

## Checklist for submitting a habilitation thesis at the Thuringia University and State Library Jena

According to the general provisions laid down in the habilitation thesis guidelines  
of the faculties at the Friedrich-Schiller-University Jena from 5 July 2017

### PLEASE NOTE:

This English translation is for your information only. Please fill in and submit German version!

### Royalty modalities

- 5 printed copies
- In addition, please use the opportunity to publish your habilitation thesis in electronic form in the Digital Library Thuringia. Under the following link you will find our upload form:

<https://hochschulschriften.thulb.uni-jena.de>

### General

#### Listing reviewers and date of defense

Along with the date of defense, all reviewers must be listed with their academic title, name and surname and workplace in each copy on the back of the title page.

#### Declaration of Authorship

Each copy must include a signed declaration of authorship bound with the rest of the manuscript.

#### Curriculum Vitae (optional)

Including a CV is optional. To protect your personal data, we advise against including your CV in the electronic version of your habilitation thesis.

#### Printing formats / Binding

DIN A4 or DIN A5, printed single- or double-sided on standard age-resistant paper.

- ✓ Adhesive binding is mandatory.      ✗ No spiral, velo or springback binding.

#### Colour or black-and-white printing

The review and depository copies must be identical.

## Electronic version

**When submitting a habilitation thesis electronically, agreeing to the Declaration (see attachment) is mandatory.**

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Convert your work to [PDF/A file](#) format. Make sure that all security settings such as password protection and the like are disabled. If other file formats are required for the attachment (e.g. video or audio files in MPEG, AVI or WAV), contact us.

### File name

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## Publication

After your submitted file and its metadata are reviewed, your habilitation thesis will be made available in the Digital Library Thuringia, entered into the library catalogue. Publishing also gives your habilitation thesis a unique and persistent internet address in form of a persistent identifier.

⇒ In addition, your habilitation thesis will be published on the German National Library's archival server.

⇒ Publishing electronically will enable your habilitation thesis to be found through search engines.

## Submission

### in person

Submit your habilitation thesis to the Central Information Desk at the main library building (Bibliotheksplatz 2).

Submission (Mon to Fri 9:30 am - 3:30 pm) by telephone arrangement.

⇒ You will immediately receive a note of confirmation for the Dean's office.

### by mail

Thüringer Universitäts- und Landesbibliothek Jena  
Hochschulschriftenstelle  
Lieferanteneingang Bibliotheksweg  
Bibliotheksplatz 2  
07743 Jena

⇒ We will send the confirmation directly to the Dean's office and you will receipt per E-Mail.

## Contact

Contact persons: Frau Schäf / Frau Hafermann

Phone: 03641 9-404210

E-Mail: [hochschulschriften\\_thulb@uni-jena.de](mailto:hochschulschriften_thulb@uni-jena.de)

**Personal Details (required):**

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