Checklist Electronic Scientific and Academic Work

What Documentation Do You Require?

☐ Declaration on the publication of electronic documents: https://www.uni-marburg.de/en/ub/research/ordner-fuer-dateien/declaration-e-document.pdf

Preparation of the Academic Work

☐ **Licence Allocation**
Please decide which user rights you are prepared to grant to readers. An overview of these can be found under Declaration on the publication of electronic documents. If you decide to grant one of the CC-licences, please include details of the licence you wish to grant on the page following the title page of your academic work. A template for the CC BY-NC-SA Licence together with further information can be found under FAQs: https://www.uni-marburg.de/de/ub/forschen/elektronisches-publizieren/faq

☐ **File Format**
Your academic work must be converted into the PDF/A format. Make sure that all security settings, such as password protection etc., have been deactivated. If other formats are required for the appendix to your academic work (e.g., video or audio files in MPEG, AVI or WAV, please consult us).

☐ **File Name**
The file name should be short, in lower case letters, without special characters, German umlauts, or spaces.
Wrong: About_Ustilago_Maydis_ final_03-12-2006_Jürgen_Müller.PDF
Right: djm.pdf

☐ **Number of Documents**
Your academic work should consist of a single file only. If it consists of several files, then be careful to give the individual files a logical name (e.g. kap01.pdf, kap02.pdf etc.), since these will later appear in alphabetical order.

Upload the Academic Work

☐ Upload the form for academic work in the input mask: http://archiv.ub.uni-marburg.de/ubfind/Opus/Upload

☐ Complete the form with metadata on your academic work. All marked fields are compulsory fields and must be filled in. A click on the relevant term opens the help window.

☐ Read the section on the transfer of rights.

☐ Upload the file(s) onto the full-text server.

Final Steps

Please send the declaration on the publication of electronic documents to Andreas Seibel.

Email: andreas.seibel@ub.uni-marburg.de | Tel.: +49 6421 28-25263

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Forschungsnahe E-Dienstleistungen
z.Hd. Andreas Seibel
Universitätsbibliothek
Deutschhausstr. 9
35037 Marburg

You have now done everything necessary for publication!

Publication

When the submitted file and metadata have been checked, your academic work will be published on the University Library publication server, entered into the library catalogue and registered with the Deutsche Nationalbibliothek.

On publication of your academic work on the Marburg publication server, it is assigned both an URN and an URL which ensures long-term access and identification on the internet.

In addition, your academic work is stored on the archive server of the Deutsche Nationalbibliothek.
Your academic work is also accessible on international search engines such as Google.