

Checklist Electronic Dissertations

What Documentation Do You Require?

- ☐ Declaration on the publication of electronic documents
- ☐ Certificate confirming submission of the mandatory deposit copies
- ☐ Both forms are to be found under: <https://www.uni-marburg.de/de/ub/forschen/elektronisches-publizieren/dissertation-publizieren>
- ☐ Two printed and bound copies of the dissertation. (Please check whether the dissertation regulations which apply to you contain specific guidelines on the presentation and layout of the printed version, e.g. regarding page format, title page etc.)

Preparation of the Dissertation

- ☐ **Curriculum Vitae**
In order to guarantee the privacy of your personal data, your curriculum vitae should not appear in the published electronic version of your dissertation. Please delete it from your dissertation and, if necessary, replace it with blank pages. If your curriculum vitae is not removed before publication, then retrospective deletion will no longer be possible.
- ☐ **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 dissertation. 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/fag>
- ☐ **File Format**
Your dissertation 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 dissertation (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: Dissertation_about_Ustilago_Maydis_final_03-12-2006_Jürgen_Müller.PDF
Right: djm.pdf
- ☐ **Number of Documents**
Your dissertation 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.
- ☐ **Hard Copies**
Print the hard copies for the University Library from the PDF/A version.
- ☐ Check that the printed and electronic versions are identical in content and layout.

Upload the Dissertation

- ☐ Upload the form for dissertations in the input mask: <http://archiv.ub.uni-marburg.de/ubfind/Opus/Upload>
- ☐ Complete the form with metadata on your dissertation. 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

New regulations due to the Covid-19 pandemic:

Please note that because of the COVID-19 pandemic, mandatory deposit copies of your dissertation have to be submitted by mail to the Exchange Office for Dissertations and Publications!

Please don't forget to include the filled in and signed declaration on the publication of electronic documents.

As soon as the parcel has arrived at the Exchange Office for Dissertations and Publications, we will send you a confirmation of receipt by e-mail and we will send the signed certificate directly to the deanery by internal mail.

Email: disstausch@ub.uni-marburg.de | Tel.: +49 6421 28-25187

Address:

Dissertations- und Tauschstelle

Universitätsbibliothek

Deutschhausstr. 9

35037 Marburg

You have now done everything necessary for publication!

Publication

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

On publication of your dissertation 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 dissertation is stored on the archive server of the Deutsche Nationalbibliothek. Your dissertation is also accessible on international search engines such as Google.