

Publishing dissertations electronically on LORY:

Monographs

Guidelines for doctoral students at the University of Lucerne

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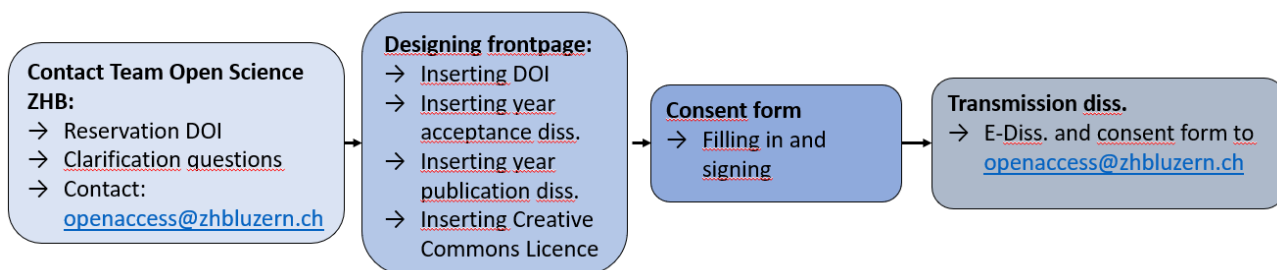
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OVERVIEW



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1. CHECKLIST (SUMMARY)

A monographic dissertation can also be published first via a publisher instead of directly via LORY. The decision is up to the doctoral candidate and depends on the publication culture in the research field, timetable, etc. If a publication via publisher is desired, publish first via the publisher in Gold Open Access and deposit a copy of the dissertation in LORY. The SNSF finances dissertations that are published directly Open Access via a publisher (Gold Open Access)¹.

To publish directly via LORY, proceed as follows:

- Order a DOI (Digital Object Identifier) from the Open Science Team of the ZHB Lucerne, contact: openaccess@zhbluzern.ch
- Insert the DOI and the year of publication (=year of submission of the dissertation to the ZHB) on the frontpage and check whether the frontpage meets the requirements of the respective Dean's Office (see point 4 below).
- Complete the [consent form](#) for publication of the dissertation on LORY.
- Send the dissertation and the signed consent form to the ZHB (openaccess@zhbluzern.ch)

You will be notified by the ZHB as soon as the publication is online (duration: max. 2 weeks).

¹ See the funding possibilities of the Swiss National Science Foundation SNSF:
<https://www.snf.ch/en/uFmFFmMJGrnt1t49/funding/open-access-book-publications>

2. INTRODUCTION

There are different ways to fulfill the publication obligation of the dissertation:

- (1) Monographic dissertation: First publication via LORY, Open Access
- (2) Monographic dissertation: First publication via publishing house (printed and/or electronic), Closed or Open Access
- (3) Cumulative dissertation: First publication of the framework publication (introduction) via LORY, Open Access
- (4) Cumulative dissertation: Fulfillment of publication obligation by submitting 4 physical copies to the Dean's Office (Faculty of Economics and Management)

These guidelines regulate point 1, first publication of a monographic dissertation, which is published Open Access via LORY.

Monographic dissertations are particularly common in the humanities, as is the case at the University of Lucerne.

Note: After a publication via LORY, publication via a publisher will be difficult in most cases. If a publisher's publication is desired, you should therefore first publish via the publisher and finance it with a publication grant from the SNSF².

For digital cumulative dissertations, please use the guidelines for a cumulative dissertation according to your faculty.

The University of Lucerne promotes Open Access and encourages doctoral students from all faculties to make their dissertations freely accessible via the University of Lucerne's Open Repository LORY.³ Open Access published dissertations on LORY are not only visible worldwide, but also meet the requirements of research funding bodies such as the Swiss National Science Foundation SNSF.

3. LEGAL ISSUES

- a) If a dissertation is first published on LORY, copyright remains with the authors.

² See the funding opportunities of the Swiss National Science Foundation SNSF:

<https://www.snf.ch/en/uFmFFmMJGrnt1t49/funding/open-access-book-publications>

³ Open Science Policy of the University of Lucerne:

<https://www.unilu.ch/en/research/open-science-and-research-data/strategy-and-policy/>

- b) Creative Commons licenses (CC licenses) are provided for governing the rights of use of publications on LORY. They are defined by the authors. The ZHB Lucerne recommends the CC license CC-BY.⁴

4. PUBLICATION PROCESS

Ask the ZHB to reserve a DOI (Digital Object Identifier) by writing an e-mail to openaccess@zhbluzern.ch. After receiving the DOI, add it to the bottom of the frontpage of your dissertation.

Check if the cover page of your dissertation meets the requirements prescribed by the Dean's Office and add the publication year: The publication year corresponds to the year the dissertation was handed over to the ZHB.

The requirements for the cover pages of the published dissertation can be found in the guidelines of the respective faculty:

- [Faculty of Theology](#)
- [Faculty of Humanities and Social Sciences](#)
- [Faculty of Economics and Management](#)
- [Faculty of Law](#)
- Faculty of Health Sciences and Medicine:
[Health Sciences](#), [Medicine](#)
- [Faculty of Behavioural Sciences and Psychology](#)

Save the finished document under the following file name:

eDissUniLUYYYY[Year of submission to the ZHB]_KSF[or RF, TF, WF, GMF, VPF]_MUSTERAdam[NAME, given name]

Example: eDissUniLU2023_KSF_MUSTERSofie

For members of the Faculty of Law: Print the ready-to-publish dissertation, including the complete frontpage, once in loose-leaf format. Hand in the printed copy to the Law Department of the ZHB (Fachreferat Jus, ZHB Luzern, Frohburgstrasse 3, 6002 Luzern, recht@zhbluzern.ch)
Members of other Faculties do not need to submit printed copies!

⁴ For more information on Open Access licenses, see point 7, Appendix.

5. CONSENT FORM

Complete the consent form for the publication of a dissertation on the LORY repository in full and sign the document: [Consent form](#). With the declaration of consent, you also confirm the general conditions of use and cooperation with LORY:

<http://www.zhbluzern.ch/fileadmin/zhbluzern/recherche/e-medien/oa/Rahmenbedingungen-LORY-20151109.pdf>

6. TRANSMISSION AND PUBLICATION

Send the ready-to-publish dissertation and the signed consent form to the Open Science Team at the ZHB (openaccess@zhbluzern.ch) via e-mail or a file sender such as Switch Filesender.

Once your dissertation and the consent form have been received by the ZHB, you and the relevant Dean's Office will receive confirmation of receipt. The Dean's Office responsible will inform the ZHB within 14 days whether the dissertation may be published electronically ("release for publication"). The dissertation will then be published on LORY by the ZHB and you as well as the Dean's Office will be notified by e-mail.

7. APPENDIX: LICENCES

For electronic publication on LORY, it is necessary to regulate the terms of use in accordance usually with a Creative Commons license⁵. While a publisher's publication usually provides for the complete transfer of the explicit rights of use and distribution to a publisher, in the case of an Open Access publication you can assign these rights yourself in a differentiated manner. The ZHB Lucerne recommends the Creative Commons License CC-BY for dissertations that are first published via LORY: You retain all rights to your work, but allow users to use, copy, print, modify (e.g. translate) and distribute your work free of charge if you are explicitly named as the author and rights holder.

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