

Publishing your dissertation at Kiel University

Forms of publication

Depending on the faculty, there are various ways at Kiel University to make dissertations available to the scientific public (see [doctoral degree regulations](#)):

1. Digital publication via the Kiel University Open Access repository ([MACAU](#)),
2. Reproduction by photoprinting,
3. Publication as a monograph in a scientific publishing house,
4. Publication in a series or journal,
5. Cumulative thesis in which substantial parts of the work have already been published in journals, anthologies or similar have already been published.

The number of copies to be submitted to the deaneries and, if applicable, to Kiel University Library is regulated by the doctoral degree regulations. The following specific aspects must be taken into account for the various forms of publication:

a) Digital publication via MACAU

- The digital version must correspond in content and form to the examination specimens approved for publication.
- It is possible to place the dissertation under an embargo, i.e. to make it fully accessible to the public only after a certain period of time has elapsed. In these cases, an abstract of the thesis must be prepared and submitted in addition to the full version. The conditions for embargoed publication are governed by the doctoral degree regulations.
- For the publication process, see the brochure Open Access publizieren auf MACAU (German): <https://doi.org/10.38071/2024-00083-8>

b) Publisher publication

- Any minimum print runs are regulated in the doctoral degree regulations.
- The dissertation title page (according to the respective doctoral degree regulations) must be included in each copy (bound in or loosely inserted).
- Two printed copies must be submitted to Kiel University Library.

c) Photo printing

- For archival reasons, the work must be printed on acid-free and ageing-resistant paper and bound without the use of metal or plastic parts. A gluebound booklet is desirable.
- If the title of the work is printed on the outside of the cover, the title page must be repeated in the book block.
- For the digital publication certificate, the copies submitted to the UB must be accompanied by an e-mail address.

d) Cumulative thesis

- For the design of the archive copies for the UB, see item C > Photo printing.
- For the publication certificate, the copies submitted to the UB must be accompanied by an e-mail address.

Checklist

→ additional information can be found in the brochure [Open Access publizieren on MACAU](#)

Preparation for publication

I have decided on a publication form for my dissertation and have taken into account the specific aspects mentioned above.

I have clarified or obtained the rights of use when using materials that do not originate from myself (e.g. images or tables).

I have labelled all third party materials and correctly acknowledged the sources.

Where applicable, I have clarified the right to publish with the co-authors of certain parts of the work.

I have obtained the right of publication (from publishers, journals, etc.) for parts of the dissertation that have already been published.

I have chosen a suitable licence for my digital publication on MACAU.

I have taken care of the publication of my research data, if applicable.

Digital publication

I have [registered](#) with MACAU (staff recognition or [individual](#)).

I have entered all the metadata.

I have uploaded my dissertation as a PDF file.

For dissertations with embargo: I have additionally uploaded the abstract of the dissertation.

→ The full version is only publicly accessible after the lock-up period has expired.

I was informed by the UB via e-mail that the submitted metadata and the PDF file were accepted after verification.

I have signed the publication agreement I received and sent it to Kiel University Library by e-mail or post.

Kiel University Library has sent the publication certificate by e-mail to the responsible dean's office.

→ They are placed in the CC for information.

For research data: I have informed the respective research data repository about my publication.

Delivery of printed copies to Kiel University Library

Printed deposit copies of the dissertation can be sent by (house) post to the dissertation office of Kiel University Library or handed in personally. This can also be done by an authorised person.

A power of attorney is not necessary for this.

Contact

For further questions about the submission process of your dissertation, please email dissertationen@ub.uni-kiel.de or call +49 431 880-5407. Ansprechpartnerin: Daniela Weiß

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