



Guidelines for the format, publication, announcement and distribution of doctoral and licentiate theses

1. General information

The following guidelines are based upon: *Regulations on the public defence and grading of doctoral theses at Södertörn University; Guidelines for examinations in third-cycle education; Policy for digital publishing at Södertörn University; and the Act (2012:492) on legal deposits of electronic material.*

2. Formats for doctoral and licentiate theses

2.1. Doctoral thesis

The format of a doctoral thesis must comply with accepted academic standards. It may be a monograph or a compilation thesis. If further instructions are required, such as for the scope and number of papers in a compilation thesis, the relevant research area or subject for doctoral education is responsible for issuing these.

If any part of the thesis has been co-authored, the doctoral student's individual contribution must be clearly discernible during assessment.

Any external financiers must be named in the thesis.

The thesis may be written in Swedish, Danish, Norwegian or English. A doctoral student who wishes to apply for an exception from writing in any of these languages must first consult their principal supervisor and then submit their application to the steering committee for the relevant research area, which makes the decision. If the application is granted, the choice of language is noted in the doctoral student's individual study plan.

Regardless of the language, the thesis must include an abstract of about 350 words, in both English and Swedish (or Danish or Norwegian). The thesis' title must be provided in both

languages, so it is presented correctly on the degree certificate. The thesis can also include a longer summary in any language and of any length.

2.2. Licentiate thesis

The format of a licentiate thesis must comply with accepted academic standards. It may be a monograph or a compilation thesis. If further instructions are required, such as for the scope and number of papers in a compilation thesis, the relevant research area or subject for doctoral education is responsible for issuing these.

If any part of the thesis has been co-authored, the doctoral student's individual contribution must be clearly discernible during assessment.

Any external financiers must be named in the thesis.

The thesis may be written in Swedish, Danish, Norwegian or English. A doctoral student who wishes to apply for an exception from writing in any of these languages must first consult their principal supervisor and then submit their application to the steering committee for the relevant research area, which makes the decision. If the application is granted, the choice of language is noted in the doctoral student's individual study plan.

Regardless of the language, the thesis must include an abstract of about 350 words, in both English and Swedish (or Danish or Norwegian).

2.3. Proofreading

Doctoral and licentiate theses, or parts thereof, which are not written in the author's native language, should be proofread. The doctoral student is responsible for proofreading being carried out in accordance with the university's procurement regulations. The head of school decides whether proofreading of a thesis in the author's native language may be paid for from the school's budget for the public defence.

3. Publication and announcement

3.1. Publication of a doctoral thesis

Doctoral theses presented by doctoral students admitted to Södertörn University must be published by the university or an external publishing company. Whatever the publisher, it must be included in the *Södertörn Doctoral Dissertations* series and numbered. The Library is responsible for enumeration.

When the university is the publisher of a thesis, an agreement that regulates the parties' rights and obligations must be drawn up between the doctoral student and the university. The university is represented by the Library, which provides information about the production process and ensures that theses comply with the university's style guide.

Theses that are presented at the university must be published digitally in the university's repository, currently the Digitala Vetenskapliga Arkivet (DiVA portal). An embargo period for publication with an external publishing company is not permitted, due to the governmental

instruction that scholarly publications with full or partial public financing must immediately be openly accessible.^{1 & 2}

The school supplement publication with an email to interested parties, internally and externally, as well as information in the university's external web-based calendar about the public defence and any *spikningsceremoni* – presentation of thesis.

3.2. Notification (*spikning*) of public defence

Under Sections 3-4 of *Regulations on the public defence and grading of doctoral theses at Södertörn University*, the notification of public defence must be at least three weeks prior to the public defence. Weeks outside the public defence periods of 15 August – 21 December and 7 January – 15 June may not be included in these three weeks. Electronic *spikning* must be done in DiVA. The doctoral thesis must be available at the university library when it is presented at the *spikning*, so it can be reviewed prior to the public defence.

The Library tells the doctoral student about when the information about the thesis and public defence must be registered in DiVA. The doctoral student registers the information, which is reviewed by the Library; a notification of submission is generated and sent to the doctoral student. The doctoral student signs an agreement for electronic publication (*spikningskvitto*). The Library is responsible for the electronic *spikning* in DiVA and notifies relevant units at the university that it has occurred.

3.3. *Spikningsceremoni* – presentation of thesis prior to the public defence

At a *spikningsceremoni*, the doctoral student provides a popularised presentation of their thesis and the audience has the opportunity to ask questions. The Library is contacted by the doctoral student, or someone else from the school who is responsible, about planning the *spikningsceremoni*. The doctoral student then nails up (*spikar*) a physical notification of the public defence in the Library's public area.

3.4. Publication and announcement of a licentiate thesis

The licentiate thesis does not need to be published in printed form unless there are special circumstances.

There is no requirement for a *spikning* in DiVA for a licentiate thesis, but it must be available digitally at least three weeks before it is examined. The school announces the thesis by emailing interested parties, internally and externally, and announcing its publication via the university's external web-based calendar. The announcement must include information about the licentiate seminar, abstract, and information about how the thesis can be obtained electronically.

¹ Press release from the Ministry of Education and Research, 30 June 2022, [Kungl. bibliotekets och Vetenskapsrådets uppdrag rörande öppen vetenskap förtydligas - Regeringen.se](https://www.kungl.bibliotekets och Vetenskapsrådets uppdrag rörande öppen vetenskap förtydligas - Regeringen.se)

² Utredningsgrupp: Bortom transformativa avtal - SUHF

The doctoral student registers and uploads the approved thesis in DiVA after it has been examined. The Library checks that everything is correct and then publishes the thesis.

4. Distribution of doctoral theses

The number of copies of a printed thesis is decided in consultation between the Library and the doctoral student, based on the research area's budget for public defences. The Library may reserve copies for sale.

The doctoral student is responsible for printed copies of the thesis being distributed according to the list below:

- supervisors: a copy each or as agreed
- Foundation for Baltic and East European Studies (if BEEGS): 17 copies are sent to BEEGS, who send two to the Foundation for Baltic and East European Studies
- Foundation for Baltic and East European Studies (if they fund the project/programme): two copies sent to the Foundation for Baltic and East European Studies
- other financier: as agreed
- subject: all or as agreed
- subject's distribution list: any external contacts
- director of studies
- doctoral student's distribution list

The principal supervisor is responsible for the external reviewer, members of the examining committee, including substitutes, and the chair of the public defence, receiving the thesis electronically when it is sent for printing. The principal supervisor is also responsible for distributing hard copies when the thesis has been printed.

The Library is responsible for copies being distributed internally, to the vice-chancellor's office, the university archive and externally to other higher education libraries as requested.

When the thesis is uploaded as a full text in DiVA, it is delivered electronically to the National Library of Sweden in compliance with the *Act (2012:492) on legal deposits of electronic material*.

5. Entry into effect

These guidelines enter into effect on 19 October 2022 and replace the *Riktlinjer för publicering och spikning av doktorsavhandling vid Södertörns högskola* (reg. no. 3471-1.1.2-2017).