

Doctoral student's checklist for printing

Before you log in to Aalto publication platform and start to prepare your order

(<https://automation.digtator.fi/Aalto/UserContentStart.aspx>), please check:

- You have been granted the permission for public defense from the Doctoral Programme Committee and the Doctoral Programme Committee has confirmed the opponent and date of your public defence.
- Printing and invoicing:
 - If you choose **Unigrafia** as your printing company:
 - You have preferably reserved 6 weeks for the printing process (Note! The actual printing will take **two weeks**.)
 - When placing the printing order, fill out your department's invoicing information:
 - SPA: Cost centre: T40500, project: 911121,
 - Comnet: Cost centre: T40700, project 9123071
 - EEA: Cost centre: T41000, project 911099
 - ELE: Cost centre: T41100, project 911250
 - Contact person for all departments: Anni Uittamo (e.g. T41100-911250-your last name-Uittamo)
 - Invoicing address:
 - Electronic invoicing address
 - Business ID (VAT): FI22283574 (Aalto-korkeakoulusäätiö)
 - EDI code (e-invoicing address): 003722283574
 - Online invoicing operator: OpusCapita Solutions Oy
 - Operator EDI code: E204503
 - If you need to pay part of the publishing costs yourself (costs exceeding 230€ + vat), please provide your own home address to the additional field in the publication platform.
 - If you choose some **other printing company**:
 - You need to pay all the Printing costs yourself (please provide your home address as the invoicing address) and then charge Aalto University through the Neo system for up to 230€ (230€ + VAT). Remember to provide a copy of the original invoice with your claim. The original invoice should be kept until the reimbursement has been issued.
 - Find out the number of printed copies required (at the moment 22 copies, from which the printing house will automatically send six copies to the National Library. You will get 16 copies delivered to the delivery address chosen on the order. In addition to these 22 copies, please check the requirement/need of your own department).
 - Your content part is print-ready: Check pictures, proofread the text, and layout is ready (For A4 size the minimum width of inside margin must be 25 mm).
 - Your content part has been converted into PDF-format.
 - If you are using somebody's image in the front cover, mark on the second page the copyright information. If artistic work, save the copyright permission given by artist. **Ask the permission from the copyright owner!**
 - You have given permission for online public display on form 307 (appointing the opponent).
 - You have send the permission to publish your thesis in the university's repository Aaltodoc to aaltodoc-diss@aalto.fi Link to permission form: https://aaltodoc.aalto.fi/doc_public/ohjeet/doctoraldissertation_epermission.pdf

Support: julkaisut@aalto.fi

Electronic versions: aaltodoc-diss@aalto.fi

Instructions on publishing (log in): <https://www.aalto.fi/en/services/publishing-dissertations>