

Publishing your thesis

The design of the book is of great importance to the overall product: a beautiful cover, the right letter, the hierarchy of the headers. A thesis is designed according to specific rules.

Creating a thesis is no small task. A lot of work and effort goes into this process, resulting in the 'birth' of a book.

RPS is able to support you in every step along the way, thanks to the company's years of experience in the fields of graphic design and publishing.

A book's design is of great importance to the overall product: an attractive cover, the right font, the layout of the text. Specific rules apply to the design and layout of a thesis.

In this leaflet, you will find the most important rules and pointers to keep in mind when completing your book. We would be more than happy to provide you with additional information and advice regarding your specific needs and wishes.

General instructions for the interior

Preliminary pages: Beginning of the book, all pages before the actual text starts (title page, table of contents, preface, etc.)

[In contrast to the preliminary pages of a trade edition (a 'regular' book), a thesis has a different sequence. In a trade edition the usual sequence is: French title, blank, title page, colophon page].

Sequence preliminary pages thesis:

Page I: French title page
Title in caps only (corps 12-14 pts)

Page II: Colophon page
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ISBN: International Standard Book Number
This number can be obtained from:

Bureau ISBN
Postbus 360
4100 AJ Culemborg
Tel.: 0345 - 47 58 55

www.isbn.nl

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‘copyright clause’

Examples:

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Dutch version:

Alle rechten voorbehouden. Niets uit deze opgave mag worden verveelvoudigd, opgeslagen in een geautomatiseerd gegevensbestand of openbaar worden gemaakt, in enige vorm of op enige wijze, zonder voorafgaande schriftelijke toestemming van de auteur.

Page III: Promotion page

Text according to instructions - See instructions you have received from your university.

Page IV: Doctoral committee page

Names of ‘promotors’ - also according to university instructions.

From page V you make the rules. However, there are unwritten rules that determine the accessibility and readability of the book. Therefore:

Page V: Dedication (optional)

Page VI: Blank (optional)

Page VII: Table of contents

Page IX: Preface

Chapter 1 starts after these pages.

Please note: every chapter starts on an odd (right-hand) page.

The interior

Sequence

- The preliminary pages are not numbered. Numbering starts at the beginning of the actual text.
- Every new part (from dedication to chapter) starts on a right-hand page. If needed, insert a blank page on the left. This page is counted, but not numbered.
- Sequence: preface, introduction, chapter 1, 2, 3, etc., appendix(es), summary, literature/bibliography, register, index, thank yous, curriculum vitae.

Design of the manuscript

Keep the design clean, logic and consistent.

Standard book size (thesis) is 16,5 x 24 cm

You determine the type area (area of the text printed on the page), but generally these are good indications:

in Microsoft Word the page margins would be:

top: 2 cm - 3,5 cm

bottom: 2,5 cm

left: 3 cm

right: 2,5 cm

header: 1,25 cm - 2,5 cm

footer: 1,25 cm

The page number and possible headers fall outside these margins.

Letter

Preference goes to so-called serif types, for example the Times Roman or Garamond. Sans-serif types, such as Helvetica or Arial, are less suited for longer texts.

Letter size

Preference goes to 12 pts. After reduction to 80% (done at the printers) this becomes 10 pts.

Notes 10 pts. after reduction this is 8 pts.

Line spacing

This depends on the letter. Try 1,2 as well as 1,3.

Headers (of chapters, paragraphs)

Be logic and consistent. Create a hierarchy.

Bold, italic type etc.: Avoid underlining. Be sparse with bold and italic.

Page numbering

Preferred is alternately at the left and right bottom of the page. On pages without text no page number. Please note that blank pages do count in the numbering of the rest.

Handing in your completed and designed manuscript to us:

PDF

Very important when working with PDF files is using the right software. A lot of the free available software is only useful for creating PDFs for screen use, and not for print (for instance PDFwriter).

Our preference goes to Adobe Distiller.

If you hand in a trial chapter at an early stage, for us to check, it may avoid surprises in a later stage.

Please be aware that we can hardly make any corrections in your PDF files. If there are any mistakes/errors in your proof, you will have to hand in new PDF files.

Word / Text files

If you are not able to hand in PDF files, RPS can make them for you. In that case you send us your Word files.

If you create your text files with Microsoft Word 2000 or higher, RPS is able to make perfect PDF files of your text. When using earlier versions of MS Word or a different text editor, please consult RPS.

Handing in photos digitally

When handing in photos digitally, please scan the original. Scan at 300 dpi and save as .eps or .tiff file. Save black-and-white photos as grayscale. Colour photos as CMYK.

Bitmap files need to be at least 1200 dpi.

Of course we can scan your pictures for you.

Cover

If you hand in your cover digitally, you can use the above instructions. Please do consult RPS in regard to the spine size and hand in one file: back, spine and front complete.

We can make a cover according to your wishes. Prices vary.

Handing in your manuscript for us to design

If you rather let someone else take care of the design of your book, we can do it for you.

Please contact us early, so that we can make a solid planning for making your book.

A six-week period before you have to hand in books at the Bureau Pedel is appreciated.

We need the digital text files and a complete print of your manuscript.

Prices of designing the book are variable, depending on the difficulty, tables, graphs, etc.

Technical completion of the book

Paper interior

Standard is 90 grs. matte mc paper for the interior. The reason for this is because it reads easily and is good for printing photos and illustrations.

However you can choose from a variety of papers. If for instance you prefer a slightly tinted paper, we recommend 90 grs. Biotop.

Cover

We print the covers on 240 grs. sulfaatkarton.

You have the option of matte or glossy laminate.

Cards and theses (stellingen)

The sizes of the cards are 10 x 15 cm and 6 x 23 cm.

Usually are created to match the cover of the book, but anything is possible.

Handing in the theses (stellingen): max. two A4 papers, same design as the interior, will be reduced to 80%.

Cards and theses have to be handed in at the same time as the manuscript.

Time Schedule/Planning

From the Bureau Pedel you have received a date on which you need to hand in copies of your thesis.

The printers need time to make a book out of your manuscript: text needs to be put on plate, ink need to dry, the cover needs lamination, and the binder also requires time to finish the book.

If you design the book yourself, and deliver us the manuscript in PDF file, we can produce a good book in a relatively short time. But in order to have enough time to receive a proof and still have time for corrections, the credo is simple: the earlier you hand in your files, the more time (and ease of mind) you have to finish your book.

We need to receive your manuscript files and optional cards and theses at least three weeks before the Pedel-date.

If you let us design your book, please deliver your files (and print-out) six weeks before the Pedel-date.