

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



[Editing status: 7/2023]

Qualification thesis submitted in accordance with the doctoral and habilitation regulations of the your faculty. See [doctoral regulations](#) and [habilitation regulations](#) (available in German).

The regulations specify the form in which the work is accepted for publication and the number of deposit copies that must be submitted to the University Library. 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 deposit 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: registration**

Please register your qualification thesis via the ETC by the time you have passed the defense (disputation) and before you print the deposit copies.

Please use our [registration form](#) (available in German).

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

### Processing phase *planning phase or writing process* [Planungsphase or Schreibprozess]

If your qualification thesis is in the planning phase or in the writing process, please contact us again as soon as your qualification thesis has been reviewed or your disputation has been taken place. Only then you will receive a Uniform Resource Name (URN), which you should include on the back of your title page.

### Processing phase *review or disputation* [Begutachtung or Disputation]

If your qualification thesis has been currently reviewed or if the disputation has been taken place you will receive a Uniform Resource Name (URN), which you should include in the back of your title page.



## **Second step: preparations of the work and delivery**

### Curriculum vitae

To protect your privacy, we recommend that the curriculum vitae is not included in either the electronic or the printed version. If integration is required by the dean's office of your faculty, 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: This means that the contents of your document can only be read.
- Creative-Commons-licenses: The so-called CC-licenses are standardized license agreements with the help of which you can compile the usage rights for your content as in a modular system. For more information on CC-licenses, see our webpage [copyright and Open Access](#) (available in German) or contact us.

Unless you specify otherwise about licensing, *All Rights Reserved* is automatically assigned.

### Text formatting

Please ask your doctoral supervisor or your dean's office for text formatting guidelines or refer to your doctoral or habilitation regulations.

### 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](mailto:etc@uni-erfurt.de)

### Abstract and keywords

Both abstract and keywords used to enrich the metadata of your electronic qualification 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](mailto: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. Furthermore, the provisions of copyright law apply. Both you, the author, and the dean's office of your faculty must provide signature.

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

### **Third step: print approval to produce the deposit copies**

After receiving your PDF/A file, the ETC checks the document for validity and, if positive, gives you a print release for the deposit copies. Please take the correct number of deposit copies from your [doctoral regulations](#) or [habilitation regulations](#) (available in German).

Please use the confirmed PDF/A file for the printout of the deposit copies, as the printed and electronic version of your qualification thesis must be identical in content and layout.

For the printed deposit copies, please use a hard cover or a sturdy paperback, with perfect binding or thread stitching.

### **Fourth step: Submission of deposit copies**

Unless otherwise specified in your doctoral regulations, please hand in the printed deposit copies incl. the signed publication contract to the ETC.

### Postal delivery

*Erfurt University Library  
ETC  
Nordhaeuser Straße 63  
99089 Erfurt*

### Delivery at the University Library

You can hand in your deposit copies during the [opening hours](#) of the University Library either at the service desk on the ground floor or in the mailroom, with the appropriate marking for the attention of the ETC.



### **Fifth step: publishing**

As soon as the ETC has received all necessary documents, the publication in the DBT can take place. After the publication of your electronic qualification thesis in the DBT, you and the dean's office of your faculty will receive a publication confirmation by e-mail. The certificate necessary for obtaining the doctoral or postdoctoral certificate is issued by the ETC and given to the dean's office. Your dean's office is responsible for issuing your certificate.