

## PUBLISHING YOUR THESIS AT THE UNIVERSITY OF GENEVA

### NOTICE

There are two distinctive printed versions of a doctoral thesis as follows,

- A. The **standard « official » version** that should be deposited at the Division of Scientific Information (DIS) in **two copies**. Please notice that the title of Doctor will be only delivered once that the latter is accomplished and validated at the DIS office.
- B. The **thesis published in the *Terre & Environnement (T&E)*** commercial series with a precise volume number as well as an ISBN number (International Standard Book Number). The publication in the *T&E* series is optional and the printing costs are on charge of the author.

**ATTENTION: For the PhD in Earth Sciences, please notice that independently of the type of printed version (standard or *T&E*), the Department of Earth Sciences will reimburse half of the total costs but limited to CHF 300.- following the policy described in item 5 of the document [here](#).**

### STEPS TO FOLLOW

After the defense, the thesis advisor should send the following documents to the *Secrétariat des étudiants of the Faculté des Sciences*: The **thesis report** with the original signatures of all members of the jury; an original of the **examination form** (green sheet) with the attributed grade (mention) also signed by all jury members; and a properly filled copy of the form **Mode de publication**. The *Secrétariat des étudiants of the Faculté des Sciences* will then deliver you the *imprimatur* (i.e., the official thesis number delivered by the University of Geneva).

#### 1. Printing the thesis

Two different pdf files of your thesis should be brought to **ReproMail (Uni Mail)**, 022 379 95 03, [repro@mail.unige.ch](mailto:repro@mail.unige.ch), <http://repro@mail.unige.ch> .

	a. File PDF Thesis « standard »	b. File PDF <i>Terre &amp; Environnement</i>
<b>Cover (document cover = 4 pages)</b>	Yellow color. First page identical to the title page <b>Neither</b> the <i>T&amp;E</i> collection <b>nor</b> the volume and ISBN numbers should be mentioned. The second, third and fourth pages should be blanks.	<i>T&amp;E graphic cover*</i> First page : author, title, <i>T&amp;E</i> collection, volume number. The second, third and fourth cover pages should contain the list of <i>T&amp;E</i> volumes already published. The fourth page should contain the ISBN number of the present volume.
<b>Title page</b>	Identical to the first page of the cover, <b>with</b> the <b>official thesis number</b> . <b>Neither</b> the <i>T&amp;E</i> collection <b>nor</b> the volume and ISBN numbers should be mentioned.	Identical to the title page of the standard thesis, but <b>without</b> the <b>official thesis number</b> .
<b>Back of the title page</b>	<b>It should include</b> the imprimatur with the official number of the University of Geneva. <b>Neither</b> the <i>T&amp;E</i> collection <b>nor</b> the volume and ISBN numbers should be mentioned.	<b>It should not include</b> imprimatur At the bottom of the page : bibliographical reference mentioning the <i>T&amp;E</i> collection + vol. + ISBN. <b>It should not include</b> the official number of the thesis.
<b>Body of the thesis</b>	Identical	
<b>Number of copies</b>	<b>2 copies</b> for the DIS This file <b>should be identical</b> to the one that will be loaded at the <i>Archive ouverte de l'UNIGE !!</i>	<b>5 copies</b> for the library of Earth and Environmental sciences (BSSTE) + X supplementary copies depending on the number that the author wants to personally distribute.

\* In order to obtain both the volume and ISBN (International Standard Bibliographic Number) numbers of the **T&E** issue, contact Céline Von Tobel ([Celine.VonTobel@unige.ch](mailto:Celine.VonTobel@unige.ch), ph. 022 379 78 73 or 079 231 30 92). She will also do and send you a file containing the complete cover (4 pages) for the **T&E** volume.

## 2. Submitting the thesis

### a. Standard version (yellow cover)

Two printed copies along with the original of the imprimatur should be brought to the **Division de l'information scientifique (DIS)**, UNI DUFOUR, secretariat, Office 310, 3<sup>rd</sup> floor where you will also sign a contract defining the mode of diffusion of the electronic version. You need to bring a form *ad hoc* (**Mode de publication**) that indicate the publication mode. For more info refer to:

<http://www.unige.ch/sciences/Enseignements/ServicesAuxEtudiants/PrestationsDeLaFaculte/InformationsDoctorants/ApresSoutenance.html>.

### b. Terre & Environnement (**T&E**) version

The **T&E** copies should be delivered to the department where the student has accomplished her/his thesis. It is the student responsibility, or of any other person that she/he has previously assigned, to deliver the **five copies** to the Library of Earth and Environmental sciences (BSSTE) ([see the opening hours](#)). These copies are intended for :

- 1 copy > *Legal cantonal deposit* at the Bibliothèque de Genève (BGE)
- 1 copy > *Legal national deposit* to the Bibliothèque nationale suisse in Bern (BNS)
- 1 copy > Deposit of the UNIGE library (DBU)
- 2 copy > BSSTE : One copy to be lent to readers and a reserve copy

Every author and/or research group has the freedom to print as many extra copies as he/she wants to distribute (remember that the related costs are on charge of the author/research group).

### c. Submitting the electronic version

You should also upload an electronic version of your thesis as a pdf file at the *Archive Ouverte* of the University of Geneva. You will find all the necessary information to accomplish this task and obtain the Doctor degree at <http://archive-ouverte.unige.ch> under « Déposer un document ». A 150 words abstract should be also entered (compulsory).

If you would encounter any troubles concerning this action please contact the DIS office: **Mrs Enriketa KALLDREMHIU-BARBEY**, 022 379 71 14, [archive-ouverte-theses@unige.ch](mailto:archive-ouverte-theses@unige.ch).