

Guidance on printing of a doctoral thesis

Ordering the printing

You order printing by sending an email to the printer's. The print shops listed below have NMBU's official templates, and design the thesis cover.

If you order from Andvord, [use this form](#).

If you use one of the other printers you must provide the following information in the email:- Your name

- Thesis title in English and Norwegian (use capital letters, small letters and italics to show where you want them). Titles of theses from the Adamstuen campus are in one language only.
- Thesis no., ISSN and ISBN no.
- English name of the degree "Philosophiae Doctor (PhD)"
- English name of the faculty
- How many sheets of paper altogether (1 sheet = 2 pages) there are in the thesis. Remember to include dividers.
- If you are going to have more logos on the back cover than the NMBU logo, you must send a good-quality reproduction of the logo and the address (jpeg, tiff or eps).

Attach the thesis as a pdf file to the email.

The thesis will be printed in 17x24 format, but the pdf file you send might be in A4 format.

Request a pdf of the front page for proofreading. Check that everything is written in English and that the name of the degree is written correctly: Philosophiae Doctor (PhD). Also check that the title is written correctly in both languages and that there is no full stop in the title.

Choice of printer and payment for printing

The proportion of the printing costs covered by the faculties varies. Contact your faculty to find out how much they will cover and the payment information you must give to the printer's.

[NMBU's framework agreements](#) require you to use Andvord, who holds the main PhD thesis printing agreement. NMBU has agreement with the following three printer companies for printing PhD theses, one of which must be selected for these purposes:

Andvord Grafisk AS

Office/postal address: Lunden 25, 0598 Oslo / Postboks 243 Alnabru, 0614 Oslo

Phone: 22 72 66 00

Email: Tore.husbyn@andvord.no eller ag@andvord.no

Zoom Grafisk AS

Office/postal address: Pb 4166 Gullskogen, 3005 Drammen

Phone:

Email:

X-IDE grafisk hus

Office/postal address: Marcus Thranes vei 100, 1472 Fjellhamar

Phone: 996 96 370

Email: wenche@xide.no

Printing guidelines

The thesis size is 17x24 cm. You can define the format as 17x24 yourself before you convert the thesis to pdf, or you can ask the printer to do this for you.

Format: main text, headings

We recommend one and a half line spacing and a 12-point font. Text styles can be defined as follows:

Main text: 12 points – Times New Roman

Headings 1: 19 points

Headings 2: 14 points, semibold

Headings 3: 12 points, semibold

Headings 4: 12 points, semibold, italic

Headings 5: 12 points, italic

Margins

You decide the width of the margins yourself, but note that 2-3 mms are used in the binding process depending on how thick the thesis is. If you want the inner and outer margins to be the same, you must therefore take this into account by making the inner margin somewhat wider.

For example, the margins adapted to A4 can be fixed as follows:

Upper – 2.5 cm, lower – 2.5 cm, outer – 2.5 cm, inner – 2.8 cm

When this is scaled down to the 17x24 format, the 2.5 cm becomes approximately 2 cm.

Paging

1	Title page	Right-hand side
2	Colophon page	Left-hand side
3	Any dedications, quotes, motto	Right-hand side, blank page on the reverse
4	Table of contents	Right-hand side plus following left-hand side
5	Any preface and introduction	Start on the right, remember the blank page on the reverse if this part ends on the right
6	The actual text	Starts on the right
7	Lists, references	Consecutive, with a blank page on the reverse if this part ends on the right
8	Any appendices	Start on the right