

Publishing documents in KUPS

The publication process step by step for different document types

1. Dissertation and dissertation abstracts

Important notes for doctoral candidates

The doctorate regulations (“Promotionsordnung”) of five faculties (with the exception of the Faculty of Medicine) of the University of Cologne offer the opportunity to submit an electronic dissertation. With KUPS the USB Cologne provides an appropriate platform for publishing electronic dissertations.

In addition to your electronic document you have to deliver printed copies of your dissertation:

- printed on wood- and acid-free age-resistant white paper (letterpress or photographic print)
- firmly soft bound or with a hardcover (no coil or spiral bindings)
- preferably printed on both sides in A5 format

Before you submit your PhD thesis please check the faculty website for further information about the PhD regulations.

- Wirtschafts- und Sozialwissenschaftliche Fakultät: <http://www.wiso.uni-koeln.de/de/forschung/promotion/allgemeine-informationen/>
- Rechtswissenschaftliche Fakultät: <http://www.gs.jura.uni-koeln.de/index.php?id=7229>
- Philosophische Fakultät: <http://artes.phil-fak.uni-koeln.de/18302.html>
- Mathematisch-Naturwissenschaftliche Fakultät: <http://www.mathnat.uni-koeln.de/11302.html>
- Humanwissenschaftliche Fakultät: <http://www.hf.uni-koeln.de/index.php?id=30340>

Dissertation abstracts (only valid for the Mathematisch-Naturwissenschaftliche Fakultät)

If you do not submit the electronic fulltext of your dissertation you have to publish an electronic version of your dissertation abstract in English and German (see also Doctoral Regulations of the Faculty of Mathematics and Natural Sciences, <http://www.mathnat.uni-koeln.de/11302.html>).

Preparing your dissertation or abstract and your metadata

First of all, create an electronic version of your dissertation or dissertation abstract in pdf- or epub-format:

- Do not use special characters, blank characters nor umlauts in your file name.
- Do not use special encryption and security settings in your file. Otherwise digital preservation will not be possible.
- The maximum file size for uploading is limited to 1 GByte.
- The electronic and the corresponding printed version of the theses have to be identical in content and layout.

Afterwards prepare an abstract and a set of bibliographical metadata:

- An abstract as unformatted txt- file, max. 2.000 characters (is not required if you submit a dissertation abstract)
- A set of metadata containing the author's name , document title, exam data and free keywords for describing the content of your dissertation

Uploading your dissertation / abstract to KUPS

After having prepared the necessary data you can upload your document into KUPS.

- Register on KUPS before logging in for the first time (Create Account: <https://kups.ub.uni-koeln.de/cgi/register>).
- After finishing the registration procedure log on to KUPS and choose „New item“ to upload your document (Login: <https://kups.ub.uni-koeln.de/cgi/users/home>).
- Select the appropriate item type („Thesis“ or „Thesis Abstract“) and upload your document
- Fill in the the onlineform with all necessary data concerning your publication
- By the consent form displayed at the end of the upload process you grant us permission to make your document available publicly and you affirm that you do not violate any third-party copyrights. As soon as you click on “Deposit item now” you agree to these terms.

Please print out the official form for the submission of the thesis (the so-called “Formblatt”):

- Complete and sign the form and hand it over to the “Tauschstelle” (http://www.ub.uni-koeln.de/bibliothek/profil/tausch/index_ger.html) together with the printed depository copies of your dissertation.
- You allow us to publish your document on the Internet
- You confirm that the electronic version is identical to the printed version.
- You assure that you do not violate third-party legal rights.

Further information concerning copyright regulations and authors' rights can be found in the section “Legal issues”

After finishing the upload process your document is stored in a non public cache. At this point it is not visible to the public.

Important notice:

- You only get a reply from us if something is wrong with your submitted data or your document
- Your submitted data will be reviewed by library staff and will only be made available on the internet when you have delivered your printed copies. After this you will find your document in KUPS (<http://kups.ub.uni-koeln.de>).
- You can hand in your printed copies at the USB in Room 4.002, from Monday to Friday, 10 am to 12 am. Other times by agreement.

2. Bachelor theses, master's theses, diploma theses

Important information on publishing final theses

The electronic publication is voluntary and not part of your examination procedures. Therefore you should first of all ask your supervisor if you are allowed to publish your thesis electronically.

Preparing your document and your metadata

First of all, create an electronic version of your thesis in pdf- or epub-format:

- Do not use special characters, blank characters nor umlauts in your file name.
- Do not use special encryption and security settings in your file. Otherwise digital preservation will not be possible.
- The maximum file size for uploading is limited to 1 GByte.

Afterwards prepare an abstract and a set of bibliographical metadata:

- An abstract as unformatted txt- file, max. 2.000 characters
- A set of metadata containing the author's name, document title, exam data and free keywords describing the content of your publication

Uploading your document to KUPS

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- After finishing the registration procedure, log onto KUPS and choose „New item“ to upload your document (Login: <https://kups.ub.uni-koeln.de/cgi/users/home>).
- Select the item type “Thesis“ (“Hochschulschrift”) and upload your document
- Fill in the online form with all necessary data concerning your publication
- By the consent form displayed at the end of the upload process you grant us permission to make your document available publicly and you affirm that you do not violate any copyrights. As soon as you click on “Deposit item now” you agree to these terms.

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- By this, you allow us to publish your document on the Internet
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After your submitted data has been checked by library staff your document will be made available on the internet. You will find your document in KUPS (<http://kups.ub.uni-koeln.de>).

3. Books, reports and further publications

Apart from dissertations and final theses KUPS is a publication platform for many other publication types, such as:

- Habilitation theses
- Monographs or book chapters from edited volumes
- Journal articles, conference proceedings, technical or project reports
- Papers from Conferences or workshops
- Monograph series

The only requirement is that the authors or editors are members of the University of Cologne.

Preparing your document and your metadata

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- Select the appropriate item type and upload your document
- Fill in the online form with all necessary data concerning your publication
- By the consent form displayed at the end of the upload process you grant us permission to make your document available publicly and you affirm that you do not violate any third-party copy rights. As soon as you click on “Deposit item now” you agree to these terms.

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