Information on how to submit electronic thesis (B.A., M.A.) through Electronic Text Center (ETC)

[Stand: 11/2026]

Thesis (Bachelor's, Master's, Diplom and Magister thesis) may only be published with the prior approval of the supervising lecturer. The thesis should have been awarded a grade of at least 'good'.

To ensure that your thesis can be published via the Electronic Text Centre (ETC) in the Digitale Bibliothek Thüringen (DBT), please follow the steps below.

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

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

Changes arising from the peer review process

Please incorporate any requested changes arising from the peer review process into your document before submitting 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 the Veröffentlichungsvertrag § 5 Abs. 2 (available in German)

Image rights

Are you using 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). If use is not permitted, the images must be removed from your document and described, including a reference to the source.

Text formatting

Please consult your supervisor regarding the formal criteria for text formatting.

Second step: Registration of publication

Please use our registration form (available in German) to register your thesis for publication.

Once we have received your registration, we will email you further information regarding the publication and submission process.

Third step: preparations 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.

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 transfer services (e.g. WeTransfer, Dropbox), please also let us know 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 both you, as the author, and your supervisor.

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
- confirmation of the supervisor
- publication contract

Once your electronic thesis has been published, you and your supervisor will receive confirmation of publication by email.