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Information Sheet

for Producing Academic Pieces of Work and Initiating a Doctoral Procedure at the Faculty of Economics and Social Sciences

0.1 Information on producing academic pieces of work

We recommend the following literature that is available in the University Library for the formal aspects of writing academic pieces of work.

Please note: You must be logged into the university network to be able to access the eBooks via the links.

Schreib- und Gestaltungsregeln für die Text- und Informationsverarbeitung. Unkommentierte Ausgabe der DIN 5008:2020 in offprint format (2020). 6th Edition. Berlin: Beuth Verlag (Beuth publishing DIN).

Print: Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39580 S378(6)
Patent- und Normenzentrum, Shelf mark: AK 39580 S378(6)

Andermann, Ulrich; Drees, Martin; Grätz, Frank (2006): Duden. Wie verfasst man wissenschaftliche Arbeiten?: ein Leitfaden für das Studium und die Promotion. 3rd, completely newly revised Edition, [Reprint]. Mannheim: Dudenverlag.

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 P744(3)
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39580 P744(3)

Franck, Norbert (2019): Handbuch Wissenschaftliches Schreiben. Eine Anleitung von A bis Z. 1st Edition. Stuttgart: UTB.

Online:

<https://www.utb-studi-e-book.de/9783838551081>

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 F822
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39580 F822

Freund, Uwe (2019): Korrekt schreiben nach DIN 5008 für Dummies. 1st Edition. Weinheim: Wiley-VCH

Print: Campusbibl. Südstadt, Shelf mark AK 39500 F889
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark AK 39500 F889

Jele, Harald (2021): Richtig zitieren. 4th expanded and revised edition. Stuttgart: Kohlhammer.

Print: Campusbibl. Südstadt, Shelf mark AK 39580 J48(4)
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark AK 39580 J48(4)

Karmasin, Matthias; Ribing, Rainer (2017): Die Gestaltung wissenschaftlicher Arbeiten. Ein Leitfaden für Facharbeit/VWA, Seminararbeiten, Bachelor-, Master-, Magister- und Diplomarbeiten sowie Dissertationen. 9th revised and updated edition. Vienna, Stuttgart: facultas; UTB GmbH

Online (10th Ed.)

<https://www.utb-studi-e-book.de/9783838553139>

Print: Campusbibl. Südstadt, (2014), Shelf mark: AK 39580 K18(8)
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, (2017) Shelf mark: AK 39580 K18(9)

Klein, Andrea (2020): Wissenschaftliche Arbeiten schreiben. Praktischer Leitfaden mit über 100 Software-Tipps. 2nd Edition. Frechen: mitp.

online only:

http://www.content-select.com/index.php?id=bib_view&ean=9783958459755

Mathea, Siegfried; Schulz, Gundula (2020): Kommentar zur DIN 5008:2020. Mit den wichtigsten Fragen und Antworten zu den Schreib- und Gestaltungsregeln. 1st Edition. Berlin: Beuth (Beuth Kommentar).

Print: Patent- und Normenzentrum, Shelf mark: AK 39580 M426

Prexl, Lydia (2019): Mit digitalen Quellen arbeiten. Richtig zitieren aus Datenbanken, E-Books, YouTube & Co. 3., updated and revised edition. Paderborn: Ferdinand Schöningh (utb Schlüsselkompetenzen).

Online

<https://www.utb-studi-e-book.de/9783838550725>

Print: Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum (2019), Shelf mark: AK 39950 P944(3)
Campusbibl. Südstadt (2016), Shelf mark: AK 39950 P944(2)

Sandberg, Berit (2017): Wissenschaftliches Arbeiten von Abbildung bis Zitat. Lehr- und Übungsbuch für Bachelor, Master und Promotion. 3rd revised and extended edition. Berlin, Boston: De Gruyter Oldenbourg (De Gruyter Studium).

Online

<https://www.degruyter.com/viewbooktoc/product/456172>

Print: Campusbibl. Südstadt, Shelf mark: AK 39540 S213(3)

Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39540 S213(3)

Träger, Thomas (2018): Zitieren 2.0. Elektronische Quellen und Projektmaterialien richtig zitieren. 2nd revised and extended edition. Munich: Verlag Franz Vahlen.

Print: PNZ (2019), Shelf mark: AK 39950 T764(2)

Campusbibl. Südstadt, Shelf mark: (2016) AK 39950 T764

Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum (2016), Shelf mark: AK 39950 T764

We recommend that you consult the DIN standards listed below, which you can access via the Perinorm Online database and print and save for your own scientific use (please note: only members and students of the University of Rostock, contract lecturers and guest lecturers are permitted to print and save the full texts for their own academic use)

If you have any questions, please contact the Centre for Patents and Standards at Parkstraße 6

Tel.: +49 381 498 - 8674

email: normen@uni-rostock.de

SI Units - Units of Measurements

DIN 1301 Derived quantities and some other units

DIN 1304 **Letter symbols for physical quantities**

DIN 1304-1 Symbols for general use

DIN 1338 Writing and typesetting of formulae

DIN EN 60027-1 Letter symbols to be used in electrical technology: general information

Information in documents

DIN 1421 Arrangement and numbering in texts; clauses, paragraphs, enumerations

DIN 1422-1 Publications in sciences, technology, economy and administration; presentation of manuscripts and typoscripts

DIN 1426 Representation of the contents of documents; abstracts, literature surveys

DIN ISO 690 Guidelines for bibliographic references and citations to information resources

DIN 5008 **Rules for the writing and layout of word processing documents**

Further literature and links:

Ebel, Hans F.; Bliefert, Claus (2011): Bachelor-, Master- und Doktorarbeit. Anleitungen für den naturwissenschaftlich-technischen Nachwuchs. 4th updated ed., repr. Weinheim: Wiley-VCH.

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 E15(4)

Hien, Katharina; Rümpler, Steffen (2008): Grafische Gestaltung in Naturwissenschaften und Medizin. Wissenschaftliche Informationen vermitteln und präsentieren. Berlin: Spektrum Akad. Verl.

Print: Campusbibl. Südstadt, Shelf mark: TB 1024 H633

Hirsch-Weber, Andreas; Scherer, Stefan (2016): Wissenschaftliches Schreiben und Abschlussarbeit in Natur- und Ingenieurwissenschaften. Grundlagen - Praxisbeispiele - Übungen. 1st Edition Stuttgart: UTB GmbH; Ulmer (UTB, 4450).

Online:

<http://www.utb-studi-e-book.de/9783838544502>

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 H669

Kornmeier, Martin: Wissenschaftlich schreiben leicht gemacht. - Bern: Haupt Verlag [2018 – 8th Edition]

Online <https://www.utb-studi-e-book.de/9783838550848>

Print: Campusbibl. Südstadt (7th Edition 2016) AK 39580 K84(7)

Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum (7th Edition 2016) AK 39580 K84(7)

0.2	Registration of doctoral candidates and membership of the Graduate Academy
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All doctoral candidates must register as doctoral candidates at the University of Rostock after receiving confirmation of supervision.

The form must be completed in German "[Erfassung von Doktorandinnen und Doktoranden](#)" or in English "[Registration of Doctoral Candidates](#)" and sent via email to the Graduate Academy (grada@uni-rostock.de).

We also recommend becoming a member of the Graduate Academy, which is free of charge. All benefits and funding opportunities as well as the membership application form can be found at

<https://www.uni-rostock.de/en/research/support-of-early-career-researchers/translate-to-english-graduieretenakademie/>

1.	Initiation of the doctoral procedure
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Preliminary remark:

When you send the documents to the Central Doctoral Office, please send the following data to the Dean's Office at the WSF via email (promotion.wsf@uni-rostock.de) at the same time:

- The title of the doctoral thesis and the proposed reviewers.

In accordance with the **Doctoral Regulations of the University of Rostock's Faculty of Economics and Social Sciences**, the following documents must be submitted by post* to the Doctoral Office to initiate the doctoral procedure:

- 1.1 A request in no specific form submitted to the Dean in writing, requesting the initiation of a doctoral procedure and stating the doctoral field;**
- 1.2 Application form for initiating a doctoral procedure;**

The form to be used for the application is available at

<https://www.uni-rostock.de/en/research/support-of-early-career-researchers/career-paths/doctorate/translate-to-english-wege-zur-promotion-freier-modus/>

where it can be downloaded and filled in.

- 1.3 Three copies of the doctoral thesis (hard or soft cover binding; no ring binding);**

The following stipulations apply to the copies of the thesis to be submitted with the application:

- A declaration in lieu of an oath (see Appendix 1 of the Doctoral Regulations) must also be bound in the copies after the contents of the thesis.
- In the case of a thesis written in part with other authors, a declaration in accordance with § 8(3) sentence 6, which must also be included in the thesis;
- Additional copies must be supplied if further reviewers are appointed.
- Do not enter the names of the reviewers yet (they will not be appointed until the procedure has been initiated).
- The thesis must be written in either German or English. The Faculty Council decides whether to permit theses written in other languages, usually when deciding on the candidate's admission.

- 1.4 Signed CV, usually written in German, detailing in particular the academic career to date;**
- 1.5 Legally attested copy of the higher education entrance qualification (*Abiturzeugnis*);**

* Universität Rostock
Zentrale Universitätsverwaltung – Poststelle
z. Hd. Zentrale Promotions- und Habilitationsstelle
Schwaansche Str. 2
18055 Rostock

- 1.6 Legally attested copy of the degree certificate (Diplom, Magister, master's or equivalent degree);**

- 1.7 List of previous publications;
- 1.8 “*Amtliches Führungszeugnis*” [official certificate of good conduct] (not older than three months), if the applicant is not in public service;
- 1.9 Digital version of the thesis in a common file format (i.e. Microsoft Word, PDF) on a CD-ROM, DVD;

- 1.10 Short summary of the thesis.

The documents pursuant to points 1.1, 1.2. 1.4 - 1.10 must be submitted together in a **file folder**.

The candidate will be informed whether or not the procedure has been initiated.

2.	Fields in which doctorates can be completed at the Faculty of Economics and Social Sciences
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- Business Administration
- Demography
- Political Science
- Social and Economic Statistics
- Sociology
- Economics
- Business, Occupational and Organisational Psychology
- Business Informatics
- Industrial Engineering
- Business Education

3.	Recommended layout for the title page of the thesis
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(Title of the doctoral thesis)

Thesis

to

attain the university degree of

doctor rerum politicarum (Dr. rer. pol.)

at the Faculty of Economics and Social Sciences

of the University of Rostock

submitted by:

(Given name(s), Surname), born on (date of birth) in (place of birth)

from (town of residential address)

Rostock, (date)

(Please note: the mandatory copies must also indicate the names of the reviewers and the institutions where they work).

4.	Submission of the mandatory copies to the University Library upon bestowal of the title
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The University of Rostock's *Pflichtexemplarordnung* (Mandatory Copy Regulations) applies to the publication and submission of mandatory copies linked to doctoral and habilitation procedures.

Important note:

"The selected number of mandatory copies must be submitted free of charge to the Rostock University Library within four weeks of the Faculty Council's decision to award the doctorate or habilitation if the thesis is published without a publisher or journal publication." (§ 2(1))

The publication and submission options are described in detail on the following website:

<http://rosdok.uni-rostock.de/site/publish/disshab>

Please access the online submission form for the selected option and follow the procedure indicated there.

After checking the completeness and correctness of the mandatory copies, the Theses Department issues a confirmation of receipt and forwards this to the Central University Administration (Academic Self-Government (S44) - Doctorates and Habilitations).