


## Online-Publishing Checklist for Dissertations

### Overall Process

- ✓ After passing the exam: choose one of two publication options
- ✓ **IMPORTANT:** In case of publishing via publishing house as well as publishing via institutional repository the legal issues must be clarified with the publisher
- ✓ Clarify the rights of use for example of figures or images
- ✓ Registration and upload the data to [RWTH Publications](#)
- ✓ Book a date for the submission of the author agreement and the printed archive copy via the [appointment tool](#) or send it by post
- ✓ The library provides the receipt
- ✓ Take the receipt and possibly other documents/printed copies in your faculty's doctoral studies office
- ✓ After the degree certificate has been issued: the library activates your dissertation and registers it with the German National Library

### Submission to the University Library: Did I remember to do everything?

- ✓ 1 printed copy for archiving: The University Library accepts all stable types of binding, except ring and spiral binding and wire or staple binding
- ✓ Obligatory dissertation cover page based on your faculty's template
  - Note: Text on the cover page changes in the final version
  - The following sentence has to appear under the date of the oral defense: "Diese Dissertation ist auf den Internetseiten der Universitätsbibliothek online verfügbar."
  - Pay attention to any specific requirements by your faculty, e.g. personal information on the cover page or research data archiving policies
- ✓ Both versions are identical (printed and digital), i.e. content and layout, but also e.g. line breaks and page numbering, are identical throughout.  
Exception:
  - Color illustrations in the file can be printed in black and white
  - DIN A 4 can be output as DIN A 5 format
- ✓ PDF file and – maybe a zipped one – original file (e.g. Word or LaTeX)
- ✓ PDF file without security restrictions or encryptions, meaning all functions such as save, print, copy, etc. are allowed
- ✓ In order to avoid corrections later on, you can send your PDF file to us in advance via email so that we have a look at it
- ✓ In case of publishing via publishing house as well as publishing via institutional repository
  - PDF version of your dissertation contains both the dissertation cover page and the publisher pages including the publishing information added by the publisher.  
Tip: Get a PDF file ready to print from the publisher before registering online
  - The printing information have to include not only the publisher, the copyright notice, and year of publication, but also the following: "D 82 (Diss. RWTH Aachen University, [Year of the oral examination])"

- ✓ Registration and upload to [RWTH Publications](#):
  - Menu option *Submit / Publizieren & Eintragen* → Select Dokumentart *Ph.D. Thesis*
  - Fill out the fields as stated (red fields are mandatory). Please provide a translated title (German or English) in the field *Title in other language* as well as a few keywords in the field *Free keywords*
  - Field *Format:online*. In case of publishing via publishing house as well as publishing via institutional repository please choose additionally *print*
  - You only need to fill out the fields *DOI, URN, URL*, if your dissertation has already been published in another form (e.g. a journal article)
  - Field *Person(s)*: please provide all persons who appear on the title page as follows
    - First person: Name of the doctoral candidate  
If you are already listed as an author in our database, the system offers you your personal standard rate (IDM rate) for selection. If you are not yet listed as an author, enter the name and select the name from the proposal list with the note [External]
    - Further persons: Names of all Thesis advisors  
Select your advisors from the list provided. Using the edit button , select the role *Thesis advisor*
  - Please enter the title and a translation title (German or English) in Title in other language as well as some keywords in the Subject headings field
  - You are welcome to enter a grant
  - Abstracts field: copy the abstracts in German and English into the fields. Please pay attention to the correct line breaks
  - Upload files: at the end of the form, select *Add new file* to upload both files
    - 1. PDF file (label: *Main Document*)
    - 2. Source file (label: *Source LaTeX* files must be compressed to a zip file before uploading)
    - Name: You do not need to enter a name
  - Author agreement:
    - The author agreement is offered for download at the end of the form
    - Please submit it to us completed and signed