

Electronic publication of a doctoral thesis

Some basic hints in English

The electronic publishing of a doctoral thesis is an attractive and quite simple way of submitting your work for publication. The advantages are

- ✓ low costs in comparison to a publication in print
- ✓ speedy processing and granting of doctoral titles
- ✓ quick and worldwide access

The steps you need to take are as follows:

1. Upload of your thesis

You have to fill out an electronic form and upload your document. To start this, go to the page <http://ediss.sub.uni-hamburg.de/uni/zugang.php> and login with either your library card number or with the data you can obtain from the Hochschulschriftenstelle if you don't have a library card.

You will then be guided through a four-step process.

- The form that follows as step one requires some data about your thesis. The form is only available in German, but you can use our English translation at http://ediss.sub.uni-hamburg.de/doku/anmeldeformular_englisch.pdf for reference.
- In step two you can check the data and go back to step one if corrections are needed.
- Step three requires the actual upload of your in PDF-format
- In step four you receive a confirmation for the successful upload and you need to click the button on the end of the page to get to a so-called "Veroeffentlichungsvereinbarung". Please print out this document and sign it.

Signing the "Veroeffentlichungsvereinbarung" you agree to the following terms:

- electronic publishing of your thesis on our server
- allowing the library to send both your document and its metadata to the German national library "Die Deutsche Bibliothek" for preservation
- allowing the library to convert your document to other formats than PDF if needed for appropriate long-term preservation in the future

Your signature on this form will also assure us that the uploaded document is identical with the one that was approved by your "Fachbereich" and that it has not been altered since its acceptance.

Hochschulschriftenstelle E-Mail:

diss@sub.uni-hamburg.de

040/42838-2236



2. Payment and formalities

The library charges a fee of 45,-Euro for the electronic publication of your thesis; additional fees are charged if your document is larger than 10 MB. You can pay the fee either in person at the library's Kasse or else be billed if you are currently not in Hamburg. In this case: Please also fill out the fields on the "Veroeffentlichungsvereinbarung" referring to your address. We need this data in order to send you an invoice for the service.

The form and two print copies for circulation purposes need to be handed in before we can make your work accessible online. If you want to send your documents, please address them to:

SUB Hamburg
Hochschulschriftenstelle
Von-Melle-Park 3 20146
Hamburg Deutschland

We process your data and inform you about the internet address of your work on our server. We will also send a confirmation to your "Fachbereich" which is a necessary formality to get your title.

Feel free to contact the "Hochschulschriftenstelle" with any questions or problems that might occur.

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