

Timetable for printing

a. Approval for publication

→ FINAL REVISION OF CONTENT

The time required for final revisions depends on the material being revised. Proofread the content with care, check the resolution of pictures and ensure that you have the needed approval for publication of articles/essays.

Additionally, finalise the abstracts for the title pages in 1 or 2 languages.

b. Convert the proofread text into PDF format.

If possible, attach all articles and the whole summary part into a single PDF.
One page is left empty as a divider after content pages (title pages of parts, articles/essays divider)

c. Getting familiar with the publication platform:

1 weekday

Instructions for using the publication platform can be found on the Inside portal:

<https://inside.aalto.fi/display/PublishingServices/Aalto+publication+series>

g. A new proof is made of the corrected version of the publication, work completed by printers: 2 weekdays

h. Revision of new proof: 1 – 2 days
Read through the new proof. If you still find something that needs to be corrected follow the same instructions as above.

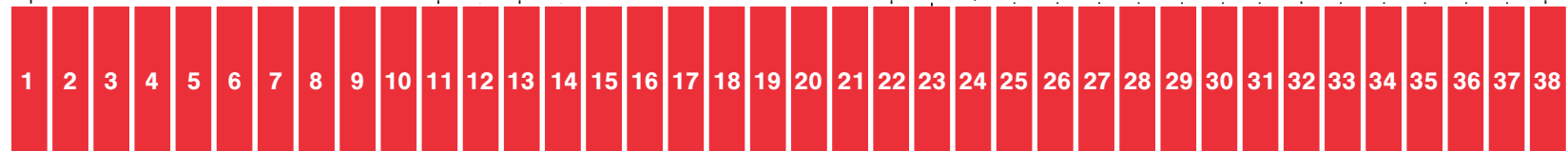
j. Delivery of order to customer: 1–3 days

k. Please note that the ready dissertation must be made available for public viewing for a specified number of days BEFORE the public examination:

School of Business **14 days**
School of Arts, Design and Architecture **10 days**
School of Science and Technology **10 days**

d. Fill in required information on the publication platform (cover and title pages), upload the PDF containing the body of your work and send your order to the printing house: 1 day

When you have all the required information at hand (it is recommended to upload a picture for the front cover and to write a back cover text), adding this to the platform and sending your work will be a fast process. Even so, please schedule one day for this stage.



WEEKDAYS

e. Work on electronic proof, work completed at printers: max. 3 weekdays

f. Read through the electronic proof and make any required changes: 1 – 5 days
The time required depends on how broad the material is and the number of corrections needed.

Making corrections:
Corrections are sent via the publication platform, and you will at this point also submit your final order.
See the Inside portal for instructions on how to make corrections.

i. Once you have approved the electronic proof the publication is printed: max. 7 weekdays

N.B.!

The process will be considerably faster, if there is no need for corrections at the proofing stage.

Therefore you should carefully check the covers, title pages and body of the work **BEFORE** sending the text to print.

Additional proofs required due to corrections are charged for separately.