

How do I prepare my PhD dissertation for printing?

We recommend that you read this guide as early as possible in your process, as it will give you better opportunities to incorporate our advice into your dissertation. This makes printing your finished file easier, faster, and more attractive—without the frustrating "if only I had known" experiences.

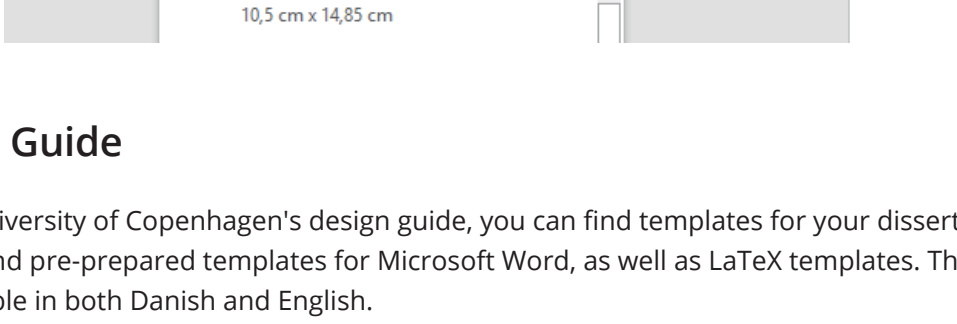
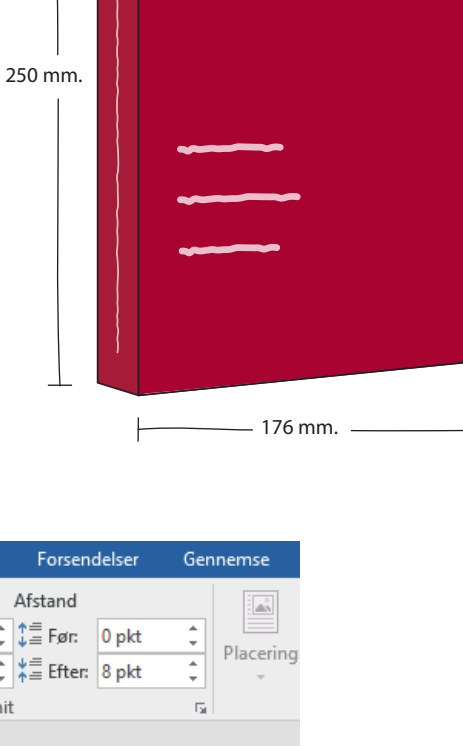
In general, all print jobs must be sent as PDF files to campusprint@adm.ku.dk. If the files are too large for the email system, you can send them via www.wetransfer.com to the same email address. This provides us with a temporary link from which we can download your file.

Below, we will go through some of the most basic elements in the setup of your dissertation. If you are in doubt, you are always welcome to contact us. The points can also be used as a checklist before you send your dissertation for printing.

Format and Size

The standard size for a PhD dissertation at the University of Copenhagen is B5 format, which measures 25 x 17.6 cm. Therefore, as a rule, and unless you specify otherwise, we will print your dissertation in B5 size. If you want your dissertation printed in A4 format or any other format, we can also do that. You just need to specify this in your order.

When you send your dissertation for printing with us, it is fine if the format is in A4, which is the standard size in a Word document. We will then convert it to B5 or the format you desire. If you want to ensure that your Word document is set to A4 format, you can check this by clicking on "Layout" at the top of your document and then selecting "Size" and "A4."



Design Guide

On the University of Copenhagen's design guide, you can find templates for your dissertation. Here, you can find pre-prepared templates for Microsoft Word, as well as LaTeX templates. The templates are available in both Danish and English.

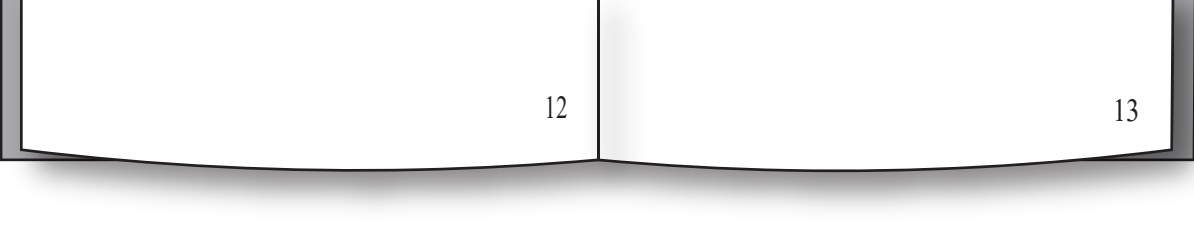
We always recommend following these templates, as they will give you a great result that adheres to the University of Copenhagen's design profile and also meets many of the requirements outlined in this guide. Most of the preliminary work is done, and if you need the KU logo on the cover, it is already included in the template in the correct quality. You can also find guidelines regarding fonts, sizes, and layout. You can access the UCPH design guide via the link below.

- [UCPH Design Guide \(click to open\)](#)

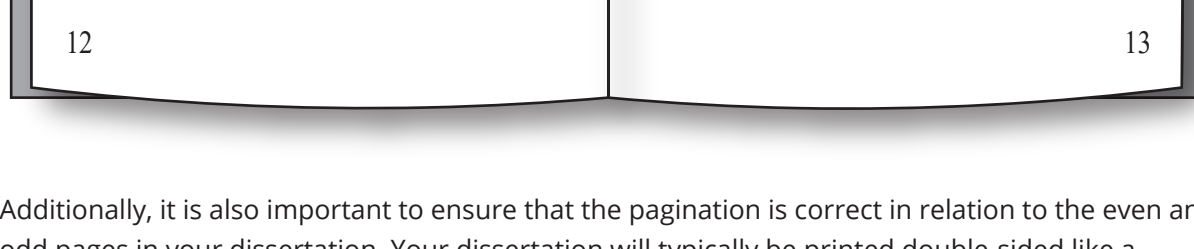
Setup and Formalities

Page Numbers

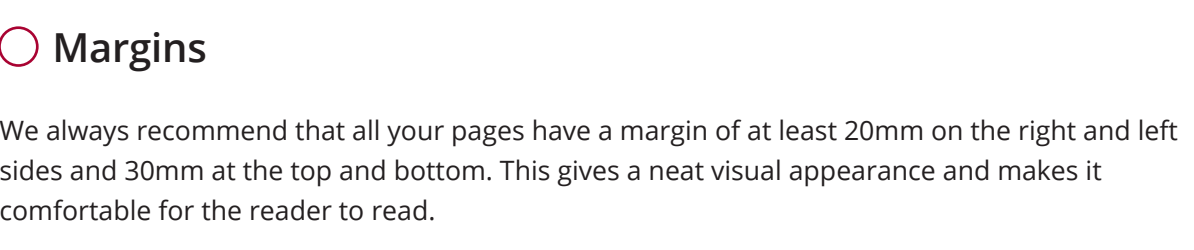
We recommend that the page numbers in your dissertation are centered so that they always appear in the middle of the page when you flip through the finished dissertation.



If the page numbers are adjusted to one of the sides, as in the example below, the page number will always be on one side of the sheet when you flip through your finished book. This will make it difficult for the reader to navigate, and it does not provide a very neat layout.



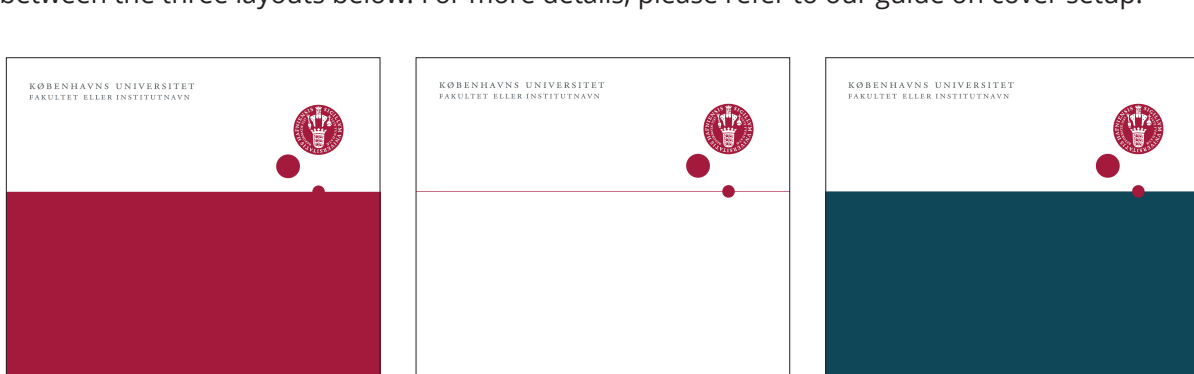
You can also have your page numbers positioned on the outer edges of the pages, as in the example below. Here, you just need to be aware that all page numbers on even pages in your dissertation should be placed at the bottom left corner, and all page numbers on odd pages should be placed at the bottom right corner.



Additionally, it is also important to ensure that the pagination is correct in relation to the even and odd pages in your dissertation. Your dissertation will typically be printed double-sided like a regular book. This means that the first page in your document will be the page you see on the right when you open your book. Since it is common practice for all right-hand pages in a book to be paginated with an odd number, it is therefore important that all odd pages in your dissertation are also paginated with an odd number. Exactly as you can see in the example above. This will also be further described in the following points.

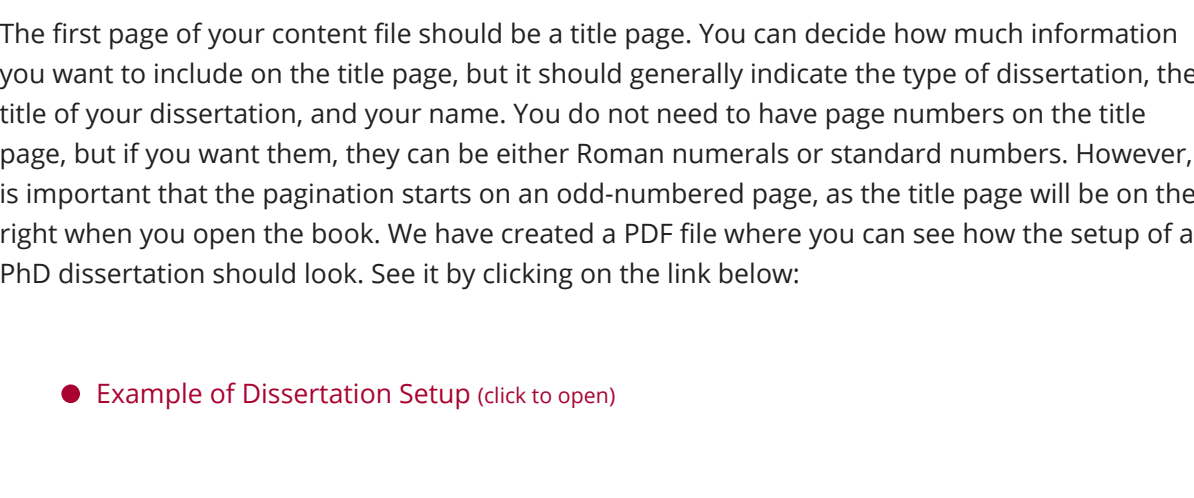
Margins

We always recommend that all your pages have a margin of at least 20mm on the right and left sides and 30mm at the top and bottom. This gives a neat visual appearance and makes it comfortable for the reader to read.



Cover Page

We prefer that you send us your cover page in a separate PDF file, independent of the content. We will ensure to set up your cover with the spine title and back cover. If you want a standard cover, you can indicate this in your order, and we will set up the cover for you. Here you can choose between the three layouts below. For more details, please refer to our guide on cover setup.



Title Page

The first page of your content file should be a title page. You can decide how much information you want to include on the title page, but it should generally indicate the type of dissertation, the title of your dissertation, and your name. You do not need to have page numbers on the title page, but if you want them, they can be either Roman numerals or standard numbers. However, it is important that the pagination starts on an odd-numbered page, as the title page will be on the right when you open the book. We have created a PDF file where you can see how the setup of a PhD dissertation should look. See it by clicking on the link below:

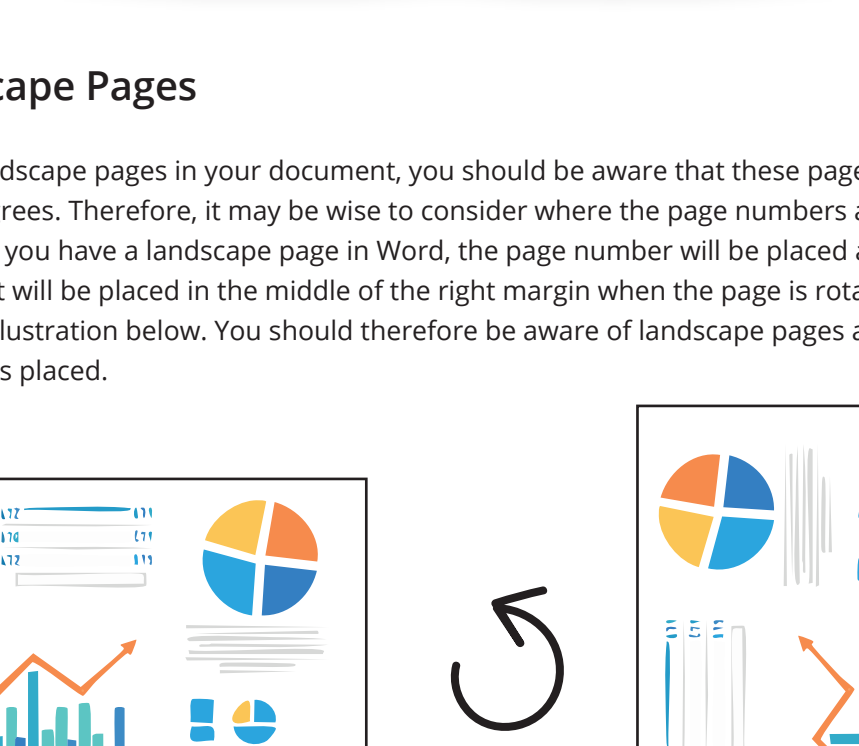
- [Example of Dissertation Setup \(click to open\)](#)

Formalities Before Main Content

Following the title page, there are a number of formalities and information that can vary depending on the faculty you belong to. These formalities can include a colophon with the most important information, preface, acknowledgments, summary, abstract, articles, abbreviations, and table of contents. If you want page numbers on these pages, you can use either Roman numerals or standard numbering. Here, you should again be aware that left pages should have an even page number, and right pages should have an odd page number. Since these come directly after your title page, they should therefore start with an even page number, assuming the title page is paginated with page 1 or "I" if you use Roman numerals. Feel free to take a look at our PDF file where we have exemplified how the setup should look. You can find the example on our website.

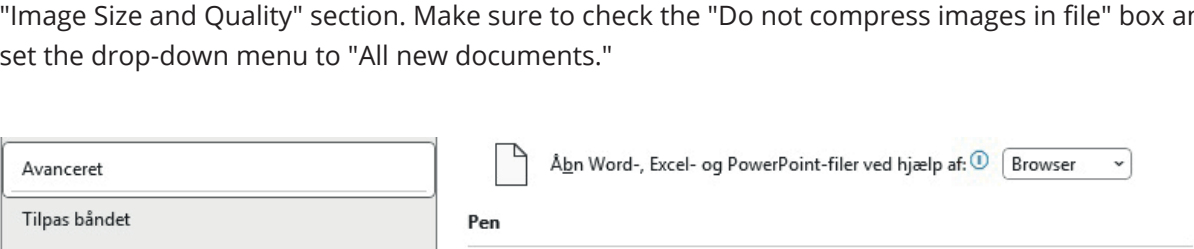
First Page of Your Main Content

After the initial formalities pages, the first page of the content in your dissertation follows. This page should always begin on a right-hand page when you have the book open. Therefore, the page should always have an odd page number as pagination. If the last page of your formalities pages ends on an odd page number, you should insert a blank page after the formalities so that your content begins on an odd page. We have also exemplified this in our PhD example file, which you can find on our website. If you have not paginated your formalities pages with page numbers, or you have used Roman numerals, the first content page should always be paginated with the page number "1", which you can also see in our example.



Landscape Pages

If you have landscape pages in your document, you should be aware that these pages will be rotated 90 degrees. Therefore, it may be wise to consider where the page numbers are placed on these pages. If you have a landscape page in Word, the page number will be placed at the bottom, which means it will be placed in the middle of the right margin when the page is rotated, as shown in the illustration below. You should therefore be aware of landscape pages and where the page number is placed.



From Word File to PDF File

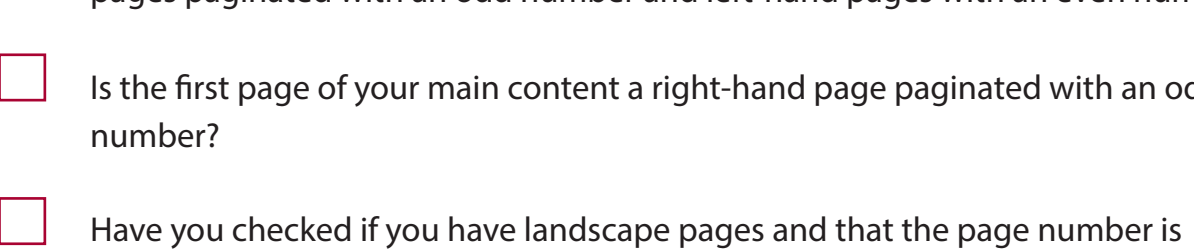
When you have finished your dissertation in Microsoft Word, you need to convert it to PDF. Before doing so, we recommend ensuring that the image quality in your illustrations or tables is not compressed. You can do this by going to File -> Options -> Advanced. Here, scroll down to the "Image Size and Quality" section. Make sure to check the "Do not compress images in file" box and set the drop-down menu to "All new documents."



Then, under File, select "Save as Adobe PDF." We recommend thoroughly checking your PDF file, paying particular attention to whether all illustrations and tables are correctly displayed.

Dividers

If you want colored dividers in your dissertation, we also offer this. It can be practical if you have a series of articles in the book that the reader needs to find quickly. We always recommend that your articles begin on a right-hand page so that the article will be on the front of the colored divider. You can choose from the colors below.



Checklist

- ☐ Is the format A4 or B5?
- ☐ Are the page numbers centered, or have you ensured they are correctly offset?
- ☐ Is there enough space in the margins?
- ☐ Have you separated your cover page from the content, so you have two files - one with your cover page and one with your content?
- ☐ Are the title page and all formalities pages correctly set up? And are right-hand pages paginated with an odd number and left-hand pages with an even number?
- ☐ Is the first page of your main content a right-hand page paginated with an odd number?
- ☐ Have you checked if you have landscape pages and that the page number is correctly placed on the page?
- ☐ Have you checked the quality and layout of your finished PDF file?