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INSTRUCTION SHEET

Self-quotation in academic writing

Self-quotation and reuse of independently or collectively written words for new purposes, e.g. PhD thesis, have to be denoted and quoted with sources. This also applies for translated text adaptations. The adherence with common quotation rules is obviously expected for own prepublications.

Independent writing

The reuse of verbatim material of own manuscripts or publications in the PhD thesis is permitted. In this case the reused verbatim passages have to be denoted; as part of the dissertation (e.g. in the introduction, prologue or footnote of the beginning of a chapter) it has to be mentioned where and to which extend verbatim quoted passages occur. The doctoral student is responsible for checking and fulfilling the copyright requirements with the respective publisher.

Collective writing

In the case of collectively written manuscripts or papers of several authors, the material can only be used verbatim in the PhD paper if the consent of all the other authors is given. In the case of the verbatim reuse of a collectively written manuscript or paper, the description of the individual input of the doctoral student is necessary. If the collectively written material is for example reused in a book publication, the publishing rights and the intellectual property rights need to be checked.

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