

Jointly supervised (*cotutelle*) doctoral dissertations and the publication platform

11.8.2020

1. Logos

- The logo of Aalto University and, if wished, also the international partner university, may be placed on the back or the front cover. The doctoral candidate sends the logo file of the international partner university to the printing house (tilaus@unigrafia.fi) which will place the logo manually to the front cover. Aalto University's logo is automatically in the publication template.

2. Mention of joint supervision (*cotutelle*)

- The mention of joint supervision is *always* placed on the title page under the text on the public examination of a doctoral dissertation, separated by one blank line.
This doctoral thesis is conducted under a convention for the joint supervision of thesis at Aalto University (Finland) and XXX
- If the doctoral dissertation has a text on the back cover, joint supervision may be mentioned there.

3. Names of the organisations on the title page

- The title page of the publication platform includes fields specifying the school, department and research group. The name of Aalto University is printed on the page automatically.
- The names of the school and department are written in the designated fields.
- The name of the partner university is written in the Research Group field.

4. ISBN and ISSN numbers

- If the doctoral dissertation also has the ISBN number (or two) of the partner university, it/they are placed on the reverse side of the title page (Reverse page). The ISBN is followed by the acronym of the university and specification of the version of the doctoral dissertation, e.g. (TUT printed), (TUT, pdf).
- If the doctoral dissertation belongs to (is published) also in the series of the international partner university in addition to that of Aalto University, the ISSN number(s), the name and number of the publication in the series are placed on the Reverse page.
- *Both the ISBN and the series details are placed besides those of Aalto University in a similar manner, one below the other so that the name of the series and number come last.*
- The author of the doctoral dissertation notifies the printing house of the details to be added on the reverse of the title page.

- Otherwise, the covers and title pages (abstract page) produced on the publication platform only include the Aalto University ISBN and ISSN numbers and series details.

5. Dissertation details (title pages, 1st page)

- The text may be changed on the publication platform as required by the practices of joint supervision.

6. Names of thesis advisors etc.

- The names of all thesis advisors, preliminary examiners, opponents and other persons may be listed in the designated fields on the Reverse-tab of the title page section.
- The title and name of each person is followed by the name of the university and country (applies to also persons working at Aalto University).

7. Abstract pages/abstracts

- The abstract may be included in the main body of the doctoral dissertation if it is not written in English, Finnish or Swedish.
- A long abstract written in the language of the international partner university may be, for instance, placed at the end of the dissertation.
- It is possible to write two short abstracts e.g. on the English abstract page: first, import the English abstract to the editor and then the abstract in the other language after the title meaning abstract in the other language (e.g. Résumé). If you use this option, insert the keywords in the other language after the English-language ones separated from them by a semicolon. First write the English-language keywords in the keyword field, then insert a semicolon and the keywords in the other language. Separate individual keywords from each other by commas.
- The abstract written in the language of the international partner university, keywords etc. may also be put on a separate abstract page compliant with the practices of the partner university and placed at an agreed-upon place at the start of the doctoral dissertation, see below.

8. Structure of the contents

- The pages/additional sections required by the international partner university may be part of the content PDF if this has been agreed upon between the universities.
- If needed, more than one PDF may be uploaded to the platform. The files are named in a descriptive manner, and the order of the files in the doctoral dissertation is specified by numbering the files. For instance, Title_page_Liege_1, Abstract_Liege_2, Contents_3.
- In addition, the order of the uploaded files in the final dissertation, including the covers and title pages of the publication, must be specified to the printing house either in the details of the order or in a separate e-mail.

Please note, that the printing house will charge additional fee of every changes made manually. Please ask prices before you give the permission for printing.