

# HAVING YOUR PHD THESIS PRINTED via the Nieuwe Media Dienst

## DESIGN

### Book (interior)

PhD theses are printed in a size of **18 x 26 cm**. The spine thickness depends on the number of pages. You may of course lay out your PhD thesis yourself, but you can also make use of our **Word template**.

The layout guidelines and the template can be found on the **website of the Antwerp Doctoral School** or via the QR code. Please take into account that left-hand pages use even page numbers and right-hand pages use odd page numbers; in case of doubt, page numbering may be centred. Chapters should preferably start on a right-hand page.

You can send the **final PDF file** to **nmd.grafisch@uantwerpen.be**.

### Cover design

For the cover design, we always apply the **UAntwerp house style**. If you do not have an image yourself, you can select a suitable one via **www.stock.adobe.com**.

Please provide us with the corresponding ID code, so we can download the image free of charge.



Scan the QR code for clear guidelines and the official template.

## PRODUCTION AND QUOTATION

### Production

We work with a **production time of two weeks** from the moment we receive the book (interior): one week for the proof copy and review, followed by one week for the final version.

Please let us know the date of your public defence, so we can take this into account.

### Quotation

To prepare the print order and quotation, we need to know the **required number of copies**, the total number of pages and the number of colour pages. A page containing one or more colour elements, regardless of their size, is charged as one colour page.

If the production is paid for from a UAntwerp budget, please be sure to provide the budget code and we will then settle this internally.

### Checklist of required information

- Number of copies
- Deadline and contact details
- Final format: 180 x 260 mm
- High-resolution PDF file (300 dpi)
- Number of colour pages
- Total number of pages
- High-resolution cover image
- Preferred pick-up point
- Budget code (if applicable)

**TIP!** Use colour sparingly to keep costs down.

## PICKING UP YOUR PHD THESES

You can collect your PhD theses at **Campus Drie Eiken** or have them delivered to another campus. In the latter case, a shipping cost of €10 will be charged.

Please let us know in advance which pick-up point you prefer and check the opening hours on the website before making your arrangements.

### Pick-up point

**Campus Drie Eiken** - D.D.032  
Universiteitsplein 1 - 2610 Wilrijk  
Opening hours: 9 a.m. to 12 noon  
and 1 p.m. to 4 p.m.

### Contact

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and Natacha Hoevenaegel

