



GUIDE FOR FORMATTING YOUR THESIS



GUIDE FOR FORMATTING YOUR THESIS

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OUR TEAM

Proefschriftenprinten.nl consists of an enthusiastic and motivated team of seven people. Fred ensures quality of production and delivery and Josja handles the administration. When you request an offer, Fred will make this. Robin and Aniek provide the graphic design. Jerino, Freek, and Erik handle the entire production of the Theses.



Fred Feij
Director / Contact person



Robin Deckert
Graphic designer



Aniek van de Kuilen
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**“THE THESIS
PRINTSPECIALIST”**

WHY THIS BOOKLET?

Your thesis is very important! We realize that your thesis is the result of an investigation into which you put years of your time and energy. Therefore we understand that the final product must be of a quality that matches the scientific nature of the publication. Proefschriftenprinten.nl assures the highest quality in digital printing.

In this booklet, we try to provide you with all information needed to successfully print your thesis, so that the end result will be 100% as required.

In the booklet you will find useful instructions on how to optimally format the layout and cover of your thesis and about the printing. If you still have questions that are not answered in this booklet, please contact us so we can assist you immediately.

CONTENT

OUR TEAM

Why this booklet?

Chapter 1 - Method and delivery times

Method	10
Delivery times	10
Suitable offer	10
Delivery of files	11
Our design of the thesis interior and cover	11
ISBN	11
The testprint	12
Correction rounds	12
Payment	12
Final printing and binding	12
Sending	13

Chapter 2 - Cover

Cover options	16
Examples covers	17

Chapter 3 - Lay-out inside

Tips for self-designing the inside pages in word!	20
Resize	20
Design thesis	22
Tips about formatting in word	23

Chapter 4 - Layout

Examples	26
----------	-----------

Chapter 5 - Types of paper

Lamination	32
100 gsm g-print	33
90 gsm HVO	35
90 gsm biotop	37





METHOD AND DELIVERY TIMES

METHOD

DELIVERY TIMES

SUITABLE OFFER

DELIVERY OF FILES

OUR LAYOUT/DESIGN OF THE THESIS/BOOK

INTERIOR AND COVER

ISBN

THE TEST PRINT

CORRECTION ROUNDS

PAYMENT

FINAL PRINTING AND BINDING

SENDING

METHOD & DELIVERY TIMES

Method

On our website www.proefschriftenprinten.nl you can request a quote. You will receive our offer within one working day. This is excluding 6% VAT. In case of printing multiple theses, we can offer you and your colleagues group discount.

We can assist you in several phases of the process. You can let us take care of formatting your thesis, but it is of course also possible that you want to do the formatting yourself. Below you find an overview of the process that we normally use and the associated delivery schedule.

- Suitable offer
- Delivery of Files
- Making a test print
- Layout interior and the cover provided by us
- Producing a test print
- Correction rounds
- Payment
- Final printing and binding
- Sending

In case you want us to design the layout of the interior and the cover, we will do so after you have accepted our offer and provided us with the necessary files.

Delivery times

Layout inside: 10 working days

Printing and binding: 5 working days

If possible, we encourage you to make more time available, so that the process can be executed in a calm and careful manner.

Suitable offer

We will make an offer for you so you immediately know the costs of printing your thesis.

The offer consists of an overall price (excluding 6% VAT) for the entire production process of your thesis at the highest quality, including a bookmark / invitations , statements in black and white, a test print (bound and sent by mail), adjustments during required correction rounds and delivery to an address in the Netherlands.

The amount in the offer is always exclusive of VAT. For these a VAT rate of 6 % applies.

Do you agree with the offer we have made for you? Please let us know by phone or email.

Delivery of files

You can deliver the files in different ways to us. Below are two options for delivery.

- On USB-stick
- By wetransfer.com

We prefer not to receive the files by email because it usually involves large files. Through e-mail we are always accessible for questions or comments.

Our design of the thesis interior and cover

If you want us to take care of the layout of the interior and / or cover?, we are pleased to do so.

Our highly experienced DTP staffs assist you to achieve the desired result. Our team will be in touch with you throughout the process.

On average we need 10 working days to format your thesis.

Formatting the cover is included in our services, free of additional charge.

When we have designed your thesis, we will first send you a PDF file of the entire thesis (including cover). When you are satisfied with the work, we will proceed to the next step: making a test print!

ISBN

By giving your thesis an ISBN (International Standard Book Number) bookstores and libraries are able to find your thesis.

We can provide the ISBN application for you.

For this, we need the following information:

- First and last name
- Title thesis

- Subtitle thesis
- Discipline
- Number of pages

The test print

We will make a test print for you on the selected paper. The test print will be bound, so you will get a clear view of what the result will look like.

We will send you the test print so you can check it and comment on it. Of course it is always possible to meet with us in case you have specific questions.

Correction Rounds

After you reviewed the test print you can indicate any changes that should be made in the test print (pdf) itself. We will ensure that these points are adjusted. We consider it important that the end result is completely to your liking, regardless of how many correction rounds may be needed for this. That is why we do not work with a fixed number of correction rounds. Once you approve of the last send pdf we would like to receive a confirmation thereof by e-mail.

Payment

Before we proceed to the final printing you will receive an invoice from us. The invoice amount should be transferred to our bank account on the day you will pick up the thesis booklets/books/prints or the day that we will send your thesis.

Please take into account a transfer time of 1 day.
Our bank account number is 38.70.81.577 (Rabobank Ede).

Final printing and binding

If there is agreement on the test print, we will proceed to the printing of the thesis.

On page 32 you will find more information about the different types of paper that are available for both the interior as well as for the cover. You can already choose these at the beginning of the process so that the test print already will be printed on the right paper.

First, the covers will be printed, after which they will be laminated and cut to the correct size. Then the interior will be printed, and if this is also cut to the correct, the binding will take place.

We use a very strong binding, this is a combination with PUR and side gluing with Hotmelt. It is guaranteed that no pages will come loose with this method of binding. The statements and invitations will be printed (invitations in colour and propositions in black / white are included in the price!).

Sending

We send your thesis by courier for free to an address in the Netherlands. This will take about one day, please take this into account in your planning.

20

COVER

COVER OPTIONS

EXAMPLES COVERS

COVER

We would like to design your cover free of charge for you or help you with this. This is included in our service. This also applies to the bookmark.

On our website Proefschriftenprinten.nl you will find information about the designs of a cover, if you want to take care of the design yourself.

Cover options

Hard cover

It is possible to order some hard cover versions of your thesis. Please inform us if you wish to receive such versions/copies so that we can take care of the additional printings with hard covers.

Laminating

Laminating is the application of a plastic layer on the cover, used to preserve the quality of the prints of your thesis. You can choose between glossy and matte laminate.

Spot UV varnish

Spot UV varnish is a glossy layer applied to specific areas on the cover. It is only suitable for matt laminated covers.

Cover with invitation

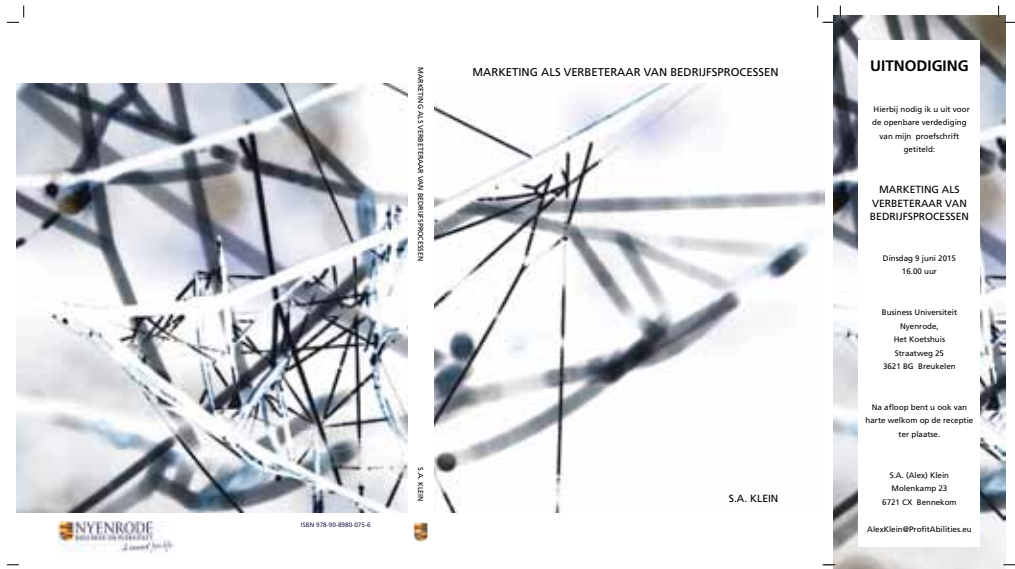
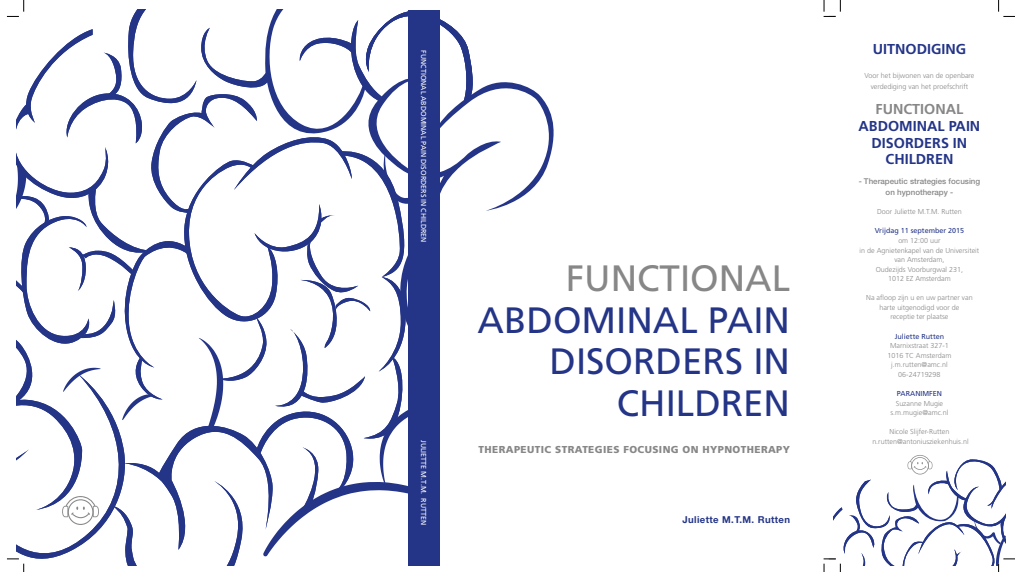
Paper size: SRA3 45 x 32 cm



Spine width is based on the number of pages in your thesis

Examples covers

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O

LAYOUT INSIDE

TIPS FOR SELF-DESIGNING THE INSIDE PAGES
IN WORD!

RESIZE

DESIGN THESIS

TIPS ABOUT FORMATTING IN WORD.

LAY-OUT INSIDE

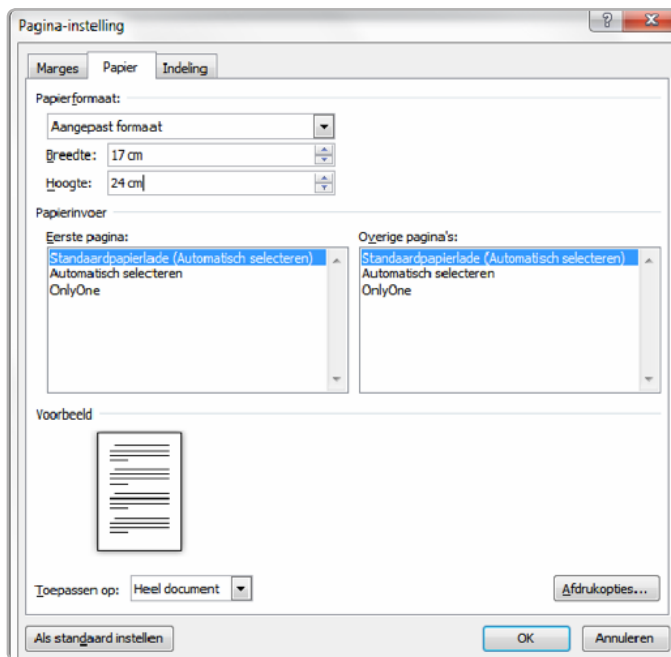
Here you will find information regarding the preparation of the interior of your thesis. We have tried to provide you with extensive information, so you will not encounter problems with designing the layout of your thesis. If you still have questions please contact us so we can discuss this together. Good luck with the layout!

Tips for self-designing the inside pages in Word!

You can format your thesis in different styles. The standard format of a final thesis is 17 x 24 cm. When you your files in A4 format we will reduce the file to 81 %, so the final size will still be 17 x 24 cm (of course without text jumps).

Resize

By default, the Page Setup is to A4. If you want to change this into 17 x 24 cm, proceed as follows:



Page layout, format, more paper sizes, custom sizes, and you can set the width and height, set on 17 and 24 cm. When you format your thesis to 17 x 24 cm, we recommend the following:

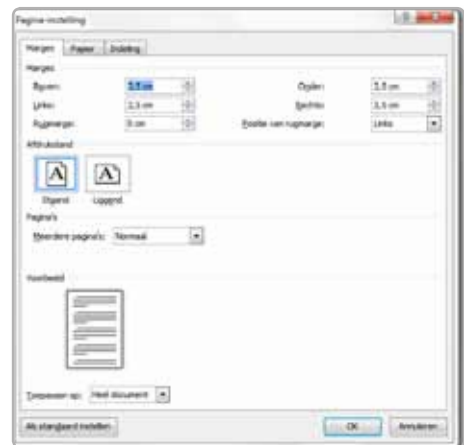
- Keep a font size of 9.5
- Hold all margins on 2,5 cm

When you format your thesis to A4 size, we recommend the following:

- Hold a letter-to large to 12 cm
- Hold all margins at 2.5 cm

We advise you to choose an easy and readable font.. A commonly used font is Myriad Pro, but this is purely a matter of taste! The default line spacing that is used is 1.2 - 1.4, this ensures that the text remains readable. We can advise you if you want.

For printing images in a nice and sharp result, you need 300 DPI as a minimum resolution. When using graphs, we recommend using the highest possible resolutions. In addition, use a minimum line width of 0.5. As the thesis is printed digitally, you do not have to restrict colored figures



or graphs to fixed sections of your thesis so that any colored pages can be randomly scattered throughout the thesis.

If you get stuck and / or like to get advice in the preparation of your thesis, you can always contact us!

100% Quality: with modern printers today there is no difference observed between press and print



300 DPI



72 DPI

Design thesis

We advise you to follow the information from the university about design and text used in the doctorate regulations.

We like to give you a possible example.

- **Thesis**
- **The title.** This is only the title, eventual with the name of the author.
- **Promotion pages.** Here comes all the information required by your university about the promotion committee.
- **Extended title page.** The extended title, author's name and the Thesis information.
- **Preface**
- **Index**
- **Introduction**
- **Chapters**
- **Appendix**
- **Resume**
- **Production List**
- **Curriculum vitae**

Tips about formatting in Word.

We advise you to first take note of the possibilities provided in WORD format.

You can easily use headings and subheadings. Bookmarks can be created for an automatic table of contents. You can specify that you want to start on a new page at the end of the previous chapter. You can also create sections after each chapter to add page numbers and titles in the header of your dissertation.

Would you like us to take of this creation, we can help you off course.

Very important is the text check on spelling, grammar and punctuation. Early correction prevents a lot of waste of time afterwards. Off course you are fully responsible for the content and correct text.

NO

LAY-OUT

EXAMPLES

Example lay-out cover & bookmark



Example lay-out inside (interleaves)





LO

O

TYPES OF PAPER

LAMINATING

100 GSM G-PRINT

90 GSM HVO

90 GSM BIOTOP

TYPES OF PAPER

At Proefschriftenprinten.nl you can choose from different types of paper for inside pages as well as for the cover. All paper we use is FSC certified.

For the interior, we can choose from the following paper:

- G-print 100 gsm *
- Biotope 90 gsm (cream)
- HVO (wood free offset) 80 gsm

* This paper we use most often for printing the inside pages.

For the cover, we have a choice of the following paper:

- Ensocoated 250 gsm**
- Majestic 250 gsm

* **This paper, we use the most for printing covers.

We can send you a sample of the different types of paper, but you are of course welcome to visit us and consult our employees.

Laminating

We always laminate the covers to improve the preservation of the thesis: the cover is robust, more resistant to damage, and remains in a good condition. You can choose between gloss and matt lamination. The quality and prices are exactly the same.

Besides gloss or matt you can also choose a spot UV, this is a shiny layer over a part of the cover, so that a certain extra element particularly draws attention.

100 GSM G-PRINT

90 GSM G-VO

90 GSM BIOTOP

**WE LIKE TO
HELP YOU WITH
THE PREPARATION
OF YOUR THESIS!**