

## Online-Publishing Checklist for Dissertations

### Overview Process

- ✓ After having passed the exam choose one of the three publication options:
  - Publishing via the university library's (UB) repository first.
  - Publishing via the UB's repository while also publishing via publishing house.  
IMPORTANT: legal issues must be clarified with the publisher in advance.
  - Publishing via the UB's repository while the content of your work has been published already 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](mailto:pub.services@ub.rwth-aachen.de).
- ✓ Booking an appointment via the [appointment tool](#) for submitting the author's agreement and one bound printed copy. Alternatively, you can send the documents by post.
- ✓ The UB provides the receipt.
- ✓ Delivery of the confirmation receipt along with the printed copy for the UB's archive and - depending on the faculty - other documents/mandatory copies at the doctoral office of your faculty.
- ✓ The copy submitted to the UB earlier will finally be approved by the doctoral office and then forwarded to the UB for archiving.
- ✓ After receiving the approved copy: the UB activates your dissertation online and registers it with the German National Library (DNB).
- ✓ Your degree certificate will be issued by the doctoral office.

### Submission to the UB: Did I remember to do everything?


- ✓ 1 printed copy for archiving:
  - Paper size should not exceed DIN-A4 format.
  - The UB accepts all stable types of binding, except ring and spiral binding and wire or staple binding. No material susceptible to corrosion may be used (e.g., metal in the binding).
- ✓ Obligatory dissertation title page based on your faculty's template.
  - NOTE: The text on your title page changes in the final version (after the oral examination).
  - The following sentence has to be placed below 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 title page or research data archiving policies.
  - In order to avoid corrections later on, you can send us your PDF file via e-mail ([pub.services@ub.rwth-aachen.de](mailto:pub.services@ub.rwth-aachen.de)) for a check in advance.

- ✓ Both versions are identical (printed and digital), i.e. content and layout, but also e.g. line breaks and page numbering, are identical throughout.
- Exceptions:
  - Colored illustrations can be printed in black and white.
  - DIN A4 can be output as DIN A5 format.
- ✓ PDF file and original file (e.g. Word or LaTeX) - zipped if necessary.
- ✓ PDF file requirements:
  - Table of contents: Create table of contents for the PDF file (see description [for Microsoft Word](#) and [for LaTeX](#)).
  - Fonts: Embed all fonts.
  - Document Properties:
    - "Description": fill in the title and author field.
    - "Security": no security, no password security, etc.
    - "Fonts": Check, if all fonts are embedded.
    - "Initial View": Selection of "Bookmarks Panel and Page".
- ✓ In case of publishing via publishing house as well as publishing via the UB's repository:
  - The title page has to be the first printed page within your dissertation followed by the publisher's title page and imprint.  
The publishing information has 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])".  
Tip: Request the PDF file when it is ready to print from the publisher before registering online.
  - Article(s) published in advance:  
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])".

### 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).
  - Field *Format*: *online*. In case of publishing via publishing house as well as publishing via the UB's repository please additionally choose *print*.
  - 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 have already created a personal standard record (IDM record), it will appear for selection. If you are not yet listed in our database, enter your name and select it from the appearing list with the note [Extern].
    - Further persons: enter the names of all thesis advisors.  
If a person has not already created an IDM record, it will appear 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].

Select your advisors' names from the list provided using the edit button  and select *Thesis advisor* as their role.

- Field *Title* und *Title in other language*: Please enter the title and, if possible, a translation title (German or English).
- Field *Subject headings*: Between 4 and 6 German and/or English meaningful keywords should be added here.
- Field *Grant*: You are welcome to enter a grant (e.g. DFG- or EU projects).
- 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.
- 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).
- ✓ Author's agreement:
  - The author's agreement is offered for download at the end of the form.
  - Dokumentart: *Dissertation*. Umfang: *[Number of your dissertation's last printed page]*.
  - Please submit it to the UB completed and signed.
  - 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](#)