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# Introduction

## 40 YEARS OF EXPERIENCE

Proefschriftspecialist is the new kid on the block when it comes to thesis-printing and layouting. New but with tons of experience when it comes to book-printing. Being a label under the wings of Scanlaser provides us with almost 40 years of experience in short-run book-printing in the fastest way and highest quality possible. A perfect fit with thesis-printing!

## FASTEST TURNAROUND TIMES

Our main-focus lays on speed, quality and ease for our customers. In order to fulfil this we offer all our expertise and experience to our customers. We aim to be a full-service company so from layouting to distribution, we can do it all in-house at our location in Zaandam (nearby Amsterdam). This enables us to guarantee the fastest turnaround times possible. Our average turnaround time including a hardcopy proof print as a bound book is just 1 week, unprecedented in the world of thesis-printing! Within that period we can even deliver the books individually packed in an envelope with the bookmarker and possible propositions inserted in the books!

## QUALITY PRINTING

In this manual you can find (almost) everything there's to know on the printing and layouting of your thesis. In the back of the booklet you can find sample-pages of the paper types we have available on stock so you can get a feel of the paper and the quality of printing. Might you have any questions which aren't mentioned in this booklet than feel free to contact us.

So if you choose Proefschriftspecialist than you choose speed, ease and quality! In production as well as in service. Curious what we can do for you? We're looking forward to hearing from you.

Best regards,

**Team Proefschriftspecialist**



# Procedure & turnaround time 2

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## 2 Procedure & turnaround time

We can imagine that this is the first time that you are going to print and possibly layout a PhD-thesis and that you can't foresee how long this is going to take.

Below we will outline the average turnaround time and explain the procedure step by step so you will know exactly what to do and when.

### 2.1 Procedure step by step

#### **Step 1:**

##### ***Quotation-request and/or optional informative discussion***

The first step to your printed thesis usually is exploring the options and costs involved. You can apply for a quotation through our website or simply by contacting us by phone or e-mail. If you find it easier to discuss your wishes, the timeframe and layouting prior to applying for the quotation than that's no problem as well. We can always schedule an informative talk through zoom/teams, by phone or on a location of your choice! Just contact us.

#### **Step 2: Offer-approval and optional file-check**

You would like to have your thesis printed by us, good choice of course! Now it's time to setup a first time-schedule and to agree on a delivery-date for the files for the proofprint. You will receive a login to your orderportal in which you can upload the files, check the status of your order and arrange an ISBN. This is also a good moment to have your preliminary files checked if they're suitable for printing. You can also upload these in your portal. We will check them and provide you with feedback.

#### **Step 3: File-delivery & start order**

You can deliver the files through your orderportal. You can also leave all needed info such as the delivery-address, desired paper type etc. in your portal. Of course you can also send us the files the old-fashioned way through e-mail or by wetransfer.

#### **Step 4: Layout (optional)**

If you would like to outsource the layouting of the inside we would need to receive your word-file instead of the PDF. We would prefer if you can send us the images separately as well as included in the word-file. For the cover you can deliver your image in jpg/tiff/eps together with the text in a word document. Normally the whole inside layout together with the cover takes 10 – 15 working days.





### Step 5: Proofprint

We will check the files and if they are suitable we will make the proofprint immediately. If we have received the files before 13:00 the proofprint will be send out on the same day! We prefer to send a hardcopy proof so you can get a perfect picture of the final result. The proof is a real bound book printed in the same way as the final result so you can get a perfect preview of how your thesis will look like once all copies are printed. However if you're really in a hurry than a digital proof only as a PDF would be the way to go.

### Step 6: Corrections or approval on proofprint

We advise to check the proof carefully. Might you find some issues which need to be improved than you will have to send us new files either through your portal or by e-mail/wetransfer. You will receive a digital proof in PDF back from us so you can double check it. Everything correct? Than all you need to do is to send us an e-mail with your approval for printing and we will start the production. Standardly we will deliver the books on the 4th working day after you have given your approval. Special editions will delay the delivery-date.

### Step 7: Delivery

On the 4th working day after approval the books will be delivered at the addresses provide by you. (delivery abroad will take a few days longer as will books with special finishing such as spot-uv coating/ hardcover etc.). Please don't provide us with a P.O. Box address since the books can only be delivered on a visiting-address where someone is present who can sign for the delivery. On the morning before delivery you will receive a track & trace so you can follow the shipment.

## 2.2 Turnaround time

Our average total turnaround time is approximately 7 working days. This includes delivery of the proofprint as a bound book and the delivery of all the books after your approval for printing. Not included is the time needed by you to the check the proofprint and to possibly send in corrected files. We normally advise to reserve around 3 to 4 working days for this. Please also bear in mind that outsourcing the complete layout through us will take around 10 – 15 working days. The schedule on the right provides an indicative overview of the number of days needed for each step.

## 2.3 Express-service

Did the reading-committee take a bit too long or did an early defense date pop up? Whatever the reason may be, if you need your

PROCEDURE	WORKING-DAYS
Offer-approval and file-check	1
File-delivery & start order	0
Layout cover basic - optional	2
Layout inside - optional	10-15
Proofprint & delivery (within NL)	2
Corrections or approval on proofprint	??
Production & delivery (within NL)	4
<b>Total:</b>	<b>7</b>



books on short notice then look no further! We can deliver them with lightning speed. If you send us the files and they are print-ready then can we deliver the books including a digital proof on the 3rd workingday after delivery of the files! A few rules however do apply:



- > **Delivery of the files needed before 13:00 in PDF**
- > **No hardcopy proof possible, digital in PDF only**
- > **Approval for printing at latest on 9:00 a.m. on the following day**
- > **Softcover only**
- > **No maximum amount of copies**

**Additional costs are € 100,00 per order.**

## **2.4 ISBN**

ISBN stands for International Standard Book Number. It is a unique code which makes your book better traceable in the titlebank for retailers and consumers. At some universities you are obliged to arrange an ISBN for your thesis. We can arrange this number for you. You can easily arrange this through your order portal. Once applied for you will receive the number within one working day. At some universities the university library can also arrange this for you. Please contact them if you want to know if that's the case at your university.



# Layout – the inside 3

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## 3 Layout – the inside

The research has been done, the thesis has been written, time to get started on the layouting! But are you going to do this yourself or are you going to out-source this to a professional? In this chapter we will help you with this consideration and also provide some instructions in case you want to do the layout yourself.

This choice depends on a few factors:

- > **How well known are you with word/indesign/photoshop or illustrator?**
- > **How complex are you going to make your design?**
- > **How much time do you have available for it?**
- > **How much budget do you have?**

Of course we are more than happy to check your files and help you with the consideration whether outsourcing would be worthwhile or not. In this chapter we will briefly outline which options for outsourcing we offer and we will provide some handy information and tips & tricks in case you are planning to do the layouting yourself.



### 3.1 Outsourcing the inside layout

If you opt to outsource the layouting then we can of course help you out with this. We have very experienced layouters available for whom thesis-layouting holds no secrets. We can do the layouting of both the inside as well as the cover, either combined or one of the two. If you arrange this through us then we have a few options available:

#### > **Elements:**

This is the best option if you have a page setup and layout which is already satisfactory to you but you would like to add a small extra touch. You can send us the (final) PDF and we can add some elements to it as an added shell around your text. We will not modify the size, text and tables but we can add a few elements such as:

- **Chaptertabs**
- **Headers and/or footers (pagenumbers)**
- **Chapterpages**

#### > **Total layout basic:**

We will send you a few neatly designed templates from which you can pick your favorite or combine some elements. The layouting will subsequently be done based upon the template of your choice.



Once you've discussed your choices and preferences with the designer the layout will be started. The whole inside will be layouted from A to Z if you pick this option.

> **Total layout deluxe:**

This option gives you a bit more creative freedom. You're not bound to the templates but in close consultation with the designer you can have the design done fully customized within the possibilities.

### 3.2 Doing your own inside layout

Of course you can also opt to do the inside layout yourself. Microsoft Word, Adobe Indesign and Latex are very suitable programs to use for this purpose. Adobe Indesign is used by professional graphic designers and in the graphic industry in general for the layouting of brochures, books and other publications which involve (large) quantities of text. Within the Adobe suite you can find other programs such as Illustrator and Photoshop which are both very well suited to create a cover. Latex is specifically for books with large numbers of equations and formulas and often used for theses in the fields of mathematics, chemistry etc. Microsoft Word is the most widespread program and is also by far the most used so we will focus the instructions in the booklet based upon this program. All dimensions regarding pagesetup etc. however are also applicable for Latex and Indesign.



#### 3.2.1 Page order left/right, odd/even

**Page 1** Title page: This page only includes the title and possibly the name of the author.

**Page 2** Colophon page: This typically holds (not obligatory, check your universities doctorate regulations for more specific information):

- **Possible sponsors**
- **ISBN**
- **Layouter(s)**
- **Printer**
- **Copyrights statement**

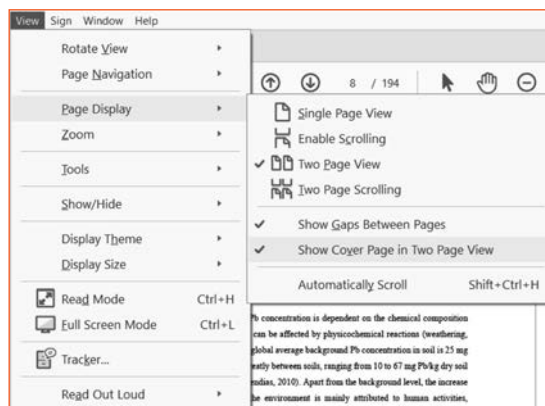
**Page 3** is the title page according to the model stipulated by the university. The Rector Magnificus of your university must approve this title page normally before any copies are printed.

**Page 4** mentions the promotors and doctoral committee.

After these 4 pages the table of content starts followed by the first chapter. Make sure that a new chapter *always* starts on a right, odd

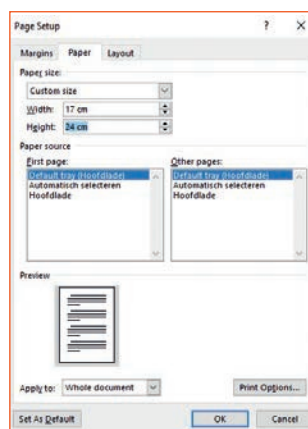
page. Left sided pages are always even pages. Might it be that a new chapter starts on a left (even) page then insert a blank page in order to let the next chapter start on a right (odd) page. You can check this in your PDF by viewing it using the following settings:

**Acrobat reader,  
view -> page display**



### 3.2.2 Page setup – Size

The first thing to pay attention to is the size in which you would like to print your book. Virtually all sizes are possible but for a PhD-thesis it normally is rather straight forward: 170 x 240 mm (also called B5) is the general size. We advise you to do the layouting also in this size. You can also deliver the file on A4-size (210 x 297 mm) but then we will have to scale down the size by 19% to make it fit on B5. This means that everything (tables, headers, text etc) will become 19% smaller which may hamper the readability of the text if you have used a small font size in your A4 document. Doing the layout on the final book size avoids this possible problem. We would thus always advise you to set the page size to 170 x 240 mm. To do this go to **layout > size > more paper sizes**



### 3.2.3 Pagesetup – Margins

The amount of white space on a page also has an effect on the readability of the text. If you pack the page completely full with text with a really small font it will not be “inviting” to read and will possibly put people off from reading your text. Therefore an appropriate amount of white space is needed. How much white space is on a page is determined by the margins and the line spacing. Typically the margins on B5 are 2 cm on all sides plus a gutter margin of 0,5 cm. To do this go to **layout > margins > custom margins**



### 3.2.4 Page setup – Font, font size and line spacing

The font(s) and font size you choose for your thesis are quite important. It determines the readability and also gives a first impression of your thesis. There are basically 2 types of fonts, Serif and Sans Serif. You can't say which one is best since both font-types are fine to use. Which font you choose depends on the impression you want to make and simply on your own personal preference. A serif font is more classical, traditional and serious. A sans-serif font is more modern and casual. The advised font size is normally around 10 pts on B5 and 12 pts. on A4. After scaling from A4 to B5 this resembles roughly font size 10. It however is the case that a sans serif font normally appears a bit larger than a serif font so you could take this into account. If you are in doubt which font to use the best thing you can do is to take one page of your thesis and print it out in a few different fonts and font sizes and put them next to each other. In this way you can clearly see the differences and determine which font and size you like best.

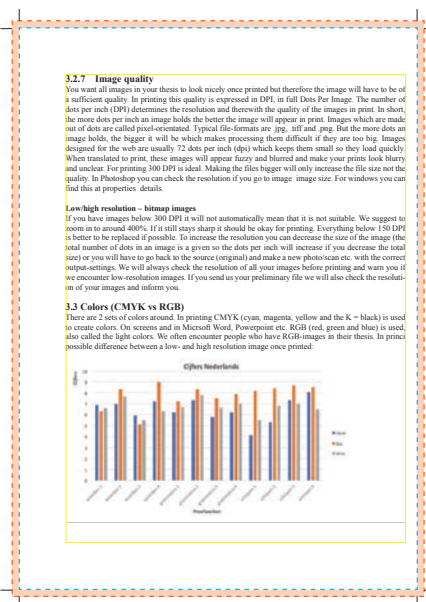
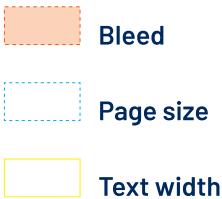
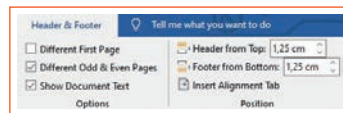
Regarding the line spacing we would advise to set this on 1,2 on B5 and 1,5 in case you are doing the layout on A4.

SANS SERIF FONTS		SIZE
<b>Calibri</b>		
Calibri regular fonts size		9
Calibri regular fonts size		10
Calibri regular fonts size		11
<b>Arial</b>		
Arial regular fonts size		9
Arial regular fonts size		10
Arial regular fonts size		11
SERIF FONTS		SIZE
<b>Times New Roman</b>		
Times fonts size		9
Times fonts size		10
Times fonts size		11
<b>Garamond</b>		
Garamond fonts size		9
Garamond fonts size		10
Garamond fonts size		11

### 3.2.5 Page setup – headers and footers (page numbers)

Often the header contains the short-title of the chapter in which the header is placed on the right page and on the left page the chapter number is mentioned. Sometimes the page number is also part of the header but they are mostly placed at the bottom of the page in the footer. The headers and footers normally do not appear on the title pages and chapter pages.

In word you insert the headers through insert > headers/footers/ page numbers. Make sure to place them on the outside of the page and not on the inside where the book will be bound (the spine side). On even pages (left sided page in the book) the outside will be left and on odd pages (right sided page in the book) the outside is on the right. Don't forget to select "different odd and even pages" if you want to place your page numbers on the outside of the page (not needed if you center them).



### 3.2.6 Printing to the edge of the page (bleed)

To print to the edge of the paper without any margins around your design, as for instance with a chapter tab or a chapter page with a page filling print, you will have to extend your design into a so called bleed area which is slightly larger than your finished print size. To do this you simply make your design a bit bigger than the finished size of the book. This because in printing this margin (bleed) is



needed to avoid a small white line appearing on the side where the page is cut. We need a minimum bleed of 3 mm on all sides. If you have no printing to the edge of the page bleed is not necessary.

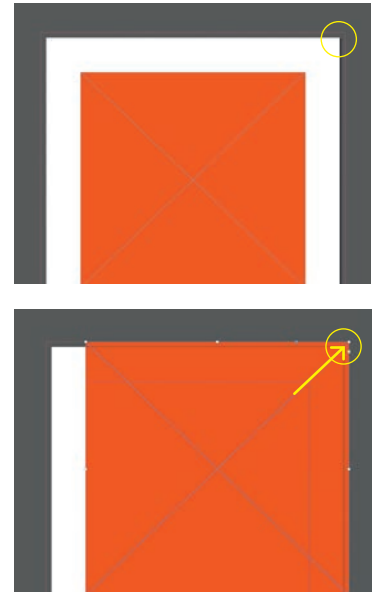
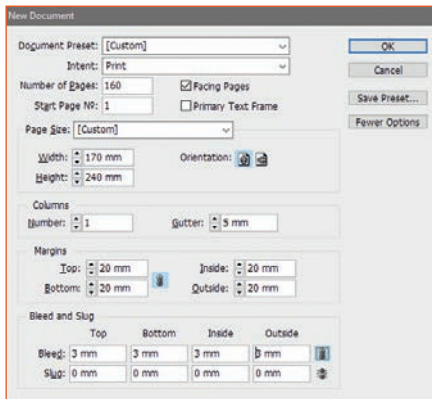
### **Bleed in word:**

In word it is not possible to indicate a separate bleed so you simply make the size 3 mm larger on all sides thus making the total size 176 x 246 mm. Just go to **layout > size > more paper sizes** and set it on 176 x 246 mm instead of 170 x 240 mm. Please make sure to compensate the bleed in the margins. This means that if you add 3 mm of bleed you also need to add 3 mm to the margins on all sides.

### **Bleed in indesign:**

Upon launching InDesign, click Create new. In the following document-settings click Bleed and Slug to expand the panel. Type a bleed value of 3mm and set the same bleed on all sides, or click the chain icon to set different values for the top, bottom, inside, and outside settings.

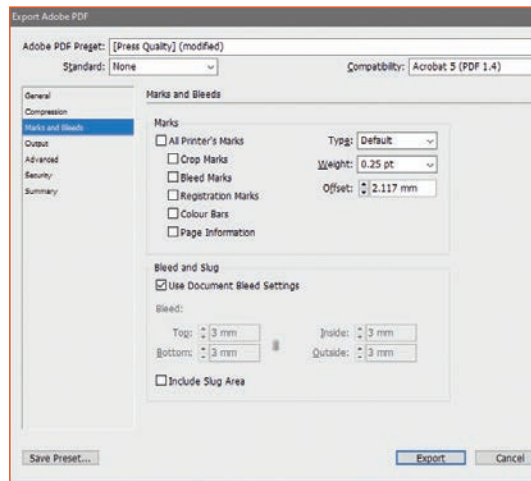
The correct settings for bleed in design:



After you have the correct settings make sure that your chapter tab/image runs all the way to the edge of the page, indicated by the red frame. The black frame indicates the final size, i.e. where it will be cut, the purple frame shows the textbox within the set margins.

Now the settings are correct you will only need to create a PDF which also includes the bleed. Choose File > Export and select the Adobe PDF (Print) format. Select the Adobe PDF preset High Quality. In the General tab, select View PDF after Exporting. In Marks and Bleeds, select Crop Marks and Use Document Bleed Settings. Click Export and you are ready!





### 3.2.7 Image quality

You want all images in your thesis to look nicely once printed but therefore the image will have to be of a sufficient quality. In printing this quality is expressed in DPI, in full Dots Per Image. The number of dots per inch (DPI) determines the resolution and therewith the quality of the images in print. In short, the more dots per inch an image holds the better the image will appear in print. Images which are made out of dots are called pixel-orientated. Typical file-formats are .jpg, .tiff and .png. But the more dots an image holds, the bigger it will be which makes processing them difficult if they are too big. Images designed for the web are usually 72 dots per inch (dpi) which keeps them small so they load quickly. When translated to print, these images will appear fuzzy and blurred and make your prints look blurry and unclear. For printing 300 DPI is ideal. Making the files bigger will only increase the file size not the quality.

In Photoshop you can check the resolution if you go to image> image size. For windows you can find this at properties>details.

#### **Low/high resolution – bitmap images**

If you have images below 300 DPI it will not automatically mean that it is not suitable. We suggest to zoom in to around 300%. If it still stays sharp it should be okay for printing. Everything below 150 DPI is better to be replaced if possible. To increase the resolution you can decrease the size of the image (the total number of dots in an image is a given so the dots per inch will increase if you decrease the total size) or you will have to go back to the source (original) and make a new photo/scan etc. with the correct output-settings. We will always check the resolution of all your images before

printing and warn you if we encounter low-resolution images. If you send us your preliminary file we will also check the resolution of your images and inform you.

Here is an somewhat exaggerated example of the possible difference between a low- and high resolution image once printed:



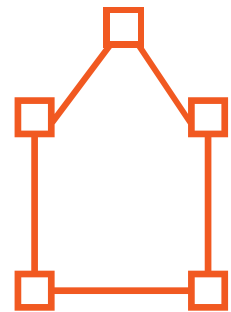
High resolution (300 dpi)



Low resolution (72 dpi)

### Vector images

Besides pixel-based images you also have Vector-based images. Vector graphics are not made out of dots but consist of shapes, curves, lines, and text which together make an image. These lines will always keep their shape regardless of how big or little you resize them. Resolution is not a factor thus you can scale up the size without affecting the print quality. Vector graphics are usually made in Adobe Illustrator and usually have one of the following file extensions: AI, or EPS. In general vector graphics are very well suited for graphs, line-drawings and logo's. High detail images such as most photos are usually better as a bitmap (in high resolution of course).

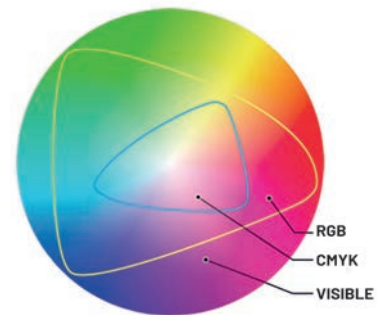


**Vector-based image with anchor points**

### 3.3 Colors (CMYK vs RGB)

There are 2 sets of colors around. In printing CMYK (cyan, magenta, yellow and the K = black) is used to create colors. On screens and in Microsoft Word, Powerpoint etc. RGB (red, green and blue) is used, also called the light colors.

We often encounter people who have RGB-images in their thesis. In principle that's no problem at all. We can easily convert the images from RGB to CMYK but a (minor) shift in color can occur. This is because the RGB color gamut is much wider than the CMYK gamut (see image on the right). This means that you can create brighter, more saturated colors in RGB than can ever be printed in CMYK. It thus is best to work in CMYK if the software you use enables you to. Adobe Indesign, Photoshop and/or Illustrator for instance do but Word and Powerpoint don't.



Besides the conversion from RGB to CMYK the printing and paper will also affect the colors. In print the colors will not come out as bright as they appear on your screen.

A screen displays RGB-colors, has a light source behind it and has no contrast whereas paper has (some types more than other). This is why images will be brighter and may look a bit more "lively" on your screen than they do on paper.

The best and only way to get an accurate preview of the colors is to get a proof print by your printer on the paper of your choice. In the back of this booklet you can find the available papertypes printed with the same color images so you can check out how they look. At proefschriftspecialist you also always receive a fully bound print proof of your thesis, 100% comparable to the final result so you can check all the colors meticulously. Might you be in doubt beforehand than we are also more than happy to make a print proof of a few pages, free of obligation of course.



# Layout – cover 4

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## 4 Layout – cover

“We all judge a book by its cover”. This statement is certainly true thus the cover obviously has to be an eye-catcher with a layout that matches your research, personality and most important, your personal preferences. Besides this it has to reflect 4, or more years, of (very) hard work.

Whether you want to keep it nice and simple with only typography and a nice background-color or if you would like to have a highly detailed illustration on the cover with some enrichments and flaps, it's all possible! In this chapter we will explain how you can design your own cover, pay some attention to possible enrichments and we will shortly highlight the options regarding outsourcing the cover layout.

### 4.1 Outsourcing the cover layout

If you don't have the required software to create a cover yourself, don't know how to or if you have no inspiration than we can always help you. We have two options available.



#### **Cover layout basic:**

If you have an idea of how you would like the cover to look and an useable image and text available only you don't have the required software available or don't have the knowledge on how to create the cover yourself than this option is the perfect solution. Based upon your image(s) and text we will create the cover. The bookmark is also included of course.

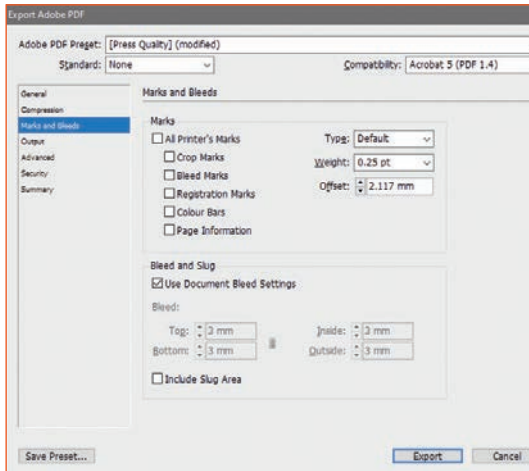
Might you not have an image than you can always check [www.shutterstock.com](http://www.shutterstock.com) for over 350 million copyright-free photo's. You can browse on a subject and if you find a suitable photo we can obtain it for you and use it on your cover. Since the layout is based on an existing image or example it can be done relatively quick.

#### **Cover layout Deluxe:**

You have no idea of how you would like your cover to look and have no images as well? In that case cover layout deluxe would be the solution!

Together with an experienced layouter you can have the cover made exactly as you wish including the artwork. The starting point is a blanc canvas, your research and your wishes!

## 4.2 Doing your own cover layout



Making a neat cover yourself is certainly doable. The best programs to use are Adobe Photoshop, Indesign and/or Illustrator. Powerpoint and/or Word are not suitable to create a print ready cover. You can use these programs to make a separate front- (and backcover) which we can use to piece together your cover or you can use it to make an example for the layouter but that's it.

If you're going to do your own cover-layout there are a few things you will have to pay attention to:

- > **Make sure to add 3 mm of bleed on all sides of the cover if the image/artwork runs to the edge of the paper.**
- > **Make sure to have the correct size, please check the cover-example on the previous page for the correct sizes. Total size in mm is from right to left excluding bookmark: 170 mm (front cover) + 10 mm (spine) + 170 mm (back cover). Height is 240 mm. A bleed of 3 mm on all sides also needs to be added to these measurements.**
- > **Be sure to have the correct spine-thickness in your document. To calculate the exact spine-thickness please check the calculator on our website.**
- > **If possible please indicate the crop marks. These are thin lines placed at the corner of your cover to indicate where it should be cut.**
- > **Last but not least, make sure that the image you place on your cover is at least 300 DPI! You don't want to have a low-resolution image on your cover.**

To make life a bit easier for you we have made templates in Photoshop, Indesign and Illustrator. The templates are already at



the correct size but you will have to double-check the spine-thickness and most likely adjust it slightly. This because the spine in the templates is standardly set at 10 mm but the exact thickness is dependent on the number of pages and the chosen type of paper.



### 4.3 Bookmark / invitation

Normally the bookmark (to be seen on the far right of the example on page 22) is used as an invitation to the promotion, reception and/or party afterwards. You can deliver the bookmark in one file together with the cover just like the example or as a separate file. The standard size of the bookmark is 70 x 230 mm. The bookmark comes for free together with the cover. If desired we can also print invitations on various other sizes against a modest additional price.

### 4.4 Laminate

Most book covers are laminated. If you laminate a book a thin protective layer of plastic laminate is applied on the cover. We standardly offer 2 types of laminate:

#### ***Glossy laminate:***

This makes the colors come out a bit brighter and stronger but does make the colors a bit darker. It's especially suited if you have a colorful image or photo on the cover

#### ***Matt laminate:***

This laminate makes the colors a little bit lighter and a little bit more sophisticated. If you want your cover to be a little bit less "in your face" than this is the best option.

You can also decide to not laminate the cover. If you use paper with a distinct structure which you would like to show than we would advise to not apply laminate. This will make the cover a bit more vulnerable but does preserve the paper-feel of the cover paper.

### 4.5 Additional options:

There are a lot of cool things you can do to make your cover even more special! It all does cost a bit, increases the turnaround time by a few days and does require an additional cover file in most cases but it can certainly be worth it. You can make you cover really special and give it the wow-factor. We are always more than happy to think along with you to see if one of these enrichments will be an added value to your cover and thus worthwhile.



### **Spot-uv coating:**

With this technique you can highlight certain parts of the cover by adding a glossy coating to specific parts of the cover. This only combines with a matt laminated cover and works particularly well if the spotted parts have a somewhat dark color. Normally the coating is flat but you can also use a raised spot-uv coating which lays on top of the paper and can be felt really good.



### **Embossing:**

With this technique you can elevate certain parts of your cover. This is done by making a mould on the exact shape of the figure which needs to be elevated. By pressing the mould on the correct spot on the cover the particular shapes will be elevated. You can for instance elevate the images and/or the title of your thesis.



### **Die-cut:**

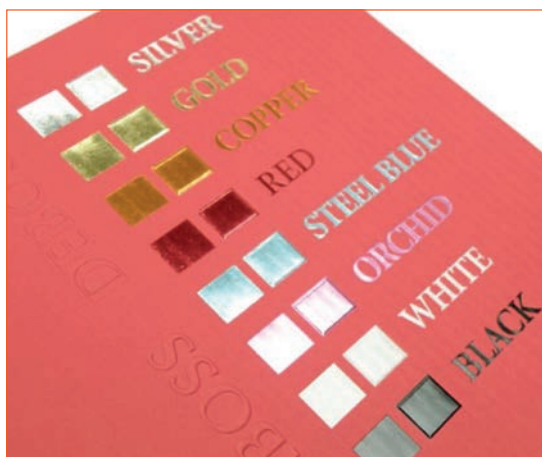
By die-cutting the cover you can cut out certain shapes in the cover. You can for instance cut out the title of your thesis or any other shape you want. This can have a really cool effect, especially if you print a nice color on the first page of the inside to create a cool see-through cover.



### **Hot-foil:**

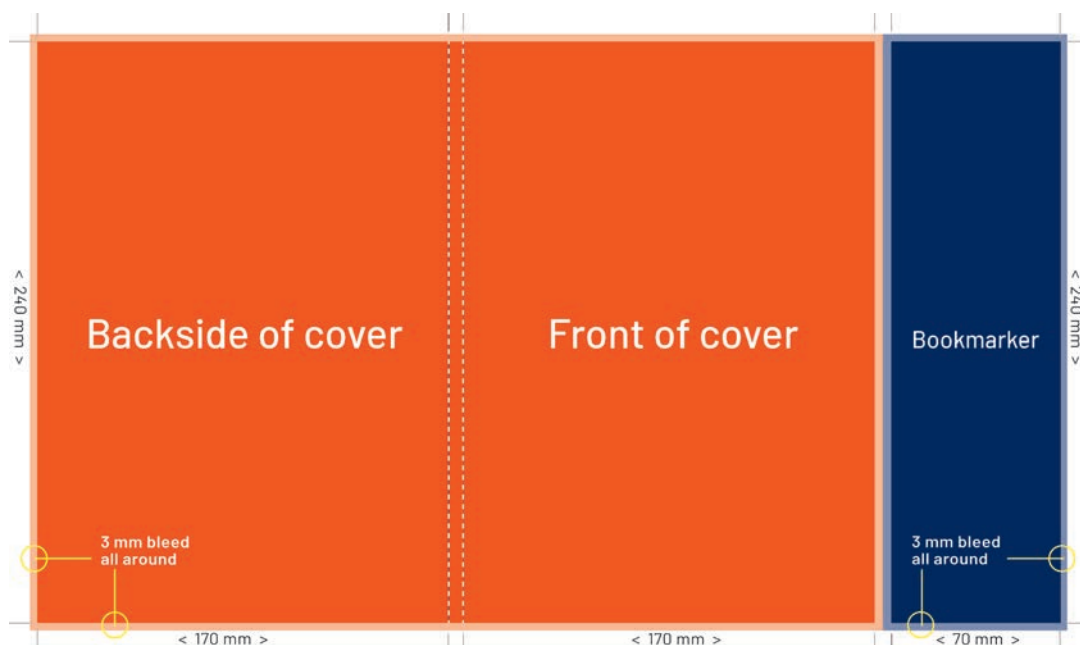
With hot-foil printing a metal foil will be applied on your cover by means of a metal mould, heat and pressure. The metal foil is available in a variety of colors such as copper, silver and gold but also for instance in red, green and even holographic foils are possible.

Even tough not the cheapest additional option you can really make your thesis glamorous and give a very special effect to your cover.



### ***Your thesis as a hardcover:***

Printing all your theses as a hardcover is a costly thing to do but we can already print your thesis in hardcover starting from 1 copy. It does however require a modification of the cover-file since the dimensions are a bit different compared to the softcover but we can help you with this. The first hardcover copy costs € 60,00. Additional copies above it are € 25,00 per piece. Perhaps a nice present for your family, promotors or yourself.



# Creating a PDF & File delivery 5

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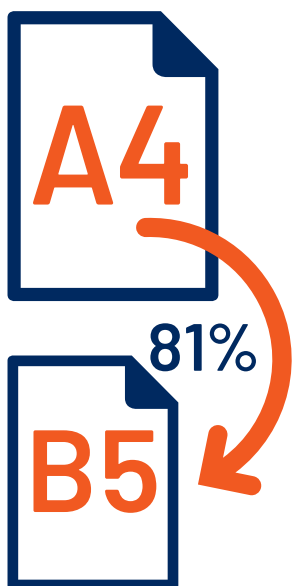


## 5 Creating a PDF & File delivery

If you have done the layouting yourself and are ready to deliver your files we would like to receive them as a print ready PDF-file if possible. In order for us to be able to process the PDF correctly for the (proof)print the file needs to meet a few requirements.

Requirements print ready PDF:

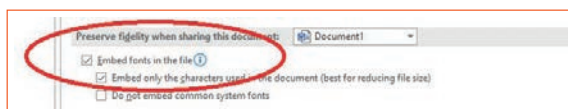
- > **Make sure that all figure have a resolution of at least 150 DPI, 300 DPI being optimal.**
- > **If there are pages with printing all the way to the edge of the page (e.g. chaptertabs, images running to the end of the page) make sure that your file contains bleed, see page 13.**
- > **Is the page-order and page-numbering correct? Do the title pages and all chapters start on a right sided (odd) page?**
- > **Are all page numbers positioned on the outside of the page or centered? On odd pages the number should be on the right, on even pages on the left. The same applies to the headers.**
- > **All pages in the PDF should have the same size, no A4- and B5-sized pages mixed into one PDF.**
- > **If you deliver your file in A4 please remember that we scale the file to 81% of A4 to make it fit on B5 (170 x 240 mm).**
- > **Are the margins not too small? Minimum margins should be at least 15 mm.**
- > **Please be aware that we will convert images in RGB to CMYK prior to printing. This may cause a small deviation in color.**



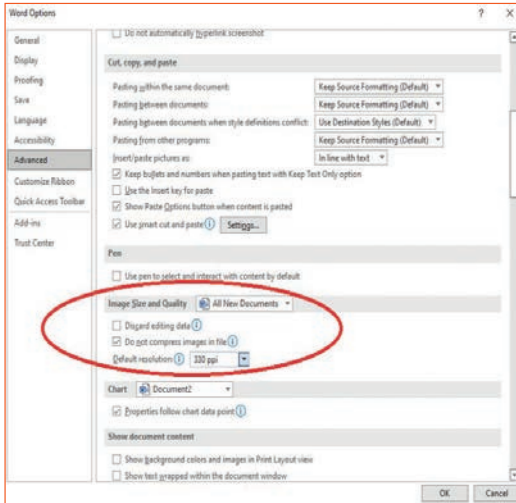
### 5.1 How to create a correct PDF from MS Word:

You can generate a PDF for the (proof)printing of your thesis directly from word. The following steps need to be followed to make sure that the settings are correct:

1. First make sure that all fonts are embedded:  
> **File > Options > Save > Embed fonts in file.**



2. Make sure that the image-quality of inserted images will be preserved: **file > options > advanced**

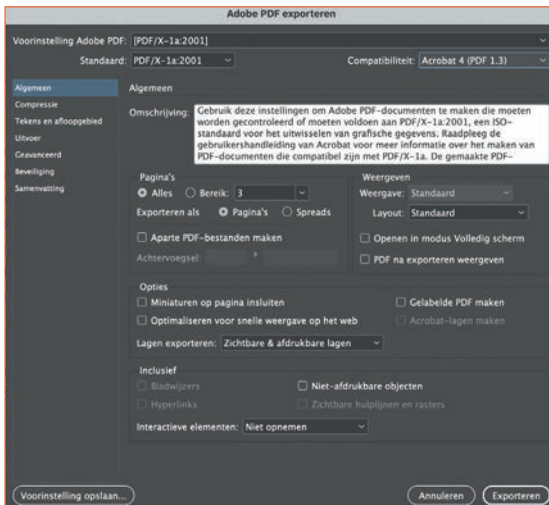


Then simply save your file as a PDF.

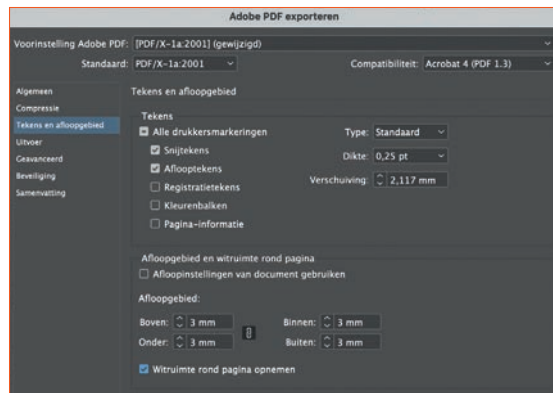
## 5.2 How to create a correct PDF from Indesign

For indesign please follow the steps as outlined below.

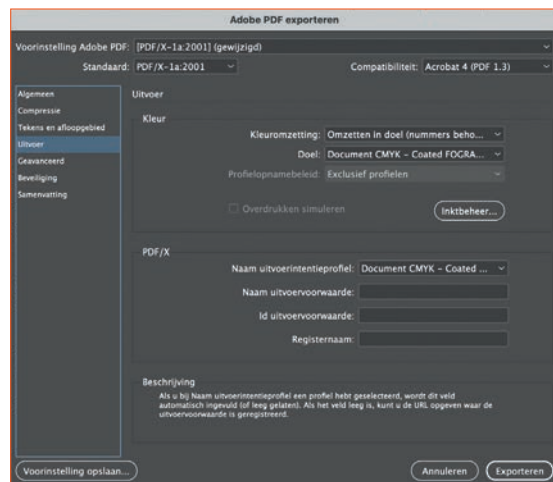
1. In the general tab select PDF/X-1 and no lower then PDF 4 (1.3) or simply High Quality print. Make sure that you select Export as pages and not as spread.



2. Go to the tab marks & bleeds and select cropmarks and bleedmarks. Put bleedsettings at 3 mm on all sides.



3. At the output-tab select convert to destination at color conversion. At destination select CMYK – Coated Fogra-39. Profile inclusion policy: Exclude profiles.



You can now save the preset and export your PDF.

### 5.3 File delivery

Delivering the files can be done in a few ways:

- > **You can upload your files in your portal**
- > **By using [www.wetransfer.com](http://www.wetransfer.com)**
- > **Sending the files through e-mail (up to 10 MB)**

Please make sure that you always use clear file names including your name, filetype (inside/cover etc) and if available the order/ offer number.

# Printing, binding and publication 6

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## 6 Printing, binding and publication

The research is done, the thesis has been written, layouting is finished and the PDF for the (proof)print is available. Now the time has come to have your thesis printed! But, which options do you have available when it comes to printing & binding?

### 6.1 Printing

At Proefschriftspecialist we have 2 printing methods available. Inkjet printing and toner printing. Both printing methods are very suitable for book printing in relatively low volumes and offer perfect quality. Inkjet printing is our standard printing method. It works with real ink, enables a fast production, produces high-quality prints and is a bit less costly than toner printing. Toner printing however can provide a bit glossier images, especially on very open structured papers. Toner printing can sometimes be suitable for extremely highly detailed images such as CT-scans. Might it be of added value for your thesis than this options is available.

### 6.2 Binding

Our standard binding method is Perfect-bind with hotmelt. This is the standard binding method for theses in general. It's sturdy, durable, delivers perfect value for money and is therefore also our standard binding method. We can do this both in soft- as in hardcover.

### 6.3 Digital publication

You can make your thesis easily accessible by making a digital version of your thesis available. Good for the environment and it will also save you some money since you can possibly reduce the number of copies somewhat. A standard library-PDF in which the inside and cover are merged is included in the price. Besides this we can also offer you a more luxurious version, a flipbook. A flipbook is a professional and effective way to present your thesis in a digital way. It has a page-flip effect, search function and looks really nice. No heavy PDF but a link which can be opened on virtually any phone, tablet and/or computer. You can also generate a QR-code which can be placed on an invitation-card and/or summary. This can also be protected by a password. Here is an example of a QR-code linking to a flipbook.





# Paper types 7

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## 7 Paper types

For the inside of your thesis we have 4 paper types standardly on stock.

You will find a small description here and after that you will find printed samples of all 4 paper types.



### **115 grs. G-print FSC (most used):**

This is by far the most used paper for theses. A bit off-white, lightly coated paper with a silky feel. It brings out full-color print in a really nice and vivid way but due to the subtle coating it is also still suitable for text.

### **90 grs. Woodfree offset paper FSC (HVO):**

This is an uncoated paper and therefore feels a bit rougher. It's 100% white and very much comparable to the standard paper which everybody uses in their home- and office printers. Due to the paper being uncoated and the open structure it will make colors come out a bit bleaker.

### **100 grs. Biotop FSC:**

An extremely versatile paper meeting the highest requirements: it combines an authentic look with an extensive environmental profile. Produced totally chlorine free and bleached without any optical brightening agents, the paper retains a natural uncoated feel with an off-white, yellowish shade. Very suitable for black & white text books also known as the classic book paper. It's FSC-certified and carries the EU-Ecolabel.

### **100 grs. Recycled – Circle Print FSC:**

This high-quality paper is produced without use of chlorine and any optical brightening agents. It's recycled and FSC- and Blauer Engel certified. The color and structure of the paper clearly shows that it's recycled. Because it's lightly coated however the full-color images still come out nicely.

### **Cover paper 270 grs. Sulphate cardboard FSC:**

The cover is standardly printed on 270 grams Sulphate cardboard. It's neutral white has a nice thickness but is still flexible making it very well suited for a nice and solid cover. If you want your thesis to be printed completely on recycled paper then our standard paper is 300 grs. Circle Print. Might you have any other wishes than we are of course more than happy to discuss all the possibilities.



# Frequently asked questions 8

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## 8 Frequently asked questions

### Quotation:

#### ***How many copies do I need?***

There's no such thing as a standard number of copies. The best thing to do is to make a list of people who you would like to give a copy. The average number of copies lies somewhere around 100 to 150, but we can produce any number of copies, from 1 to 1000.

#### ***How much does it cost?***

This depends on how many copies you would like to have and on the specifications of your thesis. You can apply for a quotation on our website or contact us to inquire more information on the prices.

#### ***How long is my quotation valid?***

The quotation is valid for 6 months with the exception of large price changes in raw-materials.

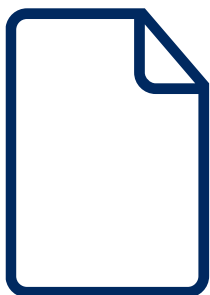
#### ***What if the specifications from the quotation are different from my final order?***

We always modify the price if needed once the final details are known and send you the invoice only after you have given approval on the proofprint.

### Preparation:

#### ***How do I decide on the paper type?***

There's no right or wrong when it comes to choosing the paper type on which you want to have your thesis printed, it's mainly dependent on your own personal preference. In general (slightly) glossy paper such as G-print brings out full-color pages a bit brighter whereas uncoated paper such as Biotop is very suitable for black & white text. G-print is the most used paper for theses. The best thing to do is to check out our sample-booklet so you can see the papers before making your decision.



### ***How do I handle the layout?***

This strongly depends on the program you use. If you use Latex for instance layout templates from predecessors are often used. For word you can find instructions in our information-booklet and on our website. The dimensions given in our instructions apply to any program you use. Also for Adobe Indesign. Might you have any specific questions on layouting than don't hesitate to contact us.

### ***Can I outsource the layout?***

Yes, that's certainly possible. We have specialists available for both the inside and cover. Normally the total layout takes around 2-3 weeks.

### ***How do I know the correct thickness of the spine?***

This depends on the number of pages and type of paper on which you would like to have your thesis printed. We have developed a spine-calculator for this which you can find on our website. If you fill out the number of pages and select the paper of your liking than the correct spine-thickness will come out.

### ***Can I have my files checked?***

Certainly, it's always a good idea to have your files checked whilst doing your layout. You can send them to us and we will provide you with feedback on your total layout. In this way you can optimize your file before sending it in for the proof print and make sure that it will be useable for print.



### ***Do I have to schedule my order?***

No, it's not needed to schedule your order or to reserve a time-slot. If you send it we will start processing it the same day.

## **Placing order:**

### ***Where do I deliver my files?***

You can send us the files by e-mail (up to 10 mb), by using our wettransfer-channel for larger files or you can upload them in your order-portal.

### ***How do I communicate my wishes?***

You can either communicate your wishes through e-mail by our orderform or in your order-portal. If you have specific wishes and/or questions than you can also always give us a call.

## Printing process & delivery:

### *How long does it take?*

On average the total turnaround-time is between 1,5 to 2 weeks including a hardcopy testbook and some time for you to check the testbook. If you deliver the files before 13:00 we will send out the testbook on the same day, if the files are useable. After approval we need 4 working days to deliver the books at an address within the Netherlands. Delivery abroad is also possible but will require a bit more time.



### *I'm in a hurry, can I get my books faster?*

Yes certainly. We can deliver the books with a digital proof only within 3 working days. A few conditions however apply. The main two being that the provided files must be suitable for printing and approval of the digital proof has to be given within an hour after receipt.

### *Do I receive a proof print?*

Yes we normally make one hardcopy proof print as a bound and finished book. The proof print is printed on the same paper and machine as the final edition will be printed on so 100% comparable to the final books.

### *Can I have my books delivered at multiple addresses?*

Yes, that's possible. We can send the books to as many individual addresses you want.

### *Do I receive a track & trace?*

We will send you a track & trace the day before we send out the books. You will also find this code in your orderportal.

## Payment:

### *When will I have to pay?*

We will send you the invoice once you give your approval for printing. Payment is expected within 2 weeks after delivery of the books.

### *Can I also pay by credit-card?*

Yes, within your portal you can also make the payment by credit-card.

# Notes 9

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A large, rounded rectangular area with a dark blue border and a white interior, containing horizontal lines for writing notes. The area is designed for taking notes on a page with an orange background.