

Doctoral candidate's checklist for printing

Before you log in to Aalto publication platform and start to prepare your order (<https://automation.digtator.fi/Aalto/UserContentStart.aspx>), please check:

- You have granted the permission to publish from the Doctoral Programme Committee.
- You have preferably reserved 6 weeks for the printing process (Note! The actual printing will take **two weeks**.)
- Find out your school's / department's invoicing information from your school controller:
Reference: **COSTCENTRE-PROJECT-CONTACTPERSON**
Example: **XXXXXX-XXXXXX-Doe**
Invoicing address (your school's / department's address)
- If you need to pay part of the publishing costs yourself, please provide your own home address to the additional field in the publication platform.
- Find out the delivery address of the printed copies from your school's study officer
- Find out the amount of printed copies required (at the moment 21 copies, from which the printing house will automatically send six copies to the National Library one copy to the Aalto Library collection. You will get 14 copies delivered to the delivery address defined in the order.)
- Your content part is print-ready: Check pictures, proofread the text, and layout is ready (For A4 size the minimum width of inside margin must be 25 mm).
- Your content part has been converted into PDF-format.
- If you are using somebody's image in the front cover, mark on the second page the copyright information. If artistic work, save the copyright permission given by artist. **Ask the permission from the copyright owner!**
- You have send the permission to publish your thesis in the university's repository Aaltodoc to aaltodoc-diss@aalto.fi Link to permission form: https://aaltodoc.aalto.fi/doc_public/ohjeet/doctordissertation_epermission.pdf

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