

Information from the SLUB on the Submission of Thesis

Upon successfully defending your dissertation, you are obliged to make it accessible to the public. Please refer first and foremost to your doctoral degree regulations. The publication channels are described there.

Taking into account the requirements of your faculty, we have summarised answers to the most frequently asked questions here. Please read these carefully to ensure a smooth process!

Formal requirements for printed copies

- We do not accept coil binding. Any copies with a coil binding will be returned!
- You can choose the binding of the thesis, hardcover or softcover yourself.
- It is not necessary to include the title or any other similar information on the spine or cover.
- The content can be printed in black and white, provided that the ability to interpret illustrations, diagrams and tables is not compromised.
- You are free to choose between the A4 or A5 format, but the text should remain easily readable.
- The declaration of authorship does not have to be signed.
- Either the front or back of the title page must indicate the assessors and the date of the defence.
- Place and date of birth can be provided in the printed copies.

Formal requirements for <u>electronic</u> publication

- Electronic publication takes place on the publication and document server <u>Oucosa</u>.
- Register the file via the <u>input wizard</u> on Qucosa.
- Either the front or back of the title page must indicate the assessors and the date of the defence.
- **Personal data (place of birth, date of birth)** should not be included in electronic publications. Subsequent removal of personal data after publication of the thesis is **not** intended!
- The file should have a valid PDF/A status. To check the file, use the SLUB PDF/A- Validator.

Specifying licences

For electronic publication, we require a <u>deposit licence</u> specifying the terms of use for the general public.

- You can complete and sign the deposit licence and return it to us in printed form or as an e-mail attachment. Digital signatures are possible.
- You can find comprehensive information on Qucosa.

