

## **Publishing of a doctoral dissertation**

The following items must be submitted to the Dean's office no later than one year after the oral examination:

- Two bound copies with the final version (only 1 for chemists).
- 1 CD/CD-ROM with the final version of the dissertation (if amendments have been made to the dissertation)
- A confirmation receipt from the University-Library (see 'ways of publication')
- A signed certificate of revision, for which the approval for printing has been granted by the first reviewer and if necessary, by the second and third reviewer as well
- In the event of publishing with a publishing house: a confirmation by the publisher of a guaranteed circulation of 150 copies

The doctoral certificate can only be delivered in person and when all necessary documents have been submitted. If a receipt in person is not possible, a manually signed letter of authorization is required on part of the individual collecting the doctoral certificate. This individual must present valid identification.

### **Forms of publishing with the University Library**

Information can be found here:

[https://www.ub.uni-koeln.de/lernen\\_arbeiten/unterstuetzen/kups/index\\_ger.html](https://www.ub.uni-koeln.de/lernen_arbeiten/unterstuetzen/kups/index_ger.html)

1. Electronic form: The dissertation must be uploaded completely in PDF format → + 4 bound copies
2. When publishing in a scientific series or journal: The abstract and the summary must be uploaded. → + 20 bound copies
3. With a publisher as a single monograph (with ISBN): The abstract and summary must be uploaded. It must be stated in the preface that the publication is a dissertation which was accepted by the Faculty of Mathematics and Natural Sciences of the University of Cologne. → + 6 bound copies
4. Private print or reproduction: The abstract and the summary must be uploaded. → + 20 bound copies

### **Further information:**

- The dissertation is the basis on which the doctorate procedure was initiated. Thus the published version must be identical to the original one.
- If there are color illustrations, which serve as information carriers, they must not be converted into black- and-white illustrations.
- Major revisions or omissions of substantial parts of the text are only allowed upon explicit approval of the first reviewer and must be submitted in addition to the certificate of revision.
- The cover of the dissertation can be designed according to one's own wishes.
- On the verso of the first page (title page), the year of publication (f.i. Cologne 2018) and on the following page, the names of the reviewers and the day of the final examination must be stated.
- The curriculum vitae is no longer a compulsory part of the dissertation (a CV may be added, but is not compulsory).
- A personal declaration in line with paragraph 4, section 1, point 9 of the doctoral regulations must be added at the end with the current date and signature.
- A double-page print in A5 format is recommended. The copies must be bound (no ring binding!) and have a hard cover (no foil cover!). The long-term readability must be ensured (print of white paper).

### **Address of the University and City Library:**

Hochschulschriften- und Tauschstelle (Academic Series and Exchange Department), entrance Kerpenerstr. 20, 4th floor, room 4.002, 50931 Cologne, you will find a site map here:

[www.uni-koeln.de/uni/gebaeude/107b.html](http://www.uni-koeln.de/uni/gebaeude/107b.html)

### Opening hours:

Monday to Friday 10-12 or by appointment at: .: 0221-470 3318