



I M P R I M E R I E

NOTES FOR DOCTORAL CANDIDATES  
PRINTING THEIR THESIS AT CIACO

*Concerns thesis related to the Medical Sector*

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## 1. Procedure for producing a thesis

### 1.1. Placing the order

You can send your files to us by email at the address [print@ciaco.com](mailto:print@ciaco.com) or, in case of voluminous files, upload it into our server (<http://webprint.ciaco.com> ; enter «test» as the ID and « 12345 » as the password, in the « Project » box : enter your name without spaces or special characters). If you do this, do not forget to confirm that you have uploaded your file(s) by sending us an email.

### 1.2. Timing (see timeline on the last page)

The complete files (a file in Word or equivalent for the cover, the definitive PDF for the inside text) must be supplied to us at least **two weeks** (10 working days) before the date on which you want to have printed copies. The fact that you respect the deadline of two weeks is important for us to fulfill your order in time. The timeline on the last page gives you an overview of what cover these 10 days.

After the file of the inside text has been received, a proof version will be available for you to check within 24 to 48 hours, we will contact you when it is ready.

After the press proof has been signed, at least four to five working days are needed for printing.

We draw your attention to the fact that each additional proof must be paid and lengthens the period (1 or 2 days). We advise you to make sure to send us an entirely finalized PDF, in order to keep time and cost under control.

If you wish, we can deliver your proof and your copies to Ciaco Woluwe. Our carrier goes there every Tuesday and Thursday. It can in some cases extend the period.

### 1.3. Payment

Payment must be made on receipt of your work. However, if your department is contributing to the cost, we can send an invoice. In this case, you will need to give us an order form drawn up by your department. If the amount due is more than the amount shown on the order form, the balance will need to be paid when you collect the thesis.

## 2. Contacts

For any further information and for placing your order and/or sending your files, you can contact Élise Rigot: [print@ciaco.com](mailto:print@ciaco.com) or 010/47.55.35.

For any question regarding the layout or the cover, contact Émilie Hamoir: [compo@ciaco.com](mailto:compo@ciaco.com).

You can also contact Gaëlle Triffoy, our production manager: [production@ciaco.com](mailto:production@ciaco.com).

For the Medical Sector, doctoral candidates can contact Sandrine Wollanders ([sandrine.wollanders@uclouvain.be](mailto:sandrine.wollanders@uclouvain.be)).

## 3. The files

### 2.1. The inside text

The digital file must be supplied to us ready to print in .pdf format (so that we do not have to do anything to your file at all).

If your thesis needs to be printed in black, all you need to provide is a single complete file containing all the pages of your thesis.

If you have pages which need to be printed in colour, you have to send us, in addition of the complete PDF file, a text file with the list of all the pages you want to be printed in colour (in a Word file or any equivalent software). Be careful, the numbers we need are those from the PDF file, they are not always the same as the numbers printed on the pages.

Example: the page with the number 21 must be printed in colour, however it's not the 21<sup>st</sup> page of the PDF file but the 23<sup>rd</sup>. In this case, you need to give us the number 23.

#### 2.1.1. Some instructions on creating PDF files

- When creating PDFs, it is vital to select the option 'attach fonts' (or equivalent). If you do not do this, the fonts in your file, although they are perfectly correct in your system, may be replaced by others or adversely affected when your file is sent to our computers.
- If your file contains graphs, diagrams, photos, etc. which need to be printed in black and white, make sure you choose the 'greyscale' option when creating your PDF. This will ensure that you obtain better image quality
- Make sure your graph don't contain very thin lines: for technical reasons, too thin lines may not be printed very well, especially if they are in a very light colour.

- In PDF, it is also essential to select the 'print optimised' setting or any other setting which is suitable for printing at 600 dpi (choose the option 'optimal quality'), and which does not compact the file in low resolution.
- The left and right margins must be the same and be consistent in the entire document.

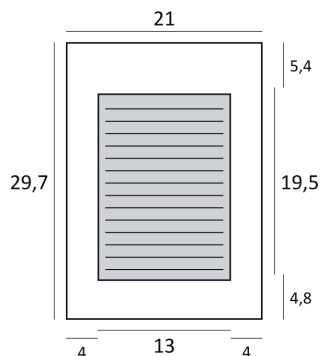
### 2.1.2. Layout advice

#### → *For publications in 17x24 format*

In 17 x 24 format, publications should be presented as follows a block of text (including header and footer) 13 cm wide by 19.5 cm high, centred on a sheet measuring 17 cm x 24 cm.

In order to achieve this, there are two possible solutions (knowing that the first method is preferred) :

1. Work directly in the final format (centered on a A4 sheet):
  - Centre your block of text on the A4 sheet (21 x 29.7 cm) by using left and right margins of 4 cm; top margin of 5.4 cm and bottom margin of 4.8 cm.
  - Header and footer must be positioned 3.5 cm from the bottom of the page.



A Word template containing these parameters is provided.

2. Work in A4 format, bearing in mind that your original will be reduced:
  - As you create your text, bear in mind that the format size will be reduced later on. To go from A4 to 17x24, the original will be reduced to 80%.

Example : text at 100 % – text at 80 %

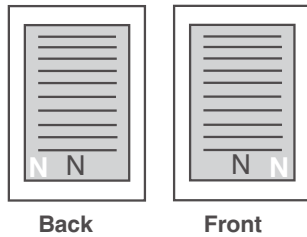
→ **Duplex printing**

The front sides are always odd-numbered.

- Page numbering

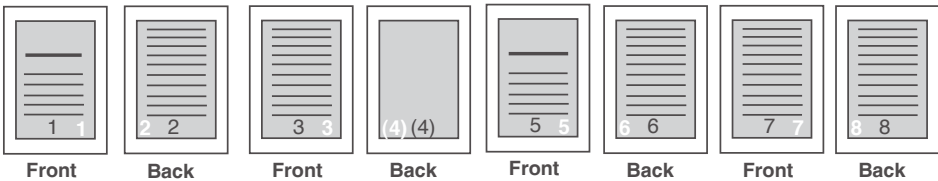
Where pages are printed on both sides (duplex), make sure that the page numbers are in exactly the same position on the two sides of each sheet:

- Either centre them on both the front and the back page (= black N on the illustration)
- Or make them alternate, putting them on the right on the front and on the left on the back (= white N on the illustration)



- Chapter headings

Traditionally, chapter headings and the start of new sections are placed on recto pages, and hence are odd-numbered. You may therefore need to insert blank pages when planning the layout of your document. If you have not done this and your original lacks the necessary blank pages, we can insert them, but your initial pagination will be disrupted and this will affect your table of contents. It is therefore better for you to include the necessary blank pages so that your chapter headings and starts of new sections are on odd-numbered pages (right-hand pages in your bound thesis).



One piece of advice if you are working with Word: introduce an odd page section break at the end of each section/chapter. This way, the necessary blank pages will automatically be inserted when you export your PDF file.

### 3.2. The cover

For the cover, you need to supply a text file (or a file in Word or any equivalent software) with the following information (Word form to fill out is provided to you by Mrs. Wollanders) :

- Author's surname and first name
- Title
- Subtitle, if any
- Abbreviated title for the spine (max. 80 characters including spaces)
- Date (month and year)
- Degree obtained (Sciences médicales / Sciences biomédicales et pharmaceutiques / Sciences de la santé publique / Sciences dentaires / Sciences de la motricité)
- Promotor's name
- Complete contact details (faculty, department, unit, address, tel., fax, email, website)
- Biographical notice (max. 500 characters including spaces)
- Abstracts both in french and english (max. 1,000 each, including spaces)

We also need:

- your photo (identity card format),
- a picture for the front cover (minimum width of 17 cm). You must own the copyrights, the pictures found on the Internet are not all royalty free!
- the logo of your research institute.

All those pictures must be JPEG, TIFF or PNG files and have a minimum resolution of 300 dpi.

## D1\*

Day 1: Sending your files to Ciaco printshop (print@ciaco.com) (see point 1.1)

## D2/D3

Day 2 or 3: Proof available for verification: either on-site printshop, or, for an additional period to Ciaco Woluwe (or another address by post)

## D3/D4

Either **(1)** you give your consent for printing, or **(2)** you are returning for new files.

(2) Longer case

## D5/D6

Day 5 or 6 : The new proof is ready.

(1) Ideally

## D8

Your copies are available at the printshop or, with additional time, can be delivered to Ciaco Woluwe.

## D6

Day 6 : You agree to print\*\*.

## D9/D10

Day 9 or day 10 : Your copies are available at the printshop or, with additional time, can be delivered to Ciaco Woluwe.

\* The days are working days. The printshop is open Monday to Friday and is closed on Saturday and Sunday.

\*\* Caution: a third proof lengthens the delay. Any additional proof must be paid.