

## LEIBNIZ UNIVERSITY HANNOVER

General Guidelines for the Submission of Doctoral Theses to Technische Informationsbibliothek (TIB) (pursuant to Senate Resolution of 12 Feb. 1980, as amended during Senate meetings of 21 Dec. 1983, 19 Dec. 1984, 8 Feb. 1995, 9 Jul. 1997, 27 Oct. 1999, 19 Apr. 2000, 13 Jul. 2011, 18 Nov. 2015, 31 Jan. 2018)

### 1 DUPLICATION AND PUBLICATION

- 1.1 Each thesis shall be reproduced in its entirety in the approved version. Abstracts in German and/or English language and at least 3 German and/or 3 English keywords shall be attached to its content.
- 1.2 The responsible faculty may also allow the publication of a thesis as/by way of
  - > electronic thesis
  - > self-publication or self-publishing
  - > institute publication
  - > book or research report with a publishing house
  - > article in a journal or in a journal-like publication.

### 2 OBLIGATION TO SUBMIT

- 2.1 The doctoral candidate shall, in accordance with Section 1, submit free of charge:
  - 2.1.1 30 copies of a doctoral thesis printed on behalf of the doctoral candidate (self-publication or self-publishing), or
  - 2.1.2 one electronic version, its data format and data media to be agreed with the TIB. In case of a cumulative thesis the doctoral candidate shall ensure that the TIB is authorized to publish all articles. Where a cumulative thesis contains any articles previously published, the doctoral candidate shall confirm to the TIB that these articles may also be stored and made publicly available in full text on the server of the TIB. If there is no right to secondary-publication (Zweitveröffentlichungsrecht) of an article contained in the cumulative thesis, the doctoral thesis should not include such article as full text, but only a permanent link to such article or should only quote such article
- Or
- 2.1.3 6<sup>1</sup> copies, if published as a printed institute publication (not with a publishing house) plus 2 bound printed copies of the complete original version, if the institute publication differs in content and/or length. Publication series cannot be accepted as institute publications, except where such publication series are freely available and also regularly exchanged through the exchange of publications service, or
- 2.1.4 4<sup>2</sup> publisher's copies when published as a book or research report by a publishing house, plus 2 bound printed copies of the complete original version, if the publication as a book differs in content and/or length.
- 2.2 Such copies shall be submitted to the TIB, which for its part shall forward one copy of the reproduced version to the responsible faculty.
- 2.3 Further copies may have to be submitted directly to the faculty in accordance with its guidelines.
- 2.4 The copies to be submitted as self-publication or by way of self-publishing or in the original version shall be printed on age-resistant, wood and acid-free paper and shall be durable bound.
- 2.5 In case of 2.1.1, the doctoral candidate shall transfer to the TIB the right to make and distribute additional printed copies as required by the TIB (Appendix II).
- 2.6 In case of 2.1.2, the publication agreement contained in Appendix I shall be signed.

<sup>1</sup> 6 Ex.: 1 Faculty 3 TIB; 2 German National Library.

<sup>2</sup> 4 Ex.: 1 Faculty; 3 TIB;

### **3 FORMAL LAYOUT**

In the absence of any stipulations to the contrary in the relevant doctoral regulations, the following recommendations should be taken into account when designing the formal layout.

- 3.1 The title page layout should correspond to the sample in Appendix III.
- 3.2 The doctoral thesis should generally be structured as follows:
  - > title page
  - > back cover of the title page with name of examiner and second examiner and the day of the doctorate.
  - > abstract (in German and/or English language)
  - > 3 German and/or 3 English keywords relating to the content
  - > table of contents
  - > list of abbreviations
  - > text of the work
  - > sources and bibliography
  - > scientific background, if required
- 3.3 The page count shall be continuous, including sheets, tables and appendices.
- 3.4 Copies submitted for publication by the institute, with a publishing house or as a journal article shall have a title page in accordance with Appendix III and, where applicable, the scientific background in accordance with Section 3.2, pasted in them.

### **4 SUBMISSION DEADLINE**

With regard to the submission deadline, reference is made to the corresponding section of the respective doctoral regulations. The doctoral thesis will be made available to the public by the TIB.

If, for patent or contractual reasons, the doctoral thesis is not to be published immediately after submission, the faculty may request a temporary suspension. An extension of the suspension period is possible if so required. The doctoral thesis shall be stored in the TIB during such suspension period, but will not be made available to the public. The request for such suspension must be countersigned by the dean of the responsible faculty and handed in by the doctoral candidate together with the deposit copies in the TIB. The suspension period shall also be extended by written correspondence, countersigned by the dean. The TIB shall decide on the request for suspension using its best judgement.

### **5 NOTIFICATION OF SUBMISSION**

The TIB shall give written notice to the faculty of the submission. If the doctoral thesis is subject to a suspension period pursuant to 4., an addendum shall be placed on the written notice of submission specifying the date of publication and this certificate shall be forwarded to the faculty together with a copy of the request for suspension.