

## NFL Research Reports

### 1. Purpose

The report series "NFL Research Reports" is intended to offer members and staff of the Lower Saxony Research Center for Aeronautics at the Technical University of Braunschweig (NFL) the opportunity to make their research results, which they have worked out in the course of their activities at institutes of the NFL, accessible to a broader public.

In the first place, scientific papers are considered which exceed the scope of publications in scientific journals or similar. The subject matter of the NFL research reports is limited to the field of aerospace engineering.

### 2. Prerequisites

A scientific paper to be published as an NFL Research Report must meet the following requirements:

- The paper must address scientific problems in the field of aerospace engineering.
- At least one of the authors must be a member or employee of an institute at the NFL.
- The paper is proposed for publication by at least one member of the NFL.

### 3. Publication

The publication of a research report of the NFL can be done in four different ways:

- Via NFL Publishing without ISBN and entry in the VLB: The publication takes place under the author's own responsibility and without entry of an ISBN and notification in the directory of available books (called VLB). The rights to the publication remain with the author.
- Via NFL Publishing with ISBN and entry in VLB: The publication takes place under the author's own responsibility with entry of an ISBN and notification in the directory of available books. The rights to the publication remain with the author.
- By an external publisher: the printing, publication and distribution of the publication is carried out by an external publisher. The rights to the publication are then held by the publisher and the author may receive a share of the sales revenue.
- As electronic publication in the open access procedure: The publication takes place under the author's own responsibility and without registration of an ISBN and notification in the list of available books. The rights to the publication remain with the author. For further information on publishing electronic dissertations, please contact the Dissertation Office of the University Library:  
<https://www.tu-braunschweig.de/ub/publizieren-open-access>

### 4. Design

NFL Research Reports have a uniform external format and outline in the following form (the remainder of the format is left to the author's discretion):

- Outer format (an example of the outer format is attached):
  - cover (dimensions: 194 mm width x 147 mm height), back cover and spine follow the corporate design of the TU Braunschweig and the corporate identity of the NFL
  - DIN A5 portrait format
  - Report number consisting of year and consecutive number
  - Spine design: The TU seal band is circumferential, the spine is to be labeled as follows: at a distance of 3.5 cm from the bottom edge name of the author in the form: M. Mustermann; at a distance of 8 cm from the bottom edge: NFL Forschungsbericht 2023-XX; font: NexusSansPro according to the corporate design of the TU Braunschweig.

- Inner outline:
  - Inner title page (page 1) and imprint (back of title page) as specified by the NFL,
  - Overview (maximum one page) in German and English,
  - Text section with table of contents, introduction, core text, abstract, bibliography, and list of terms and abbreviations used,
  - Font formatting of the inner title page and the imprint can be adapted by the author to the formatting of the rest of the paper.

### 5. tasks of the NFL office

The following tasks in connection with the publication of the NFL Research Reports are performed by the NFL office:

- The preparation of a title page, back page, and inside title pages and imprint in accordance with the corporate design regulations of the TU Braunschweig, the corporate identity of the NFL, and any other relevant guidelines.
- Maintaining a complete list of NFL research reports as well as assigning report numbers
- In case of publication in the NFL publishing house: the assignment of ISBN numbers and the registration at the Verzeichnis lieferbarer Bücher (VLB) (directory of available books)
- The processing of inquiries and forwarding to the publishers or authors responsible for the publication of individual research reports
- The dispatch of reference copies to the Technical Information Library (1) and the Lower Saxony National Library (1) in Hanover, as well as to the German National Library (2) in Frankfurt/Main

### 6. tasks of the authors

The author is responsible for all other duties associated with the publication of an NFL research report. These are:

- If published by an external publisher: organizing a publisher. All costs associated with these tasks are to be borne by the responsible author.
- In case of publication by NFL self-publishing: Determination of the print run and the sales price as well as supervision of the production and distribution of the NFL research report. All costs associated with these tasks are to be borne by the responsible author.

### 7. revenue from the sale of the papers

If NFL research reports are published by an external publisher, the sharing of sales proceeds is a matter between the external publisher and the author. The NFL is not involved in this process.

If the NFL research reports are published by the NFL's own publishing house, the revenues resulting from the sale of the NFL research report remain primarily with the author. In case of inquiries regarding the receipt of the NFL Research Report, the NFL will only refer to the author - the NFL will not be further involved in any resulting actions.

However, if the author can no longer be contacted and stock copies of the paper still exist, these can also be sold in response to inquiries - the proceeds from the sale then remain with the selling institution.

### 8. DLR Research Reports

It is intended to include DLR research reports resulting from a dissertation at the TU Braunschweig in the series of NFL research reports. This is done as follows:

- The cover page, the imprint and the ISBN / ISSN number remain the responsibility of DLR. The first title page "Forschungsbericht DLR XXXX-XX" and the title page of the thesis also remain unaffected.
- Publication and marketing of the DLR Research Report remain the responsibility of DLR.
- An additional title page is inserted behind the first title page, noting that this publication is simultaneously listed under the name "Niedersächsisches Forschungszentrum für Luftfahrt - Forschungsbericht XXXX-XX".



## 9. Copies present at the NFL

The following copies of an NFL research report are to be delivered to the NFL office at no charge.

- Five copies if published by NFL self-publishing.
- Five copies in the case of electronic-only publication.
- Two copies when published by an external publisher
- One copy when published as a DLR research report.
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These copies will be forwarded/kept by the NFL office as described below:

- One copy for the NFL library,
- Two copies for the German National Library (the NFL is responsible for sending them) - not applicable for DLR reports and external publishers,
- One copy for the Technical Information Library in Hannover (the NFL is responsible for shipping) - not required for DLR research reports,
- One copy for the State Library in Hannover (obligatory copy at state level, dispatch is handled by the NFL) - not applicable for DLR reports and external publishers.

## 10. International Standard Book Number

The "International Standard Book Number" ISBN is assigned by an international agency. This uniquely identifies a book. There is no obligation to use an ISBN. However, if there is no ISBN, published books cannot be identified and thus experience lower market penetration.

The NFL is registered as a publisher with the German ISBN Agency and has the possibility to assign its own ISBN. The costs for the allocation of 100 ISBN numbers of approx. 40 € are currently borne by the NFL.

## 11. Verzeichnis Lieferbarer Bücher

The Verzeichnis Lieferbarer Bücher (VLB) is a catalog of the German book trade that includes German-language and, in some cases, foreign-language titles with bibliographic information. The VLB lists available and already announced titles that are published by publishing houses, self-published or in the book-on-demand process.

The prerequisite for the inclusion of a title in the VLB, for which a fee is charged, is an ISBN, which is also used to record the reference address of the book. Books can be registered online in the VLB. Book titles registered in the VLB are usually simultaneously recorded in the German National Bibliography of the German Library. There is no obligation to register in the VLB. However, if there is no entry in the VLB catalog, the published books cannot be looked up and researched and thus experience lower market penetration.

The NFL is registered in the VLB as a publisher and thus has the opportunity to register its own publications in the directory. Registered titles are to remain active for five years. After the five-year period has expired, it can be decided to set the reported title "inactive" so that it no longer appears in the directory.

The cost of registering the NFL as a publisher of approximately €19 will be borne by the NFL. The costs for the registration of a title are currently 4,05 € per calendar year for each registered title (minimum contribution 79 €) - they are covered by the NFL.

In order to place the titles in the best possible way, the author must provide the NFL with the abstract as a Word document, as well as 3-5 search terms and the number of figures.

The printing certificate will be handed out as soon as the data and presentation copies are completely available to the office.