

GUIDE TO ORDERING PRINT OF PHD THESIS

Prior to ordering the printing of your PhD thesis with DTU's supplier Stibo Complete, you need to prepare two documents for upload in Stibo Completes ordering system:

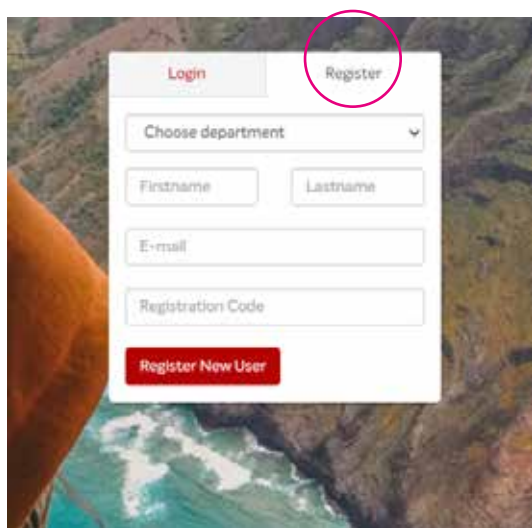
- A document for the cover
- A document for the content

HOW TO PLACE AN ORDER:

1. Create a profile in Stibo Complete's ordering system

Create a profile in Stibo Complete's ordering system via the link: dtu.stibodirect.com

Once you access the link choose "Register"



Fill in the boxes above

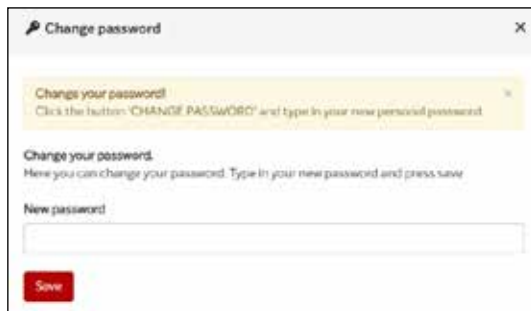
- **Department** (you belong to)
- **First name**
- **Last name**
- **E-mail** - ensure that it is an e-mail that you at all times have access to, as your action is required for approvals

Registration Code: [H5d9LwB](#)

After you click "Register New User" you will receive an email with a link to "sign in".



Once you click "sign in" you will be directed to the ordering system and required to create your own password:



Change password

Change your password!
Click the button "CHANGE PASSWORD" and type in your new personal password.

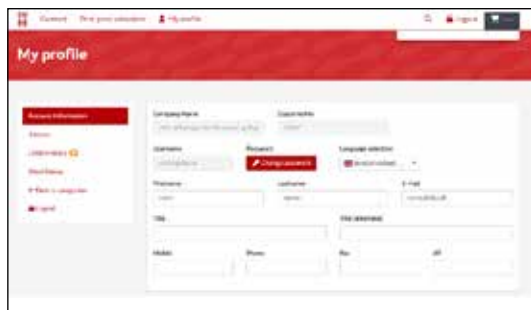
Change your password.
Here you can change your password. Type in your new password and press save.

New password

Save

Once you have changed your password you must complete your profile information
- a mobile number will be sufficient as additional information.

Note that your username is your registered e-mail address.



My profile

Account information

Change password

Language selection

Registration

Username

First name

Last name

Mobile

Phone

Sex

Age

Back to categories

Click "Back to categories" to get to Stibo's store site.

2. Ordering your PhD thesis in Stibo Complete's system



When logged on to Stibo Complete's ordering system click on "Reports".

HOW TO PRODUCE YOUR PHD THESIS

PREPARING YOUR DOCUMENTS

You first need to define the format of your thesis.

There are two formats - 170x240mm and 210x297mm (A4)

- do not chose 'Letter' or any other sizes.

The contents can be made from DTU's templates.

These can be found in your Microsoft Word programme package

if you no longer can access these DTU files, please find report Word template here:

<https://media.adm.dtu.dk/designguide/office/>

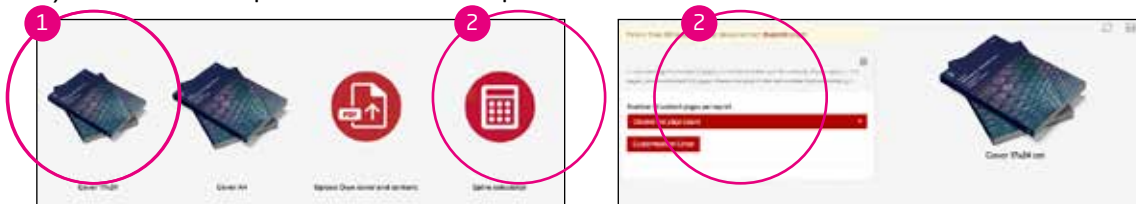
Remember to check page numbers, left/right pages and make sure your document has a 3mm bleed (Bleed = excess print outside of format (minimum 3mm)) and cropmarks before producing a highres print pdf for production (with a resolution of minimum of 200dpi in printed size).

Stibo offer two ways of preparing the cover and content for your thesis.

a) via Stibo Cover Generator

1) Choose your format (170x240mm or 210x297mm (A4)

2) Calculated the spine width: Choose 'Spine calculator'. Fill in the details and note the width.



Complete the 5 steps required to design the cover and upload of content:

This does not require InDesign or any layout/design programme.

1: Option: Upload your thesis contents file

2: Design: (customizing your cover)

a) choose the cover background colour and colour of logo (red, white or black)

b) upload your image for the front (make sure that the image is high-res (has a resolution of minimum of 200 dpi when scaled to fit) Image file should be either jpg, png or pdf.

c) choose font and colour of font (either Neo Sans Pro or Arial)

3: Front: Front cover text (department name, thesis title, subtitle, author)

4: Back: Back cover text (text, DTU address, email address, etc.)

5: Spine: Text that will appear on the spine of the book (i.e. Author and Title)

(Kindly note that the generator can only generate a cover for a maximum of 300 pages.

If your PhD thesis consists of more than 300 pages, the cover needs to be produced manually

- for this please contact either Stibo Complete (see contact details, end of document)

or design@dtu.dk)

You will be able to see the result in the preview.



b) Your own cover design:

To design your own cover (note that the cover document needs to include back, spine and front in one complete file). This can be designed in InDesign or similar programmes. It requires foldmarks (to indicate the fold from back-to-spine and spine-to-front - placed outside the printed area) and a 3mm bleed on all sides. Make sure to make a highres print pdf for production (with a resolution of minimum of 200dpi in printed size) including cropmarks. (see illustration below)

170x240mm:

width: 170mm + spine + 170mm

height: 240mm

210x297mm (A4):

width: 210mm + spine + 210mm

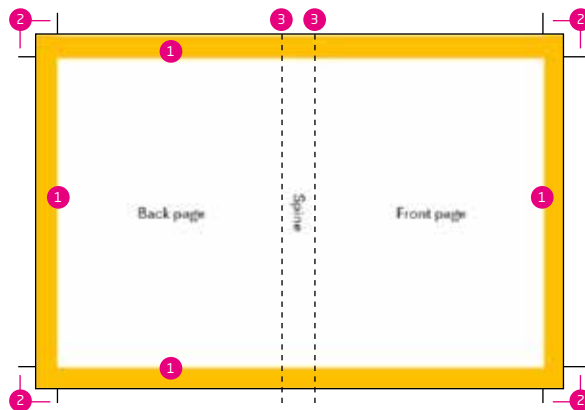
height: 297mm

The width of your spine is based on the amount of pages, which is calculated:

Number of pages in report (excl. the cover) divided by 2, times 0.114

Example: 124 pages: $124 / 2 \times 0.114 = 7.068$ (round up to 7.1mm)

Allow a 3mm bleed (adding print 3mm outside the printed area)



- 1 Bleed = excess print outside of format (minimum 3mm)
- 2 Crop marks = define the format (place outside format)
- 3 Fold marks = define the fold (back to spine and spine to front (place outside format)

It might be worthwhile looking at DTU's designguide for the positioning of elements.
(look for the blue cover, shown on page 5)



To upload click “Upload own cover and content”.

In the next window, upload your content and the cover you have designed and choose the format (170x240mm or 210x297mm (A4)) and number of pages.



Remember to **double-check correct “Quantity”** before placing your order.

Two copies of the total quantity ordered will be taken for depositing in the Danish Royal Library.

Finally, you go to cart and complete the required information. Note that the delivery address must be a DTU location - no home deliveries accepted. Click “Confirm and send order”.

PRODUCTION PROCEDURE

When Stibo Complete receives the order, they will initiate the work and within 2-3 working days two e-mails will be sent for your approval (separate mails with links: one for cover and one for contents) Please ensure to check your email frequently to avoid delay in case of adjustments and corrections prior to your final approval.

Shortly after Stibo receives both your approvals, you will receive confirmation of your approval and Stibo will process the order. From final approval, of both cover and contents, you can expect a delivery time of approx. 5 working days.

DTU Purchase Order number to Stibo Complete

After you place an order in Stibo Complete's ordering system it is important that you **send a DTU Purchase Order number in a separate email to Stibo Complete via dtu@stibo.com**. Without it, Stibo Complete will not be able to deliver your PhD thesis.

The DTU Purchase Order number must be generated in DTU Fusion. Please contact your PhD Coordinator at your department/Ph.D. School who can provide you with a DTU Purchase Order number.

If you have any questions related to this guide or ordering of your PhD thesis, please contact Stibo Complete or DTU Group Procurement. Contact details as below:

Stibo Complete

Vickie Damgård (Project Manager)

Tel: +45 63 11 76 57

Email: vilj@stibo.com or dtu@stibo.com

DTU Group Procurement

Karin Rømer Holmsgaard (Category Manager)

Mobile: +45 31 96 49 28

Email: karho@dtu.dk