Information on how to submit electronic postdoctoral thesis through Electronic Text Center (ETC)

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Postdoctoral thesis submitted in accordance with the habilitation regulations of the University of Erfurt. See habilitation regulations (available in German).

The library lists the qualification thesis in its catalog and, depending on the publication path, additionally in the Digitale Bibliothek Thüringen (DBT) and forwards the paper copies to other academic libraries in accordance with the agreements and regulations between German libraries as well as within the framework of the exchange of documents.

Please follow the steps below to publish your qualification thesis in the Digitale Bibliothek Thüring (DBT) through Electronic Text Center (ETC):

First step: What needs to be done before registering your thesis for publication?

Before you register your electronic thesis for publication, you should clarify the following points in advance:

Requested amendments from the peer review process

Please integrate any requested amendments from the peer review process into your document before registering it for publication.

Confirmation/consent to publication from your supervisor

Before submitting your electronic thesis for publication via the ETC, you must have obtained written consent to publication from your supervisor (see Publication Agreement § 5 Dissertationen und Andere Qualifizierungsarbeiten). This consent also confirms that all requested amendments arising from the peer review process have been integrated.

Image rights

Do you use any images in your electronic thesis that are subject to copyright? Please **clarify in advance** what image rights apply to the images used. If necessary, ask the copyright holder whether the images may be published as a secondary publication as part of the publication of your electronic thesis in the Digitale Bibliothek Thüringen (repository). Should use not be permitted, the images must be removed from your document and described in words, including a reference to the source.

Text formatting

Please refer to your habilitation regulations for formal criteria regarding text formatting or enquire with your supervisor or the Dean's Office.

Cumulative thesis

Are you undertaking a cumulative postdoctoral thesis? Please **clarify** the following points **in advance**:

- **Rights of use** (exclusive or simple rights of use, or a free licence)

What are the usage rights for the articles that have already been published? This may also determine which version of the article (preprint, manuscript version, publisher's version) may be integrated into your electronic thesis. If necessary, please ask the rights holder whether the articles may be published as a secondary publication as part of the publication of your electronic thesis in the Digitale Bibliothek Thüringen (repository).

- **Consent in the case of co-authorship**

If the articles to be included have multiple authors and are not published under a free licence (Creative Commons), please obtain the consent of the co-authors for the publication of the articles as part of your thesis before you register the publication with the ETC.

- **Recommendation on including a list of publications**

We recommend that you correctly and fully cite the source of the original publication for any articles that have already been published or are in the process of being published in your electronic thesis.

Example of the minimum information required for a list of publications:

This work is a compilation of [number] peer-reviewed journal articles covering the findings of this postdoctoral thesis.

1. Articles already published | Authorship: Title. Journal, Year, Volume (Issue), page reference/article number
   DOI: Link
   This article is reproduced in Chapter XY of the postdoctoral thesis
2. Articles accepted for publication but not yet published | Authorship: Title, Journal, Year, in press, page reference/article number
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Second step: Registration of Publication

To submit your habilitation thesis for publication, please use our registration form (available in German).

Upon receipt of your registration, you will receive further information on the publication and submission procedure.

Third step: preparations and delivery

Curriculum vitae

To protect your privacy, we recommend that the curriculum vitae is not included. If integration is required by the dean's office, please use only an abbreviated form of your curriculum vitae limited to your academic record.

Considerations for licensing

For your electronic publication, you should define usage rights for readers. You have two options for publication in DBT:

- All rights reserved: Any form of subsequent use without the author's consent is prohibited.
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File format PDF/A

The format specification for publishing your electronic qualification thesis in the DBT is **PDF/A** format. Please refer to the file Information on creating PDF/A files according to the ISO 19005 standard for long-term readability of electronic documents.

Please send the **PDF/A** document to the ETC etc@uni-erfurt.de. If you use file-sharing services (e.g., WeTransfer, Dropbox), please also notify us by email.

Abstract and keywords

Both abstract and keywords are used to enrich the metadata of your electronic thesis in the DBT and provide better findability.

Please send an abstract (max. one page) and 3-10 keywords to the ETC etc@uni-erfurt.de

Publication contract

The basis for the publication of your work in the DBT is the publication contract (available in German).

By signing, you grant the ETC only a simple right of use to publish your work in the DBT. Beyond this, the provisions of copyright law apply.

The document must be signed by you, and your Dean's office. By signing, your Dean's office consents to electronic publication and thereby confirms that the submitted version is the one approved in accordance with the doctoral regulations.

Please note publication in the DBT can only take place upon receipt of the signed publication contract.

Fourth step: publishing

Publication in the DBT may take place once the ETC has received the following documents:

- a valid PDF/A file
- abstract (one DIN A4 page)
- 3–10 keywords
- licensing
- publication contract

Following the publication of your electronic thesis, you and your Dean's office will receive a confirmation of publication by email.