

**Statutory Order
Regarding Formal Requirements when Submitting Scientific Papers**

In accordance with § 17, paragraph 3 of the Statutes of the University of Vienna, section regulating university studies, published in its updated version in the Bulletin of the University of Vienna on 30 November, 2007, 8th issue, no. 40, the following is decreed:

§ 1. (1) In accordance with § 17, paragraph 1 of the Statutes of the University of Vienna, section regulating university studies, scientific papers shall be submitted both in hard copy and in soft copy [both in printed form and electronically].

(2) The electronic submission shall precede the submission of the printed version.

(3) The submission procedure of a scientific paper is initiated by uploading the electronic version.

In keeping with § 15, paragraph 8 and §16, paragraph 5 of the Statutes of the University of Vienna, section regulating university studies, the evaluation period starts with the submission of the printed (hard copy) version of the scientific paper.

Formal Requirements for the Submission of the Electronic Version

§ 2: (1) All documents shall be uploaded in PDF format. Each scientific paper shall be uploaded as one single document in PDF format.

(2) Successful upload shall be substantiated by means of a print-out, which shall be submitted, duly signed, together with the bound hard copy of the scientific paper.

Formal Requirements for the Submission of the Printed Version

§ 3. (1) The print-out confirming the successful upload of the electronic version (PDF) shall be submitted together with the bound hard copy of the scientific paper.

(2) The printed version shall be submitted during office hours to the relevant Student Service Centre within one week of submission of the electronic version.

(3) The paper shall be submitted in DIN A4, portrait (vertical) format, bound in hard cover, printed on both sides.

(4) The printed version bound in hard cover shall furthermore comprise an abstract in the form of an annex. An abstract in German shall be required as well, should the paper be written in a foreign language.

§ 4. Detailed information on the formal requirements which apply when submitting scientific papers can be found in Annex 1.

Final and Transitional Provisions

§ 5. The present statutory order comes into effect on 1 October, 2008 for all Directors of the Study Programmes of the University of Vienna. The statutory order regarding formal requirements when submitting scientific papers published in the Bulletin of the University of Vienna, 42nd issue, no. 351, on 15 July, 2008 expires with the coming into effect of the present statutory order, published on 30 September, 2008, 46th issue, no 382.

President of studies legislation and affairs

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Annex I

Information Regarding Writing and Submitting Theses

D) Writing a Paper

The following formal requirements shall be observed when writing a paper:

- Format: exclusively DIN A4 (210 x 297 mm), portrait (vertical)
- Double-sided printing
- Margins shall be selected in such a manner as to allow binding and stapling.
- The layout design of the title sheet shall be consistent with the master available at the Student Service Centre.
- The annex shall include a German and, if possible, an English abstract (1 – 2 pages), as well as a curriculum vitae highlighting the submitter's scientific background. The inclusion of a German abstract is mandatory if the paper is written in a foreign language. Any additional provisions issued by faculties remain unaffected by the present specifications.
- Please be advised that illustrations are also subject to quotation rules, which means that sources are to be cited and **copyright laws adhered to!** If in doubt, it is recommendable to include the following text when citing sources: *“I endeavoured to ascertain the copyright holders of all illustrations and secure their consent to the utilisation of their illustrations in the present paper. If, in spite of my efforts, a copyright infringement should have occurred, I kindly request the relevant parties to contact me.”*

II) Electronic Submission

Only one document in PDF format can be uploaded. Uploading a document divided into several parts is not admissible. Please make sure that your document contains a correct title sheet, an abstract and your curriculum vitae!

Generating a PDF Document

- The FirstLevelSupport desk of the Library of the University of Vienna provides assistance with attachments which cannot be converted into the PDF format and with PDF documents exceeding the 40-MB-limit: e-theses.ub@univie.ac.at
- In order to utilise the PDF Service of the Central IT Service of the University of Vienna you shall be required to use the common standard fonts available in Microsoft Office products (e. g. Arial, Georgia, Times New Roman, Trebuchet), and/or the Base-14 fonts of Adobe (Courier, Courier-Bold, Courier-Bold-Oblique, Helvetica-Oblique, Symbol, Times-Bold, Times-BoldItalic, Times-Italic, Times-Roman, Zapf-Dingbats). The document to be converted can be sent as an email attachment to the service address pdf.zid@univie.ac.at.
- Should you opt for generating your own PDF document, please ensure that you utilise the latest PDF version (version 1.4 or higher) and that you include all the relevant fonts into your document. Restrictions are not admissible (e. g. password protection); printing and copying of content must not be restricted.

More detailed information is available at <http://e-theses.univie.ac.at/pdf-erstellung.html>



Upload

The upload can be carried out from any computer with internet access (password-protected log-in at <https://hopla.univie.ac.at>). The user-friendly interface (form) facilitates the uploading procedure.

1. **Metadata** is acquired (i. e. author, title, course code number). If the printed version of your paper includes a **multimedia attachment** (illustrations, videos, software, etc.) (see above), please make sure you indicate this in your **abstract!!** Furthermore, you have the possibility of issuing a lock request valid for one to five years (application for access lock under § 86, paragraph 2 of the University Organisation and Studies Act, 2002). The lock request (application form available at the relevant Student Service Centre) shall be submitted – accompanied by appropriate justification – at the same time as the hard copy version of the paper to the relevant Student Service Centre.
2. The acquisition of the metadata shall be followed by the upload of the academic paper in PDF format.
3. Submitters have the option of issuing a declaration of consent to the publishing of their paper on the Internet via the academic paper server of the Library of the University of Vienna. The Internet release renders the paper available to an international readership, while protecting it more effectively from plagiarism.
4. Confirmation of the successful upload and the submitter's metadata shall be displayed and sent to the submitter's email address. This confirmation is to be printed and submitted to the relevant Student Service Centre at the same time as the hard copy of the paper.

III) Submission of the Printed Version (Hard Copy)

1. The printed version must coincide in content with the uploaded soft copy. It is therefore strongly recommended to submit a printout of the electronic PDF version.
2. The Student Service Centre will inform you with regard to how many copies of your paper you are required to submit.
3. The bound, printed version shall be submitted during office hours to the relevant Student Service Centre within a week after uploading the electronic version.
4. Lock requests in keeping with § 86, paragraph 2 of the University Organisation and Studies Act, 2002 shall be plausibly justified and submitted together with the scientific paper. Lock requests submitted to any subsequent times shall not be taken into consideration.
5. Confirmation of the successful upload (see above) shall be submitted at the same time as the hard copy of the paper.
6. Subsequently to the plagiarism check and subject to copyright clearance, the Student Service Centre shall forward the paper to the judges for evaluation.

IV) Important Information

- The **withdrawal** of an inadvertently uploaded paper can only be carried out **AFTER** the plagiarism check and **SUBJECT TO COPYRIGHT CLEARANCE**.
- Correction of typing errors and layout modification are not possible after upload. Submitters shall consequently refrain from carrying out such alterations in the printed version as well. (Exception: modification of flawed cover sheets – only applicable to the printed version!) The FirstLevelSupport desk of the Library of the University of Vienna provides assistance with upload difficulties: e-theses.ub@univie.ac.at. Please contact the relevant Student Service Centre for all other issues.
- **Papers written in collaboration by more than one student shall be uploaded by each author individually**, in accordance with the Statutes of the University of Vienna, section regulating university studies (§ 15, paragraph 6).
- Further regulations concerning academic paper submission (forms, deadlines, etc.) are available on the websites of the relevant Student Service Centres.