

# Handout for Publishing your Dissertation:

Although you have successfully passed your disputation, your doctorate is not complete until you have published your dissertation. Only then will you receive your Doctoral Degree Certificate (*Urkunde*) and have the right to use the doctoral title.

Here are some important details for you:

## **Annotation in Dissertation:**

All publications must contain the following note (e.g. in the foreword or in the introduction)

**This dissertation was accepted by the Faculty of Human Sciences of the University of Cologne in ...** (*please insert month and year of your oral examination*). (Decision of the Doctoral Committee on 10 October 2010)

## **Revision Certificate:**

Before starting the publication process, please clarify with your supervisors or the examiners of your dissertation whether any changes have been requested in the evaluations that need to be fulfilled before the final publication. The revision form must be signed by your first and second examiners.

## **Change of Title:**

If the title of the dissertation needs to be changed for the publication, you will have to hand in a formal request (with the approval of your examiners) to the Doctoral Committee (*Promotionsausschuss*).

## **Documents for the Doctoral Office:**

You must submit the following documents to the Doctoral Office:

- Revision Certificate
- When publishing with a publishing house: A Copy of the publishing contract with a confirmation about the print run (at least 150 copies)

## **Doctoral Degree Certificate (*Urkunde*)**

After all required documents have been submitted, the Doctoral Degree Certificate will be prepared by the Doctoral Office. We will contact you, once the certificate is finalized and ready for pickup.

### **Obligatory Proof Copies:**

There are different ways to make your dissertation publicly available:

- Publication with a publishing house as a single publication (with an ISBN or ISDN number) within a scientific series or a scientific journal and a minimum of 150 contractually binding specimens.
  - ▶ Please submit **6 proof copies** to the University and City Library of Cologne (*USB*).
- Publication through private printing or duplication in bound form.
  - ▶ Please submit **27 proof copies** to the *USB*.
- Publication online in a digital format according to the guidelines for submitting electronic dissertations as laid down by the University and City Library of Cologne KUPS. ([Link to KUPS](#)).
  - ▶ **No proof copies** need to be submitted to the *USB*.
- As print-on-demand
  - ▶ Please submit **27 proof copies** to the *USB*.

### **Digital Publications:**

In case you want to publish in a digital format in KUPS, please contact the USB Cologne, Abteilung „Tausch, Geschenk, Hochschulschriften und Institutsaussonderungen“, Universitätsstr. 33, 50931 Köln“ (room 402 / 4th floor), [eauskunft@ub.uni-koeln.de](mailto:eauskunft@ub.uni-koeln.de)

<https://kups.ub.uni-koeln.de/publizieren.html>

### **Submission:**

All proof copies must be handed in at the *USB Köln*, Abteilung „Tausch, Geschenk, Hochschulschriften und Institutsaussonderungen“. Afterwards, an acknowledgment of receipt will be sent to the Doctoral Office automatically.

### **The following only applies to publication-based dissertation**

Please note that if you have written a publication-based dissertation the final process of publication will only be deemed complete according to the Doctoral Regulations once the cover text has also been published (for example in [KUPS](#) with bibliographical reference to the individual works).

### **The following only applies to monograph-based dissertation with partial publication**

In the case of a monographic dissertation with partial publications the final process of publication will only be deemed complete according to the Doctoral Regulations once each previously unpublished part of the dissertation has also been published finally (with clear references to the separately published partial publications). For example the publication can be done on [KUPS](#).