

Print-Publishing Checklist for Dissertations

Overall Process

- ✓ After passing the exam: choose one of three publication options:
 - Bound printed copy
 - Printed thesis published by publishing house
IMPORTANT: Clarify the legal questions with the publisher at an early stage.
 - Pre-Publications
IMPORTANT: Clarify the legal questions with the publisher at an early stage.
- ✓ Clarify the rights of use for example of figures or images
- ✓ Registration and upload the data to [RWTH Publications](#)
- ✓ Registration via RWTH-ID / TIM.
In case your RWTH-ID is expired, access will temporarily be granted via IdM Partner-Coupon. Send an E-Mail to pub.services@ub.rwth-aachen.de
- ✓ 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?

- ✓ Obligatory dissertation cover page based on your faculty's template
 - Note: Text on the cover page changes in the final version
 - Pay attention to any specific requirements by your faculty, e.g. personal information on the research data archiving policies
- ✓ In case of Printed thesis published by publishing house or Pre-Publication:
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])"
- ✓ The University Library accepts all stable types of binding, except ring and spiral binding and wire or staple binding

Number of copies to be delivered:

- ✓ You want to deliver "Bound printed copy":
 - Faculties 1 and 2: 39 copies
 - Faculties 3, 5, 7 and 8: 49 copies
 - Faculty 4: 34 copies
 - Faculty 6: 30 copies
 - Faculty 10: 19 copies
- ✓ You want to deliver "printed thesis published by publishing house":
 - All faculties: 14 copies
- ✓ You would like to submit "Pre-Publications":
 - All faculties: 14 copies

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).
 - 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 *Format: print*.
 - 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 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.
 - Author agreement:
 - If you have entered an abstract, we need the author agreement, which you can download at the end of the form.
 - Please fill out, sign it and return it to us.