

Guidelines - Use of publications in scientific theses (cumulative scientific theses)

The UG only recognizes academic theses (diploma theses, master's theses and dissertations) and does not differentiate between monographs and cumulative works. In many doctoral/PhD programmes, it is clear from the beginning of the supervision process that publications on the chosen topic will be produced. Master's students also have the opportunity to publish parts of their Master's thesis during the development process.

These guidelines serve to illustrate how publications can be integrated into academic work at the University of Vienna. The supervisors decide whether and how many publications can be included.

Cumulative Dissertation

As a rule, a cumulative dissertation is one in which the results of the work are not presented in the form of a monograph, but in the form of a collection of publications or publication manuscripts. The manuscripts may have been accepted for publication or submitted to journals for review.

However, the cumulative dissertation must correspond in its entirety to the form of a monograph regarding the scientific contribution of a dissertation.

The publications / manuscripts used in the dissertation may be written in different languages.

The publications / manuscripts must be related to one another and linked by an overarching research question, which is to be referred from the topic of the dissertation and presented in an introductory chapter.

I. Formal Structure

Cumulative dissertations shall be submitted in bound form; all sections – irrespective of the printing format of the original publication – shall be copied onto DIN-A4-format sheets. Consecutive numbering of all sheets, including publications, is mandatory.

a. Cover Sheet

The layout of the cover sheet is subject to the *Statutory Order Regarding Formal Requirements when Submitting Scientific Papers* (published in the Bulletin of the University of Vienna, 39th issue, no. 260, on 24 September, 2015).

http://www.univie.ac.at/mtbl02/2014_2015/2014_2015_260.pdf

b. Table of Contents

The page numbers indicated in the table of contents refer to the consecutive numbering of the dissertation pages. Bound publications / manuscripts shall be mentioned as chapters, featuring page numbering. The processing / development status of manuscripts not yet published at the time of dissertation submission shall be mentioned; hereby, the following categories are admissible:

- accepted for publishing in a publication / book / anthology
- submitted for publishing
- manuscript currently being processed

Further materials belonging to the dissertation, which are not intended for publication, can be presented in separate chapters.

c. Preamble

The publications must be preceded by an introduction outlining the research project, making it clear which overarching research question links the individual publications / manuscripts and which aspects are to be covered by the individual publications / manuscripts.

d. Synopsis of the Publications / Manuscripts

All included publications (peer-reviewed) and manuscripts that are part of the dissertation must be listed with the author's name, title, information on the processing status and information on the respective personal contribution of the doctoral candidate.

Information on publications and manuscripts:

- Published publications → complete bibliography of the publication
- Accepted manuscripts → date of confirmation of acceptance
- Submitted manuscripts → date of confirmation of receipt

e. Concluding Discussion

The final discussion refers to the totality of all publications / manuscripts and chapters. It must summarize the individual results of the publications / manuscripts. In particular, the contribution made by the publications / manuscripts to answering the question posed by the dissertation topic and formulated in the introduction must be conclusively presented. In addition, the methodology used must be discussed comprehensively. Finally, the contribution of the thesis to the progress of science in this field of research must be described.

Note: If thematically appropriate, the introduction and final discussion can be combined.

f. Abstract

The usual formal requirements also apply to cumulative dissertations (bibliography, correct citation, etc.). This applies in particular to a summary in English and German (abstract), which should contain the most important points of the introduction and the overall discussion.

II. Evaluation of a Cumulative Dissertation

In accordance with the Statutes (§ 15), the President for Studies legislation and affairs nominates two reviewers by joint agreement with the study programme director(s).

Each of the two reviewers writes an individual assessment of the dissertation in its entirety. The acceptance of one or more publications in peer-reviewed journals does not prejudice the decision of the reviewers.

The reviewers are academically competent and internationally recognized to assess the topic of the dissertation, but are not closely related to the doctoral candidate.

In the case of joint authorship between the doctoral candidate and the supervisor, the supervisor cannot act as reviewer.

The supervisor is entitled to submit a written statement, which will be made available to the reviewers.

III. Submission of a Cumulative Dissertation

a. Electronic submission

When uploading the electronic version of the dissertation, students decide whether or not the full text is to be made available online. This must be agreed with the respective publishers. In addition, the publisher can also request the dissertation to be blocked. In this case, an application for blocking must be submitted to the SSC.

b. Submission of the dissertation in hard copy

Detailed information and documents are available at the responsible SSC.

Cumulative Master's thesis

The requirements for cumulative dissertations also apply correspondingly to Master's theses.

Note: A publication cannot represent the entire Master's thesis (see I. Formal structure).