



How do I publish my thesis on the publication system?

Updated: 22 March 2024 / Please check if there is an updated version of this info sheet: <https://uni-tuebingen.de/en/216637>

This information sheet explains everything you need to know for the publication of your thesis on the publication system of the University Library. Please read through the entire information sheet since it answers many frequently asked questions. You will find information on the following topics:

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There is also a short checklist for handing in your copies and documents on the last page.

Please don't hesitate to contact us, the office University Publications/Doctoral Theses at the University Library, if you have any further questions. You can reach us via email (edl-publ@ub.uni-tuebingen.de) or phone (07071 29-76999). If you'd like to, we can also arrange an appointment with you.

General process

There is no fixed order for handing in/submitting your thesis: Please submit the electronic version as described below and hand in your deposit copies and the required documents (details below) without further prompting.

Please wait until you have received the final approval from the dean's office before you submit the electronic version and print the deposit copies.

Your thesis will be processed as soon as we have received the submission to the publication system, the deposit copies, and all required documents. If we have any questions or if anything is missing, we will contact you.

We will usually contact you within a week. Occasionally, especially at the end of the year, we receive a lot of theses for publication, which may cause a delay. Please be aware that a publication of your thesis in the same year is not guaranteed if you hand it in during December.

As soon as your thesis has been published, we will send you an email with the links to the online publication and some further information. We will also send a confirmation of publication to the dean's office where your certificate will be issued.

Uploading to the publication system

Please upload your thesis to the publication system: <https://www.ub.uni-tuebingen.de/tobias-lib>.

To start, log into the publication system with your university login and click on "Submit" ("Veröffentlichen") in the left-hand corner. Then complete the submission by filling in the submission form and uploading the PDF/A file and the original file (e.g. Word files, LaTeX files). If your thesis contains video or audio files, these also need to be uploaded.

General notes:

- 1) You can log into the publication system with your university loginID. If you do not have a loginID, please contact us via email so we can create a guest account for you.
- 2) The electronic version and the print version need to match. To ensure this, the best solution is to upload the same PDF file that was used for printing the deposit copies.
- 3) The PDF needs to be uploaded in PDF/A format. PDF/A is not the same as PDF. It's a standardized version used for long-term archiving. Instructions for creating a PDF/A file can be found on the internet.
- 4) No security methods that require a password (this includes "empty" password) must be used when creating the PDF/A file.
- 5) The original file is needed for digital long-term archiving and will not be published. It should be possible to recreate your thesis with the original file. If your original file consists of several parts, please upload them in one compressed archive file (e.g., zip archive). If your thesis contains published articles that are only available as PDFs, these are the original files of the articles and need to be uploaded.

- 6) The thesis title page (if applicable: both pages) needs to be included in both files. Please use the version that has been approved/mandated by the dean's office but without their stamp and signature.
- 7) It's not permitted to use the university logo for theses (see the website of the university's PR department (only in German): <https://uni-tuebingen.de/en/12280>).
- 8) Since the file names are displayed after publication, please give your files short and meaningful file names. Please avoid umlauts, spaces, and special characters. We will NOT rename your files. It's not possible to change the name after your thesis has been published.
- 9) **Filling in the submission form**
 - a) „Berichterstatter“: This is the first reviewer of your thesis. Please add the name in the format „Last Name, First Name (Title)“ (e.g. Doe, Jane (Prof. Dr.))
 - b) „Freie Schlagworte“: You can add keywords of your own choosing. Please add each keyword on its own.
 - c) „Erscheinungsjahr“: This is the date of publication. Please enter the current year, we will add the correct date later.
- 10) The file size should not exceed 100 MB (per file). If it's not possible to reduce the size, please contact us in advance.
- 11) Please do not enter an embargo date when uploading the files unless it has been approved by the dean's office (more information below).

Notes on personal data:

- 1) If your thesis contains a curriculum vitae, it needs to be removed for online publication. Please remember to update your table of contents and make sure that the pagination still matches the deposit copies.
- 2) Please check if there are any private/personal (including business) email addresses and phone numbers, passwords etc. included in your thesis – your own but especially those of other people – and remove them. In our experience, this is often overlooked in the appendix (forms, surveys, interview transcriptions, articles etc.).
- 3) Please refrain from including your own signature (e.g. on the Declaration of authenticity/authorship/originality) and the signatures of other people (e.g. on the Declaration of contributions) in the electronic publication or remove them before the publication.

Deposit copies

In addition to the electronic version, we need a certain number of printed deposit copies. The exact number depends on your faculty and is stipulated in the Doctoral Degree Regulations

("Promotionsordnung"). If there are any questions, please check with the dean's office for more information.

The University Library has the following requirements for the deposit copies:

- Printed on white, aging resistant paper.
- Permanent adhesive (perfect, thermal etc.) binding. Deposit copies using comb, coil, spiral, channel or similar binding will not be accepted.
- The title page that has been approved/mandated by the dean's office (if applicable: both pages) needs to be bound with the copies, even if it's also printed on the cover.

Please check if your faculty has any further requirements.

The library additionally recommends DIN A5 format, pages printed on both sides and a softcover. If there are no other requirements from the faculty, we also accept different formats.

If your thesis contains contents in other file formats (e.g., video files, audio files) they need to be handed in on a data carrier (CD or USB drive; one for each deposit copy).

It's not permitted to use the university logo for theses (see the website of the university's PR department (only in German): <https://uni-tuebingen.de/en/12280>).

Publication contract and Declaration of conformity

("Veröffentlichungsvertrag" and „Übereinstimmungserklärung“)

You can find both documents here: <https://www.ub.uni-tuebingen.de/tobias-lib-vertraege>

Notes:

- 1) Before filling in the contract, please read the corresponding info sheet to make sure you choose the appropriate contract and license option. The info sheet is available with the contract files on the website mentioned above ("Merkblatt"; currently only available in German, please contact us, if you have any questions).
- 2) The publication contract is needed in duplicate, the declaration of conformity in single copy.
- 3) Both documents are needed with your wet signature. Scans, copies, digital or printed signatures cannot be accepted for legal reasons.
- 4) Please fill in both documents completely and legibly. We will send your copy of the publication contract to the address indicated on the declaration of conformity.
- 5) On the website mentioned above, you can also find a version of the publication contract that includes the publication of research data. You can use this contract if you want or need to publish your research data separately.

- 6) Applies only to the Faculty of Science: The declaration of conformity is not the same as the declaration of changes (“Erklärung über Abweichungen”) that needs to be handed in at the dean’s office.

Print approval

To be able to publish your thesis, we need the print approval from the dean’s office. The format of the approval differs from faculty to faculty (e.g., a letter from the dean’s office, “Imprimatur”, approved title page). In some cases, the dean’s office sends the print approval directly to the library; in other cases, you need to hand it in yourself with the other required documents. If the dean’s office hasn’t informed you that the print approval was sent to the library, please hand it in yourself. A copy of the document is sufficient.

In some cases: Approval of online publication

Doctoral candidates at the Faculty of Medicine and the Faculty of Science also need to hand in their supervisor’s/supervisors’ approval of online publication at the library. You can get the form from the respective doctoral office.

Publication with an embargo period

Depending on your faculty, it’s possible to publish your thesis with an embargo period of up to two years in case of a justified exception.

Please note: The University Library cannot give any information about this or approve the embargo periods. Please contact the dean’s office if you have any questions or want to request an embargo period.

If the dean’s office approves the embargo period, please submit the deposit copies, the electronic version and all documents needed for online publication to the library as described above.

The University Library also needs the approval of the embargo period from the dean’s office. The approval needs to state the exact end date of the embargo (not “2 years” etc.). The approval needs to be handed in at the library on time. It’s not possible to retroactively apply an embargo to an already published thesis (i.e., withdraw the publication).

In the submission form for the electronic version, please enter the end date of the embargo period as the publication date (“Erscheinungsjahr”). When uploading the files, please enter the end date in “Zugriff bis zu einem bestimmten Datum sperren“ (block access until a specified date) in the format yyyy-mm-dd.

The deposit copies will be locked away until the end of the embargo period and will only then be included in the library holdings.

For the electronic version, the meta data you entered in the submission form will be published upfront and, therefore, be publicly accessible before the PDF is published. Once the embargo period ends, the system will automatically release access to the PDF/A file.

Please contact us if you have any concerns regarding keywords or abstract, so we can find a solution with you.

As soon as we have received everything needed for online publication and have published the meta data, we will send an email confirmation to you and the responsible dean’s office.

Submission of deposit copies and documents to the University Library

Please always include an email address when you’re handing in your deposit copies and documents, so we can contact you if necessary.

If possible, please hand in everything at the same time. If a copy shop hands in the deposit copies separately that’s also completely fine.

You can send the copies and documents via postal services to the following address:

Universitätsbibliothek
Hochschulpublikationen / Dissertationen
Wilhelmstraße 32
72074 Tübingen

If you’re sending the copies from a non-EU country, please make sure that all information and documents needed for the customs declaration are included and there are no costs for the University Library due to customs duties or import taxes.

You can also hand in the copies and documents at the library in person at the Information desk in the Ammerbau during their service hours (usually Monday to Friday from 8:00am-6:30pm, please check the website of the University Library in advance for deviating opening hours). It’s also possible for third parties to hand in your copies and documents.

Please note that our colleagues at the information desk are exclusively responsible for receiving and forwarding the copies and documents. They cannot answer any questions about the publication process or formalities. If you have any questions, please contact the University Publications/Doctoral Theses office in advance.

Checklist: Online publication of theses

Details can be found above. Please read the info sheet first and follow the instructions. If you have any questions or problems, please don't hesitate to contact us.

- Submission of the electronic version
- Correct number of deposit copies
- 2x Publication contract („Veröffentlichungsvertrag“)
- 1x Declaration of Conformity („Übereinstimmungserklärung“)
- Print approval („Druckgenehmigung“, also Imprimatur, approved title page)
- Fac. of Med. & Fac. of Sci.: Supervisor's/Supervisors' approval of online publication (“Einverständnis der Betreuer:innen zur Onlineveröffentlichung”)