

## Process for the publication of a working paper

1. Inform the library team as soon as possible about the planned publication ([library-berlin@escp.eu](mailto:library-berlin@escp.eu))
2. Download the required documents from the public library folder:

### → P:\08

**Library\01\_Informationen\_Information\OPUS\_Hochschulschriftenserver\_University Publication Server\Working Paper\_Online VÖ**

- Provide the consecutive number from the "04\_Liste veröffentlichte WP"
  - Send your own data to the library so that they can be added to the list
  - Add your own data in the list of the layout itself
  - Layout/template Word
  - Contract for publication on the OPUS document server
  - Guidelines for publishing a research publication
  - Eventually a (recently) published working paper as an example
3. The author checks the layout on his/her own responsibility and sends the PDF file of the working paper to the library team and the marketing team for viewing
  4. The author submits the contract (2 copies per author, including co-authors' own contract) to the Rectorate for signature
    - By arrangement, the library can also obtain the signature from the School Dean
      - Due to legal validity a PDF-digital signature is only temporarily 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 ant the email needs to be sent to the rector's email address.**
  5. The team library receives one copy, the other is to be kept by the author
  6. The author uploads the working paper and inserts the metadata in OPUS (see guidelines for publishing working papers)
    - Request login data for a guest account from the library team

7. The author informs the library by e-mail ([library-berlin@escp.eu](mailto:library-berlin@escp.eu)). The working paper is stored on the library server (for archiving purposes)
8. The library team checks again the metadata and continues with the publication on OPUS
9. The library team submits mandatory publication online to DNB
10. The library team informs the author(s) about the publication on OPUS and successful mandatory submission (DNB) by e-mail