Factsheet: Publishing a dissertation

# Revise

## Content revision

* Dissertations often need revising at the suggestion of reviewers. This has to happen either during the dissertation process or before publication by a publisher. Plan sufficient time for this!
* In case of publication on [BORIS Theses](https://www.ub.unibe.ch/service/open_science/dissertationen/index_ger.html) (see 2.5 below): It is sufficient to respond to the suggestions of the thesis reviewers.

## Formats

* Adhere to the formatting requirements of publishers or series (e.g., citation style in footnotes).

TIP: When writing, be sure to use customizable formatting and use a literature management program with a choice of citation styles (e.g., [Zotero](http://www.zotero.org)).

* What formats does your publisher accept as typesetting templates (.docx, .odt)?

TIP: There may be problems with conversions. Look for a common format (most often this is a docx)!

* LaTeX: lets you create your text independent of formatting and offers easy output to various formats. The UB offers [courses on LaTeX](https://www.ub.unibe.ch/service/kurse_und_beratung/semesterkurs_latex_in_den_geisteswissenschaften/index_ger.html).

## Language editing and proofreading

* Should be planned in terms of time and, if necessary, funding.
* Publishers often offer editing and copyediting for additional payment, as do freelance proofreaders or proofreading agencies.

TIP: Inquire about costs and time-frames early and plan accordingly!

# Publish ...

## ... to fulfill the publication obligation

* Online publication e.g. on [BORIS Theses](https://www.ub.unibe.ch/service/open_science/dissertationen/index_ger.html) (submission of deposit copies not required) [[1]](#footnote-1)
* If your dissertation is funded by a research funder: Check whether you are required to publish Open Access, such as with the SNF. [[2]](#footnote-2)

## ... to advance the academic career

* Ask yourself: How does the decision where to publish affect my academic career? Where do supervisors, colleagues, other researchers in my field publish? Are there "important" publishers or series in which they publish?
* If the dissertation is funded by a sponsor with an OA obligation (e.g. SNF): Does my preferred publisher offer Open Access? If yes, what does it cost and where do I get the money from (see 2.4)? If no, is there an option for green OA?

## ... to share results with the widest possible audience

* publish directly and free of charge in Open Access on [BORISTheses](https://www.ub.unibe.ch/service/open_science/dissertationen/index_ger.html). Harvesting by Google and other search engines 🡪broad findability of full texts
* Publish Open Access with a publisher:
  + Gold OA (Note: a "Book Processing Charge" [BPC] may apply).
  + Green OA: Do not grant the publisher exclusive usage rights. Negotiate and/or propose an additional clause to the contract.[[3]](#footnote-3) Contact the [UB Open Science Team if](mailto:openscience@ub.unibe.ch) you are unsure (see last page for contact details).

## ... at a renowned publishing house: What's in store for me?

* Publishers e.g.: DeGruyter, Brill, Böhlau, Chronos, Franz Steiner, Open Book Publishers
* Funding
  + Free publication is possible with some international publishers (e.g. Brill), but often with little or no quality control such as copy-editing.
  + Printing cost subsidies (Druckkostenzuschuss) can vary widely: mid/high four figure amounts are not uncommon.
  + OA Green: usually without additional costs to the printing cost subsidy.
  + OA Gold: BPC may apply, similar in amount to printing cost subsidy (e.g., Brill/Fink, deGruyter).
  + SNF will cover costs for BPC even if your research was not funded by the SNF2.
  + The [publication fund of the UB Bern](https://www.ub.unibe.ch/service/open_science/open_access/index_ger.html) also supports OA book publications.
* TIP: Read the publishing contract carefully before signing, especially (but not only) if you are committed to OA publication (cf. 2.1). The [Open Science team will](https://www.ub.unibe.ch/service/open_science/index_ger.html) advise on questions regarding the contract.
* Time:
  + Be sure to check with the publisher about the editorial process (manuscript submission to publication) and time frame!
* Workload:
  + Does your publisher require additional information, materials, or formal preparation (e.g., style sheet, book proposal, layout)?
  + Before signing the contract, find out what quality ­assurance the publisher offers you (peer review, editing, proofreading, galley proofs ...). Cf. 1.3.
  + Remember that you will need to correct the proofs. It is not uncommon to have several rounds – this can take time, so budget accordingly.

## ... with a publishing alternative: What do I have to expect?

* [BORIS Theses](https://boristheses.unibe.ch): Dissertation Repository of the University of Bern
  + Harvesting by Google and other search engines 🡪broad discoverability of full texts
  + Funding: free of charge
  + Time required: Quality assurance is the responsibility of the author; publication immediately after formal review by the UB.
  + Workload: The finished work only needs to be uploaded.
* BOP Books: UB Bern now also offers a service for publishing OA books: <https://books.unibe.ch/>. Feel free to contact the [Open Science team](mailto:openscience@ub.unibe.ch) if you are interested!

## Clarify and acquire rights

* Clarify rights for third-party materials (e.g., images) or previously published parts (e.g., chapters that have appeared as journal articles).
* Acquiring rights, e.g. to images, may incur additional costs. Clarify ahead of time how you can cover these costs.

## Research data accompanying publications

* Funding bodies such as the SNSF require that research data on which a publication is based be shared freely at the time of publication. This also applies to dissertations.
* Exceptions to this rule are data that cannot be published for legal, ethical, contractual, copyright or similar reasons.
* Research data in humanities subjects may include:
  + Bibliographies
  + Photographs, scans (e.g. of archive material)
  + Audio and video files (e.g. of interviews)
  + Transcriptions or critically edited texts
  + Survey results
  + Structured data collections (e.g. tables, databases)
* Data should be shared in a repository (digital archive), such as [BORIS Research Data](https://boris-portal.unibe.ch/). There they also receive a digital object identifier (DOI), which ensures findability and is important for citing data.

# Checklist

The following items reflect a possible chronological order. The actual order of the individual stages may vary, or there may be overlaps. How much time each step requires depends on the individual case. It is better to plan generously!

* Find publisher
* Clarify rights of third party materials (e.g. images)
* Clarify financing: Publisher, correction, possible rights, OA grant from SNF or UB.
* Publisher: clarify specifications (layout, citation style), deadlines and publication options (open access?)
* Read publishing contract, seek advice on drafting contract if necessary (Open Science Team at UB), sign contract
* Finalize content revision of the manuscript (feedback from editors, reviewers, publisher)
* Finalize linguistic correction
* Implement formal specifications (publisher, series editor), e.g. citation styles
* Send manuscript to publisher / if published on BORIS Theses: Submit manuscript to UB
* Publisher publication: flag correction
* Publisher publication: upload publisher PDF to repository (if and when allowed by contract).

# Glossary

BPC: Book Processing Charge, publication charges for books published in 🡪 OA (gold).

OA / Open Access, green: Second publication on an OA repository (e.g. BORIS). No cost.

OA / Open Access, gold: Direct publication in Open Access. Publication charges (🡪BPCs) may apply.

# Contact and support

Bern University Library, Open Science Team

Hochschulstrasse 6, 3012 Bern

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Newsletter: [www.unibe.ch/ub/osnews](http://www.unibe.ch/ub/osnews) – Blog: [www.unibe.ch/ub/bosb](http://www.unibe.ch/ub/bosb)

Status of information: October 2021

1. Information from the Faculty of Philosophy and History on submitting the dissertation: <https://www.philhist.unibe.ch/studium/doktorat/abschluss/index_ger.html> [↑](#footnote-ref-1)
2. Information from the SNSF on the topic of Open Access incl. guidelines for grant recipients: <https://oa100.snf.ch/de/home-de> [↑](#footnote-ref-2)
3. Detailed information on the evaluation of publishing contracts from an OA perspective incl. sample contract addendum: <https://open-access.net/informationen-zu-open-access/rechtsfragen/rechtsfragen-in-der-schweiz/verlagsvertraege> [↑](#footnote-ref-3)