

ZORA Quick Start Guide

Just three steps before you can submit your first publication on <https://www.zora.uzh.ch/>

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Submitting to ZORA:
[Step by step guidelines](#)

Publications are often entered centrally for an entire organizational unit in ZORA so that they appear later in the corresponding academic report. Data entry can be carried out, for example, by the institute libraries or administrative offices. Please check within your organizational unit whether this is the case for you, to avoid duplicate records.

Importing publications in ZORA

In many cases, bibliographic data can be imported from other databases to make your work easier. Please refer to the [list of publication types](#) that can be recorded or imported in ZORA. Our [video instructions](#) show you how the import works. If the publication cannot be imported from any source, it must be entered manually. The [ORCID iD](#) can also be linked during the data entry process.



Don't worry about errors: at the end of the submission process, the record is sent to ZORA and checked by the ZORA team. Only then will the publication appear in the live archive. Any errors are corrected, and missing information is added.

Open Access and publication routes

[Open Access](#) ensures that scientific publications can be distributed and shared online without restrictions. This is possible in various ways. A distinction is made between [Golden, Green and Hybrid Open Access](#). The main difference between these three types of Open Access lies in how they are financed or whether they may be self-archived.

Subsequent editing of publications:

Once a publication has been published in ZORA, the metadata can no longer be edited, with a few exceptions. Instead, you can use a form to request the desired correction of a publication. Click on "Suggest update or corrections for this item" at the bottom of the detail view. You can then use the form to define which changes should be made.

Legal aspects

As a researcher, you will always encounter legal aspects. [Here](#) you will find all the information you need on data protection when publishing, as well as information on your own rights as an author.

Contact and further information

✉ oa@ub.uzh.ch

☎ +41 44 635 41 62

❓ [FAQs](#)

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