

# YOUR DISSERTATION

## PERFECTLY PRINTED

PRINTING PROCEDURE



Procopia

specialises in PhD's and dissertations  
with personal care and service

[www.procopia.be](http://www.procopia.be)

# Printing your dissertation

## 1. Start

You can start in 2 ways:

- either you ask for a price quote through the [contact form](#) on [www.procopia.be](http://www.procopia.be)
- or you make an appointment with [Veerle](#), our specialist for dissertations

As soon as you agree with our price quote, we will ask you to supply us with your pdf files of content and cover. And we start making the draft version.

## 2. Draft printing

Procopia will *always* make a draft version of the printing.

This will take 1 to 2 working days.

We ask you to control the draft version personally. In case there would be a doubt on the draft corresponding completely to what you expected, we will ask you for a formal approval of the draft version.

## 3. Printing

In order to print the final result, we will need:

- the final pdf files of the content
- the pdf file of the cover
- the list of the colour pages
- a confirmation of the number of books needed
- a confirmation of the coating chosen for the cover (basic, glossy or soft touch)
- the invoice chosen (see further)

## 4. Delivery

After an average of 2 to 3 working days, the total number of books will be ready. You can come and take your dissertations at Procopia's offices for cash payment. If you need an invoice, you can choose several possibilities (see further).

*We wish you good luck defending your dissertation!*

## Before getting started ...

We really want you to have a perfectly printed dissertation. It is an important piece of work, in which you invested a lot of time and effort. Therefore we really want to help you to have the perfect final product.

This takes time and concentration, so it is important that the printing procedure is fully respected.

The whole printing takes about 5 working days:

- 1 to 2 working days for draft printing
- 3 working days for final printing

*This is the minimum duration of the process.*

This time is needed for the preparation, the printing and the finishing of a qualitative book.

For more than 100 books = 1 extra working day (4 working days for final printing).

For more than 200 books = 2 extra working days (5 working days for final printing).

When the student gives Procopia the print order, this means he or she automatically agrees with the conditions, mentioned on the price quote and with this procedure.

## Price quote

We start by making a correct price quote. It allows you to be informed of the price before the printing is started. Procopia's website provides you with a price quote form and we send you a price quote per return.

To allow us to make a correct price quote, we need the following information:

- total number of pages (excluded the cover)
- total number of colour pages
- total number of books

The more books you order, the cheaper each book will be. The price depends to a large extent on the number of pages in black & white, the number of pages using colour and the number of desired copies.

The draft version of the printing is included in the price.

VAT on dissertations is 6 % when the invoice mentions all information of the dissertation. If all information of the dissertation cannot be mentioned, VAT is 21 %.

When you agree with this price quote, please confirm by email mentioning your full name, private address, phone number and the title of your dissertation.

## Draft

As soon as the price quote has been approved, we will make an appointment to discuss the draft version of the printing.

This appointment to discuss the draft printing will last for about 15 minutes, and is essential.

We absolutely need a thoroughly controlled draft version and a formal “approval for printing” by the student. Procopia will not print any dissertation without an approved draft version of the printing.

In order to make the draft version of the printing, we will need the following information:

- the pdf-file of the content
- the pdf-file of the cover
- the list of the colour pages.

Please provide the pdf numbering (1 = first page), separated by a comma.

You can send your files through email, dropbox, WeTransfer or Google drive.

It is the student's or the person delegated by the student's (a class mate, friend, colleague, family member...) exclusive responsibility to control the content of the draft printing and to give the “approval for printing”.

The draft version has to be controlled personally. If you are not residing in Belgium, a friend, colleague or family member, etc can come and pick the draft version up in our offices and contact you.

Procopia is not responsible for errors made after the “approval for printing” was given.

## Final printing

After discussion of the draft version, you are still able to adapt your files.

For final printing, we will need:

- the PDF-files of the content
- the PDF-file of the cover
- the list of colour pages
- a confirmation of the number of books
- a confirmation of the coating chosen for the cover (basic, glossy or soft touch)

As soon as we have these data, we will communicate you the date on which you can come to collect your books in our offices.

Don't hesitate to contact us if you still have questions on the printing process or if you have technical problems.

## Lay out content

If you made the lay out of the content in the special format the university prescribes (240 X 160 mm), you can send the content in this format.

If you made the lay out of the content in format A4, you have 2 options:

- a. You send the content in format A4 and we scale it to the format 240 X 160 mm.
- b. You foresee the right margins, so that the text in itself has a lay out of 240 x 160 mm

Please take a look at the [scheme](#) with the margins for A4 format and the special format 240 x 160 mm.

Some attention points:

- chapters always start on the right page (odd number pages)
- the positioning of PDF-page numbering and the page numbering are always the same, meaning , odd or even numbering.
- the page numbering has always to be put on the same place : outer side left or right, or centered, on the upper or lower part of the page
- pages with pictures or drawings, for which the images attain to the edge of the page (in graphical terms : bleed), have to have a larger lay out (+/- 5 mm on each side); this is mostly the case on special chapter pages.
- the lay out of the pages without any colour, has to be made in black and white.

## Lay out cover

The cover has to be made according to the guidelines of KULeuven. [Please take a look at the scheme.](#)

The format needs to be 240 x 160 mm, except for dissertations of the faculty in Geology (A4 format). If you are part of the Faculty of Geology, please let us know as from the price quote.

The thickness of the spine can be calculated through this simple formula:

The number of inside pages divided through 20 = the thickness of the spine in mm (example: a book of 100 pages has a thickness of spine of 5 mm).

Students can of course make their own cover design. Procopia has no templates for the cover nor for the content. If the cover needs to be adapted by or completely made by Procopia, we start from scratch in a graphical design program. Every design is possible at the price of 60 € excl. VAT.

### **scheme standard cover of the University**

X = the thickness of the spine of the book

Y = minimum 5 mm extra space (bleed)

If a picture or image attain to the edge, please leave 5mm more of the picture or image over the edge (bleed).

Z = minimum 3 mm

### **scheme personal cover**

X = the thickness of the spine of the book

Y = minimum 5 mm extra space (bleed).

If a picture or image comes till the edge, please leave 5mm more of the picture or image over the edge (bleed).

Place all texts, titles and logos at least minimum 10 mm from the edge.

When the lay out is ready, we send an electronic draft version to be controlled.

The cover needs to be controlled on:

- text
- spelling and grammatical errors
- font, images and pictures, as well as their position.

It will only be after the "approval for printing" that the final cover will be printed.

After the 'approval for printing', it is the student who is fully responsible for possible errors on the cover. All changes or new printing after the "approval for printing" will be charged on top of the initial price quote.

## Editor

Normally speaking it is the student and/or the university that are editors. Every university has its own, strict guidelines for publishing a doctoral dissertation. Going from dimensions (e.g. for KU Leuven it is 240 x 160 mm, with exception of the Faculty of Geology, imposing

the A4 format), the lay-out of the cover, use of colours, logo, etc. Procopia has printed hundreds of dissertations for different faculties and can thus advise you personally on these guidelines.

Procopia cannot provide you with an ISBN number, as this is linked to your personal information, which we don't have. If necessary, you can receive this information from the secretariat of your Faculty. Or through the following websites: [www.boekenbank.be](http://www.boekenbank.be) or [www.meta4books.be](http://www.meta4books.be)

If you choose to edit your books through "Acta Biomedica Lovaniensia" (Universitaire pers), please contact Mrs Patricia Di Constanzo first.

### Delivery and invoicing

The books have to be collected up personally in Procopia's offices for cash payment.

If there is no mention of specific invoicing data, a standard invoice will be made by the student's personal name and address.

Invoicing data have to be communicated before the books are collected. If invoicing data need to be changed after the delivery of the books, and administrative fee will be charged.

You have 2 options for invoicing:

- invoice by your personal name and address
- invoice by the University data with a University order form. A University doesn't accept any other invoicing.

If the invoice was made by your personal name and address, it will be sent by email. You can pay by transfer for cash payment. All data needed for the transfer will be mentioned on the invoice.

If you need an invoice by UZ Leuven or any other company, please tell us immediately.

### Contact

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for dissertations : please ask for Veerle