Kommunikations- und Informationszentrum (kiz)

Information on the Publication of Dissertations

Version: October 2026

Current information can be found at https://www.uni-ulm.de/index.php?id=1774

Instructions for publishing your dissertation

At Ulm University dissertations are usually published on the institutional repository OPARU. Publication with a publishing house or, in justified exceptional cases, as a print-only publication is possible.

How to start the publication process

Don't order the printing before you have received a print approval by the Service Point Publication Management after the PDF has been formally checked!

Upload your document to OPARU

Upload your dissertation as a PDF file to OPARU: https://oparu.uni-ulm.de/
For print-only publications or publications with a publishing house, please send the PDF to the Service Point Publication Management (Service Point PM) for formal review before you order the printing or have it published: kiz.publikationsmanagement@uni-ulm.de
If your file is too large to send, please contact the Service Point PM.

Submit the dissertation declaration form

A hand-signed declaration form (see Forms & Instructions) must be submitted for all dissertations. It can be sent as an email attachment to the Service Point PM.

Submission of mandatory printed copies

The Service Point PM needs mandatory printed copies for the kiz archive at the Central Library of Ulm University.
Mandatory printed copies:

- OPARU publication: one hardcover
- Print-only publication of a cumulative dissertation: two hardcovers and three softcovers
- Print-only publication of a monograph: two hardcovers and 13 softcovers

Please note that for OPARU publications, the PDF on OPARU and the printed mandatory copy must be identical.

Please have your mandatory copy printed and bound by an external service. It is important to wait for print approval from the Service Point PM before submitting the print order.

Please note these quality requirements:

Binding type:
The hardcover must be produced in A4 format with a permanent adhesive binding of bookbinder's quality or a thread-sewn book block.
As long-term archiving must be guaranteed, binding types featuring metal strips, spirals, clips or other metal parts (e.g. metal corners), as well as clear plastic folders, will not be accepted.

Paper type:
White, wood-free and acid-free 100g paper.

Cover and title page:
You are free to select the color and design of the cover. The cover must be followed by a white page before the title page. Formal details (dean, examiner, and date doctorate awarded) must appear either on the back of the title page or on a separate sheet.
The Faculty of Engineering, Computer Science and Psychology provides its own title page template for the Dr.-Ing. degree.

Printed copies that do not comply with these guidelines will not be accepted and cannot be returned either.

Submission of mandatory copies

You may submit your printed copy/copies in person at the Service Point PM of the kiz (Central Library) or send them by post (see page 4 for contact information).

Confirmation of submission

Once the Service Point PM has checked all submitted documents (OPARU upload, required copy/copies, declaration form), the submission will be confirmed via email to the responsible doctoral studies office, with you in "CC". Please then contact your doctoral studies office to arrange the handover of the certificate.
Allow time for the thesis to be checked by the Service Point PM.

Alternative ways of publishing:

Publication with a publishing house

If you are publishing with a publishing house, please contact the Service Point PM as early as possible. The published monograph must include a statement indicating that it is a doctoral thesis completed at Ulm University.
Upon receipt of three copies of the monograph, together with a confirmation from the publisher of a minimum print run of 150 copies*, we will issue the submission confirmation for the doctoral studies office. Please then contact your doctoral studies office to arrange the handover of the certificate.

** If published in an Ulm University series, only three printed copies need to be submitted in the case of a print-only publication.*

Cumulative dissertations

A cumulative dissertation contains the author's own articles, preferably in the publisher's layout, and is usually published on OPARU. Should there be legal issues preventing publication on OPARU, a print-only publication is possible for a cumulative dissertation.

Exception: Submission of 15 printed copies

Only in justified exceptional cases (e.g. copyright issues) may a print-only publication be agreed for monographic dissertations. It is essential to clarify this in advance with the Service Point PM.
In case of a print-only publication, please ensure to send the PDF by email to the Service Point PM for a formal check before printing.

Data privacy protection

For privacy reasons, we recommend an academic CV. Personal information (address, marital status, nationality, religion, children, etc.) should not be listed in the academic curriculum vitae. We recommend the following:
First name, last name (and optionally your academic degree)
Year and place of birth
University studies and degree
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Further guidance on figures and other topics concerning copyright can be found in our copyright information sheet.

Contact

Service Point Publication Management

Address: kiz / Kommunikations- und Informationszentrum Bibliotheks-Zentrale **Service-Point PM** Albert-Einstein-Allee 37 D - 89081 Ulm	Opening hours: Mo – Fr: 9:00 – 12:00 am and in the afternoon by appointment Phone +49 731 / 50 – 31428 Email: kiz.publikationsmanagement@uni-ulm.de Website: https://www.uni-ulm.de/index.php?id=1774