


Online-Publishing Checklist for Dissertations

Overall Process

- ✓ After passing the exam: choose one of two publication options
- ✓ If Option 2: clarify legal questions with the publisher
- ✓ Clarify user rights of illustrations used
- ✓ Registration and upload to the document server [RWTH Publications](#)
- ✓ Schedule an appointment in the library to submit the author contract and the archive copy or submit by mail
- ✓ Library issues certificate of receipt
- ✓ Submission of the certificate of receipt and possibly other documents/printed copies in your faculty's doctoral studies office
- ✓ After the degree certificate has been issued: the library activates your dissertation and registers it with the German National Library

Submission to the University Library: Did I remember to do everything?

- ✓ 1 printed copy for archiving
- ✓ Obligatory dissertation cover page based on your faculty's template
 - Note: Text on the cover page changes in the final version
 - The following sentence has to appear under the date of the oral defense: "Diese Dissertation ist auf den Internetseiten der Universitätsbibliothek online verfügbar."
 - Pay attention to any specific requirements by your faculty, e.g. personal information on the cover page or data retention policy
- ✓ Both versions are identical (printed and digital), i.e. content and layout, but also e.g. line breaks and page numbering, are identical throughout.
Exception:
 - Color illustrations in the file can be printed in black and white
- ✓ PDF file and – maybe a zipped one – original format (e.g. Word or LaTeX)
- ✓ PDF file without security restrictions or encryptions, meaning all functions such as save, print, copy, etc. are allowed
- ✓ In order to avoid corrections later on, you can send your PDF file to us in advance via email so that we can check it
- ✓ If Option 2:
 - PDF version of your dissertation contains both the dissertation cover page and the publisher pages including the publishing information added by the publisher. Tip: Get a PDF file ready to print from the publisher before registering online
 - The printing information have to include not only the publisher, the copyright notice, and year of publication, but also the following: "D 82 (Diss. RWTH Aachen University, [Year of the oral examination])"

- ✓ Registration and upload to the document server [RWTH Publications](#):
 - Menu option *Submit / Publizieren & Eintragen* → Select Dokumentart *Ph.D. Thesis*
 - Fill out the fields as stated (red fields are mandatory). Please provide a translated title (German or English) in the field *Title in other language* as well as a few keywords in the field *Free keywords*.
 - Field *Format:online*. Please choose additionally *print*, if Option 2.
 - Field *Person(s)*: please provide all persons who appear on the title page as follows
 - First person: Name of the doctoral candidate
If you are already listed in our database as an author, the system will give you the option of selecting your personal information. If you are not registered as an author, please select the first suggestion in the list *[Extern] Corresponding Author*
 - Further persons: Names of all Thesis advisors
Select your advisors from the list provided. Using the edit button , select the role *Thesis advisor*
 - You only need to fill out the fields *DOI, URN, URL*, if your dissertation has already been published in another form (e.g. a journal article)
 - Upload files: at the end of the form, select *Add new file* to upload both files
 - 1. PDF file (label: *Main Document!*)
 - 2. Source file (label: *Source!*. LaTeX files must be compressed to a zip file before uploading)
 - Name: You do not need to enter a name
 - Author's agreement:
 - The author's agreement can be downloaded at the end of the form.
 - Please submit it to us completed and signed.