

How to submit your thesis to the Whitecliffe Institutional Repository

IMPORTANT: Submit Only After Successful Completion

Submit your thesis to the institutional repository only after you have:

- Received official notification of a passing grade on your thesis defense/examination, **OR**
- Been formally notified by the Examinations Office that you will graduate

Do not submit your thesis prior to receiving confirmation of successful completion. Theses submitted before final approval may require resubmission and could delay the archiving process.

Step 1 - Prepare Your Thesis File for Long-Term Archiving

For optimal long-term preservation and accessibility, we **strongly recommend** submitting your thesis in **PDF/A** format rather than standard PDF. PDF/A is the ISO-standard archival format used by academic institutions worldwide to ensure documents remain readable and consistent for decades.

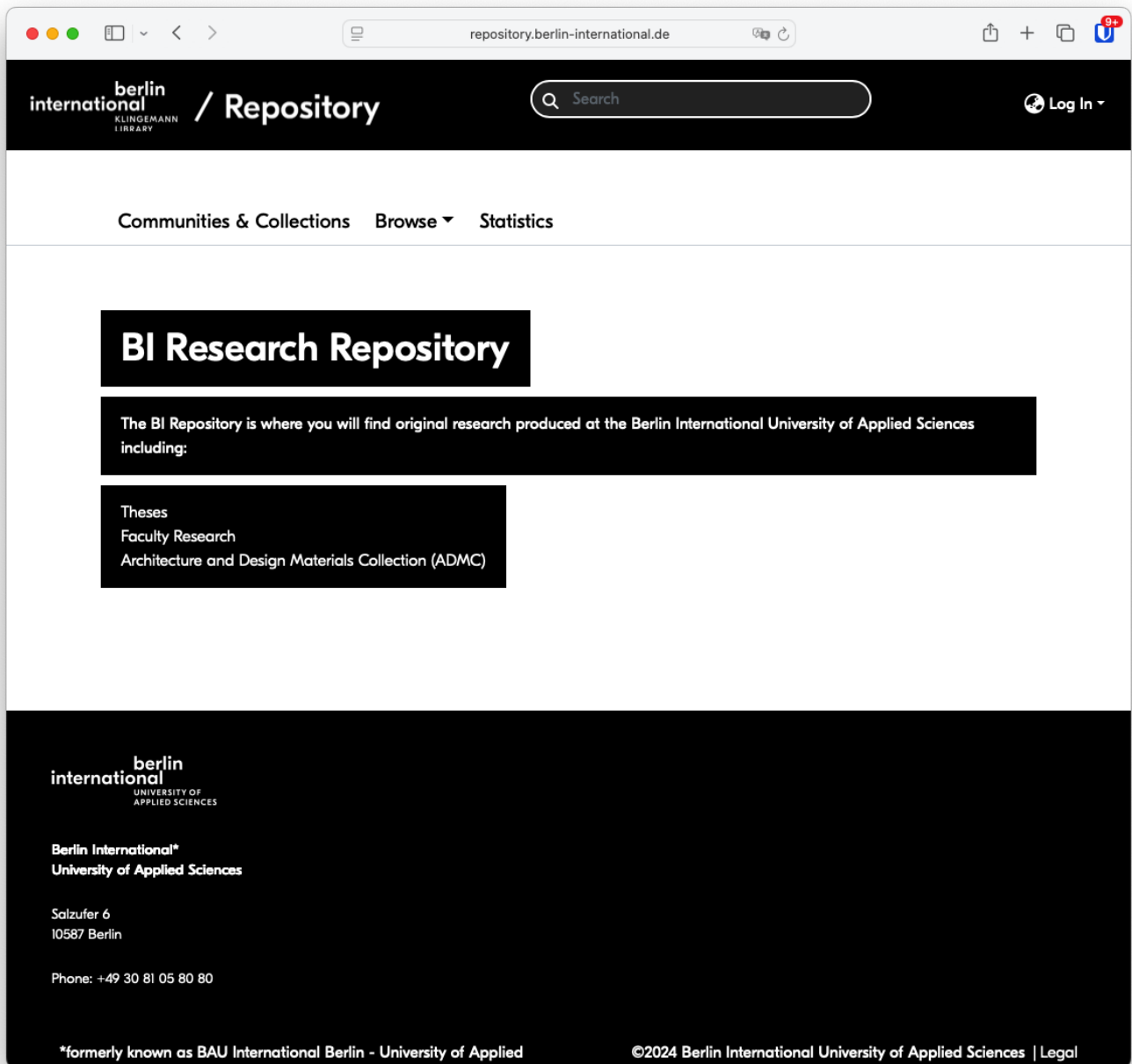
Creating PDF/A files:

- **Adobe InDesign:** Choose File → Export → select "Adobe PDF (Print)" as format → in the Export Adobe PDF dialog, select "PDF/X-4:2008" or "PDF/A-1b:2005" from the Adobe PDF

Preset dropdown (top of dialog) → click Export. Note: PDF/X-4 is also suitable for archival and widely used in professional publishing.

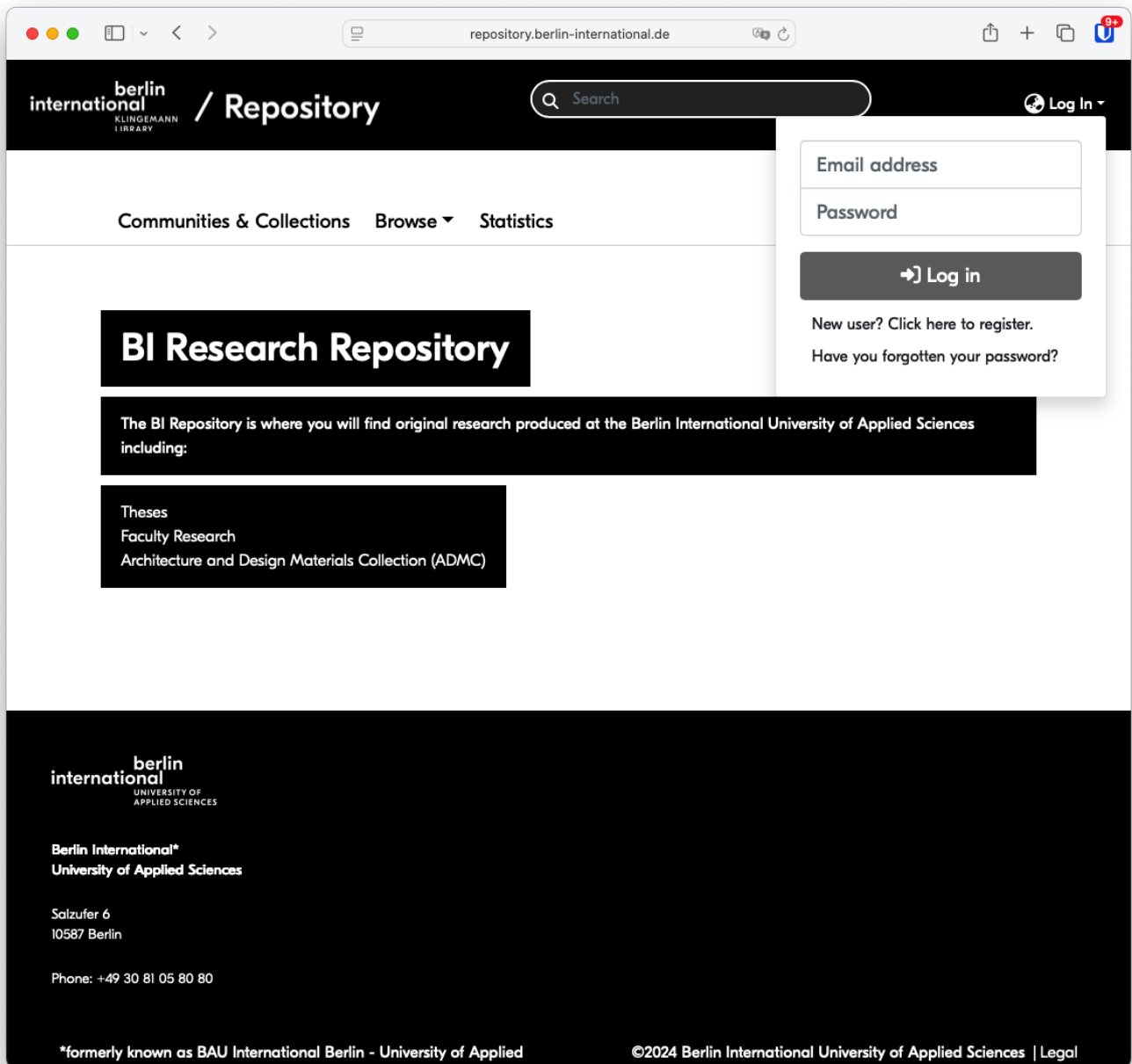
- **Adobe Illustrator:** Choose File → Save As → select "Adobe PDF" as format → in the Save Adobe PDF dialog, choose "PDF/A-1b:2005" from the Standard dropdown menu → click Save PDF.
 - **Microsoft Word (Windows/Mac):** When saving, choose File → Save As → Browse → select "PDF" as file type → click "Options" → check "ISO 19005-1 compliant (PDF/A)".
 - **LibreOffice/OpenOffice:** Use File → Export as PDF → select "Archive PDF/A-1a (ISO 19005-1)" option in the export dialog.
 - **LaTeX users:** Include the `pdfx` package with `[a-2b]` option in your preamble (see [this guide](#) for detailed LaTeX-specific instructions).
 - **Online converters (privacy note):** For theses, avoid “free” ad-supported web converters; instead prefer installed desktop tools (e.g., Acrobat Pro or callas pdfaPilot) so the document never leaves your device.
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Step 2 - Visit <https://repository.berlin-international.de>

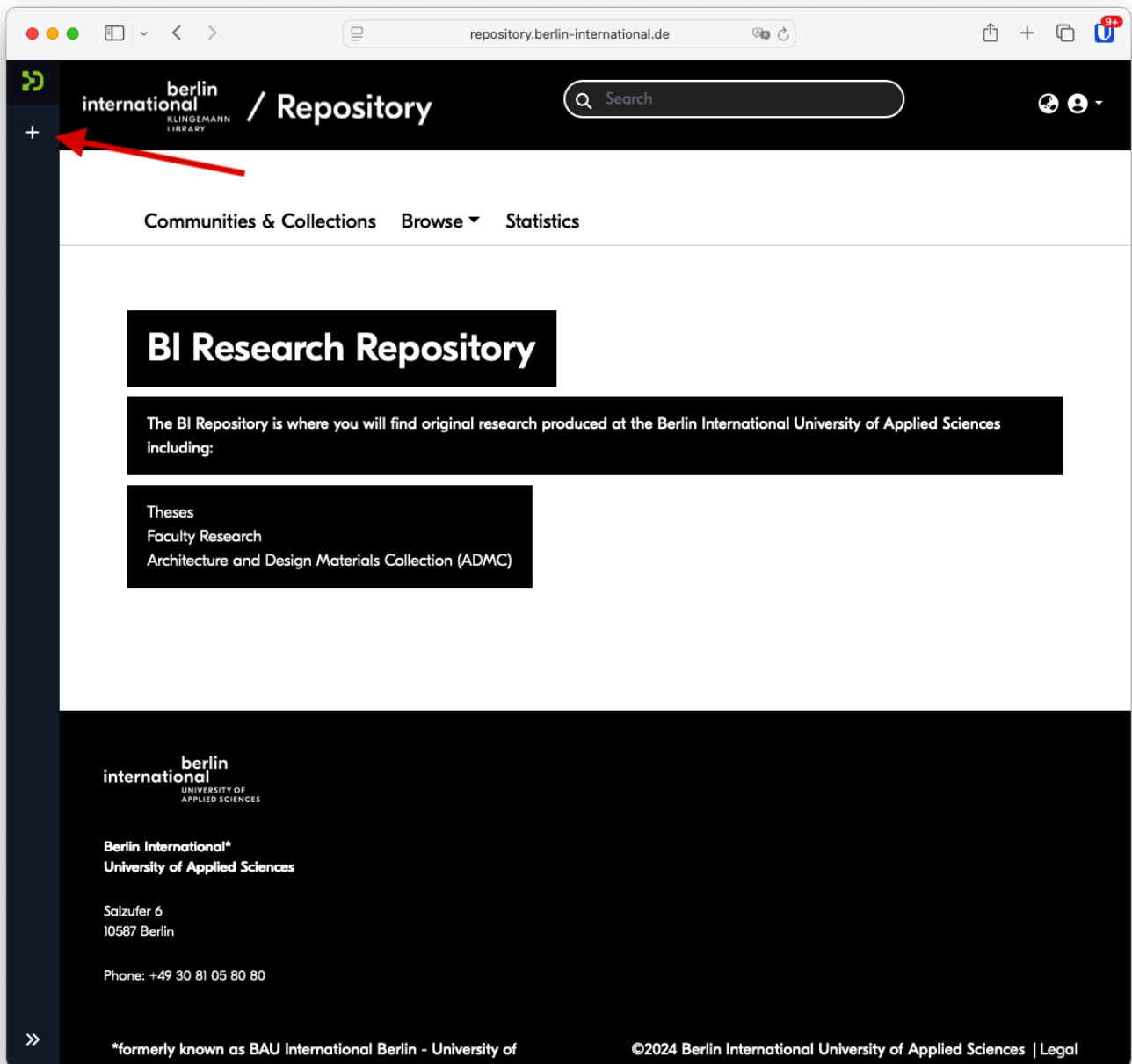


Step 3 - Log in using your Whitecliffe email and email password

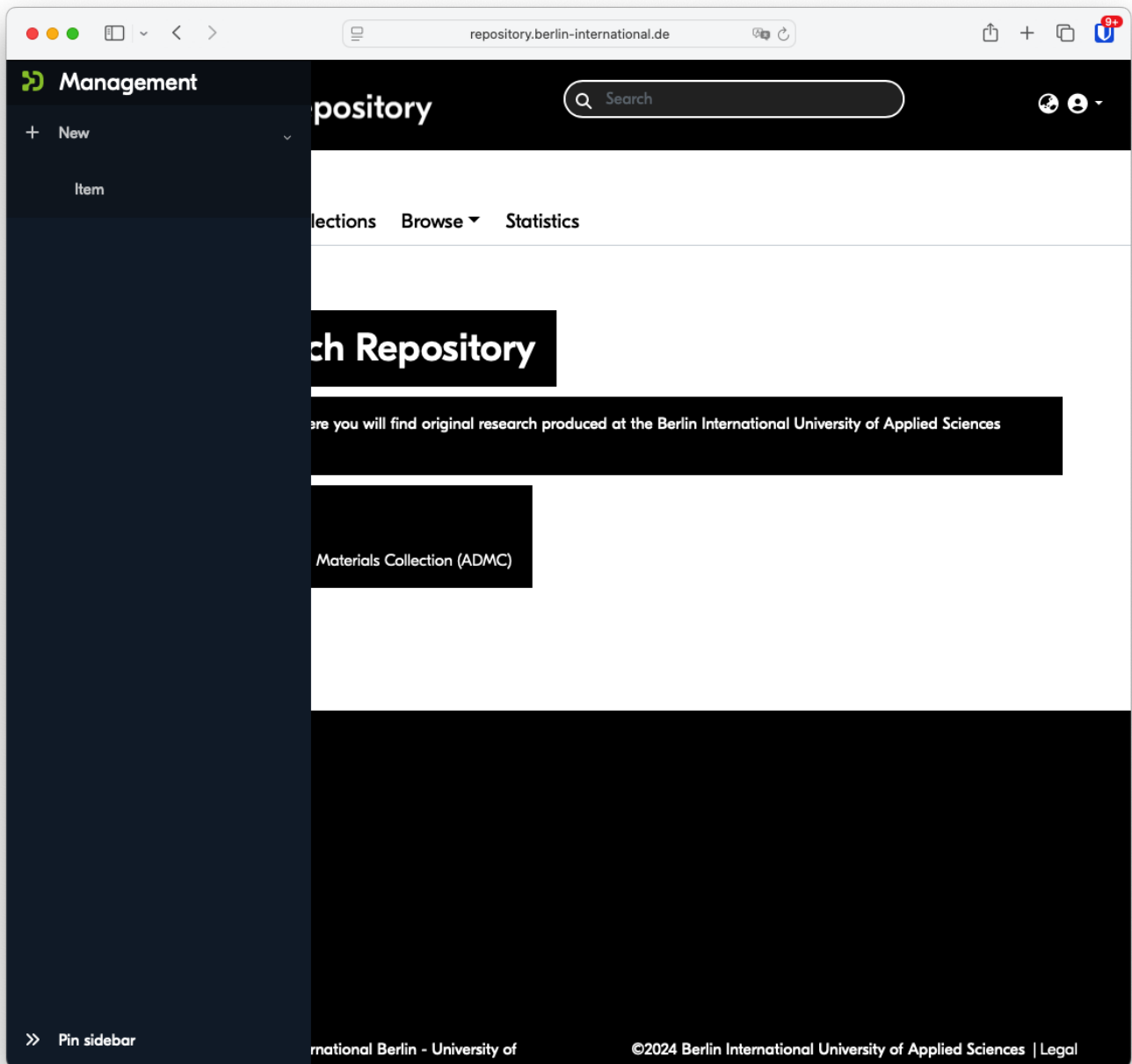
These credentials should be exactly the same as those you use to log into your Whitecliffe email account. **Do not try to register a new account.**



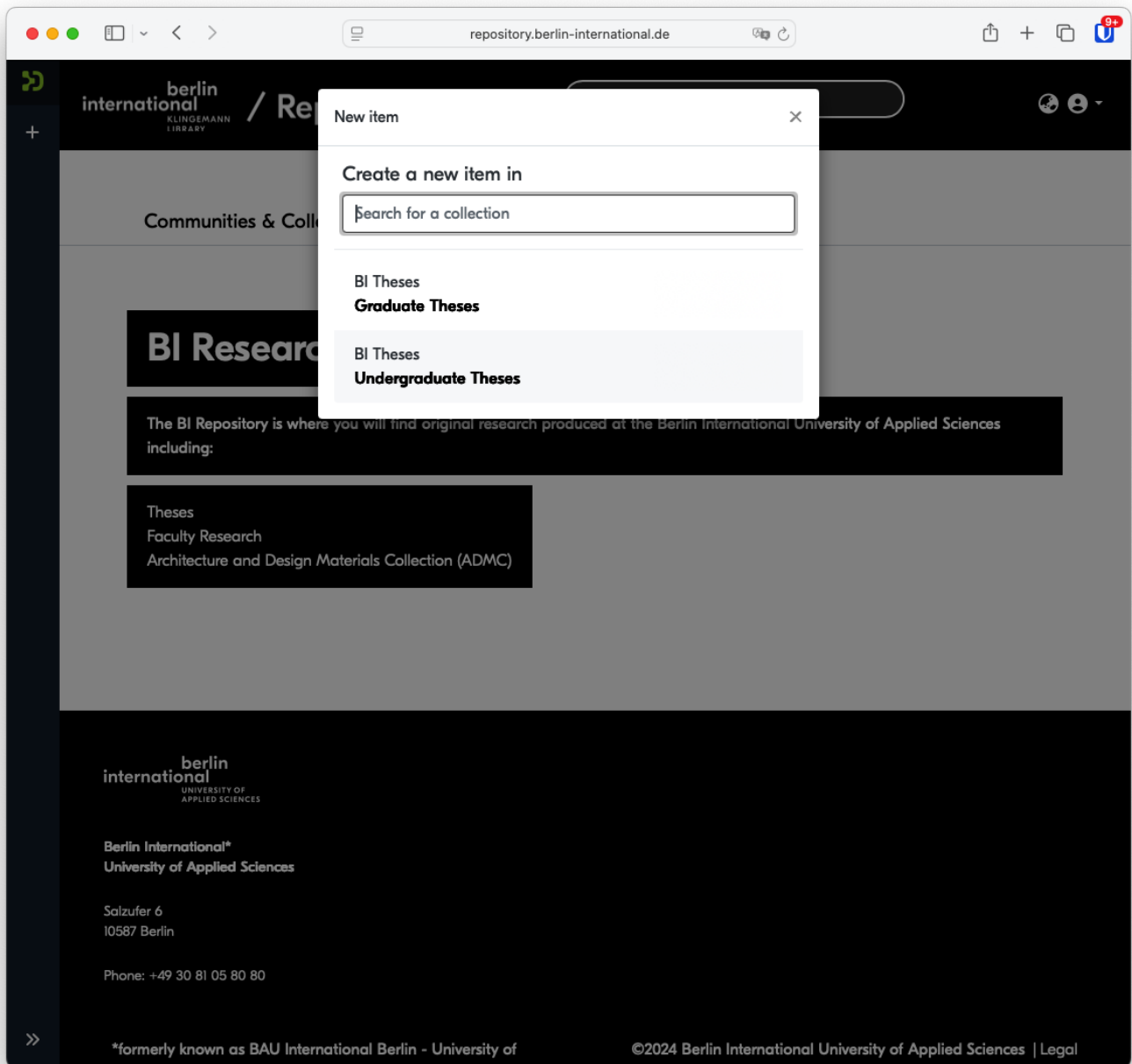
Step 4 - Press the plus (+) button



Step 5 - Press the New → Item



Step 6 - Select either Graduate Theses (e.g. MA or MBA) or Undergraduate Theses (all BAs)



Step 7 - Either drag your PDF/A file (or standard PDF) onto the screen or press Browse to locate the file on your device

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Step 10 - Click + Deposit

After submission, your thesis will be reviewed and made available after confirmation from the Examinations Office.

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