

# **Publishing and printing doctoral thesis in Aalto University**

**Aalto Publishing Support**  
**[julkaisut@aalto.fi](mailto:julkaisut@aalto.fi)**

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# Aalto University publication series DOCTORAL DISSERTATIONS

Doctoral theses written in all schools of Aalto University, both in English and Finnish, are published under the Doctoral theses series.

A publication is put together on the publication platform web service. The publication platform has ready made cover, title and abstract pages, in where the doctoral candidate will fill in his/her unique information. The content will be uploaded as a single or several PDF-file(s) to the platform. The process is finished with placing an order to the printing house.

ISSN- and ISBN-numbers along with Aalto Serial number are generated automatically at the publication platform when ordering the publication.

**Link to the publication platform:**

<https://automation.digtator.fi/aalto/Login.aspx>

**More information about the printing process:**

<https://www.aalto.fi/en/services/aalto-publication-series>

**Aalto Publishing support:**

[julkaisut@aalto.fi](mailto:julkaisut@aalto.fi)



## The book size of the thesis

Printed doctoral theses are B5 size: 250 x 176 mm or 9.8 x 6.9 in.

Cover and title pages in the publication platform are in B5 size.

The content material can be prepared in A4 size and the printing house Unigrafia will automatically scale down A4 size material to B5. If you are using other printing house, please ask them to scale down your material if you have been preparing it in A4 size.

### The printing material

Unigrafia uses standard material for content and cover:

- **Cover:** Invercote Creato (330 g/m<sup>2</sup>) is chemical pulp, multi-layer cardboard with both sides fully coated and a matt finish. Produced by Iggesund, Sweden. FSC Mixed Credit, ISO 14001, ISO 9001, ISO 9706
- **Inside paper:** MultiOffset is a wood free, uncoated white offset paper. Produced by UPM, Nordland Papier GmbH, Germany, ISO 9001. PEFC-certificated

Unigrafia offers also two other material packages from which you can choose with additional cost. Contact Unigrafia's customer service if you decide to use these packages: [asiakaspalvelu@unigrafia.fi](mailto:asiakaspalvelu@unigrafia.fi).

#### 1. Aalto Basic

**Cover:** Scandia 2000 Natural 300 (g/m<sup>2</sup>) is wood free uncoated offset paper, off-white. Produced by Lessebo Paper, Lessebo mill, Sweden, ISO 9706, PFC certified

**Inside paper:** Scandia 2000 Natural 115 (g/m<sup>2</sup>) is wood free uncoated offset paper, off-white. Produced by Lessebo Paper, Lessebo mill, Sweden, ISO 9706, PFC certified

#### 2. Aalto Bright

**Cover:** LumiSilk is a wood free, multicoated silk paper. Produced by Stora Enso, Oulu, Finland. ISO 14001, ISO 9001, FSC CoC, PEFC CoC, The EU Ecolabel

**Inside paper:** G-Print is a wood free coated white paper. Produced by Arctic Paper Grycksbo. FSC-C022692 and PEFC certified.

If you are using other printing house for printing than Unigrafia, make sure the materials are in accordance with Aalto University's standard:

- **Cover:** thickness must be at preferably at least 300 g/m<sup>2</sup>
- **Inside paper:** thickness must be preferably at least 100 g/ m<sup>2</sup>

## Cover colours

Thesis cover has seven colour choices. These colours are in accordance with Aalto University's visual identity. They are not school-specific, hence colour can be chosen freely.

<b>PANTONE 137 C</b> <b>CMYK</b> 0, 35, 100, 0 <b>RGB</b> 255, 165, 0	<b>PANTONE 165 C</b> <b>CMYK</b> 0, 64, 100, 0 <b>RGB</b> 255, 103, 31	<b>PANTONE 340 C</b> <b>CMYK</b> 92, 0, 78, 0 <b>RGB</b> 0, 150, 94	<b>PANTONE 247 C</b> <b>CMYK</b> 27, 90, 0, 0 <b>RGB</b> 187, 22, 163
<b>PANTONE 266 C</b> <b>CMYK</b> 64, 75, 0, 0 <b>RGB</b> 117, 59, 189	<b>PANTONE 368 C</b> <b>CMYK</b> 53, 0, 100, 0 <b>RGB</b> 120, 190, 32	<b>WHITE</b> <b>CMYK</b> 0, 0, 0, 0 <b>RGB</b> 0, 0, 0	

## Cover

Faccummy non eriere magna faciliquatio core mod el ercilit cummy nim quatur ostrud do odit praesed et aut in veriuere tat utem zzrit euguercidunt vent irillum autat autpat. Urem del ute ea facing eugiam, quis er iliquipit lobore velit lum dolobore tat praesto conse tet, volessi sissim quat ing et lummolor autatio eu feugiat lobore. Adio consent vendipsustie tatie tat atue mod miniam, quam del inciliscilla facin hendigniscil ulla feu faci exero od ea conum zzrillandre dolesequam vel eu facipsusto ex exero conum ip enis adit, sequat praestis nis aliquis ex exero dolesse commod magna faccum ing euip eumsandignim esequat nisis at alit alisi te consenibh ea augiat verillam, quatetum dit nim am, quat nonsequi elesto dunt ver senim dolobor secte mod magna faccum iliqui tin ullandreet landigna alisi. Ibh ea atum eu faccummy non eriere magna faciliquatio core mod el ercilit cummy nim quatur ostrud do odit praesed et aut in veriuere tat utem zzrit euguercidun

**Cover text - a short optional presentation of the content, a maximum of 1,000 characters.**

**ISBN- and ISSN-numbers along with the Aalto Serial number are generated automatically in the platform after the order has been placed.**

ISSN (printed)  
ISSN (pdf)  
ISSN 1799-4934 (printed)  
ISSN 1799-4942 (pdf)  
Aalto University  
School of Engineering  
Department of Built Engineering  
www.aalto.fi

BUSINESS + ECONOMY  
ART + DESIGN + ARCHITECTURE  
SCIENCE + TECHNOLOGY  
CROSSOVER  
DOCTORAL DISSERTATIONS

Aalto University

Department of Built Engineering

**First Level Title**

Second Level Title

First Name Surname

First Name Surname

**Optional cover image. Minimum resolution 250 dpi.**

Make sure you have the permission to use the image if the image is not your own. Place the image data on the reverse side of the title page.

Remember to delete the sample image in the platform if you decide not to use any image in your cover.

A? Aalto University
 DOCTORAL DISSERTATIONS

# Title pages

Publication platform has ready made title pages in where you fill in your own individual information: title page, reverse and 1-2 abstracts (Finnish or English).

## Title page

Aalto University publication series  
DOCTORAL DISSERTATIONS /

Title of the Thesis Manuscript

Subtitle of the Thesis Manuscript

First name Surname

This field is only included in the four Schools of Technology template.

A doctoral dissertation completed for the degree of Doctor of Science (Technology) to be defended, with the permission of the Aalto University School of XX, at a public examination held at the lecture hall XX of the school on X January 2017 at XX.

Aalto University  
School of Engineering  
Department of Built Engineering

## Reverse

Supervising professor  
Professor First name Surname, University or Organisation, Country

Thesis advisors  
Professor First name Surname, University or Organization, Country  
Dr. First name Surname, University or Organization, Country

Preliminary examiner  
Professor First name Surname, University or Organization, Country

Opponent  
Professor First name Surname, University or Organization, Country

Aalto University publication series  
DOCTORAL DISSERTATIONS /

© First name Surname

ISBN (printed)  
ISBN (pdf)  
ISBN 1799-4934 (printed)  
ISBN 1799-4942 (pdf)  
<http://urn.fi/URN:ISBN>

Images: Cover image: First name Surname

Unigrafia Oy  
Helsinki

Finland

If you have used image in the front cover, its information is marked on the reverse side of the title page. The author is responsible for taking care of the copyright matters.

## Abstract

**A!** Aalto University  
Aalto University, P.O. Box 11500, FI-00076 Aalto [www.aalto.fi](http://www.aalto.fi)

**Abstract**

Author  
First name Surname

Name of the doctoral dissertation  
Title of the Thesis Manuscript

Publisher School of Engineering  
Unit Department of Built Engineering

Series Aalto University publication series DOCTORAL DISSERTATIONS /

Field of research Water Engineering

Manuscript submitted 11 March 2020 Date of the defence 29 March 2020

Permission for public defence granted (date) 26 March 2020 Language English

☒ Monograph ☐ Article dissertation ☐ Essay dissertation

**Abstract**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla nec semper sem, vitae consoctetur sem. Nullam fermentum tellus eget libero volutpat bibendum. Ut sit amet nulla ac velit molestie fermentum. Donec placerat purus lectus, ultricies-suscipit enim dapibus eget. Nam posuere turpis ut dui posuere, nec efficitur augue porta. Pellentesque rutrum pharetra ullamcorper. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent et nisi felis. Nullam rhoncus vehicula nisi, ac eleifend tortor tristique vitae. Nunc blandit tellus odio, sit amet faucibus felis aliquet ut. Nullam quis ipsum porttitor, scelerisque neque quis, gravida nulla. Nulla accumsan lectus nec tellus finibus dignissim. Cras non dignissim est, sed auctor velit. Fusce urna lacus, bibendum ac accumsan in, euismod sed magna. Curabitur et mauris leo. Phasellus libero felis, dapibus vitae diam quis, laeetis placerat turpis. Quisque interdum vitae nulla nec tincidunt. Sed sit nunc ac dui ultrices tincidunt. Vestibulum id risus ut massa suscipit vestibulum non ac nulla. Phasellus placerat lectus a interdum posuere. Donec auctor ornare finibus. Donec et auctor mi. Donec maximus elit vel accu iaculis, quis pharetra ex vestibulum. Donec efficitur dui sit amet diam finibus porttitor. Praesent rhoncus quam eu diam efficitur, vel consequat accu blandit. Fusce dui metus, luctus vel gravida in, maximus sit nisi. Mauris tincidunt est vel faucibus maximus. Praesent et congue velit, nec laoreet enim. Etiam luctus orci odio, vel ultrices elit dictum ac. Aenean a sollicitudin ex. Sed sodales lobortis turpis vel rhoncus. Curabitur lacinia felis vel tincidunt metus. Etiam ut quam neque. Etiam imperdiet orci nec odio elementum sollicitudin. Curabitur sagittis dui at maximus auctor. Integer lacinia augue, dictum sit amet lectus et, tempus ornare ipsum. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur finibus, ante dictum auctor bibendum, risus risus elementum risus, nec auctor nibh sapien in dui. Praesent id accu sodales, semper enim accu, porttitor ipsum. Etiam facilisis mollis libero, ac lacinia nisl lacinia vel.

**Keywords** keyword, keyword, keyword, keyword

ISBN (printed) ISBN (pdf)  
ISBN (printed) 1799-4934 ISBN (pdf) 1799-4942  
Location of publisher Helsinki Location of printing Helsinki Year  
Pages 200 urn <http://urn.fi/URN:ISBN>

• The title pages normally consist of 4–6 pages of which pages 4 and 6 are empty pages, i.e., there is always an empty page after an abstract.

• The reverse side of the title page contains the names, titles and affiliations of the supervisors, advisors, examiners and opponents.

• You only fill in information once in the platform and the system will generate it into required parts in the title pages.

• ISBN- and ISSN-numbers along with the Aalto Serial number are generated automatically in the platform after the order has been placed.

• The platform has text editor for writing the abstract text (maximum characters is between 2400–3000).

• If your thesis title or abstracts contain (mathematical) special characters, you need to ask the printing house to add them separately (contact [julkaisut@aalto.fi](mailto:julkaisut@aalto.fi) for more info).

• The schools of Technology: The thesis should normally include two abstracts, one in English and one in Finnish or Swedish, if the doctoral candidate has been educated in Finland in Finnish or Swedish.



# Content part of the thesis

## Templates for writing the content

- **Two Word-templates:**

<https://www.aalto.fi/en/services/publishing-dissertations>

- **Latex-template:**

<https://wiki.aalto.fi/display/aaltolatex/Home>

Templates are only recommendations and can be modified.

## Fonts

The fonts adapted from the visual guidelines of Aalto University are:

### Headings

- Nimbus or Arial (used by Aalto University)

### The body text

- Sentinel, Georgia

If these fonts are not available, you can also use e.g. Times. Fonts with even thickness are easiest to read; such as Arial.

## Images, graphic elements, tables and charts

The technical quality requirements of the images differ between the printed and the electronic version of the publication:

- In the printed version, the resolution of the image must be at least 300 ppi. (pixels per inch) in size 1:1. The preferred file formats are .tiff or .eps. Also high quality JPEG images can be used.
- A lower resolution (72 ppi) is adequate for electronic versions. The preferred file formats include .jpg and .png.

If a graph is produced in, e.g. Excel, it should be added to a Word document as an image. In that case, the graph is copied in Excel and exported to the template as an image.

If you have been using someone's image in your thesis cover, ask permission from the copyright holder to use the image:

- at printed and electronic thesis
- at university's web pages related to your defence information.

## Read more about handling images:

<https://www.aalto.fi/en/services/images-graphs-and-tables-in-publications>

The author is responsible for taking care of the copyright matters. Read more about using images in your thesis:

[http://libguides.aalto.fi/imagoa\\_eng](http://libguides.aalto.fi/imagoa_eng)

# Recommendations for the typographic settings of the content pages of Aalto series publications

The aims of the following guidelines and examples is to guide the layout of the content pages of Aalto publications. You may also use other settings, as long as the general terms set in this document are followed.

The size of the printed publication is B5, or 176 x 250 mm. If you send the document to the press in size A4, ask them to scale it down (to approximately 84%) to size B5. Printing house Unigrafia will do this automatically.

The following instructions apply to Microsoft Word settings. These instructions are consistent with the Aalto Word template, which is a recommendation. You may adjust the typographic settings of the template.

## Document settings: Layout > Margins > Custom margins

### A4 Size Margins

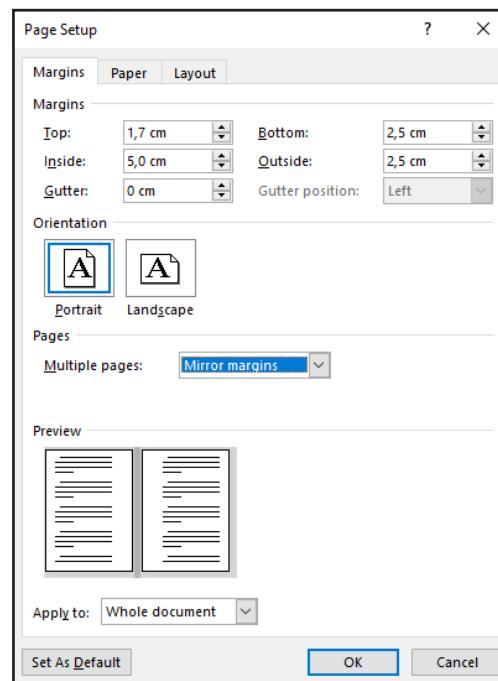
Top:	17 mm
Bottom:	25 mm
Inside:	50 mm
Outside:	25 mm
Header:	6 mm
Footer:	15 mm
Mirror pages:	Mirror Margins

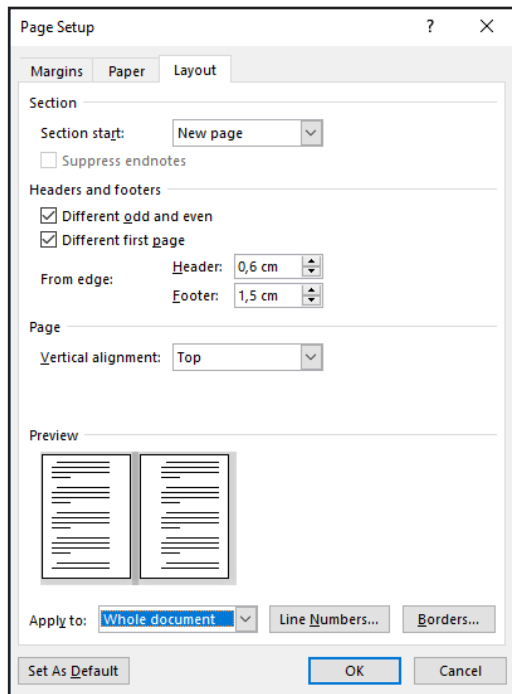
### Note

Minimum inside margin: 25 mm

The publications are glue bound, which means that a part of the page's inside edge is hidden and the book does not have to be entirely opened while reading.

The layout of one page of a spread is a mirror image of the other, which means that the inside and outside margins are the same on both sides.



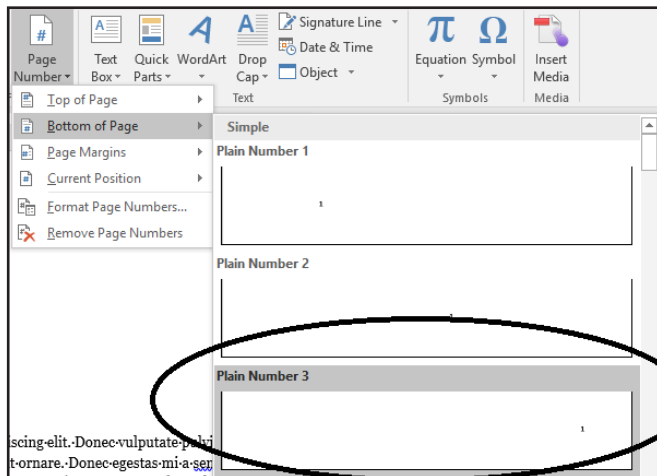


**Document settings: Insert > Header & Footer > Page number**

**A4 Size**

**Page numbers:**

On the outside, in the footer.



**Document settings: Insert > Header & Footer > Header**

**A4 Size**

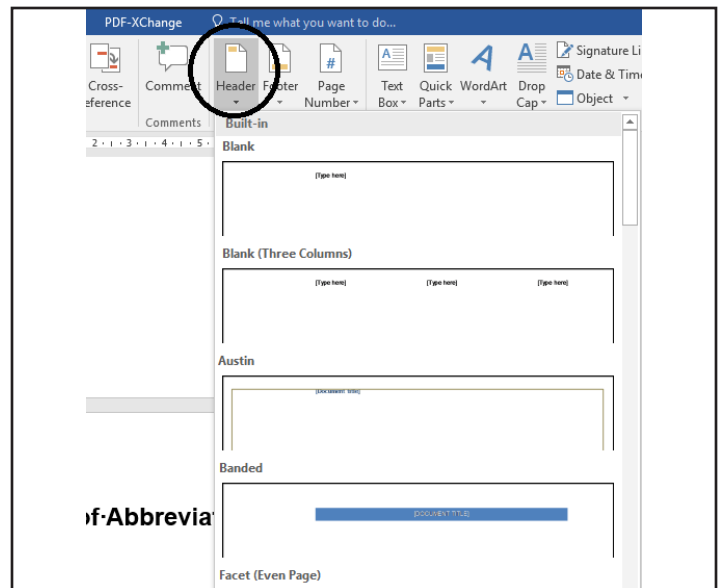
**Consecutive headings:**

On the outside, in the header.

Font: Arial

Size: 9

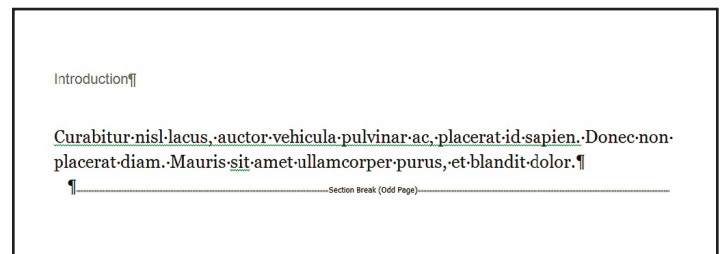
The header title is not placed on the first page of a chapter.



## Headings in headers

In the Aalto template at the end of the first chapter ( **1. Introduction** text, the one with the 1. First level heading) you see a Section break/Next Page mark when formatting marks are shown (i.e. when you have pressed ).

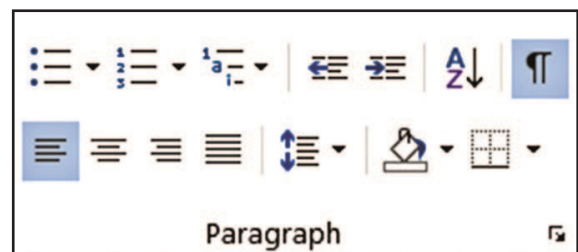
The section break mark marks the end of the first section without a header, and the start of the second part with a header. This means that each new first level heading or chapter starts with new page.



## Show/hide formatting marks



Pressing this button, you can show or hide formatting marks which are not shown on prints. In Word 2016 (PC), you find this button in the Paragraph Group of the Home Ribbon



## Selecting a typeface for the body:

For the body, a serif typeface is recommended, such as **Sentinel** and **Georgia**, which are in accordance with the visual identity guidelines of Aalto University.

For the headings, you may also use a sans-serif typeface, of which **Nimbus** and **Arial** are used at Aalto University.

The examples of this document are in **Georgia** and **Arial**, and the given font sizes apply to them.

## Defining the font size of the body:

There is no general rule for the font sizes, because the proportions of different fonts vary: with size 9, one line of text in Georgia has 76 characters, but in Times New Roman, it has 88 characters (inside margin 50mm and outside 25mm).

If there are too many words in a line, it is slower to read and straining to the eyes. When defining the font size, the main issue is to make sure that one line contains 65 to 80 character

## Text alignment:

In the template, the text alignment is forced into justified paragraphs. If this is done, the text must also be hyphenated, so that there will not be too much empty space within the paragraph.

Another alternative is to align the text to the left, which leaves the right-hand side uneven. Even in this case, the body text should be hyphenated.

## Text settings: Home > Font sekä Home > Paragraph

### A4 Size

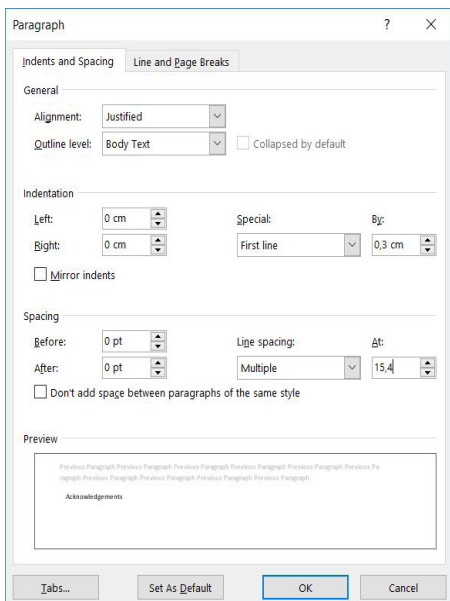
#### Body (Body Text 1. Paragraph):

Font: Georgia  
Size: 11 pt  
Alignment: Justified  
Line spacing: At least 15,4 pt

#### Body, indented (Body Text):

Font: Georgia  
Size: 11 pt  
Alignment: Justified  
Line spacing: At least 15,4 pt  
Indentation: 0,3 cm

Note! The first paragraph after the heading is not indented.



## Headings:

### Main level heading (Heading 1):

Font: Arial Bold  
Size: 20 pt  
Space before: 24 pt  
Space after: 120 pt  
Line spacing: Single

### Level 2 heading (Heading 2):

Font: Arial Bold  
Size: 12 pt  
Space before: 22 pt  
Space after: 12 pt  
Line spacing: Single

### Level 3 heading (Heading 3):

Font: Georgia Bold  
Size: 10 pt  
Space before: 20 pt  
Space after: 10 pt  
Line spacing: Single

### Level 4 heading (Heading 4):

Font: Georgia Italic  
Size: 11 pt  
Space before: 14 pt  
Space after: 0 pt  
Line spacing: Single

## Other format settings

### Figure Caption:

Font: Arial  
Size: 9 pt  
Alignment: Justified  
Space before: 12 pt  
Space after: 12 pt  
Line spacing: At least 8 pt

No indentation; the caption is placed under the image, aligned to the left at the edge of the image.

The title and/or number of the image in boldface.

### Footnote:

Font: Arial  
Size: 8 pt  
Indentation: 0,3 cm  
Space before: 0 pt  
Space after: 2 pt  
Line spacing: Exactly 11,2 pt

### Quote:

Font: Georgia  
Size: 10 pt  
Alignment: Justified  
Indentation: 1 cm  
Space before: 0 pt  
Space after: 0 pt  
Line spacing: At least 14 pt

Space equal to a double hard return before and after the citation. The first paragraph after the citation is not indented.

### Header:

Font: Arial  
Size: 9 pt

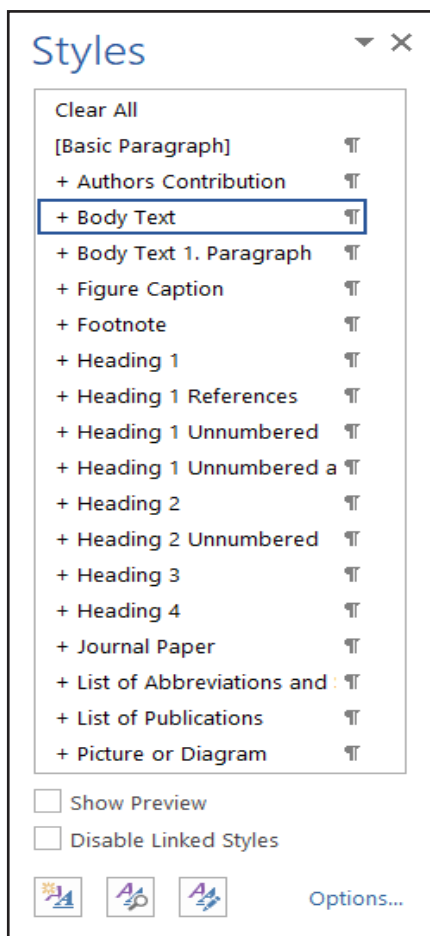
### References:

Font: Georgia  
Size: 10 pt  
Alignment: Left  
Hanging: 1 cm  
Line spacing: At least 14 pt



## Styles:

The style palette of the template is below. The styles can be found in the Word 2016 program (PC) on the Home Ribbon in the Styles Group.



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## Lines

Lines and edges in tables etc.  
Line thickness: 0,5 pt.

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## Images, charts etc.:

Ideally, the width of the images is equal to the width of the paragraph. The image must always have the same outside margin as the text.

The image can be enlarged toward the inside of the book until the inside margin is in size A4 2,5 cm (same as outside margin).

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# Electronic archiving and Open access publishing

Every doctoral thesis will have a web page in the Aalto University institutional repository Aaltodoc: <https://aaltodoc.aalto.fi/>

The following metadata of the thesis is visible on the web page online:

1. name of author
2. thesis title
3. year of publication
4. number of pages
5. language
6. keywords
7. topic area
8. names of the supervisor(s) and thesis advisor(s)
9. abstract(s)
10. the bibliographic information (citation information) with DOI identifiers of individual publications included in an article- or essay-based thesis.

The metadata is sent to Aaltodoc directly from the publication platform. In case the platform is not used, Aaltodoc service staff will add the web page to Aaltodoc manually.

**Electronic archive file** is linked to the web page of the thesis. Also the Open Access file will be linked to the web page and published in open internet with permission from the doctoral candidate.

The full texts (usually the accepted manuscript versions) of the individual publications included in an article- or essay-based thesis, which has been uploaded to the university's research information system (Acris), can also be linked from Acris to the web page of the thesis.

## Electronic archive file

The electronic archive files of all theses must be stored electronically in Aaltodoc.

The electronic archive file contains the entire thesis, and, in the case of an article thesis, also the articles included in the thesis.

The link to the electronic archive file is available on the web page of the thesis. The archive file can be opened only on computers connected to a closed network used by Aalto University e.g. at the Learning Centre. The file can be opened only for reading and printing it on paper.

The electronic archive file must be in PDF/A-format.



Theses printed in Unigrafia are sent automatically as PDF/A files from printing house to Aaltodoc. If another printing house is used, the doctoral candidate has to ensure, that the file is in PDF/A-format and will be sent to the Aaltodoc (to address: [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi))

**Note!** An electronic archive version of the thesis must be submitted to the Aaltodoc Publication Archive no later than three weeks prior to the date of the public examination.

## Open Access file

A monograph or the compiling (summary) part of an article- or essay-based thesis (= Open Access file) may be published in open internet only with permission from the doctoral candidate.

Open access publishing is recommended and compliant with the Aalto University goal of promoting open science. Open Access publishing allows doctoral theses to be disseminated efficiently to a wider audience, thus increasing their visibility.

The permission is given by filling in and signing a permission form (the submitting addresses can be found at the end of the permission form): [https://aaltodoc.aalto.fi/doc\\_public/ohjeet/doctordissertation\\_epermission.pdf](https://aaltodoc.aalto.fi/doc_public/ohjeet/doctordissertation_epermission.pdf)

**Note!** The permission on Open Access publication should be submitted no later than one week before the start of the public display time.

The archive file of an article- or essay-based thesis is processed by Aaltodoc service staff so that the compiling (summary) part and the individual publications are separated into different files as necessary.

## Copyrights

The doctoral candidate must ensure that the material included in the doctoral thesis (a monograph or the summary of an article-based thesis) have been referred to appropriately. If needed, help can be requested from the Aalto University copyright service at: <http://copyright.aalto.fi/>.

## Timetable

The web page and electronic archive file will be published in Aaltodoc before the start of the public display time. The aim is that the Open Access file is also available online as the public display period starts.

## Notification to the doctoral candidate

The doctoral candidate receives an automated e-mail notification when the web page is available in Aaltodoc. The URN code (web address) is activated within 12 hours of the notification.

## Web address

The web page of a doctoral thesis in Aaltodoc may be found with the URN name, which is based on the ISBN and follows the format:

**<http://urn.fi/URN:ISBN:XX-YY-ZZ>**

The name XX-YY-ZZ is the ISBN code of the PDF version of the doctoral thesis e.g. **<http://urn.fi/URN:ISBN:978-952-60-5272-4>**.

The URN is recorded automatically on the reverse side of the title page of the doctoral thesis and on the abstract forms when the publication is assigned the ISBN number in the publication platform service. The URN can be found already e.g. on the reverse side of draft version generated at the platform and electronic proof copies which doctoral candidate receives from the printing house.

## Errata - revisions to the contents of the doctoral thesis

The printed and electronic version of a doctoral thesis must have identical contents with the printed manuscript which has been granted permission to publish. If any corrections need to be made to the doctoral thesis after the permission to publish has been granted, these are published on an Errata appendix.

An Errata appended to an online doctoral thesis is linked to the web page of the thesis as a separate PDF file. If the Errata is not included in the file which is uploaded to the publication platform, the Errata (DPF) has to be e-mailed to: [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)

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## Publisher's permissions – permissions required for individual publications (article- or essay-based theses)

If the copyright has been transferred to a publisher or other entity during the publishing process, usually, the publisher allows the final published version (Publisher's version) of the publication to be republished as part of a printed thesis.

However, most of the publishers allow only the final accepted manuscript (author accepted manuscript) version of the publication to be republished in connection with the electronic thesis.

**Note!** The doctoral candidate shall also ensure that any other authors of individual publications give their consent to republishing the article text in full in connection with the doctoral thesis.

### Publications included in a printed thesis

**If copyright belongs to the authors or the publication is published under Creative Commons (CC)**

**-license:** No need to ask permission, the final version can be included in the printed thesis.

Publications already published or shall be published and the copyright has already been or will be transferred to a publisher (e.g. Elsevier):

- Check the publishing agreement / web pages of the publisher, in case there is e.g. that it is allowed to re-use the work for author's scholarly purposes, including use in future publications or thesis, then there is no need to ask permission, the final version can be included in the printed thesis.
- If the publication agreement is silent on this issue, the doctoral candidate should contact the publisher to obtain permission for re-publication of the publication in a thesis. Many publishers are offering the Copyright Clearance Center -service for this purpose, permission can be obtained by filling in permission request form in CCC -service
- In some cases doctoral candidate has to contact the publisher or e.g. the editor of the conference proceedings directly to get the permission (see the sample letter at the end of these instructions)

**Note!** Doctoral candidate takes care of archiving the permissions, there is no need to send them e.g. to Aaltodoc.

### Republishing the individual publications in connection with the electronic thesis.

Aalto University wants to promote the open availability of research articles. The goal is that all the scientific peer-reviewed articles and conference publications of Aalto University will be deposited to ACRIS as a service by RIS Open Science and ACRIS team, more information:

<https://libguides.aalto.fi/openaccess>

To include the full texts of the individual publications in the electronic version of your doctoral thesis, send the final accepted manuscript versions of the publications by email to [manuscripts@aalto.fi](mailto:manuscripts@aalto.fi)

The final accepted manuscript versions of the individual publications will be uploaded to the ACRIS research portal, from where they can be linked to the electronic version of the doctoral thesis in Aaltodoc. Open Science and ACRIS team will take care of checking the copyright policy of publishers and upload the manuscripts provided that copyrights allow it.

If doctoral candidate don't want the manuscripts to be linked from Acris to the web page of the thesis, she/he should inform about this to: [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)

More information concerning doctoral theses electronic archiving, Open Access publishing and permissions: [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)

### Short instructions

1. Fill in, sign and submit the permission form for Open Access publishing (the addresses can be found at the end of the permission form): [https://aaltodoc.aalto.fi/doc\\_public/ohjeet/doctoraldisertation\\_epermission.pdf](https://aaltodoc.aalto.fi/doc_public/ohjeet/doctoraldisertation_epermission.pdf)
2. The permission on Open Access publishing should be submitted no later than one week before the start of the public display time. In case you are using some other printing house than Unigrafia, ensure, that the electronic archive file of your thesis (the whole dissertation with summary and publications) will be sent in PDF/A -format to [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)
3. To include the full texts of the individual publications in the electronic version of your doctoral thesis, send the final accepted manuscripts of the publications by email to [manuscripts@aalto.fi](mailto:manuscripts@aalto.fi). If you don't want to include the individual publications in the electronic version, please inform about that: [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)
4. For further assistance, please contact: [aaltodoc-dlss@aalto.fi](mailto:aaltodoc-dlss@aalto.fi)

**The archive file of the thesis must be submitted to Aaltodoc no later than three weeks prior to the date of the public examination.**

DearSir/Madam

In Finland a PhD-thesis most often consists of an overview (about 30-50 pages long) and several articles published in scientific journals (at the Aalto University usually 6 articles).

In my PhD-thesis the articles published by [Publisher] are:

***Author, author...,author. Name of the article. Journal number (vol.): pp-pp, year***

***Author, author...,author. Name of the article. Journal number (vol.): pp-pp, year***

I am cordially requesting your permission to include the articles (above) in the printed version (print run) of my thesis and also exhibit them in the internet as PDF-files on the www-page of my dissertation in the Aalto University publications electronic archive Aaltodoc (<https://aaltodoc.aalto.fi/>).

I would greatly appreciate a reply by (starting date of the public display) at the latest.

Looking forward to your favourable reply.

Yours sincerely

name

address(University)

telephone

email

# Printing

Aalto recommends using Unigrafia for printing, but the doctoral candidate can freely choose any printing house. If the doctoral candidate chooses “Other Printing house”, s/he will receive instructions from Aalto publishing support how to proceed with the printing.

The doctoral candidate requests offers from the printing houses themselves.

The candidate will choose the printing house in the publishing platform. In practice, there are two options in the platform: Unigrafia or Other Printing house.

PUBLISHING OPTIONS	Publishing Options
<b>PUBLICATION INFO</b>	Start by filling in the general publishing information for the publication. See <a href="https://www.aalto.fi/en/services/aalto-publication-series">https://www.aalto.fi/en/services/aalto-publication-series</a> for the Aalto publication series.
Dissertation covers	
Dissertation title pages, School of Business, School of Arts, Design and Architecture	<b>School:</b> (no school) ▼
Publication contents, upload	<b>Unit (department level):</b> ▼
<b>SAVE TO CART</b>	<b>Language:</b> English ▼
	<b>Type of dissertation:</b> Monograph ▼
	Doctoral dissertations (monographs) of the Aalto University School of Business: <input type="checkbox"/> The author of the doctoral dissertation authorises Unigrafia to act as the dealer and seller of the printed doctoral dissertation in accordance with the agreement between the School of Business and Unigrafia.
	<b>Year of the publication:</b> ▼
	<b>Printing house:</b> Unigrafia ▼ Unigrafia Other
	<small>The required number of dissertations varies. Please check the required copies from your unit/department.</small>

Choosing the printing house at the publication platform:

Go to PUBLISHING OPTIONS and choose the preferred option from the drop-down menu.





## Timetable for printing

The doctoral candidate should schedule at least six weeks for the printing process:

- Compile work on the publishing platform and send the order
- Printing in the printing house 9 working days (this applies only to Unigrafia)
- ten day public display of the work.
- Possible correction orders.

NB! An electronic version of the thesis must be submitted to the Aaltodoc Publication Archive no later than three weeks prior to the date of the public examination. Unigrafia will send the electronic version automatically. If another printing company is used, the doctoral candidate / printing house will be instructed how to send the electronic version to the repository.

## Minimum printed amounts

The required number of thesis copies is 15 copies (+ 6 National Library copies). Remember to add 6 National Library's copies to your order, e.g. Unigrafia does not include these (e.g. if your school requires print run of 15 copies, you need to order at least 21 copies). If you use another printing house, check if the National Library's copies are included in the service.

NB! The National Library is a legal deposit library and receives copies of all printed material produced in Finland.

## Delivery of the printed thesis

Doctoral candidate will take care that the printed copies of his thesis are delivered to his/her school.

Unigrafia will automatically deliver the National Library copies to the National Library. If you are using another printing company, check if delivery is included.

Unigrafia will also send one printed copy and electronic/archive version to the Aalto University Learning Centre. If you are using another printing company, you have to send the printed copy to the Learning Centre:

Aalto University  
Learning Centre, Luetteloiti  
P.O.Box 17000  
00076 Aalto

The library copy is included in the amount of minimum printed copies required by the school.

More information can be found in each doctoral programmes' Into-pages: <https://into.aalto.fi/>.

## Invoicing and compensation for printing costs

The schools reimburse the costs of the required number of printed doctoral theses and electronic version according to the decision of the University.

## Invoicing if you use the printing house Unigrafia

Unigrafia will send the invoice directly to the doctoral candidate's school/department. Doctoral candidate will add the invoicing information in the publication platform.

NB! Find out your school's/department's cost center code. Unigrafia cannot proceed with the printing without the proper invoicing information.

## Invoicing if you use other printing house than Unigrafia

If the doctoral candidate is using other printing than Unigrafia for printing, s/he will pay the printing costs first him/herself. The costs can be claimed back from the school provided the copy of the original invoice is included with the claim. The original invoice should be kept until the reimbursement has been issued.

NB! Do not use Aalto University's address for the invoicing information if you are paying the costs yourself. Use e.g. your own home address.

## Instructions on how to get imbursement of printing costs:

<https://bit.ly/38oDp7k>

# Jointly supervised (Cotutelle) theses

## 1. Logos

- The logo of the international partner university, and if wished, also that of Aalto University may be placed on the front or back cover. The doctoral candidate sends the logo file of the international partner university to the printing house which will place the logo(s) correctly above the ISBN details and other details

## 2. Mention of joint supervision (cotutelle)

- The mention of joint supervision is always placed on the title page under the text on the public examination of a doctoral thesis, separated by one blank line.

### The mention of joint supervision

*This doctoral thesis is conducted under a convention for the joint supervision of theses at Aalto University (Finland) and XXX ....*

- If the doctoral thesis has a text on the back cover, joint supervision may be mentioned there.

## 3. Names of the organisations on the title page

- The title page of the publication platform includes fields specifying the school, department and research group. The name of Aalto University is printed on the page automatically.
- The names of the school and department are written in the designated fields.
- The name of the partner university is written in the Research Group field.

## 4. ISBN and ISSN numbers

- If the doctoral thesis also has the ISBN number (or two) of the partner university, it/they are placed on the reverse side of the title page (Reverse page). The ISBN is followed by the acronym of the university and specification of the version of the doctoral thesis, e.g. (TUT printed), (TUT, pdf).
- If the doctoral thesis belongs to (is published) also in the series of the international partner university in addition to that of Aalto University, the ISSN number(s), the name and number of the publication in the series are placed on the Reverse page.
- Both the ISBN and the series details are placed besides those of Aalto University in a similar manner, one below the other so that the name of the series and number come last.
- The author of the doctoral thesis notifies the printing house of the details to be added on the reverse of the title page.
- Otherwise, the covers and title pages (abstract page) produced on the publication platform only include the Aalto University ISBN and ISSN numbers and series details.

## 5. Dissertation details (title pages, 1st page)

- The text may be changed on the publication platform as required by the practices of joint supervision.

## 6. Names of thesis advisors etc.

- The names of all thesis advisors, preliminary examiners, opponents and other persons may be listed in the designated fields on the Reverse-tab of the title page section.
- The title and name of each person is followed by the name of the university and country (applies to also persons working at Aalto University).

## 7. Abstract pages/abstracts

- The abstract may be included in the main body of the doctoral thesis if it is not written in English, Finnish or Swedish.
- A long abstract written in the language of the international partner university may be, for instance, placed at the end of the thesis.
- It is possible to write two short abstracts e.g. on the English abstract page: first, import the English abstract to the editor and then the abstract in the other language after the title meaning abstract in the other language (e.g. Résumé). If you use this option, insert the keywords in the other language after the English language keywords which are separated from them by a semicolon: First write the English language keywords in the keyword field, then insert a semicolon and the keywords in the other language. Separate individual keywords from each other by commas.
- The abstract written in the language of the international partner university, keywords etc. may also be put on a separate abstract page compliant with the practices of the partner university and placed at an agreed-upon place at the start of the doctoral thesis (see section 8.).

## 8. Structure and the content

- The pages/additional sections required by the international partner university may be part of the content PDF if this has been agreed upon between the universities.
- If needed, more than one PDF may be uploaded to the platform. The files are named in a descriptive manner, and the order of the files in the doctoral thesis is specified by numbering the files. For instance, **Title\_page\_Liege\_1, Abstract\_Liege\_2, Contents\_3**.
- In addition, the order of the uploaded files in the final thesis, including the covers and title pages of the publication, must be specified to the printing house either in the details of the order or in a separate email.

## Cotutelle theses which follow the structure of the partner institution

The first pages of the publication consists of the following elements:

1. Front cover
2. Title page
3. The back side of title page (the reverse)
4. Abstract

The information is added to the first pages in the language of the thesis. If the thesis is published in a series in which the publisher does not disclose the below information on the cover and title pages, they can be included to the thesis content (first pages of the dissertation body).

### The cover and title page

The cover and title page should include the following minimum information. The title page is the following page of the cover:

- The book title.
- Author
- The title of the series and the serial number if the publication is published in the series.
- Publisher (if it does not appear in the title of the series).

The following information is added to the title page:

- Reference of the doctoral degree (doctoral degree in technology / doctoral degree in philosophy)
- Reference of joint supervision

#### Sample text of the reference of joint supervision:

*This doctoral thesis is conducted under a convention for the joint supervision of thesis at Aalto University (Finland) and XXX ....*

- A department/unit/school in which a postgraduate degree is awarded (can be left out if information is not available.).
- The time (date and time) of the dissertation and the place

#### Sample text of the defence information:

*A doctoral dissertation completed for the degree of Doctor of Science (Technology) to be defended, with the permission of the University of XX, at a public examination held at the lecture hall XX of the school on Date Month Year at XX."*

Recommended information to the backside of the title page (the reverse):

- Information from both universities: thesis adviser(s) and supervisor(s): (title, name, institution, country)
- Preliminary examiner and opponent (title, name, institution, country)
- The place and publication year of the publication
- The copyright notice
- ISBN-and/or ISSN-numbers
- URN/web address of the electronic version
- Printing house

### Dissertation abstract

Abstract follows the reverse of the title page.

### Aalto University's logo

The logo can be placed either on the front or on the back cover.

The logo can be generated at University's Material Bank: <https://materialbank.aalto.fi/>

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# Checklist - what you need to take into account if you use another printing house than Unigrafia

## 1. Ask quotation from the printing house. The quotation has to have the following information:

- Total amount of pages
- The amount of pages printed in colour (if applicable). The colour pages are usually more expensive than black/white pages.
- Cover material (at least 300 g)
- Inside pages material (at least 100 g)
- Total amount of printed copies
- The colour codes of the cover page. (The codes can be found from our instructions: <https://bit.ly/2xwZJiA>).

Ask also, whether following things are included in the service:

- Delivery of printed copies
- Delivery of one Aalto University library copy to the Learning Centre
- Scaling down different size of material to B5 size (e.g. if you have prepared your material in A4 size)
- Providing e-version as PDF/A format and sending it to the Aaltodoc repository ([aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi))
- Is the printing of the 6 National Library copies free of charge
- Is delivery of the 6 National Library copies included in the service
- The printing house has to manually change the printing house name from the reverse side of the title page (Unigrafia is there as a default). Also they need to manually change the printing place in the abstract (Helsinki is there as a default).

## 2. Invoicing

If the doctoral candidate is using other printing house than Unigrafia for printing, s/he will pay the printing costs first him/herself. The costs can be claimed back from the school provided the copy of the original invoice is included with the claim. The original invoice should be kept until the reimbursement has been issued.

NB! Do not use Aalto University's address for the invoicing information if you are paying the costs yourself. Use e.g. your own home address.

**Instructions on how to get imbursement of printing costs:** <https://bit.ly/38oDp7k>

## 3. Delivery

Make sure:

- E-version is sent to the Aaltodoc-repository as PDF/A-format ([aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)) no later than 3 weeks before your defence date.
- One printed library copy is sent to the following address:

Aalto University  
Learning Centre, Luetteloiti  
P.O.Box 17000  
00076 Aalto

- Fourteen printed copies will be sent to your school. More information can be found in each doctoral programmes' Into-pages: <https://into.aalto.fi/>.

## 4. Send the permission to publish your e-version to Aaltodoc: [aaltodoc-diss@aalto.fi](mailto:aaltodoc-diss@aalto.fi)

Permission form: [https://aaltodoc.aalto.fi/doc\\_public/ohjeet/doctordissertation\\_epermission.pdf](https://aaltodoc.aalto.fi/doc_public/ohjeet/doctordissertation_epermission.pdf)