

How do I prepare my cover for printing?

The cover is a central part of your dissertation, as it is the first thing the reader will see. Therefore, in this guide, we will explain a bit about the options you have, whether you want to create your own cover or if you want a standard cover that we create for you.

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 cover. 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 cover or cover page for printing.

If we are to create your cover

If you want us to create your cover for you, you just need to indicate this in your order. You will then receive a standard UCPH cover. You can choose between three different colors - red, blue, or white, as you can see below. The front of the cover will indicate the type of dissertation, your name, and the title of your dissertation. At the top, the faculty and institute will be indicated. Additionally, you can choose between two different font types for your cover; Myriad Pro or Garamond Pro. You can see the difference between the two here:

Myriad Pro Garamond Pro

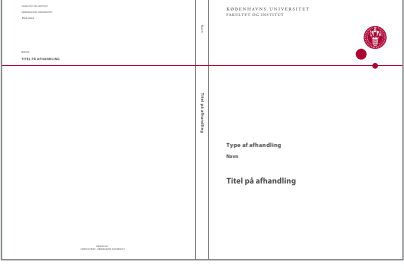
In the three examples, which you can open below, Garamond Pro is used at the top of the cover and Myriad Pro for the rest. You just need to indicate what you want. On the spine of the cover, your name and the title of your dissertation will be indicated. On the back, your name and title will also be indicated along with supplementary information such as your faculty, institute, type of dissertation, and year. Feel free to click on the different examples to see how the setup will look.



Blue (click to enlarge)



Red (click to enlarge)



White (click to enlarge)

If you want to create your own cover but let us handle the rest

If you want to design your own cover, you just need to send it to us as a separate PDF file. We will then handle the rest. You can send your cover to us in A4 format, and we will scale it to fit the cover. On the spine, we will ensure that your name and title are indicated. On the back, your name, title, type of dissertation, and year will be indicated. The spine and back will, unless you specify otherwise, be set up like the white cover, which you can click on above.

When creating your cover, there are a few minimum requirements you must adhere to:

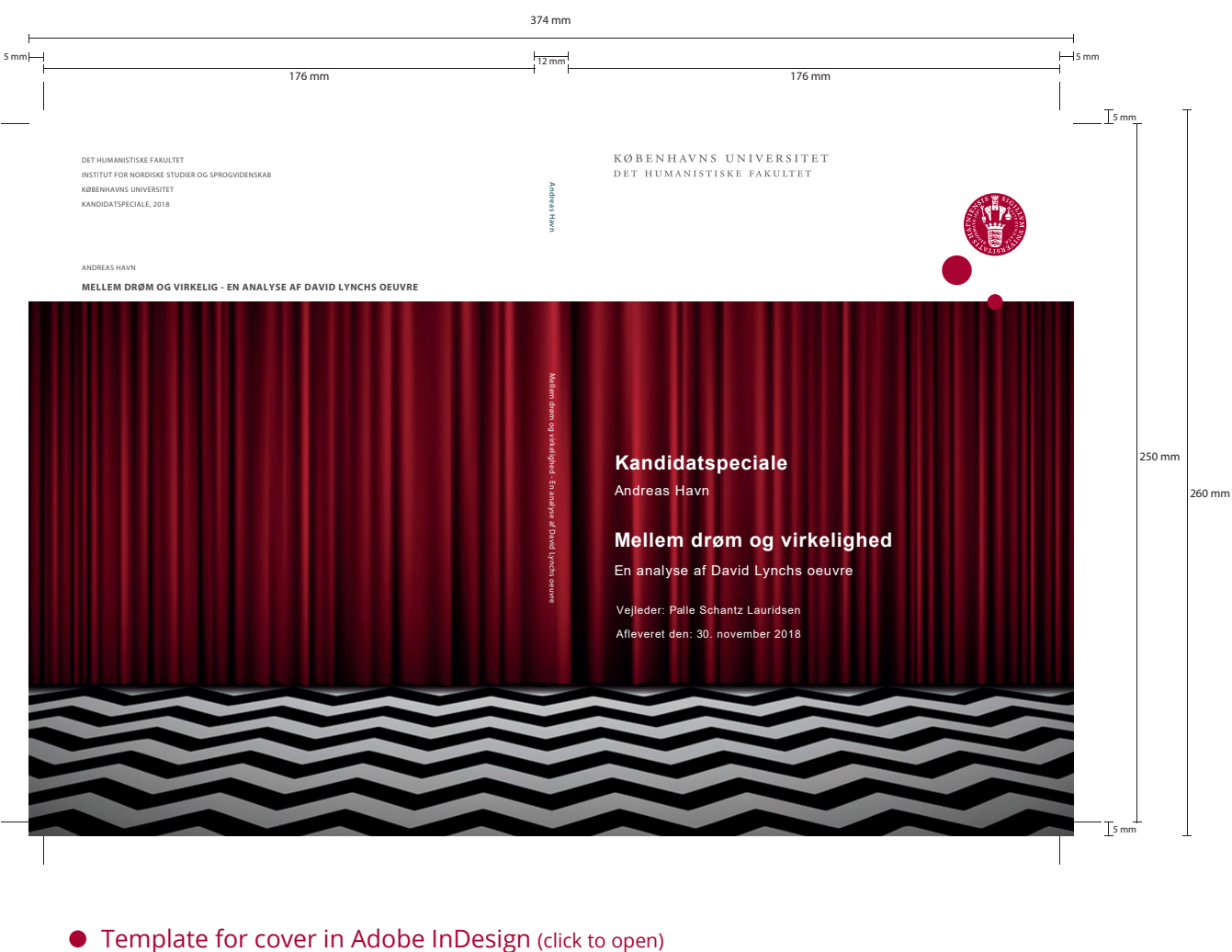
- The UCPH logo must appear on the cover.
- Your faculty and/or institute must be indicated.
- Your name and title must be indicated.

You can find a range of templates for creating your cover on the University of Copenhagen's design guide at www.designguide.ku.dk or by using one of the following templates:

- [Template for cover in Microsoft Word \(click to open\)](#)
- [Template for cover in Adobe InDesign \(click to open\)](#)

If you want to create your entire cover yourself

If you want to create your entire cover yourself, we recommend using the template that you can find in the University of Copenhagen's design guide and via the link below. Your dissertation is generally made in B5 format, which means that both the front and back covers should measure 176x250mm. Additionally, the spine width must be added to the cover. You can calculate the spine width in millimeters by multiplying your total number of pages by 0.06. For example, if your dissertation is 200 pages, the spine width will be 12mm (200 x 0.06 = 12). Furthermore, remember to add a minimum of 3mm bleed if you have color to the edge. An illustration of the example above with a 200-page dissertation and colour to the edge with 5mm bleed would look like this:



The diagram shows a detailed layout of a dissertation cover with dimensions. The top width is 374 mm, divided into 5 mm (bleed), 176 mm (front cover), 12 mm (spine), 176 mm (back cover), and 15 mm (bleed). The height is 260 mm, with 250 mm for the main content area and 10 mm for the bottom section. The content area includes text for the faculty, institute, year, author, title, and supervisor. The bottom section features a red background with a black and white zigzag pattern.

- [Template for cover in Adobe InDesign \(click to open\)](#)

Additional Information

The cover of your dissertation will be printed on heavy 300g paper and laminated with a thin plastic film that protects the cover. The result is therefore a paperback book. However, we also offer hardback binding, which you can read more about on our website. Normally, we will not print anything on the inside of your cover, but if you, for example, want to include a source reference for a cover image or have a dedication, that is also possible.

If you want to be assigned and have an ISBN number printed on your dissertation, we are happy to help with that as well. This will normally be printed on the back cover. You just need to request this from us along with the final title of your dissertation so that we can register it with the Royal Library. If you are assigned an ISBN number, please note that a legal deposit will automatically be taken, which we send to the ISBN office.

Whether we are to create your cover for you or you want to design the cover or the entire cover yourself, you are welcome to contact us if you have any questions about the above.

Checklist

- ☐ If you want us to create your cover, you just need to decide on the color you want and the font - Myriad Pro, Garamond Pro, or a combination.
- ☐ If you want to create your own cover, it should be sent as a separate PDF file in A4 or B5 format and include the UCPH logo, faculty, name, and title.
- ☐ If you are creating the entire cover yourself, make sure the size is correct, the spine width is accurate, and there is a minimum of 3 mm bleed if you have color to the edge.
- ☐ If you want printing on the inside of the cover, remember to indicate this in your email.
- ☐ If you want to be assigned an ISBN number, you should mention it in your email along with the title of your dissertation.