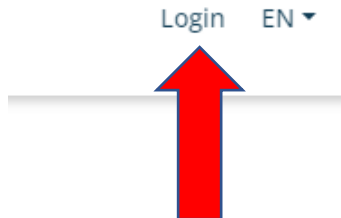


Submitting a Thesis via TU-Login

- Navigate to <https://publikationsserver.tu-braunschweig.de> and click the „Login“ text on the top right:



- You'll be directed to the Login-Page. Choose the first option ‚Member of university‘ and click ‚Sign in with your credentials...‘:

You are currently logged in as **Guest user**.

Please select:

Member of university

- [Sign in with your credentials at the Technische Universität Braunschweig](#)
This login uses single-sign-on facilities provided by your home institution.

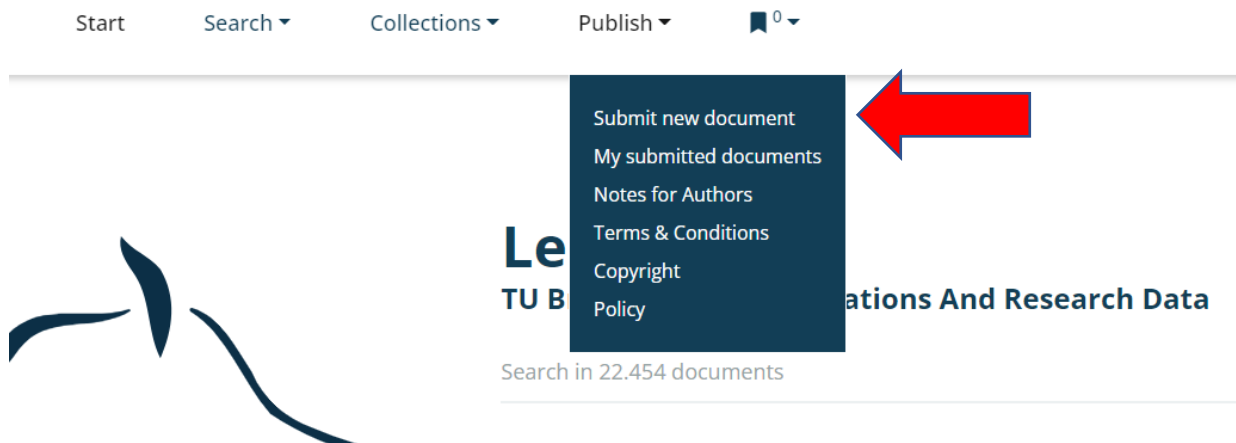
Administrative login

- [Login with local user account](#)
This account is local for this application only.

Cancel

- Use your TU Braunschweig account credentials login on the following page. After confirming the next dialogue by clicking “Agree and continue”, you are logged in.

- Open the Menu ,Publish':

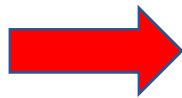


- Select ,Submit new document' to get to the options of the different publication types offered in this menu. Choose ,Dissertation' and click ,Next':

Publication

Set publication type

Please select the type of the publication. Afterwards you will be directed to the appropriate form.



Show more options ^

Next

- An input form for Thesis' opens up. Please fill in all required fields.

Submission form for Thesis

Original title

* Title: i

Subtitle: i

Translated title

Title: + -

Subtitle:

Language:


Author i + - ↓

Thesis advisor i + - ↑ ↓

Thesis advisor i + - ↑

- The field ,Title' requires the original title of your work, the field ,Translated title' is used for the translated title (please choose the appropriate language in the menu). The next field is used for the name of the author.

Author i + - ↓



- Click the small arrow on the right to open the menu for more specific options. There, you can enter your institutional affiliation:


Author i + - ↓

Type i

Term of address i + -

Affiliation/Institute i

GND i + -



- Then, two fields for academic supervision follow, in which you can enter the professor(s) who are responsible for your thesis. If you want to enter more than two, you can double the field by clicking on the 'plus' sign on the right (Please note that in the menu on the left, "Author" appears by default, you have to change this to "Thesis advisor").

- In the fields below, please enter the date of the oral exam of your doctoral thesis, the publisher (only if the thesis was published by an external publisher), the page count of the PDF, the language in which the thesis was originally written, the desired license type and the faculty to which you belong to.

Graduation at:	<input type="text" value="YYYY-MM-DD"/>	
Publisher:	<input type="text"/>	
Extent:	<input type="text" value='for example, "50 pages"'/>	
Language:	<input type="text" value="German"/>	
* License :	<input type="text" value="CC BY 4.0"/>	
Faculty :	<input type="text" value="(please select, if necessary)"/>	

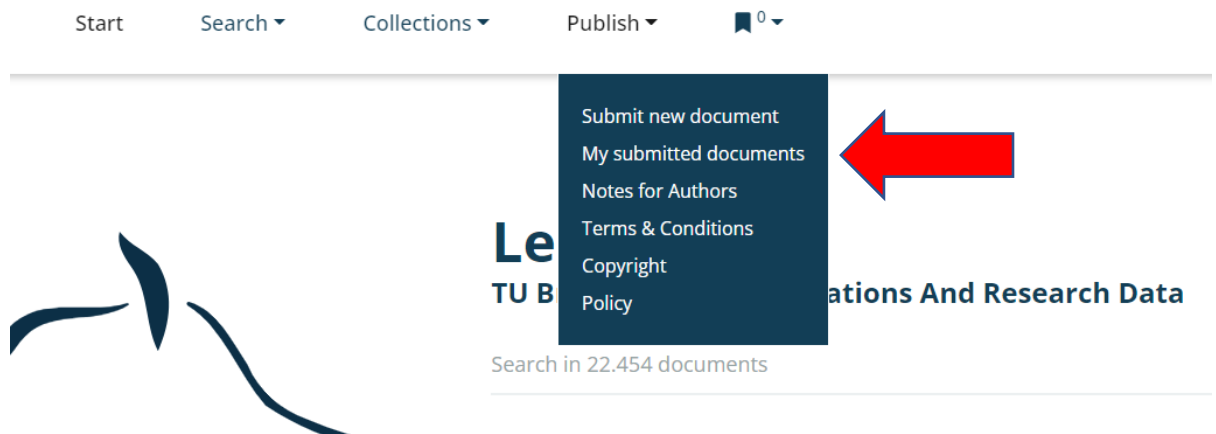
- Finally, enter your two abstracts in the corresponding fields. Please note the formatting options there, e.g. italics or superscript. There is no character limit for the abstracts, but we ask you to keep a limit of approximately 2,500 characters.

Abstract:

Abstract in:	<input type="text" value="English"/>	
as link:	<input type="text" value="Link to related resource"/>	
or text:	<div style="border: 1px solid #ccc; padding: 5px;"> <p> B I U S x₂ x² I_x </p> <p> Still - Format - ? </p> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div> <p style="text-align: right; font-size: small;">Absätze: 0, Wörter: 0</p> </div>	

- Click 'Save'.

- You'll find your submitted data in the 'Publish' menu under 'My submitted documents':



- By clicking on the title of your 'dataset', you'll get a preview of your submitted metadata and the option to upload your PDF-file of your doctoral thesis:



- You can deploy your file either by drag-and-drop or by clicking 'browse' to search the appropriate file in the file system of your device. You will also be able to supplement or correct the metadata you've already entered by clicking the 'Actions' menu on the right. In the following dropdown menu choose 'Edit the document' to do so.
- If you do have any attachments that should be published, please place them in a folder named 'Supplementary material' and drag-and-drop the folder into the field shown above after you have uploaded your thesis.