

Checklist for submitting a doctoral dissertation at the ThULB

According to the general provisions laid down in the doctoral guidelines of the faculties at the Friedrich-Schiller-Universität Jena from 24 June 2008

Please submit your dissertation to the Central Information Desk at the main library building (ground floor)

Reception times:
Monday – Friday 09.00 – 22.00
Saturday 10.00 – 18.00

Thüringer Universitäts- und Landesbibliothek
Bibliothekszentrum 2, 07743 Jena
Phone: 03641 / 9 40210 - Fax: 03641 / 9 40212
email: dissbearbeitung@thulb.uni-jena.de

Please cross where applicable!

Yes / No

1. Reviewers

All three reviewers are mentioned with academic title, name and surname as well as their workplace on the back of the title page in **every** copy.

2. Date of defense

The date of the defense is noted on the back of the title page in **every** copy.

3. Declaration of Authorship

Every copy contains a Declaration of Authorship, which is:

- **bound with** the rest of the **manuscript** and
- **signed**.

4. Curriculum Vitae (optional)

Adding your curriculum vitae to the doctoral dissertation is optional. If you want to enclose your CV, please make sure that in every copy the CV is:

- **bound with** the rest of the **manuscript** and
- **signed**.

For medicine students: A copy of a letter of completion of the doctoral examination procedures is attached.

5. Means of submitting a dissertation (please mark the chosen method):

Applicable for all:

Every paper copy has to be printed on non-aging, wood- and acid-free paper and bound durably (please **refrain** from using spiral binding, velo/sure binding or springback binders).

• **5.1: 15 printed copies**

- 15 printed copies have been submitted and the requirements as stated in 1 to 4 are met

OR

• **5.2: 10 printed copies, if the dissertation has been published in a journal or a scientific series**

- 15 printed copies have been submitted and the requirements as stated in 1 to 4 are met
- 1 copy of the title page or table of contents of the publication is enclosed

Please cite the journal or scientific series title:

- Journal with year / issue:
- Series:

OR

• **5.3: 10 printed copies, if the dissertation is published in a commercial publishing house with a print-run of at least 150 copies and the publication is declared a doctoral dissertation on the back of the title page**

- 10 printed copies have been submitted and the requirements as stated in 1 to 4 are met
- a copy of the publishing contract has been submitted

or

- 10 publisher's copies (doctoral dissertation declaration on the back of the title page) have been submitted. Numbers 1 to 4 do not apply.

or

- **5.4: 5 printed copies and the respective electronic version, which must be identical to the printed version (e.g. pagination)**

When submitting a dissertation electronically, it is mandatory to agree to the Declaration of Consent (see page 4, part 2).

By filling in and signing the **Declaration of Consent**, you agree to the publication of your work in the *Digitale Bibliothek Thüringen* (Digital Library of Thuringia).

- You agree to the publication and have added the Declaration of Consent
- 5 printed copies have been submitted and the requirements as stated in 1 to 4 are met
- Your electronic version is saved on a CD-ROM.
- The dissertation is saved in PDF/A format. (For information, see page 3.)
- Your PDF/A does not contain printing and/or password restrictions

Concerning the abstract, the following rules apply:

- No more than 2.000 characters (incl. blank spaces)
- No formulas
- No html
- Data format is either "doc" or "txt"
- The abstract must be handed in along with the printed copies of the dissertation (email or CD-ROM)

- 6.** Your confirmation for the Dean's office will be made out after all stated requirements have been met.

That includes in any case filling in the *Personal Details* form (see page 4, part 1).

- The Personal Details form (see page 4, part 1) is filled in.

Internal notes for members of staff at the Central Information Desk:

Preliminary Confirmation

Under the premise that all requirements are met, a **preliminary confirmation** for the **doctoral candidate** will be made out either by a member of the counter staff or by a member of the dissertation office. The final confirmation will only be made out and forwarded after an examination by the dissertation office.

- A preliminary confirmation for the doctoral candidate has been made out on by

Conclusion

The checklist will be forwarded along with the doctoral dissertation to the dissertation office.

- The processed checklist is enclosed with the submitted doctoral dissertation.

Notes:

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PDF/A – Information on a special document standard

The *Thüringer Universitäts- und Landesbibliothek* (ThULB) Jena collects electronic documents and makes them accessible for general use on their document server *UrMEL* (<http://www.urmel-dl.de/>).

To ensure a prospective save reproducibility of these documents, the library prefers the document standard PDF/A.

- **What does PDF/A mean?**

PDF/A is an ISO-standardized version (ISO 19005-1) of the Portable Document Format (PDF) specialized for long term digital preservation and international synchronization of electronic document types.

For further information:

<http://www.pdfa.org/competence-center/pdfa-competence-center/?lang=de>

- **Generating a PDF/A file**

The ThULB demands the file format PDF/A-1 (basic) as minimum standard.

For easy conversion of text files, the Microsoft applications Word, Excel and PowerPoint provide the ability to create files directly from the programme as PDF/A compliant:

„Select File -> Save as -> File type PDF -> Options -> ISO 19005-1 compliant“ and save your document.

The Open Office applications also offer the possibility to save files as PDF/A compliant. Open Office is freeware and available for the operating systems Windows, Linux and Mac OS.

- **Validation and conversion of existing documents**

To validate already created documents you can use the Preflight feature of Adobe Acrobat Pro.

Online-Check:

<http://www.datalogics.com/products/callas/callaspdfA-onlinedemo.asp>

Part 1		Personal Details (fill in in any case)	
Mrs/Mr		
Born on / in		
Private address		
		
Working address and Faculty		
		
Phone	private:		
	work:		
email	private:		
	work:		

Part 2 (Declaration of Consent) **ONLY** applicable for **submission** according to number **5.4**

Declaration of Consent on the submission of a digital dissertation in accordance with §13, paragraph 2 of the general provisions laid down in the doctoral guidelines of the faculties at the Friedrich-Schiller-Universität (FSU) Jena

I hereby irrevocably and free of charge grant the *Thüringer Universitäts- und Landesbibliothek* (ThULB) the non-exclusive right to make copies of and save my publication for the purpose of electronic publishing on digital volumes as well as the institution's own repository. I furthermore entitle the ThULB to make my work accessible (and thereby publish it) for individual use via the internet, the use on screen or printing out. I permit the migration of the publication into other formats, if technical developments concerning long-term archiving demand it. If necessary the layout of the work may be changed in this process.

The ThULB is entitled to make the digital dissertation available to the *Deutsche Nationalbibliothek* (German National Library) free of charge and, if appropriate, to the *DFG-Sondersammelgebietsbibliothek* (German Research Association special collection library) for the purpose of saving the publication on their repositories, making it available for public use as well as migrating the data into other formats and gathering bibliographic data in their databases.

Insofar as the work has been published or will otherwise be published or rights have been or will be given to third parties, I respect the rights of these third parties. The information concerning copyright practices of publishing houses, as accessible via the *Sherpa/Romeo-List*¹, has been used as appropriate. I have read the *information on copyright*², the terms and conditions concerning *use and data protection*³ as well as the information on *rights and obligations*⁴ and I accept them. My right to publish in another physical form, e.g. a book in a publishing house, remains unaffected as long as it is still legally possible to publish in the Digital Library of Thuringia.

I affirm that, by providing this document, no third party rights, especially current copyrights, have been violated. I dispense the FSU from any claims of third parties. The rights of possible further authors have been taken into account. This also applies to illustrations or possible audio and video files. I assure that the digital version submitted by me fully matches with the printed copy (besides CV / including CV*).

Title of the dissertation	
	
	
Defence, colloquium, disputation (date)	
Reviewers	
	
Name of the files	
Used file formats	
Jena,	
* please delete where inapplicable		Signature doctoral candidate

¹ <http://www.sherpa.ac.uk/romeo/>
² <http://www.db-thueringen.de/authoring/urheberrechte.xml>
³ <http://www.db-thueringen.de/authoring/datenschutz.xml>
⁴ <http://www.db-thueringen.de/authoring/rechte.xml>

