UNIVERSITY OF TURKU

Guidelines for Printing Doctoral Dissertation

PRINTING SERVICES / PACKAGES

1) PRINTING DISSERTATION FROM READY-MADE PDF FILE

- Doctoral candidate delivers ready-made PDF file to the printing house (contents and cover).

2) PRINTING DISSERTATION FROM WORD TEMPLATE

- Doctoral candidate delivers the Word template and a PDF file to the printing house.
- Printing house does the layout for the cover, title page and loose leaf.
- Printing house adds original publications (PDF).

3) LAYOUT AND PRINTING OF DISSERTATION AT PRINTING HOUSE

- Doctoral candidate delivers their dissertation to the printing house in an electronic form.
- Printing house does the layout (contents and cover).
- Timetable depends on the number of pages and e.g. pictures.

4) + 2 DISSERTATIONS WITH COMB BINDING

- Dissertations with one-sided printing for the doctoral candidate and opponent, the left hand-side page is blank.

Instructions for ordering

CONTACT PERSONS AT PRINTING HOUSES

PAINOSALAMA Oy
Tero Kylä-Junnila
tel. 02 241 0105
painosalama@painosalama.fi

GRANO Oy
tel. +358 306 667 306
utu@grano.fi

Information for the request for quotation and order:

REQUEST FOR QUOTATION

- **Name and faculty of the customer**
- **Delivery of materials** (printing package, see above)
- **Print run (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 the printing house)**
- **Timetable (date of dissertation defence and when the printed dissertation should be finished)**

ORDER

- **Invoicing address and cost centre**
- **Delivery address for the proof**
- **Delivery address for the printed dissertations**

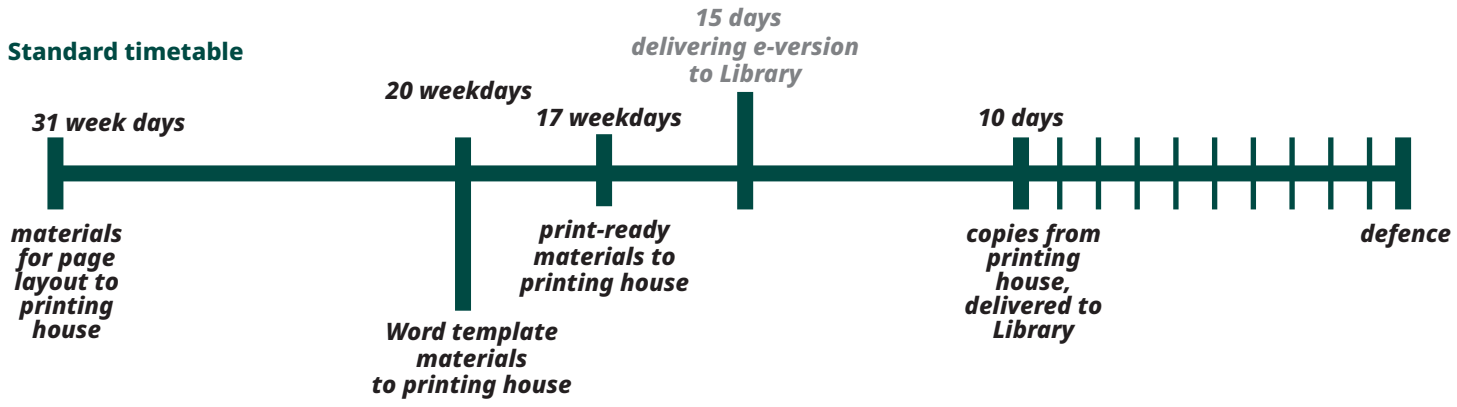
The price includes delivery to one address

TIMETABLE

Electronic dissertations have to be delivered to the Library 15 days before the defence and the printed version 10 days before the defence. Request a quotation and contact the printing house before delivering the materials.

Minimum delivery times:

- Materials ready for printing delivered to the printing house 7 weekdays before the defence.
- Materials produced with the Word template at least 10 weekdays before the defence.
- Materials for page layout delivered to the printing house 21 weekdays before the defence.
- Please contact the printing house if there are any problems with the timetable.





PAPER

Cover material Invercote G 250 g paperboard
Page material G-print 100g paper

MATERIALS

Visual style guideline

The visual style of the dissertations published in the Annales series is defined in the visual style guideline.
› **https://utuguides.fi/c.php?g=657189&p=4624103**

Templates

You can download the Annales series Word templates and instructions from the UTUGuides website. There are four templates in Finnish and English. The templates follow the visual style of the Annales series and their use does not require consulting the visual style guideline.
› **https://utuguides.fi/dissertation**

If you wish to use the InDesign templates of the Annales series, request the download link from › **ilme@utu.fi**

Covers

When using the Annales Word templates, the printing press does the layout for the cover. Deliver the texts for the cover, title page and loose leaf to the printing house as .rtf or .doc files. The templates and instructions available at › **https://utuguides.fi/c.php?g=657189&p=4624107**.

If you wish to use a photo on the cover, it has to be the same size as the cover (182 x 256mm) and have 300dpi print resolution. Check the copyright and make sure that appropriate information and credit is included on the title page (information on the photo and photographer).

Pages

Requirements for the ready-made, printable file

- File format PDF
- 3mm trim + crop marks
- Photos in CMYK format
- Photo resolution 300ppi in 1:1 size
- Figures, tables and line drawings as vector graphics (e.g. save from Excel as a PDF file)
- Cover text in a separate file

Download the template and typography guidelines from https://utuguides.fi/c.php?g=657189&p=4624107

Requirements for dissertation materials when page layout is completed at the printing house

- When using the Annales series Word template, send the pages to the printing house both as .dotx and PDF file (see template instructions on how to convert files into PDF). In other cases, deliver the text as a .docx or .rtf file.
- Photo resolution 300ppi in 1:1 size (see above). Deliver the photos separately, even if you have also placed them in the Word template.
- Figures, tables and line drawings as vector graphics (e.g. save from Excel as a PDF file). Deliver the figures, tables and line drawings separately, even if you have also placed them in the Word template.
- The cover text as as a .docx or .rtf file, cover photo with 300ppi in 1:1 size.
- Original PDFs included in an article-based dissertation (name them article1.pdf, article2.pdf etc.). Resolution of the PDF files at least 300ppi.
- Deliver all the materials at the same time as a .zip file according to the printing house's instructions.

PROOF

A proof of the dissertation (cover and pages) is delivered to the doctoral candidate. Arrange the delivery with the printing house (pickup, mail). Ensure you have enough time for checking the proof and making corrections. Please note that each round of corrections delays the printing of the dissertation.

The printing house delivers the proof of the cover to the Library and faculty for checking.

The doctoral candidate makes sure that the pages are correct. Once the possible corrections have been made and the proof is approved, the doctoral candidate gives the printing house a permission to print. Please note that, after the proof is approved, the responsibility for the correctness of the printed material is transferred to the customer.

MINIMUM PRINTING AMOUNTS AND DISTRIBUTION OF DISSERTATION

Please note that the printing house does not deliver the copies to the library; the author of the thesis is responsible for arranging delivery. The printed work must be delivered to the library no later than 10 days before the defense.

The printing house does not send the electronic thesis to the library, thus the author of the thesis is in charge of that (deadline 15 days before the date of defense). Send the final version to **julkaisut@utu.fi**. Send the accessibility information you received from the printing house to the same address.

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):

- Arcanum Library 2 copies (of which 1 is a reading copy to be placed on display)
- 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
- Doctoral candidate's own copies 1– (e.g. for partners in co-operation and other distribution)

Minimum printing requirements for and distribution of printed dissertations, when the dissertation is NOT published electronically (delivered by the doctoral candidate):

- Arcanum Library 2 copies (of which 1 is a reading copy to be placed on display)
- 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
- Doctoral candidate's own copies 1– (e.g. for partners in co-operation and other distribution)

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

- Arcanum 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.

In addition to the distribution above, the doctoral candidate will print and deliver dissertations to other possible parties according to their Faculty's guidelines (not, however, to the faculty council members).

INVOICING

The printing house delivers an itemised electronic invoice of the (layout and) printed materials to the University.

Invoicing information:

- University of Turku / printing of dissertation
- 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 MORE DETAILED INSTRUCTIONS

Guidelines for Dissertation Defence

https://www.utu.fi/en/research/dissertations/guidelines

Publishing a Doctoral Dissertation

https://utuguides.fi/dissertation

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