

PhD Series Guide

How to publish your dissertation?

Colophon

Erasmus Research Institute of Management (ERIM)
Erasmus University
www.irim.eur.nl

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Disclaimer

Every effort has been made to ensure accuracy. However, ERIM cannot be held responsible for errors or omissions.

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Table of Contents

1 Introduction to the ERIM Series Guide	4
2 Timeframe publishing your dissertation in the ERIM Series.....	5
3 PhD defence procedure.....	6
4 Reference check	7
5 Printing and publishing of your ERIM dissertation.....	8
6 Layout of your ERIM dissertation.....	9
7 Media and PR	10

1 Introduction to the ERIM Series Guide

The ERIM PhD Series contains dissertations in the field of Research in Management defended at Erasmus University Rotterdam by researchers of the Erasmus Research Institute of Management (ERIM).

In this guide you will find detailed information on how ERIM can support you in the final steps towards printing and publishing your doctoral dissertation.

Publication of a dissertation in the ERIM PhD Series is open to:

- PhD's who have participated in the ERIM PhD programme
- PhD candidates who have an ERIM Fellow or Member as promoter or co-promoter, but who have not participated in the ERIM PhD programme

The Scientific Director of ERIM will decide which dissertations by non-ERIM PhD candidates will be accepted for publication in the ERIM PhD Series. Non-ERIM PhD candidates need to send a resume together with their dissertation to The Scientific Director of ERIM (pheugens@rsm.nl).

Please provide the necessary files and forms according to the schedule. This way the proofs from the cover designer and publisher can be carefully checked in time. You are responsible for providing correct contact information, timely updates of relevant invoice and delivery addresses, etc. If you fail to follow the schedule, any delay in book production will be your own responsibility. The same applies to any errors or misprints on the cover or inside the book that were overlooked by you during the proof check.

We are confident the publication and defence of your doctoral dissertation will be successfully. We will make every effort to equip you with everything you need for a flying start to an international academic career in business and management.

2 Timeframe publishing your dissertation in the ERIM Series

Schedule
1. Approx. 7 months* before the intended defence: <ul style="list-style-type: none">• Discuss your workflow in a personal meeting with the ERIM PhD Series coordinator.• Register in Hora Finita.
2. Approx. 5 months before the intended defence: <ul style="list-style-type: none">• Complete dissertation lay-out.• Submit the English summary to PhD Series coordinator for translation into Dutch.<ul style="list-style-type: none">◦ Please note that PhD Theses in the Netherlands need to contain a summary in Dutch. This summary needs to be comprehensive in nature as it needs to cover and explain at least the most important features and contributions of the PhD research, as explained in 3-5 pages approximately. For non-Dutch speaking PhD candidates, ERIM is happy to provide a translation service. Please provide us with the summary in English to be translated into Dutch at least 5 months before the intended defence.
3. Approx. 4,5 months before the intended defence: <ul style="list-style-type: none">• Submit dissertation to PhD Series coordinator for reference check (plagiarism check).
4. Approx. 4 months before the intended defence: <ul style="list-style-type: none">• Start cover design: submit ISBN form, profiler, image for cover, invitation form to PhD Series coordinator.
5. Approx. 3,5 months before the intended defence: <ul style="list-style-type: none">• Complete the dissertation file, insert last details.• Submit your draft dissertation to PhD Series coordinator for layout check.
6. Approx. 3 months before the intended defence: <ul style="list-style-type: none">• Submit the final version of your dissertation and propositions (in word and PDF) to PhD Series coordinator for printing.• Check the PDF proofs.• Submit PhD defence media and communication form & 1st placement form to PhD Series coordinator.
7. Approx. 2 months before the intended defence: <ul style="list-style-type: none">• The books are printed and delivered at EUR.
8. At least 5 weeks before the intended defence: <ul style="list-style-type: none">• Distribute the printed books to the committee, Beadle's office (pedel) and your department.

* ERIM will not participate in coordinating the publication process of dissertations with a start date less than 4 months before the intended defence date.

3 PhD defence procedure

In order to be admitted to the PhD defence, one must register in Hora Finita <https://horafinita.eur.nl/login/index.php>.

Hora Finita is the registration service for PhD candidates and supervisors of the Erasmus University Rotterdam and the Erasmus University Medical Centre (Erasmus MC). All processes related to the PhD track – admission, progress monitoring, submission doctoral dissertation, and preparation for the public defence – run through this system.

For questions about the defence ceremony and reception and to set a defence date, please contact the Beadle in the University Ceremonies office, which is open Monday to Friday 09:30 to 13:00. Telephone +31 (0) 10 408 1006, or email pedel@eur.nl

You can find more information on the EUR website: <https://www.eur.nl/en/research/beadles-office>

Read the doctoral regulations thoroughly:

<https://www.eur.nl/en/research/beadles-office/phd-defence-ceremonies/doctoral-regulations>

4 Reference check

The EUR Doctoral Regulations stipulate that all doctoral dissertations to be defended at Erasmus University Rotterdam need to have been checked using a plagiarism scanning tool. Such a scan has been a standing procedure for a long time already at ERIM. The Urkund software tool is used for all the dissertations published within the ERIM PhD series. The Reference Check takes place before the thesis is submitted in Hora Finita. This means that PhD candidates need to send their manuscript to the ERIM PhD Series coordinator at least 5 months before their intended graduation date.

The results of the plagiarism scan are analysed by the ERIM Director of Doctoral Education (DDE), on behalf of ERIM as the objective, independent, quality assurance organisation. The Reference Check report focuses on the following:

- Percentage of overlap with other sources and number of sources with which there is some overlap
- Reasons for the overlap with the most frequently cited sources (including the PhD student's own articles)
- Citation style and consistency, the level of precision with regard to quoted text, and the level of compliance with citation standards used in the relevant field
- Consistency between the in-text citations and the bibliography appended to the thesis
- References to books
- Amount of text cited without attribution

In case of any questions, doubts or suggestions for improvement, the DDE contacts the supervisor(s) and the PhD candidate. The review of the plagiarism scan (together with the Urkund report) is kept in the PhD candidate's file and a standard ERIM Reference Check form will be sent to the supervisor(s). The ERIM Reference Check form will be uploaded in Hora Finita by the ERIM PhD Series coordinator

Though ERIM is performing the reference check, it is foremost a responsibility of PhD candidates and their supervisors to avoid and/or detect any form of plagiarism at any given moment.

5 Printing and publishing of your ERIM dissertation

The ERIM Series coordinator is your contact person for all things related to publishing your dissertation. Contact the ERIM Series coordinator to talk about all the necessary steps to take from start to finishing your printed dissertation via phd@erim.eur.nl. This coordinator will make sure that your dissertation conforms to the ERIM PhD Series with regard to:

- ERIM PhD Series number
- Colophon page with ISBN number
- An appendix in Word containing an overview of the ERIM PhD Series
- Layout
- Cover design and invitation for the ceremony

You will receive the templates for the invitation form, preliminary pages, ISBN form, media forms, first/second placements alumni form and the most recent ERIM series overview. After your meeting with the ERIM Series coordinator you will need to provide these documents on time (see timetable):

- Dissertation for reference check
- An English summary (to be translated in Dutch by the translation agency ERIM works with)
- A cover image. You can choose a picture/image from a stock like www.shutterstock.com or www.anpfoto.nl. You can also use an own picture/image, but only if the owner of the image allows it. ERIM will **not** allow an image or photograph to be used on the cover of your PhD dissertation book if the ownership rights are unclear.
- Invitation form
- ISBN form
- Profiler: a short abstract of your PhD dissertation and/or bio in English which appears on the back cover of your PhD dissertation book with a max of 250 words
- Media form
- First/second placement form

ERIM will cover all costs for:

- The cover image (max € 200,-)
- Translation of the English summary to Dutch
- The printing of 60 dissertations (in black and white) *
- Propositions

* ERIM will not pay for the extra cost for printing in colour or for extra printed dissertation copies. You or your department have to cover these extra costs.

6 Layout of your ERIM dissertation

General guidelines:

- Page numbering starts only at the beginning of your dissertation text.
- Use of **headers** and **footers** is optional.
- **Page numbers** can be placed at the top or the bottom of the page, centred or mirrored (left corner for even pages and right corner for odd pages), but pages without text have no page number.
- There can be between 33 and 47 **lines per page**, depending on what suits the content of your dissertation and your taste.
- The paper size of the dissertation is: 165 x 240 mm
- The type area must be *within* these **margins**, but page numbers, headers and footers lay *outside* these margins.
 - Top: 2,4
 - Bottom: 2.4 cm
 - Left: 1.8 cm
 - Right: 1.8 cm
- **Preferred fonts** are those *with* serifs e.g. Times New Roman or Garamond. Sans-serif types such as Arial, are less suited for longer texts and may only be used for chapter titles and subtitles.
- The text should be **justified** so that text on both left and right margins is within a straight vertical line.
- Text should be in a **single column**. Do not use a two-column layout.
- Use **10pt text size** with the recommended page layout.
- For **footnotes** please use 8pt.

All ERIM PhD Series book covers are designed according to our house style by the design agency with which ERIM has an agreement.

You submit the final version to the ERIM Series coordinator as a single file in Word and PDF for publication in the ERIM PhD Series.

7 Media and PR

You have access to a media and PR service via either RSM's Corporate & Marketing Communications department, or through the Administration Office of the Erasmus School of Economics. ERIM will provide you with the communication and media form, please complete it and return it to the ERIM office at least three months before the defence date in order to start the process of organising publicity for your dissertation on time.

Based on the information you provide in the media form, ERIM announces forthcoming and recent doctoral defences in the Research Event listings on the ERIM website www.irim.eur.nl.

At least one week before your defence, a mailer will be sent to all PhD's, ERIM members, HR announcing your defence.

Photographer

ERIM will organise a photographer for your PhD defence ceremony. Photographs are taken after the defence and during the Doctoral Committee gives its decision to the public meeting. The photographer will not take photographs during the formal interrogation part of the ceremony. The photographs are posted on the ERIM website as soon as possible.

Copyright and embargo

The copyright of the dissertation remains with the author, or authors.

ERIM is entitled to archive the dissertation in the Digital Academic Repository of the Erasmus University and to display it through the ERIM website and international academic repositories such as the volunteer-based Research Papers in Economics (RePEc) database and the Social Science Research Network (SSRN), an organisation of specialised research networks. However, RePub can apply an embargo if a PhD student wishes to publish another part of the dissertation as an article in a journal. How long the embargo lasts, depends a bit on the publisher's policy. This could be six months or a year after publication.