



UNIVERSITY  
OF TURKU

# Guidelines for Printing Doctoral Dissertation

version 10/2018

## PRINTING SERVICES / PACKAGES

### 1) PRINTING DISSERTATION FROM READY-MADE PDF FILE AT PRINTING HOUSE

- Printing house does the layout for the cover, title page and loose leaf

### 2) LAYOUT AND PRINTING OF DISSERTATION AT PRINTING HOUSE

- The number of pages and images, corrections required by the text, and number of proofs affect the cost of the page layout

### 3) + 2 DISSERTATIONS WITH COMB BINDING

Dissertations with one-sided printing for the doctoral candidate and opponent

### 4) + INVITATIONS TO POST-DOCTORAL PARTY with envelopes bw/colour (paid by doctoral candidate)

#### options:

- a. Ready-to-print PDF (make the invitation with the Brand Editor program in the intranet)
- b. doctoral candidate delivers the information to the printing house in a text file

# INSTRUCTIONS FOR ORDERING

## PRINTING HOUSES

### Grano Oy

contact person: Ilkka Mäki | tel. 0400 783 480 | ilkka.maki@grano.fi

### Painotalo Painola Oy

contact person: Rauno Gustafsson | tel. 044 333 3000 | rauno@painola.fi

## Information for the request for quotation and order:

- TO THE REQUEST FOR QUOTATION
- **name** of the customer
  - **number of printed copies**
  - **total number of pages** (incl. articles, title page and loose leaf)
  - **colour** (number of coloured pages)
  - **number of photos and graphs** (if the page layout is done at printing house)
  - **timetable** (date the printed dissertation should be finished)

The prize includes delivery to one address

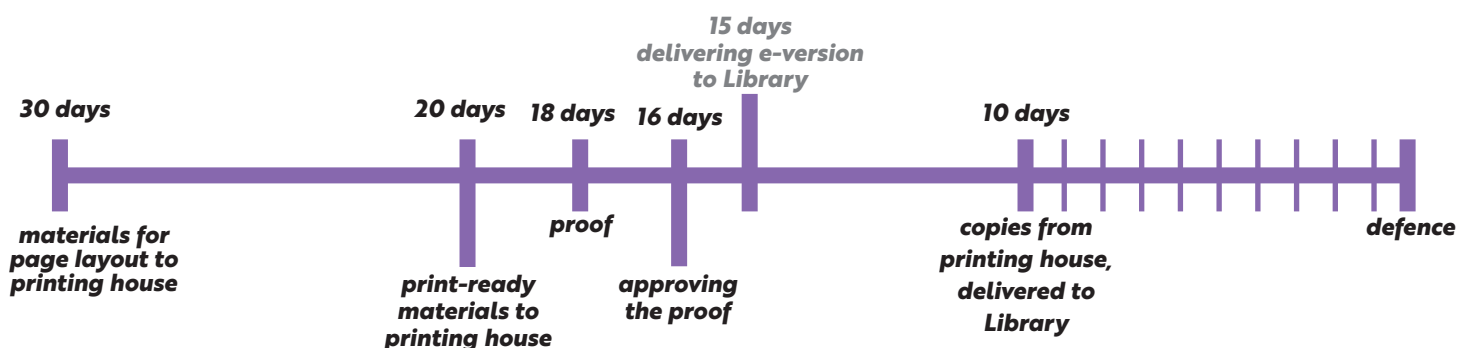
- TO ORDER
- **invoicing address and cost centre**
  - **delivery address for the proof**
  - **(distribution list if you want delivery to multiple addresses as extra service)**

## TIMETABLE

The dissertation has to be delivered to the Library 10 days before defence. Reserve at least 5 days for the printing process after approving the proof. Request a quotation and contact the printing house before delivering the materials.

- *Materials ready for printing delivered to the printing house 20 days before defence*
- *Materials for page layout delivered to the printing house 30 days before defence*

Please contact the printing house if there are any problems with the timetable.



## MATERIALS

### COVERS

The cover is done at the printing house according to the University's template. Deliver the texts for the cover, title page and loose leaf to the printing house as .rtf or .doc files. The templates and instructions are available at **utu.fi/annales-covers**. The possible cover photo have 300dpi print resolution. Check the copyright and ensure that information of the photo/photographer is included on the title page.


#### Proof of cover

The printing house delivers the proof of the cover to the doctoral candidate and Library as well as to the Faculty with dissertations completed at the Faculty of Medicine. The printing house delivers the electronic proof of the covers and title pages of all Annales publications to the Library at **julkaisut@utu.fi**. The printing house delivers the electronic proof of the covers and title pages of all Medica publications to **med-doctoral@utu.fi**.


### PAGES

#### Requirements for the ready-made, printable file

- file format PDF
- 3mm trim + crop marks
- photos in CMYK format
- halftone photos with 300dpi resolution
- figures, tables and line drawings as vector graphics
- in addition, the cover text as a .doc or .rtf file



**Download the layout  
or Word template and  
instructions from  
[utu.fi/annales-covers](https://utu.fi/annales-covers)**



#### Requirements for dissertation materials for page layout

- text as a .doc or .rtf file. Use the Word template and styles provided by the University.
- photos in CMYK, halftone photos with 300dpi resolution. Deliver the photos separately, even if you have also placed them in the Word file.
- figures, tables and line drawings as vector graphics (save the image as a PDF e.g. from Excel). Deliver the files separately, even if you have also placed them in the Word file.
- original PDFs included in article-based dissertation (name them article1.pdf, article2.pdf etc.)
- deliver all the materials at the same time as a .zip file according to the printing house's instructions (by email, Seafile or upload them to the printing house's server)

## PROOF

A proof of the pages is delivered only to the doctoral candidate who makes sure they are correct. After the proof is approved, the responsibility for the correctness of the printed material is transferred to the customer. Only approving the proof gives the printing house a permission to print. Please make sure you have enough time to check the proof and make possible corrections. Also note that each round of corrections delays the printing of the dissertation.

## PAPER MATERIAL

Cover material **Invercote G 250 g**

Page material **G-print 100g**

## MINIMUM PRINTING AMOUNTS AND DISTRIBUTION OF DISSERTATION

In addition to the distribution above, the doctoral candidates will print and deliver dissertations to the members of the Faculty Council and to other possible parties determined by the Faculty, according to the Faculty's guidelines. The doctoral candidates can also print their own author's copies (including copies for themselves, partners, and other distribution).

### **Minimum printing requirements for and distribution of printed dissertations when the dissertation is ALSO published electronically in the University's Publication Archive** (delivered by the Doctoral Candidate):

- Feeniks Library 2 copies (of which 1 is a reading copy to be placed on display) and voluntary copies to be sold at UTUShop (e.g. 5 copies)
- The National Library of Finland 6 complementary copies (the printing house will deliver them to the Library)
- Rector 1 copy
- Faculty 1 copy
- Opponent 1 copy
- Custos 1 copy
- Preliminary reviewers and the possible members of the Examining Committee 2-6 copies

### **Minimum printing requirements for and distribution of printed dissertations**, when the dissertation is NOT published electronically (delivered by the Doctoral Candidate):

- Feeniks Library 2 copies (of which 1 is a reading copy to be placed on display) and voluntary copies to be sold at UTUShop (e.g. 5 copies)
- The National Library of Finland 6 complementary copies (the printing house will deliver them to the Library)
- Rector 1 copy
- Faculty 1 copy
- Opponent 1 copy
- Custos 1 copy
- Preliminary reviewers and the possible members of the Examining Committee 2-6 copies
- Public distribution at dissertation defence 20 copies

**If the dissertation is published ONLY in electronic form in the University of Turku Publication Archive**, the Doctoral Candidate delivers stapled paper copies with cardboard or plastic covers as follows:

- Feeniks Library 2 copies (of which 1 is a reading copy to be placed on display)
- Faculty 1 copy

NB: Additionally, the Doctoral Candidate delivers a printout of the Finnish abstract to the Rector

## INVOICING

The printing house delivers the electronic invoice directly to the University. The invoice contains a specification of the contents. The faculty does not cover the invitation costs. A separate invoice to the doctoral candidate/ according to the candidate's instructions of the invitations and the part of the sum that exceeds the faculty's compensation limit (at the moment, €500 + VAT for Annales series, €350 + VAT for other series).

### **Summary of invoicing information:**

- University of Turku / printing of dissertation
- Annales Universitatis Turkuensis series / other series where the dissertation is published
- specification of the contents of the invoice
- Faculty-specific internal order (cost centre number)
- name of the doctoral candidate

### LINKS TO CLOSER INSTRUCTIONS

[utu.fi/en](http://utu.fi/en)

[www.utu.fi/en/research/dissertations/guidelines-for-the-doctoral-candidate/Pages/home.aspx](http://www.utu.fi/en/research/dissertations/guidelines-for-the-doctoral-candidate/Pages/home.aspx)

### LIBGUIDES

<http://libguides.utu.fi/dissertation>