

Information on the Submission of Dissertations

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General Information

Doctoral Regulations (*Promotionsordnungen*)

- You can find the Doctoral Regulations that apply to you on the website of your faculty.
- For the legally binding version of the Doctoral Regulation that applies to you, please contact the Dean's office.

Leaflets on the Submission of Dissertations

- Faculty: on their respective websites and/or leaflets after the oral exam
- UB: <https://www.en.ub.uni-muenchen.de/writing/thesis-submission/leaflets1/index.html>

Copies Printed in a Copy Shop Accompanying Electronic Submissions (1/2)

- Number of copies: between 2 and 6, depending on the Faculty
- Paper: acid-free and ageing-resistant
- The copies must be durably bound. We cannot accept ring or spiral bindings. No plastic cover if possible.
- Printed cover with at least your name, the title of your dissertation and the year of publication
- Format: DIN A4 or DIN A5, printed on one or both sides

Copies Printed in a Copy Shop Accompanying Electronic Submissions (2/2)

- Faculty title page (<https://edoc.ub.uni-muenchen.de/help/#fakultaetstitelblatt>):
 - complete title of your dissertation, including subtitle
 - your name in full
 - Name of the Faculty
 - Publication year
 - Phrase: „Dissertation zum Erwerb“
- Reverse side of the faculty title page
 - Names and academic titles of the first and second supervisor
 - Date of the oral exam, date of submission (if required by the Doctoral Regulations)
- Affidavit with your original signature (required by the Faculties of Mathematics, Chemistry, Biology and Medicine)

Submission as a Published Book

- Submission of 2 – 6 books, depending on the Faculty
- **Faculty title page:** in addition to the publisher's title page, the faculty title page must be included in the depository copies. If the title of your dissertation has changed since the submission, please enter the title of the submission here. Either have the publisher bind in the title page or glue it in yourself.
Instructions (in German with pictures): <https://www.ub.uni-muenchen.de/downloads/fakultaetstitelblatt.pdf>
- **Indication in the imprint** or at the beginning of the preface that it is a dissertation from the LMU: Dissertation of the LMU München, <year of the oral exam>



Electronic Submission

- Submission in electronic form is permitted in all Faculties, except for
 - Faculty for Protestant Theology
 - Faculty of Business Administration – Munich School of Management
- The **digital version** must be available as a single PDF file. In the case of additional files, a ZIP file is created by the Publication Services Theses on the basis of CDs enclosed with each printed accompanying copy.
- In addition to the digital version, the required number of **copies printed in a copy shop** (number see Doctoral Regulations) must be submitted.
The digital and the printed versions must be congruent in content and form.

Please upload your dissertation first and wait for confirmation that the PDF is formally correct before printing. As a rule, you will receive an email by noon the next working day at the latest.

Three Steps to the Electronic Submission

Step 1: Create a PDF file

Step 2: Register at the University Repository „Electronic Theses“

Step 3: Upload your dissertation

Step 1: Create a PDF File (1/3)

For more detailed instructions for creating document properties and specifying the language settings for

- Word
- Libre Office
- Adobe Acrobat Pro
- LaTeX

see <https://edoc.ub.uni-muenchen.de/help/#technical>

If the file name is wrong or if you don't fill in the document properties correctly, Publication Services Theses cannot accept your thesis.

Step 1: Create a PDF File (2/3)

Technical requirements for the PDF file

- The name of the PDF file must be as follows:
Last_Name_First_Name.pdf and it must not contain umlauts, special characters or spaces.
 - e.g.: Mueller_Joerg_von.pdf; Schmidt_Amelie_K.pdf
- The document properties in the PDF file must be filled in
 - MS Word > File > Properties > fill in Title and Author (column on the right hand side)
- The language of the PDF must be specified (does not apply to Mac users)
 - MS Word > File > Options > Language > Select editing language > set the main language of the dissertation as the default
 - Attention: Not visible in Adobe Acrobat Reader!
- The security settings in the PDF file must not be activated!

Step 1: Create a PDF File (3/3)

Conversion to PDF with

- Adobe Acrobat Pro (fee required)
- MS Word from version 2007 has a built-in PDF converter
- Select "Save as" and file type PDF
- OpenOffice has a built-in PDF converter
- LaTeX: pdflatex or dvipdfm

Step 2: Register at the University Repository „Electronic Thesis“

- Access to the University Repository “Electronic Theses”
<https://edoc.ub.uni-muenchen.de/>
Click “English” directly below the header to access the English version
- Create an account at <https://edoc.ub.uni-muenchen.de/cgi/register>.
- Please provide a stable private email address, that is actually working.
- Assign a user name and password.
- You will receive an e-mail with a confirmation link.

Step 3: Upload your Dissertation

- Log in under menu item "Login"
- Create a new document
- Upload your PDF file
- Enter your bibliographic data

Cumulative Dissertations (1/2)

As the author, you are responsible for ensuring that your dissertation does not infringe the (copy)rights of third parties. See the [German Copyright Act \(UrhG\)](#).

- Check your publishing contract.
Many publishers allow a second publication as a dissertation.
- Use the SHERPA/RoMEO database to check usage conditions regarding secondary publication: <https://v2.sherpa.ac.uk/romeo/>.
Please note that the information contained in the SHERPA/RoMEO database is not legally binding!
- If legally permissible, please reproduce the articles in full.
If the publisher **does not permit** secondary publication in an institutional repository it will suffice if you provide details of the source with a link or a DOI, provided your Doctoral Regulations allow this.

Cumulative Dissertations (2/2)

- Apply for a blocking note, if the publisher **allows** secondary publication only after a certain embargo period.
You can apply for a blocking note due to publication in a journal, provided your Doctoral Regulations allow this.
- Creative Commons Licenses
If your articles have been published in an Open Access journal under a Creative Commons Licence you can reproduce and upload them without restriction.
- Please ensure the pagination of your cumulative thesis is a single consecutive sequence.



Creative Commons Licenses (1/2)

Which licence can/should I use?

- CC Licences can only be granted if the publication is not subject to any other rights of use (e.g. those stipulated in your publishing contract)
- CC-BY and CC-BY-SA are in line with the [Berlin Open Access Declaration](#) and the [Budapest Open Access Initiative](#) and thus contain the fewest restrictions for use in research and teaching.
- The [Licence Chooser](#) developed by Creative Commons offers help in choosing the right CC Licence.
- Detailed information about CC Licences
<https://creativecommons.org/licenses/?lang=en>



Creative Commons Licenses (2/2)



Attribution



Attribution - ShareAlike



Attribution - NoDerivatives



Attribution - NonCommercial



Attribution – NonCommercial – ShareAlike



Attribution – NonCommercial - NoDerivatives

Blocking Note due to Publishing in a Journal (if Allowed in the Doctoral Regulations)

Intended for cumulative dissertations or if publications are still to be made on the basis of the dissertation.

- Upload
- Submission of the depository copies
- “Form for the issue of a blocking note due to publishing in a journal”, signed by your first supervisor, 2 copies
- 1 year embargo period, 2 extensions for one year each possible, max. embargo period 3 years
- Dissertation is automatically released by the Publication Services Theses without further inquiry after expiry of the blocking period.
- Doctoral certificate is issued, but the dissertation is not made accessible until the blocking period expires.

Blocking Note due to a Patent Application

(if Allowed in the Docotral Regulations)

- Basically the same as the blocking note due to publishing in a journal
- Submission of the form "Blocking note due to a patent application", signed by your first supervisor, 2 copies
- 2 years embargo period, 2 extensions of one year each, max. embargo period 4 years
- Dissertation is automatically released by the Publication Services Theses without further inquiry after expiry of the blocking period.
- The form "Suspension of a blocking note due to a patent application" must only be submitted if the dissertation is to be released early.

You'll find both forms here: <https://edoc.ub.uni-muenchen.de/help/#patent>

Submission and Doctoral Certificate (1/2)

- Submission in person, by a third party (no power of attorney necessary) or by (in-house) mail
- Opening hours: Monday – Friday 9 a.m. – noon

Address for personal submission person + in-house mail

Publikationsdienste Dissertationen
Leopoldstr. 13, Haus 1, Zimmer 1108

Address for submission by mail

Universitätsbibliothek der LMU
Publikationsdienste Dissertationen
Geschwister-Scholl-Platz 1
80539 München

- Personal submission outside the opening hours is NOT possible. There is no mailbox for the Publication Services Theses.

Submission and Doctoral Certificate (2/2)

Doctoral Certificate

- Ready 4 - 6 weeks after submission of the depository copies
- Issued and handed over by the Dean's Office, the Examination Office (PAGS) or the *Promotionsbüro* at Bavariaring respectively
- Personal collection, by a third party (with power of attorney!) or delivery by post; please arrange with the colleagues there.

Open Publishing LMU (1/2)

- Cooperation between the UB and Olms Verlag from Hildesheim
- Provisions for the submission of a published book apply
- Dissertation must also be published electronically Open Access
- There will be a printed, representative copy of the dissertation
 - incl. ISBN, listing in the VLB as well as in the catalogues of all internet booksellers
 - possible profit available from VG Wort
- The dissertation will be published in the series "Dissertationen der LMU"
- Author grants only simple rights of use

Open Publishing LMU (2/2)

Example of calculation

- Flatrate: 330 EUR (+ 19% VAT) + fixed purchase of 10 copies at the author's price (= retail price \cdot 40% discount)
- 300 pages including 10 coloured pages (as of 7/2022)
 - Retail price: about 42 EUR
 - Author's price (net): about 25 EUR
- Further information: <https://edoc.ub.uni-muenchen.de/help/oplmu.html>



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