

# Information on the Publication of Dissertations

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# Topics

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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://edoc.ub.uni-muenchen.de/infobl/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/cover/index.html>):
  - Always in German
  - Complete title of your dissertation, including subtitle
  - Your name in full as it appears in your passport
  - 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 faculty title page or glue it in yourself.  
Instructions (in German with pictures): [https://edoc.ub.uni-muenchen.de/Einkleben\\_Titelblatt\\_en.pdf](https://edoc.ub.uni-muenchen.de/Einkleben_Titelblatt_en.pdf)
- **Indication in the imprint** or at the beginning of the preface that the book is an LMU dissertation: 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 will be created by the “Publication Services Theses” on the basis of an USB stick enclosed with the printed accompanying copies.
- No size limit for PDF file
- 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 how to create document properties and specifying the language settings, see the FAQ (sorted by file format)  
<https://edoc.ub.uni-muenchen.de/>

- Word
- Libre Office
- LaTeX
- Adobe Acrobat Pro

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

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

## Technical requirements for the PDF file

- The name of the PDF file must be as follows:  
LastName\_FirstName.pdf and it must not contain umlauts as ä, ö, ü, special characters or spaces.
  - e.g.: Mueller\_Joerg.pdf; Schmidt\_Marie-Luise.pdf (if the first name is Marie-Luise)
- 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, start Office again
  - 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

- Select "Save as" and file type PDF
- OpenOffice has a built-in PDF converter
- Adobe Acrobat Pro (fee required)
- LaTeX: [pdflatex](#) or dvipdfm

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

- 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 email address, that you check regularly. If possible, no business address.
- You will immediately receive an e-mail with a confirmation link that is valid for one week.

# 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 in a dissertation.
- Use the Open polica finder database to check usage conditions regarding secondary publication:  
<https://openpolicyfinder.jisc.ac.uk/>  
Please note that the information contained in the SHERPA/RoMEO database is not legally binding!
- Your doctoral regulations may permit you to provide the details of the source only, including a link or a DOI. If so, there is no need to print the article in full.

# Cumulative Dissertations (2/2)

- Apply for a blocking note due to publication in a journal, if the publisher allows secondary publication only after a certain **embargo period**.
- Creative Commons Licenses (CC Licenses)  
If your articles have been published in an open access journal under a Creative Commons License you can reproduce and upload them without restrictions.
- Please ensure the pagination of your cumulative thesis is a single consecutive sequence. Continue the numbering in your mind if it is technically not possible to insert page numbers on the pages containing your articles.

# Creative Commons Licenses (1/2)

- CC Licenses regulate explicitly the re-use of your work.
- German Copyright Law applies with and without a CC License.
- Granting a CC License is not mandatory.
  - CC Licenses can only be granted if the publication is not subject to any other rights of use (e.g. those mentioned in your publishing contract).
- CC BY and CC BY-SA are in line with the [Berlin Open Access Declaration](#) and thus contain the fewest restrictions for re-use in research and teaching.
- We recommend not granting a CC License for cumulative dissertations. If you want to grant a CC License nonetheless, the re-use rights of all parts of your dissertation must be clearly marked.

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Attribution - NonCommercial



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Attribution – NonCommercial - NoDerivatives

# Blocking Note due to Publishing in a Journal

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 you and your first supervisor, 2 copies
- 1 year embargo period, 2 extensions for one year each possible, max. embargo period 3 years
- Dissertation is published by the “Publication Services Theses” without further inquiry after the blocking period expires.
- Doctoral certificate is issued, but the dissertation is not made accessible until the blocking period expires.

# Blocking Note due to a Patent Application

- 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 you and your first supervisor, 2 copies
- 2 years embargo period, 1 extension of one year, max. embargo period 3 years
- Dissertation is published by the “Publication Services Theses” without further inquiry after the blocking period expires.
- The form "Suspension of a blocking note due to a patent application” must only be submitted if the dissertation is to be released early.

# 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 - 8 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: Series „Dissertationen der LMU“

- Cooperation between the UB and the publisher Buchschmiede (Vienna)
- Your dissertation will be published simultaneously as a book and electronically, both under the CC License CC BY
- Provisions for the submission of a published book apply
- Possible profit available from VG Wort
- For more information see FAQ 21 <https://edoc.ub.uni-muenchen.de/faqs.html#faq21> „Is it possible to publish a book via the University Library? What does Open Publishing LMU mean?“



# Open Publishing LMU

## Example of calculation Buchschmiede

- Standard format DIN A5
- 300 pages with 10 coloured illustrations
  - Flat rate: 350 EUR
  - Flat rate for proof print: 50 EUR
  - Booksellers' price: about 14 EUR
  - Price for authors: about 9 EUR
- You must order at least the number of mandatory copies required by your doctoral regulations + 1 copy for our archive + 2 copies for the German National Library.

Publikationsdienste Dissertationen – Publication Services Theses  
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