

## Checklist for submitting a habilitation thesis at the Thuringia University and State Library Jena

According to the general provisions laid down in the habilitation thesis guidelines  
of the faculties at the Friedrich-Schiller-University Jena from 5 July 2017

### PLEASE NOTE:

This English translation is for your information only. Please fill in and submit German version!

### Royalty modalities

- 5 printed copies
- In addition, please use the opportunity to publish your habilitation thesis in electronic form in the Digital Library Thuringia. Under the following link you will find our upload form:

<https://hochschulschriften.thulb.uni-jena.de>

### General

#### Listing reviewers and date of defense

Along with the date of defense, all reviewers must be listed with their academic title, name and surname and workplace in each copy on the back of the title page.

#### Declaration of Authorship

Each copy must include a signed declaration of authorship bound with the rest of the manuscript.

#### Curriculum Vitae (optional)

Including a CV is optional. To protect your personal data, we advise against including your CV in the electronic version of your habilitation thesis.

#### Printing formats / Binding

DIN A4 or DIN A5, printed single- or double-sided on standard age-resistant paper.

- ✓ Adhesive binding is mandatory.      ✗ No spiral, velo or springback binding.

#### Colour or black-and-white printing

The review and depository copies must be identical.

## Electronic version

**When submitting a habilitation thesis electronically, agreeing to the Declaration (see attachment) is mandatory.**

Please submit your dissertation as a standard [PDF/A file](#) to upload:

<https://hochschulschriften.thulb.uni-jena.de>

### File type

Convert your work to [PDF/A file](#) format. Make sure that all security settings such as password protection and the like are disabled. If other file formats are required for the attachment (e.g. video or audio files in MPEG, AVI or WAV), contact us.

### File name

Choose a short file name in lower case letters without special characters, umlauts or spaces.

✓ habilmueller.pdf

✗ Title and Topic\_Jürgen Müller.pdf

### Curriculum vitae (privacy)

Once a habilitation thesis including a CV is published electronically, no more changes can be made to the file.

## Publication

After your submitted file and its metadata are reviewed, your habilitation thesis will be made available in the Digital Library Thuringia, entered into the library catalogue. Publishing also gives your habilitation thesis a unique and persistent internet address in form of a persistent identifier.

⇒ In addition, your habilitation thesis will be published on the German National Library's archival server.

⇒ Publishing electronically will enable your habilitation thesis to be found through search engines.

## Submission

### in person

Submit your habilitation thesis to the Central Information Desk at the main library building (Bibliothekspatz 2).

Submission (Mon to Fri 9:30 am - 3:30 pm) by telephone arrangement.

⇒ You will immediately receive a note of confirmation for the Dean's office.

### by mail

Thüringer Universitäts- und Landesbibliothek Jena

Hochschulschriftenstelle

Bibliotheksweg

07743 Jena

⇒ We will send the confirmation directly to the Dean's office and you will receipt per E-Mail.

## Contact

Contact persons: Frau Schäf / Frau Hafermann

Phone: 03641 9-404210

E-Mail: [hochschulschriften\\_thulb@uni-jena.de](mailto:hochschulschriften_thulb@uni-jena.de)

**Personal Details (required):**

**Name, First Name:** .....

**Born on / in:** .....

**Private address:** .....

**Faculty:** .....

**E-Mail:** .....

**Phone:** .....

**Declaration of Consent (ONLY applicable when submitting a habilitation thesis electronically)**

**Declaration of Consent on the submission of a digital habilitation thesis in accordance with §27 at the Friedrich-Schiller-University Jena**

I hereby irrevocably and free of charge grant to the Thuringia University- and State Library Jena the non-exclusive right to make copies of and save my publication for the purpose of electronic publishing on digital volumes as well as the institution's own repository. I furthermore entitle the Thuringia University- and State Library Jena to make my work accessible (and thereby publish it) for individual use via the internet, the use on screen or printing out. I permit the migration of the publication into other formats, if technical developments concerning long-term archiving demand it. If necessary the layout of the work may be changed in this process. The Thuringia University- and State Library Jena is entitled to make the digital dissertation available to the German National Library free of charge and, if appropriate, for the purpose to publish the publication on their repositories, making it available for public use as well as migrating the data into other formats and gathering bibliographic data in their databases.

Insofar as the work has been published or will otherwise be published or rights have been or will be given to third parties, I respect the rights of these third parties. The information concerning copyright practices of publishing houses, as accessible via the Sherpa/Romeo-List (<http://www.sherpa.ac.uk/romeo/>) has been used as appropriate. I have read the information on copyright, the terms and conditions concerning use and data protection as well as the information on rights and obligations (<https://www.db-thueringen.de/content/publish/contract.xml>) and I accept them. My right to publish in another physical form, e.g. a book in a publishing house, remains unaffected as long as it is still legally possible to publish in the Digital Library Thuringia. I affirm that, by providing this document, no third party rights, especially current copyrights, have been violated. I dispense the Friedrich Schiller University Jena from any claims of third parties. The rights of possible further authors have been taken into account. This also applies to illustrations or possible audio and video files.

I assure that the digital version submitted by me fully matches with the printed copy (besides CV / including CV\*).

**Title of the habilitation:** .....

**Licenses:**

(<https://creativecommons.org/licenses/?lang=de>)

- Attribution (CC-BY) – **In the spirit of Open Access we explicitly recommend it.**
- Attribution – NoDerivs (CC-BY-ND)
- Attribution – NonCommercial (CC-BY-NC)
- Attribution – NonCommercial – NoDerivs (CC-BY-NC-ND)
- Attribution – NonCommercial – ShareAlike (CC-BY-NC-SA)
- Attribution – ShareAlike (CC-BY-SA)

In addition, you may select the following option when publishing in the Digital Library of Thuringia:

- All rights reserved

**Name of the file:** .....

**Date, Signature habilitant candidate**

\* Please delete where inapplicable