



Frequently asked questions

PRINTING YOUR
**DOCTORAL
DISSERTATION**

NTNU **GRAPHIC** CENTRE

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Prior to printing

When are you open?

08.00-15.45 (Monday-Friday). We are closed during the weekend and on holidays.

Summer opening hours between May 1 and August 31: 08.00-15.00

Opening hours for Christmas and Easter can be found on our website: www.ntnu.no/grafisksenter.

May I schedule a printing in advance?

No. We do not have the capacity to schedule in advance, and will process assignments in the order that we receive them.

How do I order the printing of my dissertation?

Log on with Feide to our website, www.ntnu.no/grafisksenter.

There you can make your selection and calculate prices.

How soon after I order my dissertation will it be printed and ready?

It should normally take 5 workdays. Printing dissertations is a priority, and we will do our best to have the dissertation printed by your desired date of delivery.

Can I see a test print of my dissertation before the full run is printed?

Yes, a copy will be printed that you can look through and approve colours.

What is the price per copy?

The price will be calculated on the website as you order.

Can I order private copies for my personal use?

You can order as many copies as you wish for personal use. We will only bill you for shipping outside of Sør-Trøndelag.

How many copies does my Institute pay for?

This varies between departments, so you should ask your department.

Contents/layout

What paper size should I use?

The best would be writing your dissertation in the format A4. Standard paper size for dissertations is B5, we will automatically reduce to the correct size.

What margins should I use?

The dissertation should preferably be written in A4 format, with 25 mm margins on each side, 25 mm margin above, and 30 mm margin below.

I don't know how to create or set up my PDF- or Word-file, what do I do?

Contact Orakel (www.ntnu.no/adm/orakel) and they will help you.

When do I use blank pages in my dissertation?

If you are printing your dissertation double sided (printed on both sides of each sheet of paper) you have to add blank pages where needed so all new chapters and other main parts (table of contents, preface, references, appendices, etc.) will start on an odd numbered page (1, 3, 5, etc...) in the final PDF-file. (See page 8)

Should I place a blank page as the first page of my dissertation?

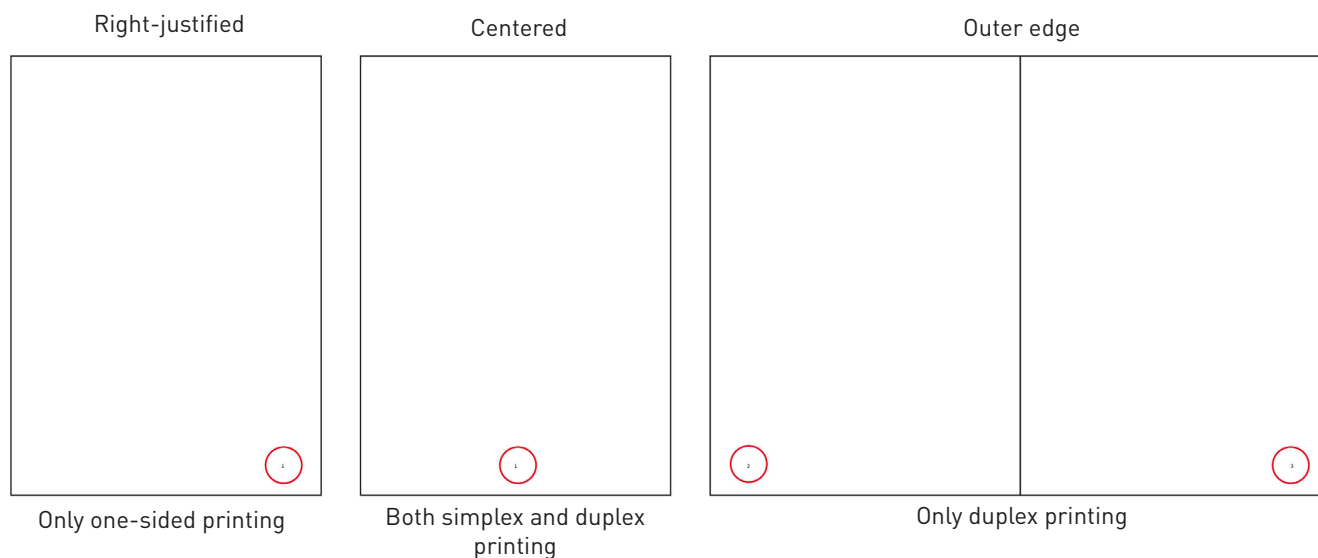
No, the first page of your dissertation will be the title page. There will be no print on the inside of the cover.

Are there any rules for the format of the document?

NTNU has no rules for the format of the contents of the dissertation. Follow any guide lines you may have received from your department. If you are uncertain, you can use Times New Roman, 12 pt with 1.5 line spacing.

How do I set up page numbers?

When inserting page numbers you must consider whether you want to print your dissertation single-sided or double-sided. If you choose single-sided, you can put the page number on the right side or centered. If you choose double-sided, the page numbers must either be centered, or odd numbers must be placed on the right side of the page, and even numbers on the left.



Any tips on how to make my dissertation more easy-to-read and/or professional looking?

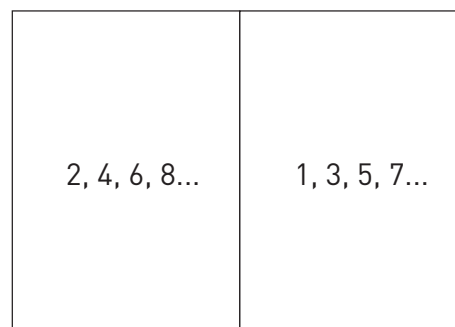
When you are writing your dissertation and getting ready to create the PDF-file you will send to us, you must consider on which page chapters and other main parts will start.

In the printed double-sided dissertation all right hand pages will be odd numbered in your PDF-file. To make the dissertation clean and easy to read you should start all new chapters on odd numbered (i.e. right hand) pages. The table of contents, preface, reference list, etc. should also start on odd numbered pages.

Odd numbered pages (1, 3, 5, 9, 15, etc...) = Right hand page

Even numbered pages (2, 4, 6, 8, 14, 20, etc...) = Left hand page

We recommend that you do this before you make your table of contents.



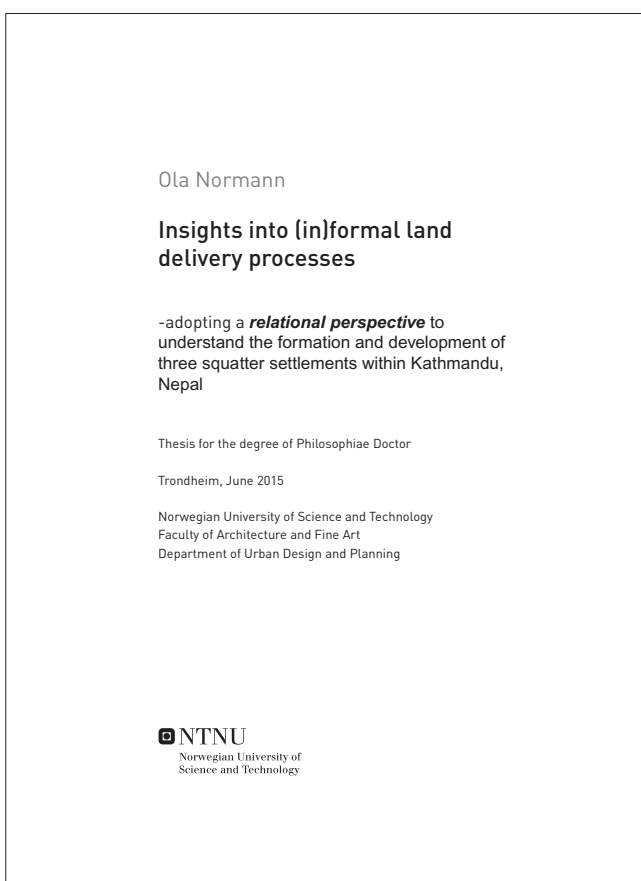
Title page

Should I include a title page at the front of the dissertation?

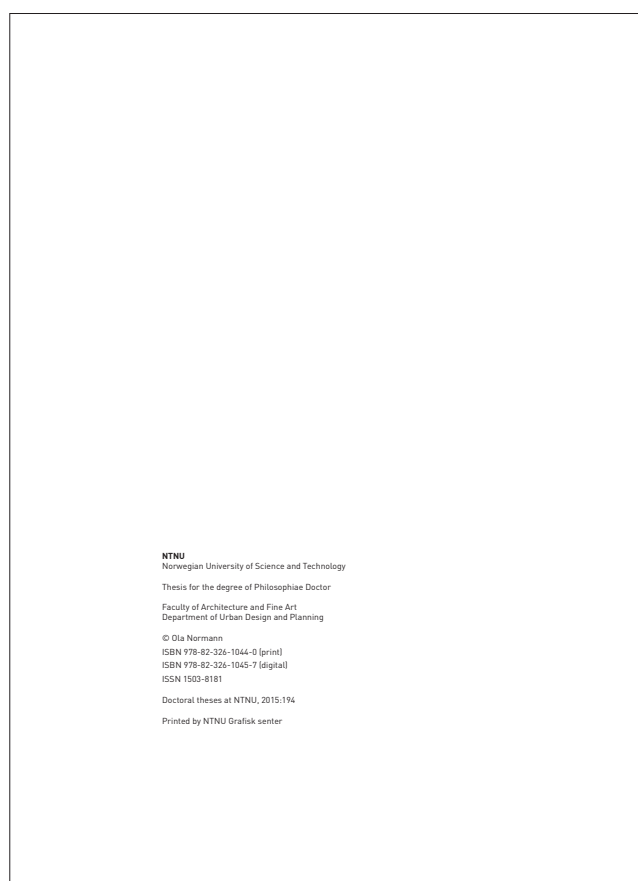
Yes, all doctoral dissertations have a standard title page and colophon page.

You design these pages yourself based on NTNU's template when you have logged on to order the printing.

Title page:



Colophon page:



Cover

How do I make the cover for the dissertation?

You make and approve the cover for your dissertation when you order the printing.

This means that you must proof read the document on screen. You can also download a PDF-file of the cover if you wish.

Can I design my own cover?

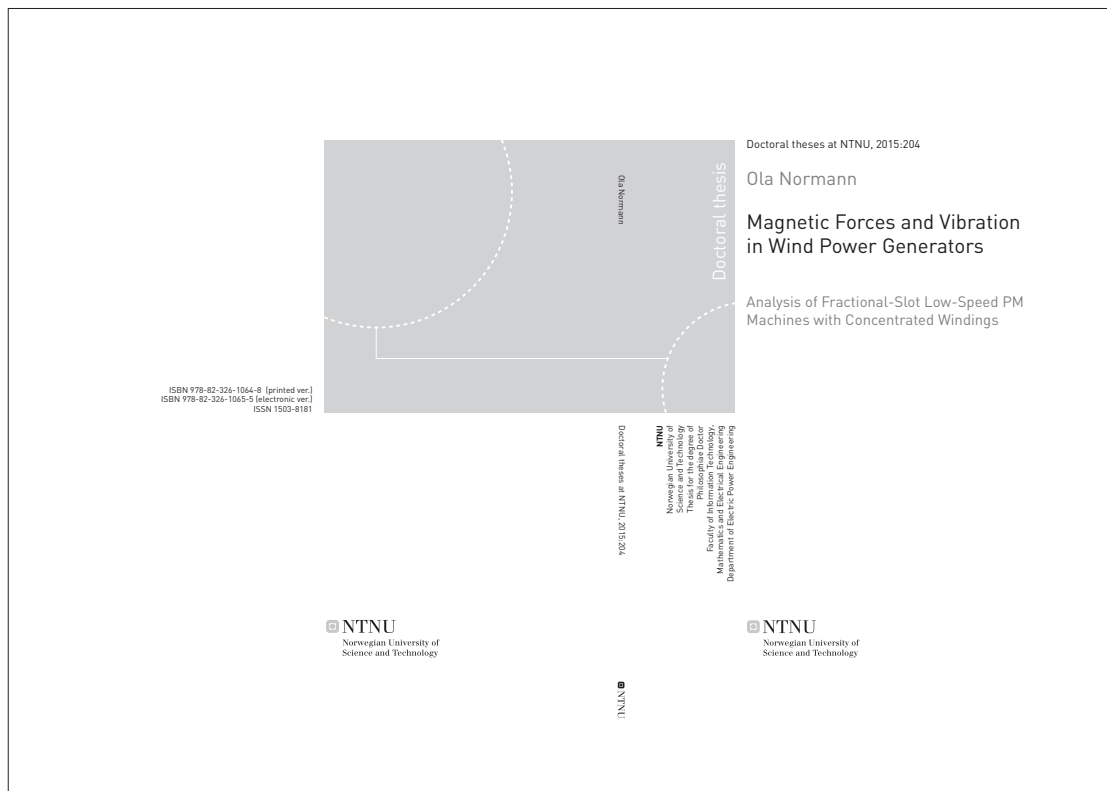
No, all NTNU doctoral dissertations must use NTNU's graphical profile.

Can I put a picture on the front cover?

No, but it is possible to add a picture on the title page if you wish.

The image should have a resolution of at least 300 dpi (1800x1800 pixels) to ensure optimal quality in print. Pictures that have been found and downloaded from the internet are often not suited for print.

Dissertation cover (this is a full cover, including front page, spine and back page):



Payment/delivery

Can you have my dissertation delivered to my institute when it is finished?

If your department is not located in the main building (Bygg 1-12) at Dragvoll Campus, we can send the department's copies through NTNUs transport service. The driver leaves twice a day (c. 8 AM and 12 Noon, but only at 10 AM in summer.) If the department is located at Dragvoll you must come and pick up the copies yourself, or have somebody pick them up for you.

Can you send me an invoice?

We only send an invoice in case the candidate lives outside of Sør-Trøndelag, and is unable to drop by in person to pay by card.

Can I pay in cash on delivery?

No, we only accept cards with bankaxept (look for this logo on the back of your debit or credit card.

Many credit cards and foreign debit cards will not be accepted, since they do not have bankaxept.



Can I order additional copies of my dissertation later?

Yes. Log on through Feide and order again. The information on your cover and title page will be stored from the last time you ordered.

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