

Guidelines for the submission of printed cumulative dissertations to the Lucerne Central and University Library (ZHB)

1. General Information

The obligation to publish dissertations can be fulfilled in four different ways:

1. Publication via regular book trade (see the guidelines of the respective faculties for the submission of deposit copies).
2. Direct publication via the Repository of the University of Lucerne LORY (further information: www.zhbluzern.ch -> English Pages -> Open Science -> Publishing Open Access)
3. The submission of a cumulative dissertation in digital form (further information: www.zhbluzern.ch -> English Pages -> Open Science -> Publishing Open Access)
4. Submission of four printed copies to ZHB as a "brochure" (only possible for cumulative dissertations at the Faculty of Economics and Management)

This regulation concerns the last point, namely cumulative dissertations which are published as "printed brochures": The ZHB sends one of these copies to the Swiss National Library, it archives one copy itself and two copies are placed in the library for use on site.

2. Requirements

The following requirements apply to the four copies submitted to the ZHB:

- *Designing the front page*: In addition to the name of the author, the title of the dissertation (the title can also consist of a list of all contributions), the names of the reviewers and the date of acceptance of the dissertation by the Faculty, the front page must also include the *year of publication*. This corresponds to the year in which the dissertation is submitted to the ZHB. The year of publication must be stated on the front page even if it is identical to the year in which the dissertation was submitted.
- *Print* your dissertation four times double-sided.
- *Binding*: **Do not have** the printed copies **bound**, but hand them in loose to the library.

3. Copyright

If parts of the cumulative dissertation have been published by a publisher, please clarify with the publisher whether it is permissible to display the printed cumulative dissertation in the library for on-site use. Make sure you mention that it is a *cumulative dissertation* and that the printed copies can only be used *on site*.

This request does not apply if the articles have not been published or if they have been published Open Access under a free licence.

4. Submission

Hand in the printed unbound dissertations to the Dean's office, which will forward the four copies to the ZHB.

Please enclose your contact details (valid e-mail address) with the dissertation so that we can

contact you if there are any questions.

5. Delayed/subsequent publication via LORY

A subsequent Open Access publication of your dissertation via the repository of the University of LORY makes your work more visible. The Open Science Policy of the University of Lucerne also provides for such a subsequent publication ("Green Open Access").

However, if you are planning to publish parts of your dissertation later via a publisher, we advise against prior publication on LORY.

If you would like your dissertation to be published via LORY, you should clarify with the publishers whether such a secondary publication/self-archiving is possible. Be sure to mention that it is a *cumulative dissertation*.

A template for requests to publishers in German and English can be found on the ZHB website (www.zhbluzern.ch -> Lernen und Forschen -> Open Science -> Open Access publizieren -> Rechtliches)

6. Contact

- For any questions regarding the submission of your dissertation:

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- If you have any questions about the Open Access publication of your dissertation, please contact the Open Science Team at the ZHB: lor@zhbluzern.ch
- For all other questions, please contact the Dean's office.