



# Guidelines for Cumulative Dissertations

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## I. Definition

The term 'cumulative dissertation' applies to scientific papers whose conclusions are not presented in the form of a monograph, but rather in that of a **compilation of publications** or publication manuscripts. Said manuscripts can have been accepted for publishing or submitted to publications for evaluation.

However, in their entirety and in terms of their scientific content, cumulative dissertations are subject to the formal requirements applicable to dissertations in monograph form.

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

The publications / manuscripts shall be contextually linked and fit within the scope of a congruous, superordinate analysis, which in turn is reflected in the topic of the dissertation.

## II. 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, 46<sup>th</sup> issue, no. 382, on 30 September, 2008).

[http://www.univie.ac.at/mtbl02/2007\\_2008/2007\\_2008\\_382.pdf](http://www.univie.ac.at/mtbl02/2007_2008/2007_2008_382.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



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

## c. Preamble

Publications shall be preceded by a preamble delineating the research project. Said preamble shall elucidate the manner in which the publications / manuscripts are contextually linked within the realm of a superordinate analysis, as well as the concrete aspects each particular publication / manuscript is concerned with.

## d. Synopsis of the Publications / Manuscripts

Every (peer-reviewed) publication and manuscript included in the dissertation shall feature the author's name, the title, information pertaining to the processing / development status of a yet unpublished manuscript, as well as an indication of the submitter's own contribution. All of the above is of crucial importance in the process of scientific evaluation of the submitted paper.

Specifications on publications and manuscripts

- released publications → comprehensive bibliographical reference of the publication
- manuscripts accepted for publication → date of the letter of acceptance
- submitted manuscripts → date of the acknowledgement of receipt

## e. Concluding Discussion

The concluding discussion refers to the academic paper and the publications / manuscripts included in it, in their entirety. The concluding discussion is of vital significance in the evaluation process of a cumulative dissertation and must consolidate the discrete conclusions of the individual publications / manuscripts. Special emphasis must be given to coherent elucidation of the manner in which the included publications / manuscripts contribute to concluding the analysis making the object of the dissertation and delineated in the preamble. Furthermore, the utilised methodology shall be comprehensively discussed. The final section shall be dedicated to the contribution the academic paper brings to scientific progress in the relevant field of research.

Remark: if thematically expedient, the preamble can be compounded with the concluding discussion.



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## f. Abstract

As is the case for all dissertations, an abstract in German and in English is also an integral part of a cumulative dissertation. Special emphasis shall be given hereby to a synopsis of the major topics featured in the preamble and the overall discussion. The customary formal requirements apply to cumulative dissertations, as well (e. g. academic curriculum vitae, list of references, correct quotation, etc.).

## III. Evaluation of a Cumulative Dissertation

In accordance with the Statutes (§ 16), the President for Studies legislation and affairs nominates two evaluators by joint agreement with the study programme director(s).

Each of the two evaluators writes an individual assessment of the dissertation in its entirety. The release of one or several publications in peer-reviewed journals shall not bias the evaluators' decision.

The evaluators shall be competent in the relevant field and scientifically recognised on an international level, so that they can properly evaluate the subject matter of the dissertation; however, no close relationship may exist between the evaluators and the submitter of the dissertation.

Joint authorship of the candidate and one or both of the evaluators in the realm of the dissertation's subject matter is prohibited.

Joint authorship of the candidate and her / his thesis coordinator precludes the coordinator from acting as an evaluator.

The thesis coordinator is entitled to submitting a written statement to the evaluators.

## IV. Submission of a Cumulative Dissertation

### a. Electronic submission

When uploading the electronic version of the dissertation to the 'Hochschulschriften-Server' (electronic-university-publication-server) the dissertation **is not to be put online**. Additionally **a hold is to be requested**.

The duration of the hold has to comply with the publishers' online embargo.



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Remark: Most publishers lay an embargo on dissertations between 12 and 24 months in the natural sciences and up to 36 months in the humanities.

These measures ensure that publishers' rights (commercial utilisation) are not violated.

b. Submission of the dissertation in hard copy

Detailed information on this topic and the relevant documents are available at the Student Service Centres.