Step Guide for publishing a doctoral thesis online on the ESCP Business School repository OPUS

1) Publication contract (2 copies)
   1a) To be filled in and signed by the author
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   1b) The author hands in the contract – both copies – to the School Dean for signing
      → By arrangement, the library can also obtain the signature from the School Dean
      ➢ Due to legal validity a PDF-digital signature is only <u>temporarily</u> sufficient and serves the immediate publishing; the paper copy has to be handed in as soon as possible.
      ➢ A digital signature is valid and no paper copy is needed only when the contract is signed via Docusign. It is possible to create a test account. **The library has to be cced and the email needs to be sent to the rector's email address.**

   1c) One of the signed copies has to be handed in at the library. The other one is for the author to keep.

2) Insert metadata in the ESCP Business School repository OPUS
   The author uploads the PDF file and inserts the metadata in the repository. (s. OPUS Online Publication Guide)
      → For the login data please contact the library team (library-berlin@escp.eu)

3) The author sends the metadata after a re-check and informs the library team

4) The doctoral thesis is published after a third control by the library team and saved in the doctoral thesis archive

5) Submission of the doctoral thesis to the German National Library (DNB)

6) Mail to the author informing about the OPUS publication and submission to the German National Library (DNB)