

Guidelines for a Master's thesis

1 RESERVATIONS ARE NOT REQUIRED ANYMORE

Send your manuscript as a PDF to crazycopy.be and mention single or double sided, how many copies you need and the type of binding (standard for masters we use Fastback glue binding).

2 LAYOUT & FORMATTING

For a Master's thesis using OFFICE or OPEN OFFICE: Always create the layout of your document in A4. In many cases, LETTER is set as the default value in OFFICE. You can verify this using the LAYOUT option and changing SIZE into A4 if needed. Documents created in the LETTER format have to be rescaled and, when printing out the documents, a large white margin at the top and bottom will appear.

3 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.

4 COLOR OR B/W?

We will print your thesis on a 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 programs 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. In that case we will always print a test page.

5 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.

Save your document in 1 PDF-file, or two if you are unable to add the title page, which is usually a template.