

How to publish an electronic thesis

Please read this help text before registering at the Munich University Library's (Universitätsbibliothek der LMU München) theses server and submitting your thesis to the [Dissertations Office](#) (Dissertationsstelle).

Information about a simultaneous release with a publishing house alongside your electronic theses can be accessed under "So veröffentlichen Sie Ihre Dissertation gleichzeitig gedruckt und digital".

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1. Requirements

The University Library of the LMU Munich (Universitätsbibliothek) offers postgraduates the opportunity of submitting their theses in electronic form, provided that the Doctorate Regulations (Promotionsordnung) applicable to their subject contains an appropriate ruling. Please ask your faculty about the submission of electronic theses and the corresponding requirements.

2. Submitting your theses to the Universitätsbibliothek

First upload your electronic thesis to the theses server of the Universitätsbibliothek manually. Following the upload you will be required to deliver six copies of your thesis printed on wood- and acid-free long-lasting paper to the Dissertation Office (ring or spiral bindings are **not** allowed): either [personally](#) or [by postal mail](#). Your printed copies must have a durable and long-lasting binding. If the publication of your thesis is to be held back pending the outcome of a patent application, you are asked to deliver the PDF file of your thesis on compact disk.

3. Permissible electronic file types

At present you only can upload your thesis to the theses server as a PDF document. The complete thesis must be contained in **one single** PDF file.

Examples of cover sheets for all faculties may be accessed at <http://edoc.ub.uni-muenchen.de/cover/index.html>.

4. Official form for the submission of electronic theses

The publication of your electronic thesis is part of your graduation procedure. You are therefore required to confirm that you permit the University to publish, store and, if necessary, convert your thesis.

The official form for the submission of electronic theses is to be handed in signed and in duplicate together with the printed depositary copies of your thesis.

This electronic thesis of the University of Munich is protected by [EPrints 3](#), which is developed by the [School of Electronics and Computer Science](#) Southampton. – [About](#)
Official form for the submission of an electronic thesis [PDF file: 100 KB]

5. Patent application

If your thesis is associated with a patent application, you can request the University Library to hold back publication of electronic or printed depositary copies. In this case, do not upload the electronic version of your thesis to the theses server but submit it to the [Dissertationsstelle](#) on CD-ROM together with your printed depositary copies. Additionally fill out, sign and submit the official form for the issue of a blocking note at the [Dissertationsstelle](#). If you have further questions the [Dissertationsstelle](#) will gladly provide you with more information.

[Official form for the issue of a blocking note](#) [PDF file: 214 KB]
[Official form for the suspension of a blocking note](#) [PDF file: 223 KB]

6. Publication in a journal

If you want to publish your thesis in a journal and the journal requires a 6 month embargo period, you can request the University Library to hold back the publication of your thesis for a period of 6 month. In this case, do not upload the electronic version of your thesis to the theses server but submit it to the [Dissertationsstelle](#) on CD-ROM together with your printed depositary copies. You can download the official form for the issue of a blocking note here:

[Official form for the issue of a blocking note due to publishing in a journal](#) [PDF file: 221 KB]

7. Theses server

The theses server of the Universitätsbibliothek München can be accessed under the URL:

<http://edoc.ub.uni-muenchen.de/>

8. Registration and upload procedure

You must register before you can upload your thesis to the theses server. To do this, please use the [Create Account](#) function in the main menu above. After you have filled in your email address and have chosen a password and a username, an activation code valid for one week will be sent to your email address. Please ensure you access the link provided in the email within this time.

After registration you can log in with your username and password by clicking on the menu item "Login". You will then be asked to supply some further personal information before uploading your thesis.

After entering the metadata for your thesis and uploading your thesis, please complete the PDF form on your screen and submit two printed and signed copies of [this form](#) together with six printed and signed copies of your thesis to the [Dissertationsstelle](#) of the UB Munich.

Please note: After uploading and submission to the UB Munich, it will not be possible to make any further changes to your thesis.

9. Technical notes

9.1 Generating PDF documents with Adobe Acrobat

At present the only permissible file type for the upload of your thesis to the theses server is PDF. The complete thesis must consist of one single PDF file. We recommend Adobe Acrobat. It supports the creation of PDF/A compatible PDF files. Please activate the option "PDF/A-1a:2005-compatible file creation" in the tools menu of your Adobe Acrobat program.

A computer with Adobe Distiller already installed is at your disposal in the computer pool of the University Library.

Useful notes on PDF and how to create files in PDF format can be found at the on-line tutorial "[Elektronisch publizieren im PDF-Format](#)" of the University of Freiburg.

9.2 Generating PDF documents with PDFCreator

If Windows is your operating system, you may install the PDFCreator software at no charge. The download location is: "<http://en.pdfforge.org/pdfcreator>". After having installed PDFCreator you will find a printer of the same name in your wordprocessing software. Please click at 'Print' and in the following dialog please enter the title of your thesis into the field "Document Title" and your name into the Author field like this: 'Firstname Surname'. Clicking at "Save" let you choose the option "PDF/A-1b-files".

9.3 Document properties

After the conversion of your thesis into PDF, please open the PDF file in Adobe Acrobat (please do not confuse Adobe Acrobat with Adobe Acrobat Reader, which can only read PDF files, but cannot create them). Then enter the title of your thesis in FILE -> DOCUMENT PROPERTIES -> DESCRIPTION -> TITLE and in AUTHOR your surname and first name (in the order surname, first name). Then save your PDF file with FILE -> SAVE AS. Do not use here the selection FILE -> SAVE. Name your file Surname_Firstname.pdf, for example like this:

Meyer_Franz.pdf

Mueller_Joerg_von.pdf

Schmidt_Amelie_K.pdf

If your first name or surname contains characters like ä, ö, ü, ß please resolve these as: ae, oe, ue, ss etc.

9.3.1 Creation of Document properties without Adobe Acrobat

If you cannot make use of Adobe Acrobat, you may use the Tool "A-PDF INFO Changer" at no charge, that lets you change the document properties in PDF files. The download location is: <http://www.a-pdf.com/infochanger/index.htm>.

9.4 Security Settings in PDF file

Please don't activate any security settings in your PDF file. This settings will not prevent you, for breaching of copyright by other persons.

9.5 Word

9.5.1 Template for Word

If you choose to write your thesis in Microsoft Word, we strongly recommend that you use a template. This template will help you to structure and format your text. It includes a suggested [title-page](#) layout in accordance with LMU standards.

9.5.2 Converting Word documents into PDF format

If your thesis in Microsoft Word is split into several files, first combine these separate parts into one single file. If you have Adobe Acrobat together with Adobe Distiller installed on your computer, print your Word document by clicking on the menu item FILE -> PRINT and select the Printer "Acrobat Distiller".

If you do not have a licence for Adobe Acrobat Distiller, you can convert your Word document into PDF format in the computer pool of the LMU, where a computer with Adobe Distiller already installed is at your disposal. Alternatively you can generate a PDF document online using the description under Chapter 8.2 of this Help Text.

9.6 LaTeX

9.6.1 Templates for LaTeX

You can download a template for LaTeX here in ZIP format or in TAR.GZ format. Each packed archive contains a Read Me help file (LiesMich.txt) with instructions on using the template:

- [ZIP format](#)
- [TAR.GZ format](#)

9.6.2 Converting LaTeX documents into PDF format

LaTeX (or TeX) usually uses bit-map fonts. Several PDF viewers (e.g. Acrobat Reader) have problems displaying these fonts. They should therefore be avoided, not only for this reason but also because they lead to large files. The following alternatives exist:

- Using **pdflatex** (recommended)
PDFLatex generates PDF files directly. Graphics must be in PDF, JPG or PNG format. For vector diagrams (paintings) please use PDF format. On Windows or MAC platforms, existing graphics in Encapsulated Postscript format (EPS format) can be converted to PDF using Acrobat Distiller, on Linux platforms using epstopdf (with Ghostscript version 6.0 or higher). An advantage of pdflatex is also the automatic production of links within the document (with the hyperref package of LaTeX). The program pdflatex is included in each current LaTeX distribution.

or

- Using **dvipdfm** (also recommended)
With dvipdfm the standard LaTeX file format DVI is converted into PDF files. Diagrams in EPS, JPG- and PNG formats can be processed directly by using of the LaTeX graphics package) Most LaTeX distributions contain dvipdfm.

or

- Using the computer modern fonts in the **Type-1-Postscript-Format**

You can download these fonts, if they are not included in your LaTeX distribution, from Comprehensive TeX of Archives Network (CTAN) at <ftp://ftp.dante.de/pub/tex/fonts/cm/ps-type1/> and <ftp://ftp.dante.de/pub/tex/fonts/amsfonts/ps-type1/>. With dvips the options "- Pcmz Pamz" are appropriate. To convert postscript files produced by dvips into PDF files you can use Acrobat Distiller under Windows or MacOS platforms and/or ps2pdf (with Ghostscript version 6.0 or higher) under Unix/Linux. However, with this method, it is not possible to create hyperlinks in your document.

9.6.3 Generating PDF document properties in LaTeX

The PDF document properties, which are analyzed by the full text search, can be generated under LaTeX with the hyperref package. Insert the following commands in the document header of your LaTeX document:

```
\usepackage{hyperref}
\hypersetup {
pdfpagemode = {None}, % prevents the automatic announcement of bookmarks
pdftitle = {title of your thesis},
pdfauthor = {firstname lastname}
}
```

If you can't use the hyperref package for any reason, you can use the following commands in the document header of your LaTeX document to write the PDF document properties, by generating the PDF file with pdflatex.

```
\pdfinfo {
/Title (Title of your thesis)
/Author (Firstname Lastname)
}
```

A detailed description of hyperref can be found at:

http://e-collection.ethbib.ethz.ch/ecol-pool/bericht/bericht_93.pdf

10. Contact

If you have questions about the submission of your thesis, please contact:

Postal address:

Dissertationsstelle der Universitätsbibliothek
Veronika Hohle
Geschwister-Scholl-Platz 1
80539 München

Delivery address for personal delivery of a thesis:

Dissertationsstelle der Universitätsbibliothek
Raum F 114 (First Floor)
Geschwister-Scholl-Platz 1

Tel: +49-(0)89-2180-3589

Fax: +49-(0)89-2180-1396

E-Mail: dissertationsstelle@ub.uni-muenchen.de

Opening hours of the Dissertationsstelle:

Monday - Friday: 8:30 - 11:30