



Regulations for the submission of depositary copies to the library of the Otto von Guericke University Magdeburg within the framework of doctoral and habilitation procedures

5th November 2019

According to the principles of the Conference of the Ministers of Education and Cultural Affairs for the publication of dissertations of 28/29th April 1977 as amended on 30th October 1997, each doctoral candidate is required to make his or her dissertation accessible to the scientific public by copying and distribution.

The principles apply according to habilitation theses at Otto von Guericke University Magdeburg.

1. Area of application

The following regulations apply to the submission of deposit copies of a dissertation or habilitation thesis (hereinafter referred to as "thesis") to the library of Otto von Guericke University Magdeburg (hereinafter referred to as "University Library"). They should also be understood as a guideline to be used in the case of amendments to the doctoral or habilitation regulations. Previous orders of the faculties remain valid. It is recommended considering the type of publication already after the admission to the doctoral or habilitation procedure in order to exclude in particular problems with formats, representations or rights of use.

2. Mandatory copies when publishing the thesis without publishing by a publisher or journal

2.1 After the faculty council positively decided on the conferral of a doctorate and, if applicable, on conditions to be met by the version published, a number of 20 permanently bound copies on age-resistant, wood- and acid-free paper (neither ring formation nor spiral binding) must be handed over gratuitously to the University Library. This applies to theses not published by journal or by commercial publisher.

2.2 The author assigns the Otto von Guericke University Magdeburg non-exclusive right of use to produce further copies of the thesis and to disseminate them in data networks within the statutory duties of the University Library.

3. Mandatory copies when publishing the thesis by a commercial publisher

3.1 After the faculty council positively decided on the conferral of a doctorate and, if applicable, on conditions to be met by the version published, following number of copies is to be handed over gratuitously to the University Library in case of publishing the thesis by a commercial publisher:

3.1.1 Six (6) bound copies with ISBN as well as the publishing contract for the submission. A minimum circulation of 150 publishing copies must be guaranteed. One of the title pages must be designed in accordance with the template of the respective doctoral or habilitation regulations of the Otto von Guericke University Magdeburg (if necessary, insert sheets for the 6 copies)

3.1.2 If printing allowances from public funds have been granted, up to 5 additional copies have to be made available for purposes of exchange.

3.2 The print-on-demand process is a contemporary print option for publishing a publication with ISBN.

3.2.1 Within the print-on-demand process, it is permissible for the circulation of 150 copies - depending on sales - to be achieved in several printing cycles.

3.2.2 The publication is available nationally and internationally via all industry-standard distribution channels as well as directly from the publisher.

3.2.3 As a full-fledged publication, the thesis is listed in the bibliographically relevant catalogs, in particular in the catalog of the German National Library and the list of available books (VLB).

3.3 When publishing the thesis as a journal publication, the thesis must be published once or in several episodes of a journal or consist of individual journal articles and must correspond to the content and scope of the approved work. The faculties are obliged to check whether the candidate met his or her obligation to publish. A number of six permanently bound copies are to be granted gratuitously to the University Library on age-resistant, wood- and acid-free paper. Neither Ring formation nor spiral binding is permitted.

3.4 In case of publishing by a commercial publisher, the commercial publisher is responsible for sending two statutory copies of the publisher's publication to the German National Library in Frankfurt am Main and Leipzig as well as to the respective state library.

4. Electronic publication

4.1 The obligation to publish is deemed to be met if six permanently bound copies printed on age-resistant, wood- and acid-free paper (neither ring nor spiral binding is permitted) are handed over and, in addition, to the printed version,

4.1.1 the candidate hands in an electronic version of the thesis to the University Library. The data type has to be in PDF format. The document does not include a CV, acknowledgments or further personal data. Bookmarks must exist (clickable table of contents in the navigation bar) for a better readability of the document. Creating the bookmarks is essential for later use.

4.1.2 the author's first and last name must be used for the name of the file (e.g. Meier_Hans.pdf; Mueller_Hanna_von.pdf; Mueller_Klaus-Dieter.pdf). Umlauts or diacritical signs in the first and last name are to be resolved. Spaces may not be included in the file name.

4.1.3 in order to add the publication to the University Library system, the author must find out the thesis' appropriate Dewey decimal classification (DDC) from following table <https://deweysearchde.pansoft.de/webdeweysearch/mainClasses.html>.

4.1.4 the author hands in the [Einwilligungserklärung für das elektronische Publizieren an der Universität Magdeburg](#) (Declaration of consent for electronic publishing at the University of Magdeburg) to the University Library.

4.1.5 the author transfers gratuitously the right to publish the electronical version in data networks to the Otto von Guericke University Magdeburg, the German National Library in Frankfurt am Main and Leipzig and the responsible regional library. This action takes place under consideration of the § 38 Urheberrechtsgesetz (copyright law) - last amended by law of 01.09.2017 (BGBl. I S. 3346) to become operative at 01.03.2018 -. All further copyright laws remain with the author.

4.2 The electronic thesis is archived by the University Library and published on the Internet, as long as this is technically possible and with reasonable effort. Changes to the thesis are no longer possible after publication of the thesis.

5. Procedure

5.1 The depository copies provided to the University Library have to be delivered by post or locally. Any electronic version must be delivered at the same time by e-mail attachment. After proper submission of the deposit copies, the University Library confirms the submission certificate issued by the respective faculty. The submission certificate must be submitted to the faculty's department responsible for doctoral or habilitation procedures.

5.2 The processing of personal data takes place according to § 6 Abs.1e DSGVO.

Magdeburg, 5th November 2019

Eckhard Blume

Director of the University Library