

Technical Instructions for Preparing a Dissertation in Electronic Format

Important – please note the following:

- The only acceptable format for the publication of the dissertation text is the Portable Document Format (PDF).
- Any text document can be converted to Adobe PDF using Adobe Acrobat software.
- Types other than the freely available Type 1 fonts (Helvetica, Times New Roman, etc.) must be embedded into the PDF format. They must be given as an option.
- Page size must not exceed 210 x 297 mm (DIN A4 format).
- Choose a reasonable resolution for all graphics within the text. 300 dpi is high enough for all graphic work.
- Wherever possible, reduce coloured graphics to 256 colours in order to reduce file size.
- The Zentralbibliothek does not put interactive or and multimedia dissertations online.
- Burn CD-ROMs using the ISO 9660 format.
- Unlimited access to all files must be assured.
- Use trademark blanks.
- The CD-ROM should be put into a rigid synthetic case (Jewel Case).

What must be on the CD-ROM:

A monographic dissertation

- PDF-document (Name: diss.pdf): complete text of the dissertation.
- PDF-document (Name: abstracts.pdf): German and English abstracts. Approximately 1,500 characters per language including spaces are recommended.
- TXT-document (Name: abstracts.txt): same text as in abstracts.pdf but unformatted.

A collected dissertation

- PDF-document (Name: diss.pdf): title-page of the collection and the titles of the individual articles, as follows: "Article1: Title of the article", "Article2: Title of the article" etc.
- PDF-documents (Name: article1.pdf, article2.pdf etc.): texts of the respective articles.
- PDF-document (Name: abstracts.pdf): German and English abstracts. Approximately 1,500 characters per language including spaces are recommended.
- TXT-document (Name: abstracts.txt): same text as in abstracts.pdf but unformatted.