PhD (and Master's Thesis) guidelines

1 LAYOUT & FORMATTING

For PhD's: 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.

For Master's and PHD trial versions with layout in A4 using OFFICE: Always create the layout of your document in A4. In many cases, "US Letter" is set as the default value in Office. You can verify this using the "Page setup" option. Documents created in the US letter format have to be rescaled and, when printing out the documents, a large white margin at the top and bottom will appear.

2 DOUBLE-SIDED PRINTING?

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.

3 COLOR OR B/W?

In case your document contains more than 10% color pages, we will print them on the 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 program 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. You should therefore always print a test page.

In case your document contains less than 10% color pages, the black-and-white and color prints are printed separately and you will have to merge the prints by yourself.

4 WE ONLY PRINT PDF FILES

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.

5 COVER (ONLY FOR PHD'S WITH SOFTCOVER BINDINGS)

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 side. PHD's that have to be printed recto verso containing fewer than 160 pages cannot be provided with a print on the back (side printing).   Any other options should be discussed first with our crew.

6 PRODUCTION AND OFFERS

We will complete your PhD in 48 hours (weekends, holidays and closing days not included). We can also complete your PhD in 24 hours or 12 hours, but this will require you to pay a rush rate. It is essential you make a reservation in all cases.

Offers have to be sent via email to crazycopy@vub.ac.be.

7 ISBN

All publications with an ISBN number require one additional working day (extra 24 hours) 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 the day before production. We will deliver the page with the copyrights and we will also generate the barcode.