

## **Guidance for script layout**

### **Format**

A thesis is normally printed in the format 17x24 cm, which amounts to approximately 81 % of A4 size. If the thesis is submitted to Unipub in A4 or a different format, both the text and the images will be downscaled to the correct size. To ensure that the ratio between the margin and page view is correct we recommend that you either use the A4 or the 17x24 format.

### **Cover**

Unipub uses a template to set up the cover for the thesis. In some cases, the covers are delivered as a ready to print PDF set, according to the faculty's template. Please consult your faculty regarding their current practice.

### **Covers set up by Unipub**

If the cover is to be set up by Unipub, the candidate will receive a final version to proofread. However, it is not possible to make any changes to the design or images.

If desired, it is possible to print a short summary on the back of your thesis. The text cannot exceed a word count of 1200 words, including spaces. The candidate should submit this text to Unipub as separate text along with the thesis.

Candidates enrolled at The Norwegian School of Veterinary Science have the possibility of using four separate grey scale (black and white) images on their cover. These images should be submitted to Unipub in 300 dpi and measure approximately 5x4 cm.

If you wish to use a different cover design on the mandatory copies then this has to first be approved by the faculty. It is, however, entirely possible to use an alternative cover design on your own copies.

### **Finished covers**

Finished covers submitted as a PDF file are assumed to be proofread and ready for print.

Unipub can assist with any difficulties concerning the gutter.

### **Body**

Please consult with your institute about any requirements concerning the layout. The following advice should only be used as guidelines.

### **Fonts**

It is important that the layout is tidy and lucid with clear levels. It is advisable to use a word processor, such as Microsoft Word or Latex, which provides templates. If the page format exceeds 17x24 cm it is important to bear in mind that the text will be downscaled to this format in the final version. A font that is set at size 12 will be downscaled to approximately size 10 in the 17x24 format. It is also important to remember that fonts need to be embedded when the document is converted to PDF format. The fonts also need to be available on the computer that is used to convert the document.

### **Margins**

The margins need to be wide enough to avoid text coming too close to the edge of the page. This is particularly important approaching the centre of the book (where the pages meet), as the text can be difficult to read if it is too close to the spine. There are no particular demands regarding margin width, but be aware that 2-3 mm should be allowed for binding. Accordingly, if you wish to have the inner and outer margins at the same size, you will need to ensure that the inner margin is wider than the outer. This can be changed under print formats in the Word File menu.

### **Pagination/page numbers**

In a printed book, the odd numbers are always on the right-hand side and the even numbers on the left. To avoid the page numbers ending up on the same side of the page, you may wish to position the page numbers at the centre of the page or choose alternating left/right pagination.

### **Colophon**

Information about printing and copyright (the colophon) appears on page two of the publication. If the thesis is not already made using a template that includes the colophon then Unipub will add the colophon with the correct information. Please leave a blank page for the colophon on page two of your thesis.

### **Page dividers**

Whether or not continuous pagination is adopted throughout the publication is up to the candidate. If your thesis is based on articles then it would be best to have pagination only in the main body. Articles are typically numbered separately and will subsequently be divided up into individual sections with intervening page dividers. Unipub can assist with the placement of page dividers and with tabs and numbering, it is, however, not possible to incorporate any text in these. Alternatively, the candidate can make their own page dividers with text. Please bear in mind that any items placed at the very edge of the divider must have a bleed of at least 3mm to avoid a white edge on the outside of the page.

Example of how a thesis can be set up:

- |                                 |   |
|---------------------------------|---|
| 1. Title page                   | Right   |
| 2. Colophon                     | Left  |
| 3. Acknowledgments, quotes etc. | Right, followed by a blank page   |
| 4. Table of contents            | Right, and subsequently left  |
| 5.                              | Preface/ Introduction Begins on the right, if it also ends on the right then add a blank page |
| 6. Body                         | Right   |
| 7. Bibliography                 | Continuous, if it ends on the right then add a blank page                                     |
| 8. Appendices                   | Right   |
| 9.                              |   |

### **Images and illustrations**

To achieve the best possible print quality with images and illustrations, it is important to ensure that the images inserted in the text have the right size and format.

Some basic rules are as follows:

#### **Colour images and illustrations**

Colour images should have a resolution of at least 300 dpi and need to be in the CMYK colour model. Images in RGB cannot be printed and should therefore be converted to CMYK. When converting RGB to CMYK, some of the colour information may be lost and the images can come out in a different colour scale. It is therefore important that candidates bear this in mind when adding images to the thesis.

It is advisable to check with your faculty regarding how many colour images they cover as this may vary between different institutions. Based on this information, you can easier plan the design of your thesis.

#### **Grey scale images and line art**

When it comes to grey scale images, it is even more important that the images have high resolution. If not, the images become rasterized. Grey scale images can be difficult to decipher in low resolution, especially if text is incorporated into the images (not included as a font). The grey scale images have an optimum resolution of up to 600 dpi.

Please contact us for further guidance if needed.

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## Technical guidance

The thesis and any attachments should be submitted as a print-ready PDF.

It is important that the file is made in the correct way: the images should not be too compressed and all fonts must be embedded, as explained in the guidelines below. To achieve the best possible print quality, the images should have a resolution of at least 300 dpi. This is especially important for grey scale (black and white) images, which can then be rasterized (this means that the grey scales in the image are built up of a number of dots). Grey scale images therefore have an optimum resolution of up to 600 dpi.

### ***Converting to PDF using Adobe***

Guidelines for embedding fonts and optimizing the image quality when converting to Adobe PDF:

- Go into the *File* menu and select *Print*.
- Select *Adobe PDF* as your printer and then select *Properties* (on the right). The window *Features for Adobe-documents* should now appear.
- Select *Adobe PDF settings*, then *Press Quality* under *Default Settings* (this is the best print quality, 600 dpi).
- If there are any grey scale images (black and white pictures), Select *Edit* (to the right of *Press Quality*). Select *Images* and redo all the instances where there are 300 dpi to 600 dpi and press *OK*. (In order for this step to work, the images should initially have a dpi of at least 300.)
- Back in the window *Features for Adobe-documents* there are a number of boxes (on the lower left-hand side), the box *Do not send fonts to Adobe PDF* should not be ticked, in order for the fonts to be retained in the PDF file.

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## Print ordering

Your thesis is ready for print as soon as it has been approved by the committee. It is the responsibility of your institute to send the requisition form to Unipub upon approval of the thesis.

### Submitting a print order

It is not possible to make any changes to the material after it is submitted to Unipub. Unfortunately, we cannot assume responsibility for any mistakes in material submitted to us. It is therefore important to check material carefully before submission. As the price is based on a print-ready file, any changes that have to be made to the file after submission will increase the cost of the publication. All material should be delivered in pdf-format, if you have an article-based thesis, you can deliver the files separately and we will combine them for you. Unipub will also add the colophon on page 2 and insert dividers between the articles. (Article dividers are available in several colours.)

If you would like information about our prices, please contact us for a quote:

[post@unipub.no](mailto:post@unipub.no)

Tel: +47 22 85 33 00

### Making your thesis available electronically

If desired, your thesis can be made available electronically through the DUO-database. If you would like your thesis available on DUO please let us know when you hand in your manuscript. The rights to all material, including articles, will be cleared by DUO before being made available. If the material is denied publication through DUO, it will not be made available.

If you wish to publish your thesis in DUO please sign the agreement on the requisition form from the University.

### Producing the thesis

Upon submission, the files will be checked for technical errors. In some cases, we may have to ask the candidate to correct and then re-submit the material; it is therefore important that we receive the material in sufficient time before defense of the thesis. In order to be able to print the thesis two weeks before the defense, we need to receive the material four weeks in advance.

When the material is received we will set up the cover, add the colophon page and (if required) the article dividers. The finished material and the cover will then be returned to the candidate for a final check. When the files are approved by the candidate we will send them to the printer. Expected delivery time from the printer is five days. If, due to technical reasons, a test-print is required the delivery can take up to seven days. In this event, candidates usually come in to our office to look through and approve the print.

### Re-orders

You can order reprints of your thesis at any time. There will be no additional cost other than the cost of the reprint and shipping charges. If you do wish to re-order, please send us an e-mail stating the number of copies required, delivery address and billing address.