PROCEDURE CUMULATIVE DISSERTATION FACULTY OF HUMANITIES AND SOCIAL SCIENCES

COLORS: Student / Administration desk Graduate School/ ZHB (Zentral- und Hochschulbibliothek)

1 Submission

Submission of thesis as two digital copies to gsl@unilu.ch (at beginning of doctoral exam process):

(1) Introduction and articles as **one** PDF document
(2) Introduction and articles as **separate** PDF documents (= at least 4 PDFs), named as follows: Name_ChapterNr_Year_Version, eg: Muster_Chapter4_submitted
   ➔ Give clear information which articles are only submitted and not yet published

2 Examination procedure passed ☺

3 Confirmation

- Information of doctoral candidate
- Issue of a provisional doctoral certificate

4 Rights clearance with the publisher(s) / DOI / designing frontpage

- Clarify with the journal/publisher whether and how (e.g. embargo) self-archiving of published articles is possible on LORY (see also Open Science Policy Unilu and Template letter to publisher) Contact for questions about the rights clearance: openaccess@zhbluzern.ch
- Request DOI at silvia.penate@unilu.ch

5 Send DOI from list to student

6 Designing frontpage / Consent form / Send documents to silvia.penate@unilu.ch

- Insert DOI on the frontpage of the framework publication (introduction document).
- Insert the year of publication as well on frontpage
- Send the following documents thesis as *separated* documents to silvia.penate@unilu.ch:
  o Thesis as *separated* documents
  o Completed Consent form (you find the consent form on the ZHB Website)
  o Confirmations by publishers for uploading articles on LORY (for published non Open Access articles)

7 Sending thesis to ZHB

- Send introduction and articles as separate documents to lory@zhbluzern.ch , student in «cc»
- Include in mail a statement that this is the approval of printing («Druckfreigabe») by the Faculty

8 Publication on LORY

- Upload of introduction to LORY
- Upload published and accepted articles as separate documents according to copyright, link to introduction
- Save copy of unpublished/submitted articles on shared drive Uni ("G")

- Information of doctoral student and silvia.penate@unilu.ch

9 Issue of the definitive doctoral certificate

10 (Secondary) publication of papers not yet freely available on LORY / (if applicable)
It is the responsibility of the doctoral candidate to make available papers which are not Open Access through the <u>FIS</u> for LORY. It is also the responsibility of the doctoral candidates to inform the ZHB about the subsequent publication of articles which are at the moment of submission still under review so that they can be linked to the introduction document on LORY.