

1. Upload the work to our full-text server

Please upload your work as a PDF file to our full-text server. You can reach it at:

<https://publikationen.sulb.uni-saarland.de/?locale=en>

There you can continue by clicking on „Sign on to:“ (top right) and then „My publications / Publish“.

Once you have logged in, please click on the green button „Start a new submission“ and on the following page on „Manual submission“. You will be guided step by step through the publishing process that will then start.

The PDF file you upload must not be protected by any security mechanisms (e.g. password protection) and, unlike the print version, the CV may be missing here (as the work will be accessible on the Internet). Please also make sure that the details of the defense / the colloquium / the viva voce / the disputatio are included

2. Processing the required forms

In order to be able to publish the work online in the next step and so that your certificate can be issued to you, we still need some documents from you. Which ones we need in your case, can be seen in the following table:

	Fak. HW	Fak. MI	Fak. NT	Fak. P	Fak. R
Publication contract (2 copies)	X	X	X	X	X
Routing slip (signed by the dean's office)	X*	X	X		
Declaration of conformity				X	X
Permission to publish				X	X

* If you are a doctoral student at faculty HW and do not have a routing slip signed by the dean's office, you can alternatively proceed as in the case of faculty P/R.

You will receive the required routing slip or publication permit directly from your responsible dean's office.

You are welcome to come to the SULB (Building B1 1) between 8:00 and 16:00 on Mondays to Fridays to have the forms countersigned by us. If, contrary to expectations, no one is available to countersign, please feel free to leave the documents with us. We will then take care of them as soon as possible and forward them directly to the responsible dean's office so that you can receive your certificate.

If you are no longer regularly on campus or no longer live in the Saarland, you are also welcome to send us the documents by mail to the following address:

Saarländische Universitäts- und Landesbibliothek
– SciDok –
Postfach 151141
66041 Saarbrücken

In this case, we will also forward the documents directly to the relevant dean's office after countersigning.

Important notice:

For the publication contract, the UdS Legal Department insists on paper with original signature. All other documents can be accepted as a copy or scan.

3. Online publication of your work on SciDok

Your work will be published online in the next few days, after the formalities have been completed. When this happens will no longer affect the issuance of your certificate. As soon as the work has been published, you will be informed about it by e-mail. A DOI (e.g. for citation purposes) for your work will be assigned automatically the night following publication.

If you have any questions, please do not hesitate to contact us by e-mail at scidok@sulb.uni-saarland.de.