

# 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:  
<https://www.aalto.fi/en/services/using-the-aalto-publication-platform-to-put-together-and-order-a-publication>

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

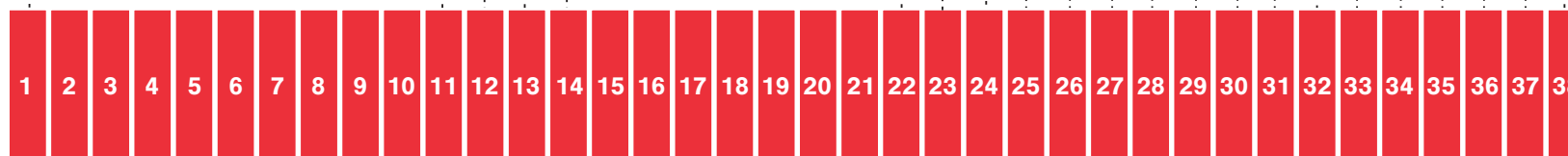
**h. Revision of new proof: 1 – 2 days**  
Read through the new proof. If you still find something that needs to be corrected follow the same instructions as above.

**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: 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: Unigrafia: 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 email to the printing house.

**i. Once you have approved the electronic proof the publication is printed: Unigrafia: 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.