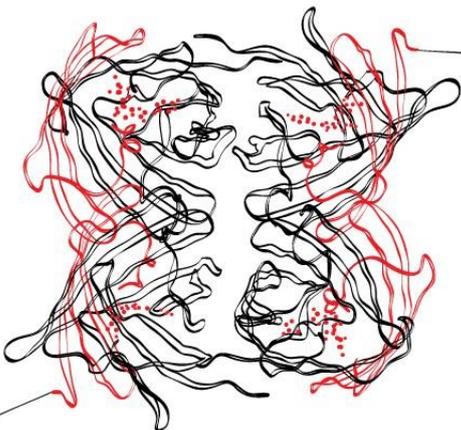
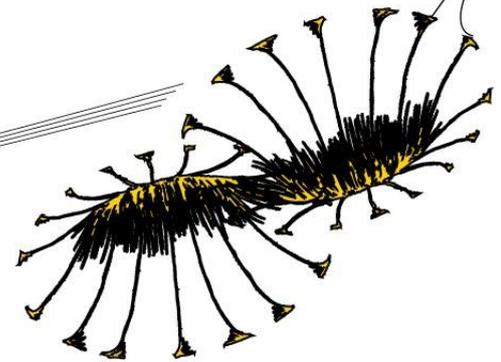
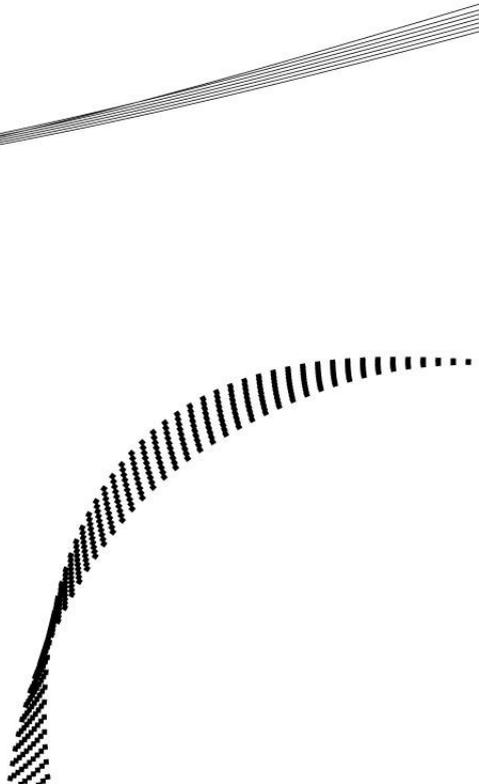


# FORMATTING AND PRINTING YOUR DISSERTATION

DIRECTORATE FOR MARKETING & COMMUNICATIONS



UNIVERSITY OF TWENTE.



## **Formatting and printing a dissertation**

To assist you with the production of your dissertation, we have compiled a list of things that you need to take into account, such as planning, formatting, delivery specifications and the production process itself.

### **1 PLANNING**

Make sure you have planned sufficient time for the formatting and preparation of your dissertation. It would be a real shame if not having enough time meant your end result was sub-optimal.

Below is an indication of the lead time required for each component:

Proofreading (by someone else!) – 2 to 4 weeks.

Formatting (by printer or designer) – 3 weeks.

Printing – 2 weeks.

Submitting your dissertation – 3 weeks prior to your PhD defence ceremony.

Keep in touch with all parties concerned and regularly enquire whether the lead time of any of the components is not in jeopardy.

### **2 FORMATTING THE DISSERTATION**

#### **Manuscript**

In the majority of cases the manuscript will be formatted in Word. Take care when making corrections or additions, because text and images can shift. Photos and illustrations can also be submitted to the printer separately but then you must clearly indicate what goes where.

An alternative is to format the inside using the InDesign program. However, this does require some proficiency and training. If you have a larger budget, you could consider letting the printer or designer format the inside – but not before you have made sure there are no more corrections to be made in your manuscript.

#### **Illustrations and photos**

- Photos must be submitted with sufficient pixels so that they can be printed at at least 300 dpi. Check if the images/illustrations are between 100 and 300kb in size.
- Graphics can be easily inserted in the manuscript.
- Line drawings are best saved as vector files (ai, eps, svg, wmf, emf or pdf).
- Powerpoint figures (also in RGB) can be imported as wmf or tiff file.
- Bitmap files are best saved as eps, tiff or jpg. The resolution must be between 150 and 300 dpi.
- Line thickness: make sure the minimal thickness is 0.10 points.
- Greyscale: minimum greyscale is 5%, maximum 95%, and make sure there is at least a 5% difference in greyscale.

#### **Format check**

Check the format for the following points:

- Examine the manuscript for errors in text or hyphenation.
- Does the colophon meet requirements?
- Have illustrations and photos been successfully imported?
- Have all foot- and endnotes been properly reproduced and are they all in alignment?
- Does each chapter start on a righthand page?

#### **Digital submission**

Most printers prefer printing PDF files. For converting your Word file to a PDF, see:

<http://office.microsoft.com/nl-nl/help/publiceren-als-pdf-of-xps-HA010067494.aspx#BM15>

### **3 PRODUCTION OF THE DISSERTATION**

#### **What does the printer require?**

Clearly explain your wishes. Leave no room for interpretation and request a confirmation of any agreement.

Ask for a quote from several parties but make sure you ask each one exactly the same. Once you have selected your printer, (s)he will need the following: - PDF file of the cover.

- PDF file of the inside.
- Assignment details (number of copies, delivery time, format, etc.).
- Address details (proofs, delivery, invoice).

### **PDF check**

- Do all pages have the same size?
- Are all pages in the correct order?
- Is the number of inside pages a multiple of four?
- Submit the cover and the inside as separate PDFs.

### **Number (of copies)**

Determine in time how many copies you wish to order because this will have an effect on the costs. Find out how many copies you must hand in to the beadle and how many you wish to give to family and friends.

### **Printing method**

Offset, digital or xerox?

The most widely used method in the Netherlands is offset, which is suitable when printing 150 to 200 dissertations. If the required number of copies is less, then opt for digital printing. Particularly when there are pages in colour involved. Xeroxing is a viable option when no colour is used and fewer than 200 copies are required.

The University of Twente has selected three printing firms that cater quite considerably to PhDs and can advise on which technique is the most suitable for your dissertation.

### **Paper**

There are many different kinds of paper to choose from. However, for inside pages you need to consider the following properties:

- Translucency of the paper: this is influenced by the thickness and the kind of paper.
- Matt or glossy paper: this is a matter of taste but do not forget legibility! Glossy paper can reflect the light, making reading all the more difficult.
- Paper treatment: some kinds of paper have been given an extra coating and are smoother. They also look more modern than the unglazed types.

Despite there being a wide choice of cover paper, almost every dissertation is printed on 240gr SBS (solid bleached sulphate) paperboard. Variations can be made by laminating the cover in matt or gloss or by choosing a cover with a different size and flaps. Your printer can suggest other options.

### **Size and thickness**

The majority of dissertations are 17 x 24 cm in size. If you have produced yours in A4 format, your printer can reduce this to the standard size. A deviating size is generally more expensive and you should also heed the Doctoral Regulations!

You can calculate the cover thickness of your dissertation with the following formula: cover thickness in mm = (number of pages / 2) \* (grammage / 100) \* relative thickness. Your printer can inform you further on the relative thickness of your chosen kind of paper.

### **Finish**

The dissertation can be bound in a number of ways, the two most frequently used methods being:

Adhesive-bound: the pages are glued to one another and then to the cover with adhesive.

Stitch-bound: first the folded pages are sewn together along the crease, then the cover is glued around that.

The latter technique is more expensive but also more hard-wearing. The chance pages will come undone is nil. After binding, the dissertation is trimmed to size.

Are you interested in specific details on the process? Feel free to contact the Traffic Department via [Traffic@utwente.nl](mailto:Traffic@utwente.nl).

