

Print-Publishing Checklist for Dissertations

Overview Process

- ✓ After having passed the exam choose one of the three publication options:
 - Bound printed copy.
 - Printed thesis published via publishing house.
IMPORTANT: legal issues must be clarified with the publisher in advance.
 - Pre-Publications (your work has already been published e.g. in a medical journal).
IMPORTANT: legal issues must be clarified with the publisher.
- ✓ Clarify the rights to reuse already published material, for example images or figures.
- ✓ Register and upload the data to [RWTH Publications](#) via RWTH-ID / TIM-Login:
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.
- ✓ Booking an appointment via the [appointment tool](#) for submitting the printed copies.
Alternatively, you can send them by post.
- ✓ The university library (UB) provides the receipt.
- ✓ Delivery of the receipt to the doctoral office - and depending on the faculty – other documents/mandatory copies of your dissertation.
- ✓ After a final approval of your thesis by the faculty, one approved copy will be send to the UB. The UB then registers it with the German National Library (DNB).
- ✓ Your degree certificate will be issued by the doctoral office.

Submission to the UB: Did you remember to do everything?

- ✓ Obligatory dissertation title page based on your faculty's template.
 - NOTE: Text on the title page changes in the final printed version (after the oral examination).
 - Pay attention to any specific requirements by your faculty, e.g. personal information on the title page or research data archiving policies.
 - In order to avoid corrections later on, you can send us your dissertation via e-mail (pub.services@ub.rwth-aachen.de) for a check before printing.
- ✓ In case of publishing via publishing house as well as pre-publications:
 - The title page has to be the first printed page in your dissertation followed by the publisher's title page and imprint.
The publishing information have to include not only the publisher, the copyright notice, and the year of publication, but also the following: "D 82 (Diss. RWTH Aachen University, [Year of the oral examination])".
 - Article(s) published in advance (Pre-Publication):
The back page of the title page has to include the publishing information of your article(s) e.g. DOI, name of journal, publisher, publishing place. In addition, the following has to be included: "D 82 (Diss. RWTH Aachen University, [Year of the oral examination])".

- ✓ The UB accepts all stable types of binding, except ring and spiral binding and wire or staple binding.
- ✓ Paper size should not exceed DIN-A4 format.

Number of copies that have to be delivered:

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

Registration and upload to [RWTH-Publications](#):

- ✓ Menu option *Submit / Publizieren & Eintragen*: Select *Ph.D. Thesis*.
- ✓ Fill in the fields as stated (fields highlighted in red are mandatory).
 - o Field *Format*: *print*.
 - o Field *Person(s)*: please provide all persons who appear on the title page as follows:
 - First person: Name of the doctoral candidate (Author).
If you are already listed as an author in our database, a list will offer you your personal standard record (IDM record) for selection. If you are not yet listed in our database, enter the name and select it from the appearing list with the note [Extern].
 - Further persons: enter the names of all Thesis advisors.
If they are already listed as an author in our database, a list will offer you their personal standard record (IDM record) for selection. If they are not yet listed in our database, enter the name and select it from the appearing list with the note [Extern].
 - o Field *Title* und *Title in other language*: Please enter the title and, if possible, a translation title (German or English).
 - o Field *Subject headings*: Between 4 and 6 German and/or English meaningful keywords should be added here.
 - o Field *Grant*: You are welcome to enter a grant (e.g. DFG- or EU projects).
 - o Field *Abstracts*: Copy and paste your abstracts in German and English into the fields.
NOTE: Line breaks aren't going to be recognized by this field. After filling in your text, make sure to check for missing blanks and misplaced dashes.

- ✓ Author's agreement:
 - If you have entered an abstract, we will need the author's agreement, which you can download at the end of the form.
 - Dokumentart: *Abstracts*. The field "Umfang" (Extent) can be left blank.
 - Please fill it out, sign it and submit it to the UB.
 - As RWTH member you can also sign the author's agreement with a digital signature in the form of an "advanced electronic signature". Information on certificates can be found on the website of the [IT Centre](#).

Find more information here:

[Website](#)

[Tutorial](#)