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Publishing a Master's and Bachelor's theses electronically: Instructions for Master's/Bachelor's graduates of the University of Lucerne

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The University of Lucerne promotes Open Science including Open Access and generally welcomes the publication of suitable Master's theses and Bachelor's theses via the University of Lucerne's repository LORY (Lucerne Open Repository).

1 LEGAL MATTERS

1.1 First Publication on LORY

- a) If Master's theses/Bachelor's theses are first published on LORY, the copyright and rights of use to the works remain with the authors.
- b) The authors regulate the rights of use of the Master's theses/Bachelor's theses on LORY with a Creative Commons licence (CC licences). The ZHB Lucerne recommends the CC licence CC-BY for Master's/Bachelor's theses.¹

1.2 Secondary Publication on LORY

- c) The right to a secondary publication depends on applicable publishing contracts or - if there is no publishing contract - on the Swiss Code of Obligations (Art. 382 para. 1 CO).
- d) When concluding a publishing contract, authors should retain the right to subsequently publish their Master's thesis/Bachelor's thesis on LORY (see

¹ For more information about Creative Commons licences see appendix 1.

"Guidelines on the Open Access Policy of the University of Lucerne": https://www.unilu.ch/fileadmin/universitaet/personal/pd/Reglemente_und_Richtlinien/Richtlinien_zur_Open_Access_Policy_der_Universitaet_Luzern.pdf).

- e) Embargo periods imposed by publishers can be set in LORY.

2 PUBLICATION PROCESS

2.1 Publication Preparation

2.1.1 Creating the Title Page

- f) Design a title page for the Master's thesis/Bachelor's thesis according to the template in Appendix 1 and place it as the first page in front of the original title page of the submitted Master's thesis/Bachelor's thesis.
- g) Remove any personal details on the original title page: home town, place of residence, addresses, matriculation number.
- h) Replace the indication "submitted on DD.MM.YYYY" with: "accepted on DD.MM.YYYY" [date on the MA certificate]
- i) Enter the names of the two supervisors of your thesis with their titles **and** their place of work [University at which they work], if this is not the University of Lucerne.

2.1.2 Consent Form

- j) Fill out the consent form for the publication of a Master's thesis/Bachelor's thesis on the LORY repository (URL of the consent form: https://www.zhbluzern.ch/fileadmin/zhbluzern/recherche/e-medien/oa/Einverstaendniserklaerung_LORY_Master_layout_20160323.pdf)
- k) Print the consent form, sign the copy and have it signed by the supervisor of your Master's thesis/Bachelor's thesis. Scan the signed consent form to have it as a digital copy.

2.2 Submission of the Master's thesis/Bachelor's thesis to ZHB

- l) Save your Master's thesis/Bachelor's thesis in a PDF archive format if possible (either PDF/A1 or PDF/A2).
- m) Send the Master's thesis/Bachelor's thesis ready for publication as well as the scanned consent form to the Open Science Team of the ZHB (lory@zhbluzern.ch) under the following file names:
eMA/BAUniLUYYYY [year of submission of the MA thesis to the ZHB]_KSF[or RF, TF, WF]_MUSTERAdam[SURNAMEFirst name]
Example Master's thesis: eMAUniLU2024_KSF_MUSTERAdam
Example Bachelor's thesis: eBAUniLU2024_KSF_MUSTERAdam
- n) Transmission options:

- As Mail attachment to the following address: lory@zhbluzern.ch
- Through SWITCHfilesender (<https://www.switch.ch/services/filesender/>) or another filesender

2.3 Electronic Publication on LORY

Once the Master's thesis/Bachelor's thesis has arrived at ZHB Lucerne Open Science Team, it will be published on LORY by the ZHB. You will be notified of the publication.

Appendix 1: MODEL TITLE PAGE

[Title]

[Subtitle]

Master Thesis / Bachelor Thesis

[Name] Faculty / Department [Name]

University of Lucerne

by

[First Name, Surname]

accepted on DD.MM.YYYY" [date on the MA certificate]

First Supervisor: [Title, First Name, Surname, University (if not
UniLu)]

Second Supervisor: [Title, First Name, Surname, University (if
not UniLu)]

Luzern, YYYY [*Year of Delivery to ZHB*]



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APPENDIX 2: LICENCES

For electronic publication on LORY, copyright issues must be regulated in accordance with a Creative Commons licence. While a publisher's publication usually provides for the complete transfer of the explicit rights of use and distribution to a publisher, you can assign these rights yourself in a differentiated manner in the case of an open access publication.

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