

### **Instructions on how to format a PhD thesis published by the Faculty within the "PhD Thesis Series"**

1. A sample cover (in PDF format) and a sample of the first and last pages of the thesis (in DOC format) are to be found in separate appendices. The cover is not printed by the student, but by the printing house.
2. You may insert already published articles into the thesis either as text in Word (points 3 to 6) or as a pdf of already published articles (point 7).
3. All published articles must first be converted to plain text, images and tables separately. Either a) extract the text from the final PDF of your articles, or b) use the latest word version of the article, before the final editing of the PDF in the journal. Option a) is much more laborious, but the text really corresponds exactly to what is written in the article. If you use option b) you will usually save quite a lot of time and effort, but you will also need to carry out editorial and proofreading corrections, which will require a lot of patience and concentration.
4. Compose individual articles as dissertation chapters in MS Word/OpenOffice. Do the same with the introduction, introductory pages, and any other parts of the thesis. I highly recommend sorting the individual chapters into separate files. If the arrangement in one chapter becomes disorganised, the others will not be affected. Always use the same format and choose the B5 page size (European standard, 176x250 mm – not A4 or another B5 format standard!). 1.2 - 1.25 line spacing is recommended. The size of any of the margins must not be less than 15 mm. Do not number the pages. Also, consider that the printer resolution is lower (equivalent to about 300 DPI) than the best resolution of your printer, and adjust accordingly when editing images.
5. Convert individual parts (including the introduction and possible final discussion) of the thesis to pdf. You can use, for example, the Bullzip PDF Printer, which is a freeware PDF printer, but it often works better than the original Adobe software.
6. Use Adobe Acrobat Professional, which is available at your department or elsewhere in the faculty (in Computer Room 1, on the 3 computers on the right hand side) to join and further edit PDF files (e.g. adding headers, page numbering). With this software you can easily merge pdf files, cut, or add pages to and from PDF documents. Be aware that the print of the thesis is double-sided, so consider whether any sheet should be printed on one side only (if you want, for example, chapters starting on the right, a sheet with the chapter number inserted before the beginning of the chapter, etc.), on the one hand, take this into account when formatting the file (this will affect the width of the right and left margins, or the location of the page number - depending on which margin is used in the binding).
7. The procedure for inserting the PDF of an already published articles (for which the author holds the copyright or has received permission to print the full final text):
  - a) Open the PDF of the article obtained from the publisher in Adobe Acrobat Pro and "print" it to a new PDF file, setting the page size to much smaller than B5, but slightly larger than the rectangle to be filled with text (B5 without margins, because while there are margins around the text for official PDFs, they are small. You may need to define the paper size yourself in Adobe first. When printing, you may choose gray instead of colours and high resolution for images and most importantly – select "Fit (or shrink) to printable area".
  - b) Reopen the new PDF in Adobe Acrobat Pro and "print" it again to a new file, this time on a B5 page (176x250 mm), NOT selecting the "Fit to printable area" option, leaving large margins around the text. The size of any of the margins must not be less than 15 mm.
  - c) combine PDFs created from Word document B5 with modified PDF articles and, finally, number the pages.
8. The printing house adjusts the cover to the final design, you provide it with your name, the title of the work, the assigned serial number of the work in the Series, or the image you want to have on the 1st page, in maximum resolution.
9. Send the finished version of your thesis to the Vice-Dean for inspection (to check compliance with the formal requirements, calculate, respectively, the number of pages that will be printed in colour, that you will pay for personally – those in previously unpublished parts –, and that will be paid for by the faculty, assign you a serial number, agree the price with the printing house, and have the order placed on that basis). From then on you will deal with the printing house yourself.
10. Submit two final PDF files for printing – one with your own thesis text, the other with a possible image for the cover. The printing house will send you the final cover design for approval. You can pick up the

printed work at the printing house, at which point you will pay for the colour printing of previously unpublished pages. Take into account that the printing house needs at least 5 working days from the submission of the final version until the receipt of the finished work.

11. Before preparing the version for STAG, study the copyright transfers of your publications that are part of the thesis. If you are prohibited from publishing your articles on the web, you will have no choice but to replace the relevant article with a summary. However, most publishers allow you to publish a newly posted article on the web as long as you provide a link to the original article. You must prove the consent of the publishers to the use of already published articles as part of the thesis when submitting the work.
12. Prepare the version for STAG again using Adobe Acrobat Professional – it simply allows you to insert and delete pages to and from PDF files. So you can easily replace the complete version of the article with the appropriate summary (you must first convert it to PDF).

### **Procedure for applying for permission to use an already published article in a PhD thesis:**

- on the home page at *www.copyright.com*, type the name of the journal in the box and press GO
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- enter the title of the article (you do not have to fill in the rest) and press SEARCH
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- choose from the options ("author", "print and electronic" or only "print", the whole article and you will not translate) and GET PRICE
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- now a page will appear where you have to log in (so first you have to fill in the application - Create a new account etc ....)

If everything is OK, permission will arrive by email the next day.

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If it makes the situation easier for anyone, it is also possible to apply only for permission to print the article (without electronic display on the website, because it is possible to put only the title and abstract in STAG and not the rest).