



# Submission of an electronic dissertation

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Version November 2011

## 1 Requirements

The University Library (Universitätsbibliothek) offers postgraduates the opportunity of submitting their dissertations in electronic form, provided that the Doctorate Regulations (Promotionsordnung) applicable to their subject contains an appropriate ruling. Please ask your faculty about the submission of electronic dissertations and the corresponding requirements.

## 2 Submitting your dissertation to the University Library

First upload your electronic dissertation to the document server of the University Library manually. Following the upload you will be required to deliver six copies of your dissertation printed on wood- and acid-free long-lasting paper to the Dissertation Office: either personally or by postal mail. Your printed copies must have a durable and long-lasting binding. If the publication of your dissertation is to be held back pending the outcome of a patent application, you are asked to deliver the PDF file of your dissertation on compact disk.

## 3 Permissible electronic file types

At present you only can upload your dissertation to the document server as a PDF document. The complete dissertation must be contained in one single PDF file.

## 4 Official form for the submission of electronic dissertations

The publication of your electronic dissertation is part of your graduation procedure. You are therefore required to confirm that you permit the University to publish, store and, if necessary, convert your dissertation. The official form for the submission of electronic dissertations is to be handed in signed

and in duplicate together with the printed depositary copies of your dissertation. This does not affect your rights under copyright law. You can download the official form for the submission of an electronic dissertation here: <http://edoc.ub.uni-muenchen.de/hinweise/formblt.pdf>

## 5 Patent application

If your thesis is associated with a patent application, you can request the University Library to hold back publication of electronic or printed depositary copies. In this case, do not upload the electronic version of your dissertation to the document server but submit it to the Dissertationsstelle on CD-ROM together with your printed depositary copies. Additionally fill out, sign and submit the official form for the issue of a blocking note at the Dissertationsstelle. If you have further questions the Dissertationsstelle will gladly provide you with more information. You can download the official form for the issue of a blocking note here: <http://edoc.ub.uni-muenchen.de/hinweise/spv.pdf>, and the official form for the suspension of a blocking note here: [http://edoc.ub.uni-muenchen.de/hinweise/end\\_spv.pdf](http://edoc.ub.uni-muenchen.de/hinweise/end_spv.pdf).

## 6 Publication in a journal

If you want to publish your dissertation in a journal and the journal requires a 6 month embargo period, you can request the University Library to hold back the publication of your dissertation for a period of 6 month. In this case, do not upload the electronic version of your dissertation to the document server but submit it to the Dissertationsstelle on CD-ROM together with your printed depositary copies. You can download the official form for the issue of a blocking note here: [http://edoc.ub.uni-muenchen.de/hinweise/spv\\_pub.pdf](http://edoc.ub.uni-muenchen.de/hinweise/spv_pub.pdf)

## 7 Document server

The document server of the Universitätsbibliothek München can be accessed under the URL:

<http://edoc.ub.uni-muenchen.de/>

## 8 Registration and upload procedure

You must register before you can upload your dissertation to the document server. To do this, please use the Register function in the main menu. After you have filled in your email address and have chosen a password and a username, an activation code valid for one week will be sent to your email address. Please ensure you access the link provided in the email within this time. After registration you can log in with your username and password by clicking on the menu item *User area*. You will then be asked to supply some further personal information before uploading your dissertation. After entering the metadata for your dissertation and uploading your thesis, please complete the **PDF** form on your screen and submit two printed and signed copies of this form together with six printed and signed copies of your dissertation to the Dissertationsstelle of the University Library.

**Please note:** After uploading and submission to the University Library, it will not be possible to make any further changes to your dissertation.

## 9 Technical notes

### 9.1 Generating PDF documents with Adobe Acrobat

At present the only permissible file type for the upload of your dissertation to the document server is PDF. The complete dissertation must consist of one single PDF file. We recommend Adobe Acrobat. It supports the creation of PDF/A compatible PDF files. Please activate the option „PDF/A-1a:2005-compatible file creation“ in the tools menu of your Adobe Acrobat program.

A computer with Adobe Acrobat already installed is at your disposal in the computer pool of the University Library<sup>1</sup>.

Useful notes on PDF and how to create files in PDF format can be found at the on-line tutorial *Elektronisch publizieren im PDF-Format*<sup>2</sup> of the University of Freiburg.

### 9.2 Generating PDF documents with PDFCreator

If Windows is your operating system, you may install the PDFCreator software at no charge. The download location is: <http://en.pdfforge.org/pdfcreator>. After having installed PDFCreator you will find a printer of the same name in your wordprocessing software. Please click at 'Print' and in the following dialog please enter the title of your dissertation into the field „Document Title“ and your name into the Author field like this: 'Firstname Surname'. Clicking at „Save“ let you choose the option „PDF/A-1b-files“.

### 9.3 Document properties and file name

After the conversion of your dissertation into PDF, please open the PDF file in Adobe Acrobat (please do not confuse Adobe Acrobat with Adobe Reader, which can only read PDF files, but cannot create them). Then enter the title of your dissertation in *File* → *Document Properties* → *Description* → *Title* and in *Author* your surname and first name (in the order *first name surname*). Then save your PDF file with *File* → *Save as*. Do not use here the selection *File* → *Save*. Name your file *Surname\_Firstname.pdf*, for example like this:

*Meyer\_Franz.pdf, Meyer\_Hans-Peter.pdf, Mueller\_Joerg\_von.pdf, Schmidt\_Amelie\_K.pdf*

If your first name or surname contains characters like ä, ö, ü, ß please resolve these as: ae, oe, ue, ss etc. The PDF file of your dissertation must not exceed 30 MB, otherwise the Dissertationsstelle will not accept it.

#### 9.3.1 Creation of Document properties without Adobe Acrobat

If you cannot make use of Adobe Acrobat, you may use the Tool „A-PDF INFO Changer“ at no charge, that lets you change the document properties in PDF files. The download location is: <http://www.a-pdf.com/infochanger/index.htm>.

### 9.4 Security Settings in PDF file

Please don't activate any security settings in your PDF file. This settings will not prevent you, for breaching of copyright by other persons.

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<sup>1</sup><http://edoc.ub.uni-muenchen.de/images/lageplan.gif>

<sup>2</sup><http://www.freidok.uni-freiburg.de/freidok/tutorial/>

## 9.5 Word

### 9.5.1 Template for Word

If you choose to write your dissertation in Microsoft Word, we strongly recommend that you use a template. You can download a suitable template at <http://www.dissonline.de/service/autoren/dokumentvorlagen.htm>. This template will help you structure and format your text. It includes a suggested `title-page` layout in accordance with LMU standards.

### 9.5.2 Converting Word documents into PDF format

If your dissertation in Microsoft Word is split into several files, first combine these separate parts into one single file. If you have Adobe Acrobat together with Adobe Distiller installed on your computer, print your Word document by clicking on the menu item *File* → *Print* and select the Printer *Adobe PDF*. See Chapter 8.1 in this Help Text for the appropriate settings in Acrobat Distiller. If you do not have a licence for Adobe Acrobat Distiller, you can convert your Word document into PDF format in the computer pool of the LMU, where a computer with Adobe Distiller already installed is at your disposal. Alternatively you can generate a PDF document online using the description under Chapter 8.2 of this Help Text.

## 9.6 L<sup>A</sup>T<sub>E</sub>X

### 9.6.1 Templates for L<sup>A</sup>T<sub>E</sub>X

You can download a template for L<sup>A</sup>T<sub>E</sub>X here in `ZIP` format or in `TAR.GZ` format. Each packed archive contains a Read Me help file (`LiesMich.txt`) with instructions on using the templates.

### 9.6.2 Converting L<sup>A</sup>T<sub>E</sub>X documents into PDF format

L<sup>A</sup>T<sub>E</sub>X (or T<sub>E</sub>X) usually uses bit-map fonts. Several PDF viewers (e.g. Adobe Reader) have problems displaying these fonts. They should therefore be avoided, not only for this reason but also because they lead to large files. The following alternatives exist:

**Using pdf<sub>l</sub>atex (recommended):** PDF<sub>l</sub>atex generates PDF files directly. Graphics must be in PDF, JPG or PNG format. For vector diagrams (paintings) please use PDF format. On Windows or MAC platforms, existing graphics in Encapsulated Postscript format (EPS format) can be converted to PDF using Acrobat Distiller, on Linux platforms using `epstopdf` (with Ghostscript version 6.0 or higher). An advantage of pdf<sub>l</sub>atex is also the automatic production of links within the document (with the `hyperref` package of L<sup>A</sup>T<sub>E</sub>X). The program pdf<sub>l</sub>atex is included in each current L<sup>A</sup>T<sub>E</sub>X distribution.

**Using dvipdfm (also recommended):** With dvipdfm the standard L<sup>A</sup>T<sub>E</sub>X file format DVI is converted into PDF files. Diagrams in EPS, JPG- and PNG formats can be processed directly by using of the L<sup>A</sup>T<sub>E</sub>X graphics package. Most L<sup>A</sup>T<sub>E</sub>X distributions contain dvipdfm. Useful tips can be found at <http://www.loh-fi.de/howto/latex.htm>.

**Using the computer modern fonts in the Type-1-Postscript-Format:** You can download these fonts, if they are not included in your L<sup>A</sup>T<sub>E</sub>X distribution, from Comprehensive TeX of Archives Network (CTAN) at <ftp://ftp.dante.de/pub/tex/fonts/cm/ps-type1/> and <ftp://ftp.dante.de/pub/tex/fonts/amsfonts/ps-type1/>. With dvips the options `-Pcmz Pamz` are appropriate. To convert postscript files produced by dvips into PDF files you can use Acrobat Distiller under Windows or MacOS platforms and/or `ps2pdf` (with Ghostscript version 6.0 or higher) under Unix/Linux. However, with this method, it is not possible to create hyperlinks in your document.

### 9.6.3 Generating PDF document properties in L<sup>A</sup>T<sub>E</sub>X

The PDF document properties, which are analyzed by the full text search, can be generated under L<sup>A</sup>T<sub>E</sub>X with the hyperref package. Insert the following commands in the document header of your LaTeX document:

```
\usepackage{hyperref}
\hypersetup {
  pdftitle = {title of your dissertation},
  pdfauthor = {Firstname Lastname}
}
```

If you can't use the hyperref package for any reason, you can use the following commands in the document header of your LaTeX document to write the PDF document properties, by generating the PDF file with pdfflatex.

```
\pdfinfo {
/Title (Title of your dissertation)
/Author (Firstname Lastname)
}
```

A detailed description of hyperref can be found at:

[http://e-collection.ethbib.ethz.ch/ecol-pool/bericht/bericht\\_93.pdf](http://e-collection.ethbib.ethz.ch/ecol-pool/bericht/bericht_93.pdf)

## 10 Contact

If you have questions about the submission of your thesis, please contact:

*Postal address:*

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*Delivery address for personal delivery of a dissertation:*

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Monday - Friday: 8:30 - 11:30 and on appointment