

HOW TO GUIDE

- PUBLICATIONS AND/OR UNPUBLISHED MATERIAL IN CONNECTION WITH THE PHD THESIS

BE AWARE OF THE FOLLOWING:

Before the PhD defence:

According to the Ministerial Order on the PhD degree programme, section 19, subsection 2, the university must ensure that the PhD thesis is made available to the public in due time before the defence. Thus, the PhD thesis will be available for reading at the Graduate School of Natural Sciences/GSNS, Jens Baggesens Vej 53, building 5221, 8200 Aarhus N. after GSNS has received a favourable recommendation from the assessment committee and no later than eight days before the PhD defence.

The above procedure concerns GSNS' handling of the PhD thesis before the PhD defence and cannot be deviated from.

Note: It will only be possible to read the thesis at the GSNS secretariat's offices during the period where it is available for reading before the PhD defence. After the PhD defence, the thesis will no longer be accessible, and GSNS will keep the PhD thesis for archival purposes only. GSNS does not provide a lending service, and GSNS does not send the PhD thesis to anyone, neither by e-mail nor by ordinary post.

After the PhD defence:

As the PhD student has copyright to the PhD thesis, the procedures after the PhD defence are up to the PhD student to decide.

For dissemination and open access purposes, GSNS encourages you to publish your PhD thesis in the Aarhus University Library/Royal Danish Library's [E-books platform](#).

To make sure that the PhD thesis is handled correctly after the PhD defence, e.g. when publishing it in E-books, you should take the following into consideration as it concerns Intellectual Property Rights (IPR) and copyright issues and therefore may affect your publishing options, also after the PhD defence.

1. If any Intellectual Property Rights (IPR) agreements/contracts relating to the PhD thesis or project exist, you must make sure that these will not be violated.
2. If the PhD thesis includes published articles, published pictures/figures/graphs, or accepted manuscripts, you must be certain that you are permitted to republish these as part of the PhD thesis.

The permission could already have been granted via the publishing agreement (Copyright Transfer Agreement), or for some journals the permission is granted 'automatically' by information at the publisher's website. If you cannot find information about your rights to republish, you should request permission from the publisher.



3. If the PhD thesis includes unpublished material (i.e. manuscripts in preparation or unpublished results), that you wish to publish later, you must be certain that the future publisher does not view publication as a thesis as prior publication. In cases where the future publisher views any publication of the thesis as prior publication, and you wish to publish the PhD thesis, e.g. in E-books, you are advised to make a revised version of the thesis. In this revised version, the unpublished manuscript(s) should be omitted and replaced with relevant information about the manuscript(s) in preparation such as authors, title, and, if possible, a short summary. A page must be inserted in the revised thesis ('Corrections to the submitted version'), which describes any modifications compared to the original version.

If you are in doubt or have any questions regarding no. 2 and 3 above:

You can find more information at AU Library's website: <https://library.au.dk/en/researchers/copyright>

You are also very welcome to contact AU Library, Nat-Tech, by emailing:

Morten Hjorth Gad (mhga@kb.dk).

AU Library has produced two check lists, which may also help you (see below):

One intended for those who are about to hand in their thesis entitled 'Handing in Your PhD Thesis', and one if you are considering publishing or publicly sharing your thesis entitled 'Publishing your PhD Thesis'.

HANDING IN YOUR PHD THESIS



This is a checklist intended for those who are about to hand in their thesis. If you are considering publishing or publicly sharing your thesis, please refer to the checklist titled 'PUBLISH YOUR PHD THESIS'.

You must also adhere to international standards for research integrity, including proper citation and quotation praxis. Please see [GSNS Rules and regulations - chapter 12.3 Screening of PhD theses](#).

Before submitting your thesis, you should be able to check off **at least one bullet point** in each section below.

- ? Have you reused, adapted or included any figures, tables or images that you did not originally create yourself?
- No - you are good to go.
 - Yes, and ..
 - They are public domain - you are good to go.
 - They are open access - you are good to go.
Remember to check the specific open access license for instructions on how to credit the original work, such as CC-BY.
 - I have obtained written permission for reuse – you are good to go.
Check with the specific publisher/owner for permission to reuse, and remember to cite the original work in the agreed-upon manner.
- ? Have you included an already published paper, conference proceeding, book chapter or the like?
- No - you are good to go.
 - Yes, and ..
 - I have confirmed that the publisher and/or journal allow this – you are good to go.
Most publishers allow authors to include their papers in their dissertations or theses (for non-commercial purposes), but exceptions may occur.
- ? Have you included an accepted manuscript?
- No - you are good to go.
 - Yes, and ..
 - I have confirmed that the publisher and/or journal allow this – you are good to go.
Most publishers allow authors to include accepted manuscripts in their dissertations or theses (for non-commercial purposes), but exceptions may occur.
- ? Have you included a manuscript in preparation or a submitted manuscript?
- No - you are good to go.
 - Yes, and ..
 - I have made sure that this will not interfere with its later publication – you are good to go.
An increasing number of publishers employ plagiarism detection tools to screen submissions, and you should exercise caution when considering the online publication of your manuscripts, as this action might potentially hinder future publication.
If you intend to publish your thesis online, e.g., on [ebooks.au.dk](#), ensure the removal of any manuscripts planned for future journal publication.
NOTE: You should be able to include your manuscript in preparation in the printed version of your thesis before your defence.

Questions? Feel free to check our website (<https://library.au.dk/en/researchers/copyright>) or refer to us at the library

AU Library, NAT/TECH – Morten Hjorth Gad (mhga@kb.dk)



PUBLISH YOUR PHD THESIS



This is a checklist intended for those who are considering publishing their thesis. If you are about to hand in your thesis, please refer to the checklist titled '*HANDING IN YOUR THESIS*'

You must also adhere to international standards for research integrity, including proper citation and quotation praxis. Please see [The Danish Code of Conduct for Research Integrity](#).

If you are contemplating publishing your thesis after your defence, you should be able to check off **at least one bullet point** in each section below.

- ? Have you reused, adapted or included any figures, tables or images that you did not originally create yourself?
- No - you are good to go.
 - Yes, and ..
 - They are public domain - you are good to go.
 - They are open access - you are good to go.
Remember to check the specific open access license for instructions on how to credit the original work, such as CC-BY.
 - I have obtained written permission for reuse – you are good to go.
Check with the specific publisher/owner for permission to reuse, and remember to cite the original work in the agreed-upon manner.
- ? Have you included an already published paper, conference proceeding, book chapter or the like?
- No - you are good to go.
 - Yes, and ..
 - I have confirmed that the publisher and/or journal allow this for **publishing or public sharing** – you are good to go.
Please be aware that most publishers distinguish between commercial and non-commercial purposes, i.e., publishing vs. handing in your thesis vs. sharing it publicly.
 - I have made sure to remove it from my thesis prior to publishing or publicly sharing it.
Upon removal, you should insert a notice with a DOI or similar identifying the article and its relevance to the thesis.
- ? Have you included an accepted manuscript?
- No - you are good to go.
 - Yes, and ..
 - I have confirmed that the publisher and/or journal allow this for **publishing or public sharing** – you are good to go.
Please be aware that most publishers distinguish between commercial and non-commercial purposes, i.e., publishing vs. handing in your thesis vs. sharing it publicly.
 - I have made sure to remove it from my thesis prior to publishing or publicly sharing it.
After removal, you should insert a notice containing a DOI or similar identifier that references the article and explains its relevance to the thesis.
- ? Have you included a manuscript in preparation or a submitted manuscript?
- No - you are good to go.
 - Yes, and ..
 - I have removed it to prevent interference with its later publication – you are good to go.
If you wish to publish your thesis online, e.g., on ebooks.au.dk, please remove any manuscripts in preparation or submitted manuscripts. NOTE: You should be able to include manuscripts in preparation in the printed version of your thesis before your defence.

Questions? Feel free to check our website (<https://library.au.dk/en/researchers/copyright>) or refer to us at the library

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