receive an automatic e-mail notification.

It is important when uploading to ensure that the correct article types are used. Each issue can have a maximum of 6 different article types. The following diagram illustrates an example of a journal with two different types of article:

American Journal of Perinatology			
2019/11	1 articles		
scientific	1 incorrect		JDUESTER
	0 incomplete		2019/12/16
	Details		13:21:18
2020/S 01	1 articles		
magazine	0 incorrect		JDUESTER
	1 incomplete		2020/09/04
	Details		15:00:21

Note: articles cannot be processed further until the loading process has been completely completed. The process is not successfully completed until you have received the automatic e-mail notification and the article is no longer shown in the *Status* section of the uploading tool. You will then no longer have access to the article.

2.7 Return by Quality Control

When you have completed the loading process, quality control will receive an e-mail informing that it can begin the quality control process. You will then no longer have access to the article. If quality control wishes to make changes to the article, you will receive an e-mail and the article will be sent back to you. The article will then be highlighted in red and will be labelled “*incorrect content*”:

The screenshot shows a web interface with a red background. The top section contains the following information:

- File:** artikel_61_schemadaten_censhare_8015414.xml, 63 kb
- DOI:** 10.1055/qa-0789-6807
- Page:** Attached files: [5](#)
- Title:** Intradurale extramedulläre Tumoren: Epid... DE
- Select Article:** ☐
- History:** [History](#)

On the right side, there is a box labeled "Incorrect content" with an arrow pointing to the text "incorrect content" in the top right corner of the red area. Below the main information, there is a **Result:** section stating: "Article with DOI 10.1055/qa-0789-6807 was sent back to typesetter by publisher".

As soon as you can see the article, quality control will no longer have access to it. Therefore, you have to correct the article and then complete the loading process again. When you have received another e-mail notification and the article is no longer displayed in the *Status* of the uploading tool, quality control will once again be able to check and publish the article.

2.8 Peculiarities with eFirst Articles

These articles are not “preliminary” versions but finished, printed articles that have passed through the entire review process. Each published eFirst article represents **the final version (VoR)** – it cannot be modified any more than the actual published version can. Errors may not be dismissed and modifications may not be made to the version between eFirst and the actual issue without notifying others of the fact. If any errors are detected in the eFirst version, an erratum should be created where required.

The only difference for eFirst articles is that they have not yet been allocated to any issue and they do not contain any page numbers. They can be cited using DOIs.

You will receive manuscripts from the production editor that have been flagged by eFirst and possibly with a deadline. These articles are to be structured and their XML to be coded in exactly the same way as “normal” articles – with the following exceptions:

The elements

<fpage> and <lpage>

<volume> including all “sub-elements”

<issue> including all “sub-elements”

<date> including all “sub-elements”

must not be present.

The <DOI> element must be inserted and completed.

Depending on what has been agreed with the production editor, you may create a PDF for author’s corrections. Once all corrections have been made, upload the final XML and PDF version, including all images, as eFirst.

2.8.1 Transferring eFirst Articles to Publication

The loading process is exactly the same as for other articles and is described under Chapter 2.4.

Once each article is online, you will receive an e-mail (in German and English) stating the date of publication. Please conserve this notification in case you need to enter the date of publication in the XML file.

If an article published in eFirst is attributed to an issue, please complete the bibliographical data in all relevant files. The eFirst date of publication can be entered. Upload the ZIP file using the loading tool together with any other articles for the issue.

Please ensure that the DOI and the filename are not changed under any circumstances!

2.9 Loading Congress Abstracts

The loading process for congress abstracts is basically the same as set out under chapter 2.6. The only differences are that mostly no PDFs must be uploaded for congress abstracts and that the display is listed by congress rather than by abstract.

A complete PDF with all abstracts of the congress can be uploaded together with the abstracts in one zip file. The PDF file must have the suffix "_allabstracts" in the file name, e.g. senologie_2-20_allabstracts.pdf. On Thieme-connect the complete PDF can be accessed via the link "Abstracts (PDF)".



When uploading corrected articles you may include the affected articles in the xml file only. No changes must be made to the header with the metadata of the congress in order to ensure that the abstract is allocated to the correct congress.

Even if you are uploading individual abstracts, the congress abstracts will appear in your status overview as bundled, rather than as individual articles. The loading process is the same as for uploading corrected versions of individual articles.

Geburtshilfe und Frauenheilkunde			
94. Kongress der Bayerischen Gesellschaft für Geburtshilfe ...			
2020/07	63 articles		
congress-abstract	0 incorrect	Complete loading process: 63 articles	JDUESTER
	0 incomplete		
	Details		
			2020/09/04 15:17:43

2.10 Uploading e-Only Articles

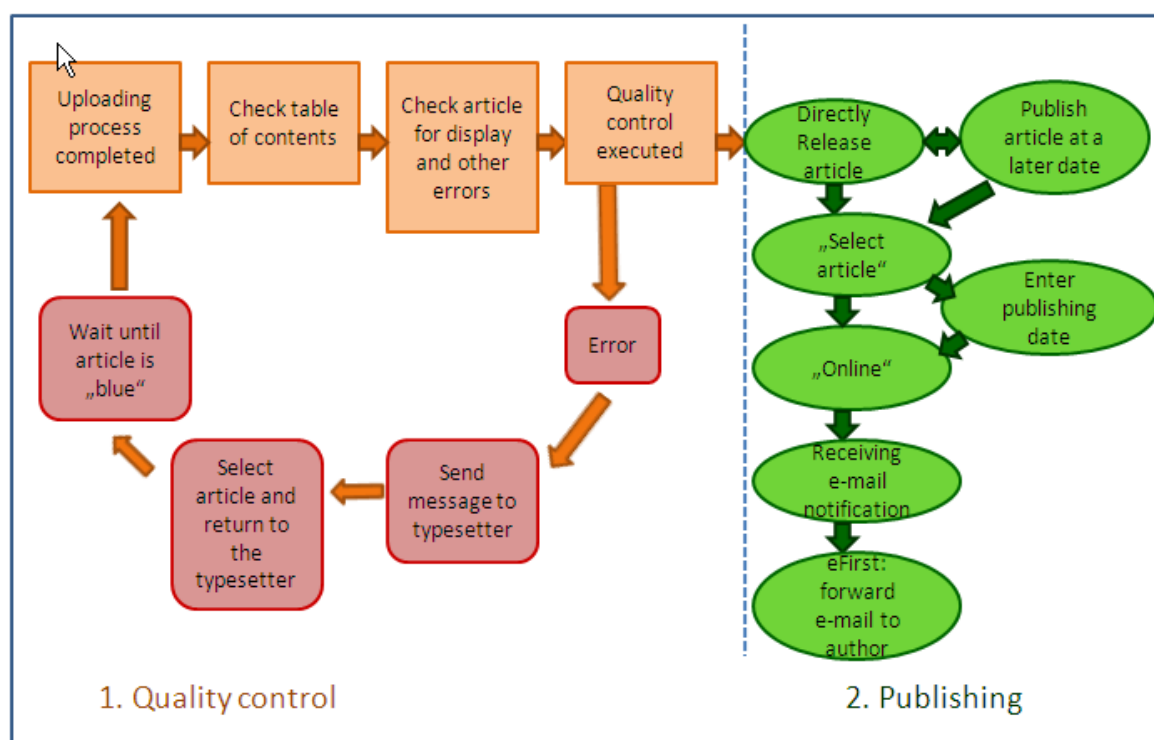
“e-Only articles” are independent articles without any direct relation to another article and are published online only.

It is up to the publishing editor / production editor whether and in which form these articles are listed in the table of contents of the relevant printed issue. The following options for doing so might be considered: listing their DOI or URL, indicating them via an icon, and so on. A separate section could also be created for the purpose.

The loading process is the same as for uploading articles. However, they must be e-paginated and e-Only articles must be allocated to an issue (which may be a purely online issue that does not exist in a printed version).

3 Quality Control and Publishing

3.1 Flow Chart / Process



Quality control begins once uploading is complete and you have received an e-mail. The article is then highlighted in blue in the *Show todo articles* list in the uploading tool. You may now perform the quality control.

In the event of an error, quality control will send an e-mail to the typesetter explaining the nature of the error. Once the article has been returned to the typesetter, quality control must wait until the errors have been corrected and the typesetter has sent the article back to quality control again. When the article is once back to the quality control, it is highlighted in blue.

3.2 Checking Articles

Journal / Book	Result	To do	Last Action
AINS - Anästhesiologie · Intensivmedizin · Notfallmedizin · Schmerztherapie			
2019/10	1 articles		
magazine	0 incorrect		JDUESTER
	0 incomplete	To publish: 1 articles	2020/09/04
	Details		15:34:26

Click on *Status* in the uploading tool. Under *Details* you can call up specific information on each article and process the article further.

Quality control takes place under:

1. <https://www.thieme-connect.de/vbsadmin>: for processing the article
2. <https://www.thieme-connect.de/ejournals>: this shows the preview and table of contents. At the top right of the page it is indicated that you are in the preview and not in the production system.



Checklist: the article metadata, the type of article selected, the table of contents and the article itself must be checked in detail, for both display errors and other types of errors.

If a comment has been entered by the typesetter for an article, this is shown in the right-hand column. Click to view the comment.

Clicking on *Display article* displays the article as it will later appear online.

3.3 Articles with Errors

If there are still errors, please inform the typesetter.

- Select the article (by marking the box) and enter the error in the *Send message to typesetter*. Then click on *Send message to typesetter*.
- Select the article again (by marking the box) and send the article back to the typesetter. To do this, click on *Articles back to typesetter*.

Note: the message you send to the typesetter will be shown under *Comment*. Accordingly, a comment is displayed only if a message has been sent to the typesetter.

The screenshot shows the 'To publish' section of the interface. It lists article details: File (10.1055-a-1000-1849.xml, 11 kb), DOI (10.1055/a-1000-1849), Page (582), and Title (Anästhesie und Intensivmedizin: Optimier...). The status is 'complete' and the date is '2020/09/04'. There is a 'Select Article' checkbox and a 'History' link. Below the article list, there is a 'Send message to typesetter' link and an 'Online date (dd/mm/yyyy):' field. At the bottom, there are buttons for 'Select all', 'Deselect all', 'Online', 'Articles back to typesetter', and 'Delete articles'.

Annotations on the right side of the screenshot:

- Select article
 1. Step
 1. Step
- Enter message for the typesetter
- Send message to the typesetter
 2. step
- Return article to the typesetter
 2. step

Once you have sent the article back to The typesetter, it disappears - depending on the view mode – from your status overview. **At that point the typesetter can carry out corrections and upload the file again.**

You will be informed by e-mail when the corrections are complete and you can check the article again (it will reappear in your overview highlighted in blue)

3.4 Publishing Articles

If the article is satisfactory, it can be published.

Note: the process is successfully completed once you have received the automatic e-mail notification and the article is no longer shown in the *Status* of the uploading tool. You will then no longer have access to the article.

3.4.1 Publishing Articles Immediately

As soon as an article is free from errors, select the relevant article and click on *Online*.

The screenshot shows the 'To publish' section of the interface. It lists article details: File (10.1055-s-0044-102227.xml, 23 kb), DOI (10.1055/s-0044-102227), Page (117), and Title (CTG-Analyse und Sectorate - Ergebnisse ...). The status is 'complete' and the date is '2020/02/10'. There is a 'Select Article' checkbox and links for 'History' and 'Comment'. Below the article list, there is a 'Send message to typesetter' link and an 'Online date (dd/mm/yyyy):' field. At the bottom, there are buttons for 'Select all', 'Deselect all', 'Online', 'Articles back to typesetter', and 'Delete articles'.

Annotations on the right side of the screenshot:

- Select Article
- Online

The publication date will then be generated immediately and the article is definitively published. This process makes the article disappear from the uploading tool.

Note: please take utmost care during this step – clicking the *Online* button has the same significance as if a printed copy were released from the binding machine. The article can no longer be modified or deleted.

Once you have placed an article online, you will receive an automatic e-mail notification. For eFirst articles, this e-mail will include a cover letter for the author (in German and English) and the author's e-mail address. You can then forward the e-mail on to the author.

3.4.2 Publishing Articles at a Later Point in Time

If you want to publish an article at a subsequent point in time, enter the desired date under *Online date* (dd/mm/yyyy): before clicking on *Online*. The article is then marked in grey and will be published on the desired date. Until that date, it will remain in your uploading tool, although it can no longer be modified. If you wish to modify the article, it must be deleted and uploaded afresh.

To publish			
File: 10.1055-s-0044-102227.xml, 23 kb	complete	2020/02/10	
DOI: 10.1055/s-0044-102227	Display Article	14:11:02	
Page: 117 Attached files: 5	Select Article: <input type="checkbox"/>	JDUESTER	
Title: CTG-Analyse und Sectorate - Ergebnisse ... DE	History	Comment	
<input type="text"/>		Online date (dd/mm/yyyy): <input type="text"/>	
Send message to typesetter			
Select all		Online	
Deselect all		Articles back to typesetter	
		Delete articles	

Published			
File: 10.1055-a-1021-3394.xml, 5 kb	complete	2020/09/04	
DOI: 10.1055/a-1021-3394	Display Article	15:48:04	
Page: 329 Attached files: 1	Select Article: <input type="checkbox"/>	JDUESTER	
Title: Mit der ZGN ins Neue Jahr DE	online 2020/09/10	History	Comment
Deselect all		Delete articles	

Enter desired publication date (dd/mm/yyyy)

Online

Article already published, will be placed at a later date

4 Uploading a Cover

4.1 Adding while Processing an Article

During the quality control you have the option to upload the cover of an issue.

The screenshot shows a web interface for publishing an article. At the top, under 'To publish', there is a table with article details: File (10.1055-a-1000-1849.xml, 11 kb), DOI (10.1055/a-1000-1849), Page (582), Title (Anästhesie und Intensivmedizin: Optimier...), and Status (complete). A red circle highlights the 'Select Article:' checkbox, which is checked. Below this, there is a section for 'Upload Issue Cover' with a file selection button 'Durchsuchen...', a checkbox 'Display cover on all pages', and an 'Upload cover' button. A red circle also highlights this 'Upload Issue Cover' section.

If an article has the status blue (Publishing), you may choose a file and add the cover via the option *Upload cover*. The cover will then be displayed directly at the spot.

By checking the option "Display cover on all pages" the cover can also be used as general cover.

Note: Due to technical reasons you have to select an article before starting the process.

A cover can be added when processing articles of an issue or of a congress. At eFirst it is not possible.

4.2 Upload via the Tab Cover

If the file is not available while processing an article, you may upload the cover at any time later on. Please choose the tab *Cover*.

Publishing	Journals	Articles	Book Area	Co-operation	Static Pages	
Overview	Request DOI	Upload	Cover	Status	Article Download	

Cover Online

You may upload the cover of an issue, of a congress or the general cover of the journal.

Journal

Upload Cover for a Specific Issue

Year

Issue [View cover](#)

Keine Datei ausgewählt.

Display cover on all pages ☐

Upload General Cover

Journal [View small](#) [View normal](#)

Keine Datei ausgewählt.

There choose the journal, the year and the issue. For a cover of a congress you have to choose the name of the congress, too. Via *Display cover* you are able to view the current cover displayed online.

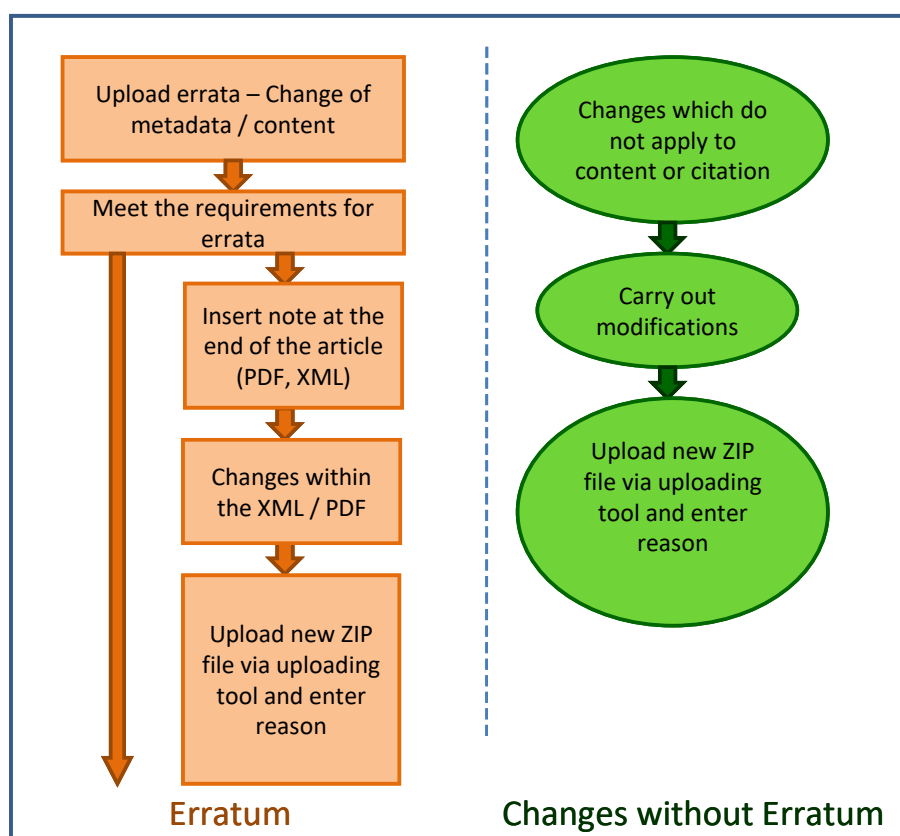
Browse and choose the file for loading, click then at the button *Upload cover* and the cover is immediately online. A possibly existing cover will be overwritten.

5 Published Articles: Incorrect Articles / Errata / Retraction of Articles

Prerequisite: the article is published and available online.

As a general rule, errata should be avoided. If an erratum cannot be avoided, however, the following guidelines apply:

5.1 Flow Chart / Process



5.2 Incorrect Articles

Prerequisite: the article is published online and modifications need to be made.

Please note: the DOI for the article must never be changed. Corrections must be uploaded using the same DOI.

After uploading an already published article, you will be asked to enter detailed information about the corrections. To do this, open the article in the detailed view. The article is highlighted in **yellow** and is given the status of *incomplete*.

The screenshot shows a web interface for managing corrections. It features a table with columns for File, DOI, Title, and Result. The first row is highlighted in yellow and shows an 'incomplete' status. To the right of the table, there are three buttons: 'Select article', 'Enter message', and 'Send message'. Below the table, there is a text input field for 'Here you must enter detailed information about the correction' and a 'Send message to Thieme eJournals' button.

File	DOI	Title	Result
10.1055/a-0996-0238.xml; 5 kb missing information for correction	10.1055/a-0996-0238	Page: 681 Attached files: 1 Checklisten-Assessment könnte suizidgefähr...	incomplete Display Article

2020/09/04 15:52:04
WÄSTER

Select Article: ☐ History

Result:
Dieser Artikel ist bereits online. Bitte machen Sie detaillierte Angaben zur Korrektur. The article is already online. Please give detailed information about the corrections.

Here you must enter detailed information about the correction

Send message to Thieme eJournals

Select the article and enter the relevant information above the *Send message to Thieme eJournals* field. Then send the message by clicking on *Send message to Thieme eJournals*.

The article will then be highlighted in **orange**. You will still be able to see it but not process it, since the request for correction is being processed by Thieme eJournals.

- a) If the correction meets the guidelines for corrections, it will be processed further and placed online.
- b) If the correction does not meet the guidelines, you will receive an e-mail giving the reasons for which the correction has been deleted. The correction is deleted in the uploading tool and the article online remains unchanged.

5.2.1 Changes that Affect Neither Content nor Citing

These changes can be made without an erratum or a note to the article.

Examples of changes (non-exhaustive list):

- Adding core messages
- Removing correction bars and collating marks
- Changing the author's address
- Correcting links to which authors refer in the text

Process

1. Carry out modifications.
2. Upload the corrected ZIP file via the uploading tool.
3. Enter the reason for the new upload.

5.2.2 Changes to Metadata and Content

What does metadata include?

Metadata includes titles, authors, page numbers, volumes, years of publication and abstracts. This data is exported to our partners immediately after an article is placed online and entered in their databases. Unfortunately we have no control over whether any modifications are subsequently made to the metadata by our partners.

Examples of changes (non-exhaustive list):

- Changes to institute names
- Corrections to the bibliography
- Adding/removing pages in a PDF
- Changing/exchanging images and tables
- Changing image labels
- Changes to the content of supplementary material
- Corrections of typographical errors
- Adding keywords

Procedure for changing metadata or content

1. Upload an erratum (see chapter 2, Uploading Articles)
2. Optionally you may change the original article:
 - a) Enter a note at the end of the article (PDF and XML): This article was modified by the following erratum on [date]: [text of the erratum]
 - b) Carry out the modification directly in the text
 - c) Upload the corrected ZIP file via the uploading tool
 - d) Enter the reason for the new upload

If you choose step 2 you have to follow a) to d).

This procedure applies to all articles, regardless of whether they are eFirst articles, print articles or an article being transferred from eFirst to an issue.

5.2.3 Errata

Example / tagging for errata

The following requirements apply of errata:

- Errata must be uploaded under the "Erratum" category or similar.
- Bibliographical information must match the original article exactly or must have been corrected by a modification. The title starts with "Errata" (or "Correction" or "Corrigendum")
- The link to the original article must be included
- For purely online errata, the erratum must contain the e-page number (N.B.: consecutive numbers in the same manner as for printed pages)

Erratum	
E1	<p>Kranke, Peter; Schelling, Philip; Frambach, Torsten; Wirbelauer, Johannes:</p> <p>Erratum: Remifentanyl zur geburtshilflichen Analgesie: eine echte Alternative zum Epiduralkatheter?</p> <p>Correction: Remifentanyl-PCA to alleviate labor-pain – a true and safe alternative to epidural labor analgesia?</p> <p>FREI: Volltext: HTML (2 kb)</p> <p>Originalbeitrag</p>

(For linking an erratum see handout part 1, 5.3)

Tagging

```
<article xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" article-type="erratum" edu-prog="no"
open-access="no" xsi:noNamespaceSchemaLocation="thiemejournals30.xsd">
<front>
<journal-meta>
<journal-id journal-id-type="doi">10.1055/s-00000001</journal-id>
<journal-title-group>
<journal-title>AINS - Anästhesiologie · Intensivmedizin · Notfallmedizin · Schmerztherapie</journal-title>
</journal-title-group>
<issn pub-type="print">0939-2661</issn>
<issn pub-type="e-issn">1439-1074</issn>
<publisher>
<publisher-name>Georg Thieme Verlag KG</publisher-name>
<publisher-loc>Stuttgart · New York</publisher-loc>
</publisher>
</journal-meta>
<article-meta>
<article-id pub-id-type="doi">10.1055/a-1021-0454</article-id>
<article-id pub-id-type="manuscript">10210454</article-id>
<article-categories>
<subj-group><subject>Erratum</subject></subj-group>
</article-categories>
<language>de</language>
<title-group>
<article-title>Erratum: Remifentanyl zur geburtshilflichen Analgesie: eine echte Alternative zum Epiduralkatheter?</article-title>
<trans-title lang="en">Correction: Remifentanyl-PCA to alleviate labor-pain – a true and safe alternative to epidural labor analgesia?</trans-title></title-group>
<contrib-group>
<contrib><name><surname>Kranke</surname><given-names>Peter</given-names></name><xref
idref="AF100903-0001">1</xref></contrib>
```



```

<contrib><name><surname>Schelling</surname><given-names>Philip</given-names></name><xref
idref="AF100903-0002">2</xref></contrib>
<contrib><name><surname>Frambach</surname><given-names>Torsten</given-names></name><xref
idref="AF100903-0003">3</xref></contrib>
<contrib><name><surname>Wirbelauer</surname><given-names>Johannes</given-names></name><xref
idref="AF100903-0004">4</xref></contrib>
</contrib-group>
<aff id="AF100903-0001"><institution>Oberarzt, Klinik und Poliklinik für Anästhesiologie, Universitätsklin-
ikum Würzburg</institution></aff>
<aff id="AF100903-0002"><institution>Fachanwalt für Medizinrecht, Kanzlei Ulsenheimer & Friederich, Mün-
chen</institution></aff>
<aff id="AF100903-0003"><institution>Oberarzt, Frauenklinik und Hebammenschule, Universitätsklinikum
Würzburg</institution></aff>
<aff id="AF100903-0004"><institution>Leitender Oberarzt Neonatologie, Kinderklinik und Poliklinik, Univer-
sitätsklinikum Würzburg</institution></aff>
<pub-date type="issue"><month>10</month><year>2009</year></pub-date>
<volume>44</volume>
<issue>10</issue>
<fpage>E1</fpage>
<lpag>E1</lpag>
<iconflict value="false"/>
</article-meta>
</front>
<body><sec1><p>Erratum zu AINS 10/09:</p>
<p>Im Beitrag <ext-link ext-link-type="erratum" doi="10.1055/s-0029-1242434">Remifentanyl zur
geburtshilflichen Analgesie: eine echte Alternative zum Epiduralkatheter? (Anästhesiol Notfallmed Intensivmed
Schmerzther 2009; 44 (10): 660–663)</ext-link> findet sich ein Dosierungsfehler.</p>
<p>Die Remifentanylgabe darf initial nicht mit 20 µg/kg als patientennaher Bolus erfolgen – sondern mit 20 µg
pro Dosis! </p>
</sec1></body></article>

```

5.3 Retraction of Articles

If an article needs to be retracted from Thieme eJournals, a correction needs to be uploaded. Articles must not be deleted completely. The article must be uploaded again via the appropriate XML/PDF. All the bibliographical information for the article must remain intact. The text must be modified so as to show that the article is not available online. (Details see chapter 5.2.2)