

Guidelines for the publication of doctoral dissertations

There are several ways of publishing doctoral dissertations at Helsinki University of Technology.

The recommended way is to publish the doctoral dissertation in the TKK Dissertations series, which was established after an initiative from the Dissertation Committee and which aims at standardising the appearance of TKK doctoral dissertations, making it easier for readers to recognise and find them. Publishing dissertations in the TKK Dissertations series began in March 2005.

The dissertation can alternatively be published in some other scientific series, published by TKK or an external publisher, or as a separate volume outside the series.

TKK's goal is that all dissertations will not only be published in print, but also in electronic format. Through an open network, dissertations will easily reach a wide audience fast, within the scientific community, as well as among the general public.

TKK's Main Library handles the electronic publication of dissertations in TKK's Service for Electronic Dissertations, Diss, at <http://lib.tkk.fi/Diss/>, regardless of the series or manner of publication in print.

Further information:
Ms. Marja Malmgren
Main Library
e-mail: diss@tkk.fi
tel. +358-9-451 4104

TKK Dissertations series

All doctoral dissertations of Helsinki University of Technology that are granted permission to publish can be published in the series TKK Dissertations. The Diss service at TKK Main Library is responsible for the series.

The covers and title page are designed by the library to conform to the uniform graphic appearance of the series. To this end, the doctoral candidate must submit a cover order form via the net. The form also acts as registration to the series. The form is available at:

<http://lib.tkk.fi/Diss/util/coverorder.html>

In addition, the candidate must submit to the Main Library a copy of the permission to publish, either by post to TKK Main Library / Diss / PL 7000 / 02015 TKK or by e-mail to diss-aineisto@tkk.fi.

The Main Library assigns ISBN codes and a serial number to the dissertation when the cover order is processed, so the candidate need not request them separately.

The candidate is responsible for finishing the body of the dissertation for print and network publication.

The Help pages of the Diss service provide guidelines for the structure and appearance of the body of the dissertation. Templates found at the Help pages can be used during the writing process. Using templates and following the recommendations is not mandatory.

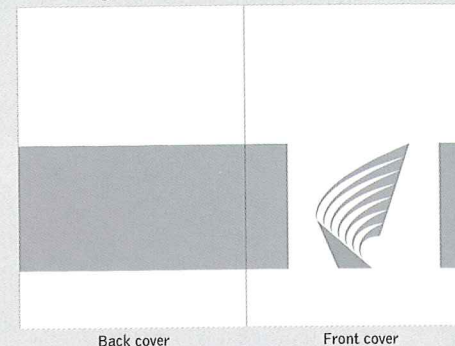
The candidates are themselves responsible for the contents of their dissertations and ensuring they have permission to use any

materials used in the dissertation. Publishing the dissertation in the TKK Dissertations series does not affect the copyright of the work.

Printing the dissertation

The candidate chooses the printing house for the dissertation on the basis of competitive bidding.

The Main Library delivers the texts to be printed on the covers and title page to the printing house, as well as the necessary number of cover papers with pre-printed TKK logo. Picture of the cover papers:



The candidate delivers the body of the dissertation to the printing house in the format required (usually pdf). The candidate is responsible for arranging all the printing details with the printing house and all printing costs. The print run and distribution of the dissertation should be agreed by the candidate and his or her department or unit.

NB! All dissertations published in the TKK Dissertations series are also published in electronic format. See the guidelines for electronic publication.

Electronic publication

Doctoral dissertations are published on the Internet in pdf format. The candidates are responsible for the contents of their dissertation files published in the Diss service and the necessary pdf conversions. The content of the electronic version must be identical to that of the manuscript that was granted permission to publish.

Each dissertation is given a www description page on the Internet, containing the abstract of the doctoral dissertation and other information. The dissertation files are linked to the description page in two alternate ways:

(a) a monograph doctoral dissertation is linked to the www description page as one pdf file.

(b) an article dissertation's summary and the separate articles are linked to the www description page as separate pdf files.

Storing the separate articles of article dissertations on TKK's server and publication in the Diss service is prohibited without the consent of the copyright holders. The candidate is responsible for ascertaining the copyright holders and obtaining the necessary permissions.

For more information, see: <http://lib.tkk.fi/Diss/util/individualarticles.html>.

The URL of the www description page is in the form <http://lib.tkk.fi/Diss/XXX/isbnYYY> in which XXX = year of the dissertation and YYY = the ISBN code (without hyphens) of the electronic (pdf) version of the dissertation.

The printed and pdf versions of the dissertation are assigned separate ISBN codes. The dissertations published in the TKK Dissertation series are automatically issued an ISBN code by the Main Library. ISBN codes for dissertations published in other series or outside series should be requested from the Main Library by e-mail: isbn-numero@tkk.fi.

Delivering the material to the Main Library

For the electronic publication of a dissertation, the Main Library must receive:

- The monograph dissertation or the summary of an article dissertation in pdf format. If the dissertation is published in the TKK Dissertations series, the candidate only delivers the body of the dissertation, the opening pages are added in the Main Library.

- The separate articles of an article dissertation in pdf format and the required permissions. (NB: Only deliver the publications that may be published in the Diss service).

- The Agreement on www usage must be completed in duplicate and sent to the Main Library by post. The agreement is available at: <http://lib.tkk.fi/Diss/util/agreementform.pdf>.

Addresses for sending the material:
E-mail: diss-aineisto@tkk.fi
Postal address: TKK Main Library / Diss /
P.O.Box 7000 / 02015 TKK

NB! More detailed guidelines for publishing doctoral dissertations are available at: <http://lib.tkk.fi/Diss/util/howtodo-en.html>.

Other things to consider

Timetable

The rule concerning public display (the dissertation must be publicly available for ten days before the defence) applies mainly to the printed version. The goal is to make the electronic version of the dissertation also available on the Internet by the public display time.

Abstract

The dissertation manuscript must already include an abstract in the preliminary examination phase. The place of the abstract in final, published dissertations is in the beginning of the dissertation right after the title page. The abstract forms are available at: <http://lib.tkk.fi/Diss/util/abstract.html>.

UMI form (DAI)

The Main Library informs the Dissertations Abstracts International of all TKK dissertations (publication data and abstracts). To this end, the candidate must complete the UMI form and send it to the Main Library by post (see Postal address). The form is available at: <http://lib.tkk.fi/Diss/util/umi.pdf>.

Printed copies for the Main Library

When the dissertation is published in electronic format in the Diss service, only three printed copies must be sent to the Main Library's collections and archive. In other cases, 30 copies must be delivered to the Main Library. The address for delivering the printed copies is: TKK Main Library / Cataloging / P.O.Box 7000 / 02015 TKK.