



## Notes for doctoral candidates

## Number of deposit copies of dissertations to be submitted

15.04.2024

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(according to the doctoral degree regulations of the University of Hohenheim for the Faculties of Agricultural Sciences, Natural Sciences, Economics and Social Sciences, 5. September 2023)

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## Information on the submission of deposit copies

The **office for submitting** the deposit copies of dissertations is located in the **Central Library, Garbenstraße 15, Room 228** (telephone 0711/459-22094). The deposit copies can also be handed in at the circulation desk of the Central Library during the usual opening hours or sent by post:

Universität Hohenheim - KIM (630)  
Dissertationenstelle  
Garbenstraße 15  
70599 Stuttgart

The deposit copies must be printed on non-ageing paper and bound in a durable binding.

The permitted types of publication are listed and explained below.

## Publication in a commercial publishing house

In the case of publication by a commercial publisher that distributes the work via the book trade, **3 deposit copies** must be submitted to the KIM library.

The ISBN or ISSN (International Standard Book / Serial Number) and the **institution code "D100"** must be indicated on the back of the title page as a reference to a Hohenheim dissertation.

## Publication in electronic form on the publication server of the University of Hohenheim (hohPublica)

The dissertation must be made available to the KIM library in PDF format. In this case, the doctoral candidate transfers to the university the right to save this form of the dissertation electronically and to make it publicly accessible in data networks. The electronic version must be 100% identical in form and content to the approved version of the thesis.

On the title page, the correct details of the faculty / institute / chair and year of publication must be given; after the title page, the date of the oral examination and the names of the dean and the reviewers must be given.

In addition, **3 deposit copies** of the entire dissertation must be provided to the KIM library in paper form with permanent binding. The deposit copies can have the format DIN A5 or DIN A4 and should be printed on both sides.

Further information can be found at: <https://kim.uni-hohenheim.de/en/95479>



## Publication in a scientific journal or rather publication as a cumulative dissertation

When publishing the cumulative dissertation, the publishers' copyrights must be observed and, if necessary, permission must be obtained from the publishers for the secondary publication of each previously published article. Different regulations must be observed, particularly with regard to different article versions (pre-print, post-print, publisher's PDF). The copyright situation must be clarified before submitting the deposit copies to the KIM library; the publishers' declarations of consent must be submitted.

If the publisher has not granted permission for secondary publication of the article(s), an abstract with the full bibliographic details (title of the journal, volume, year, issue number, page number, reference to the publisher's homepage) may be published instead of the article(s). In this case, the abstract published in the dissertation must not be identical in wording to the publisher's abstract used in the original publication. The scientific public is thus sufficiently informed about the type and scope of the doctorate.

The formal requirements for the publication of cumulative dissertations correspond to those of the publication forms on page 2.

The following special features must also be considered:

### 1. Publication in a commercial publishing house

**3 copies** must be submitted to the KIM library. The publisher(s)' declarations of consent for the secondary publication of each individual article as well as the complete bibliographical details (title of the journal, volume, year, issue number, page number, reference to the publisher's homepage) must be included in the dissertation: e.g. *"Chapter X is published with the kind permission of Elsevier. The original publication was published in: Journal XY, Vol. XY, No. XY, pp. XY-XY. It can be found under the following link: www.XYZ.de"*.

### 2. Electronic publication on the publication server (hohPublica)

**3 copies** of the electronic version published in hohPublica must be submitted to the KIM library in paper form with permanent binding (100% identical to the electronic version). The version published on hohPublica must be made available as a complete file in digital form (PDF file). The electronic secondary publication of individual articles is also subject to publisher's approval. The authorizations must be submitted with the deposit copies. The doctoral candidate can use the Internet to find out in advance which publication rights the relevant publishers allow for the different article versions (pre-print, post-print, publisher's PDF) (<http://www.sherpa.ac.uk/romeo/index.php>). If a publisher's permission for the desired article version is clearly and securely visible on the Internet, written permission from the publisher is not required.



The complete bibliographical details (title of the journal, volume, year, issue number, page number, reference to the publisher's homepage) should be included in the dissertation.

## Information on the embargo notice for dissertations published on the publication server

According to the doctoral degree regulations of 5. September 2023, a dissertation can be published with a time delay upon request and be provided with a blocking notice (§ 25, paragraph 7: blocking notice for up to 2 years, with the possibility of an extension for a further year).

The process runs like a regular publication on the publication server hohPublica (electronic publication). The dissertation must be uploaded to the publication server by the doctoral candidate and the work must be labelled with an embargo date (blocking notice) in the submission mask. The thesis will not be publicly accessible until the embargo notice expires. The approved application for delayed publication must be submitted to the KIM.

Only the bibliographic details of the dissertation will be published on the publication server as proof that the publication obligation has been fulfilled. Once the embargo period has expired, the online version is automatically activated and the printed deposit copies are made available for loan.

If the embargo is to be extended for a further year, this approved application must also be submitted to KIM in good time.

If the reason for the embargo period no longer applies or if the thesis is to be published before the embargo period expires, the doctoral candidate can submit an informal application to the KIM to have the embargo period lifted.

## Any questions?

If you have any questions, please contact [dissertationen@uni-hohenheim.de](mailto:dissertationen@uni-hohenheim.de) or Ms. Krämer (459-22094) and Dr. Janßen (459-23217).