



LUND UNIVERSITY
Faculty of Social Sciences

CHECKLIST

22 March 2017

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Checklist for public defence of a doctoral thesis

Notification of the public defence of your thesis:

- ✓ **Apply for an ISBN number**
 - The website of the University Library has information on how to obtain an ISBN number for your thesis:
<http://www.ub.lu.se/en/publish/registering-and-publishing-in-lup/doctoral-theses/isbn-for-a-doctoral-thesis>
- ✓ **Contact Media-Tryck**
 - State how many copies you want to order. In addition to the copies for your department, the mandatory edition consists of 33 copies of which 3 are to be delivered to the University Library (UB) between 7:30 and 15:30 at the staff entrance on the west side of the University Library building. Please contact the administration at your department for contact list where to send the remaining 30 copies.
 - Specify to Media-Tryck that you come from the Faculty of Social Sciences and that your thesis is to be made available for "print-on-demand". This means that your doctoral thesis is searchable in stocks for online bookstores for example, so that copies of your book can be ordered.
- ✓ **Register your thesis in LUCRIS**
 - The Faculty of Social Sciences uses electronic notification of new doctoral theses, i.e. you must register your thesis in LUCRIS:
<http://lucris.lu.se>.
 - The faculty recommends full text publication in LUCRIS.
 - For questions on how to register in LUCRIS – please contact the library, either us (see below) or ref@sambib.lu.se

Also remember to ...

... ask your department for local checklists concerning the public defence of a doctoral thesis.

... read the Faculty's information for doctoral students ready to publicly defend their thesis and for their supervisors [here](#).

Questions?

[Helen Wiman](#), Faculty Office, Faculty of Social Sciences

[Maja Carlson](#) or [Ann-Sofie Zettergren](#), Sambib, Social Sciences Faculty Library

[Sara Rondahl](#), Library Campus Helsingborg