

# Guidelines for a PhD

## 1 RESERVATIONS ARE REQUIRED

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You are required to make a reservation, both for the first draft for the jury as well as for the final draft for your thesis defense.

## 2 LAYOUT & FORMATTING

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The most common formats for delivered PhD's are: 16X24cm, 17x24cm or B5, but, of course, A4 is also possible. It would be ideal if the document has already been created using the correct dimensions. If we are required to reduce the document to the correct format, this will also reduce the font size. The scale and magnification percentage varies between 81 and 83%. Font 12 becomes 10, line spacing 1.5 becomes 1.2. A4 scales best to format 17x24.

For PHD trial versions with layout in A4 using OFFICE or OPEN OFFICE: Always create the layout of your document in A4. In many cases, LETTER is set as the default value in OFFICE. You can verify this using the LAYOUT option and changing SIZE into A4 if needed. Documents created in the LETTER format have to be rescaled and, when printing out the documents, a large white margin at the top and bottom will appear.

LaTeX is the ideal program to write/layout a PhD:

- You can create professional layouts easily and efficiently
- Displaying mathematical formulas is easy
- Users only need to know a few commands to determine the structure. They do not have to spend a lot of time on the layout.
- More complex structures like cross-references, footnotes, an index and bibliography can be created using a single command
- When creating long, complex documents, everything remains clear and well organized
- LaTeX is free (read more: <https://pc-en-internet.infonu.nl>)

**TIP: ASK FOR AND USE YOUR COLLEAGUE'S TEMPLATE ...**

## 3 DOUBLE SIDED PRINTING?

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In case your document has to be printed double-sided, you have to insert blank pages where necessary: After a title page, after a brief summary, after a chapter with an uneven number of pages, etc... All important pages like title pages, the first page of the table of contents, acknowledgements, start of a chapter, ... always have to be on the right on an uneven page number.

## 4 COLOR OR B/W?

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We will print your PhD on a color printer which detects colors and b/w automatically. All pages that do not have to be printed in color have to be completely b/w, because each microdot in color will be recognized/printed and invoiced as a color print - you should therefore remove any unnecessary blue hyperlinks, etc...

Scanned tables and figures containing only grayscale have to be scanned in black-and-white - usually the scan programs are set to color by default. A black-and-white figure that is scanned as color is recognized as a color print.

Some grayscales - e.g. large gray numbers at the start of a chapter or a fine gray line at the bottom or top of a page - are often recognized as color by the printer. In that case we will always print a test page.

LaTeX users can avoid these problems by defining tables, images, etc. as black and white. Define your colorlinks as false.

## 5 WE ONLY PRINT PDF-FILES

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Why? A PDF document is a picture (an image) of your work. What you see is what you get. The PDF document will be printed exactly like you see it on your screen. You should save your document in the PDF format on the computer where the document was created. Why? Office documents can differ from computer to computer, pages can jump, unknown or special fonts are printed as Times New Roman – basically, Office documents are often unstable.

Save your document in 1 PDF-file, or two if you are unable to add the title page, which is usually a template.

## 6 COVER (ONLY FOR PHD'S WITH SOFT COVER BINDINGS)

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Ideally, the cover is created in PowerPoint in the SRA3 format. We can provide you with a template. When using special FONTS, you have to send them via email or provide them on a USB memory stick. After the proof, we will have to adjust the width of the back in order to be able to print on the spine. PHD's that have to be printed two sided containing fewer than 120 pages cannot be provided with a print on the spine. Any other options should be discussed first with our crew.

If you create the cover in a different program: for 100 sheets of 75gr or 80gr paper (=200 double sided) you have to take into account a spine thickness of +/- 1 cm. Discuss this with our crew. The cover will be laminated: glossy (price incl), matt (price incl) or Silkfeel (suppl € 0.50 excl VAT per binding).

## 7 PRODUCTION AND QUOTATIONS

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We will process your Softcover PhD in 48 hours (weekend, public holidays and office closing days not included). The minimum number is 10 and the unit price for each binding is 10 €, excl. VAT, the print on the cover is price included. We can complete your PhD in 24 hours or even in 12 hours in which case you will pay 15 € and 20 €, excl. VAT, respectively per soft cover binding. These prices do not include inside printing.

Quotations can only be sent via email: [crazycopy@vub.be](mailto:crazycopy@vub.be)

## 8 ISBN

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All publications with an ISBN number require 3 additional working days in the production process. The documents that we provide to you and that you have to fill out, must be delivered back to us no later than 3 days before production. We will deliver the page with the copyrights and we will also generate the barcode.

The rate for requesting an ISBN number + creating the barcode is 100 €, excl. VAT

## 9 THICKER PAPER?

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If required, we can also print on 90gr (+0.015 €, excl. VAT, per sheet).