

Checklist for submitting a habilitation dissertation at the ThULB

According to the habilitation regulations at the
Friedrich-Schiller-Universität Jena from 7 January 2007

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 obtaining the teaching qualification

The date of obtaining the teaching qualification 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 habilitation 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**.

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: 5 printed copies**

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

OR

- **5.2: 5 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 habilitation dissertation on the back of the title page**

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

or

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

OR

- **5.3: 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: www.db-thueringen.de).

- 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 2000 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 (e-mail or CD-ROM).

- 6.** All other requirements for submitting your habilitation dissertation have been met. For making out your submission receipt properly as well as for potential requests, you are asked to fill in the *Personal Details* form in any case (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 **habilitation 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 habilitation 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 habilitation dissertation.

Notes:

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:		
E-mail	private:		
	work:		

Part 2 (Declaration of Consent) **ONLY** applicable for **submission** according to number 5.3

Declaration of Consent on the submission of a digital dissertation at the *Thüringer Universitäts- und Landesbibliothek 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 *Friedrich-Schiller-Universität* 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		
		
		
Teaching qualification		
Reviewers		
		
Name of the files		
Used file formats		
Jena,		
* please delete where inapplicable		Signature	habilitation 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>

