# **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**](https://www.nmbu.no/download/file/fid/18166)**.

If you use 07 or Follo Trykk 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 ”Doctor Philosophiae (Dr. Philos.)”
- 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: Doctor Philosophiae (Dr. Philos.). 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.

If the faculty is to pay for all or parts of the printing, and if the total amount is less than NOK 25 000, [NMBU’s framework agreements](http://www.umb.no/innkjop/artikkel/trykkeritjenester) require you to use Andvord. If the amount is more than NOK 25 000 and NMBU is to pay, Andvord, 07 or Follotrykk must be used.

**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

**07 Express**Office/postal address: Peter Møllers vei 12, 0585 Oslo / Postboks 632 Løren, 0507 Oslo

Phone: 22 79 95 00 / 930 61 210 / 402 14 041
Email: knut.strom@07.no / jonas.bjorvik.andersen@07.no eller post@07.no

**Follotrykk AS**Office/postal address: Håndverksveien 2 / Postboks 96, 1403 Langhus
Phone: 64 91 71 01
Email: post@follotrykk.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

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| --- | --- | --- |
| 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 |