LIBRARY’S LAYOUT SERVICE

The key purpose of the Library’s layout service is to prepare written texts (studies, research reports and doctoral dissertations) by a school, project group, researcher or doctoral candidate for publication.

Costs

Pricing follows these general guidelines:

A book or a several-page publication: EUR 3 per imposed page

Laborious tables, figures and images (e.g. 10–20 of these): EUR 100–200 extra

Cover design: EUR 200

Minor graphic designs (e.g. seminar programmes): EUR 50

Major graphic designs: EUR 100–200; please contact the tup@uta.fi

These prices do not include VAT 24%. VAT 24% added to the price of layout.

The price always includes the layout, layout proof for the author to review and accept, possible corrections to the proof, and the typesetter’s final proof for the author to accept before sending the manuscript to the printing house. If the author revises content and the typesetter must send new proofs, these will be charged separately on a case-by-case basis. The author is always responsible for checking the layout and proofs.

The typesetter can start working on the layout when the author has confirmed by e-mail that he/she approves the costs.

Dissertations Published in the Acta Universitatis Tamperensis and Acta Electronica Universitatis Tamperensis series

- The typesetter ensures that the layout adheres to the publisher’s specifications.
- The typesetter takes into consideration the doctoral candidate’s wishes whenever possible.
- The doctoral candidate does not need to use the Acta template or define styles in the manuscript.

TUP Open Access Books

- TUP’s monographs always undergo an evaluation process.
- The typesetter designs each monograph and adheres to the publisher’s specifications.
- The typesetter takes into consideration the author’s wishes whenever possible.
- For further information, please contact tup@uta.fi.

Books Published in Other Publication Series

- Together with the manuscript, the author submits the publication series specifications to the typesetter.
- The typesetter ensures that the manuscript meets the publisher’s specifications.
- If the series has no specifications or the book is self-published, the author and typesetter agree on key matters such as book size and style specifications.

Submitting the Manuscript to the Typesetter

- The author submits the manuscript as a Word file on the date agreed with the typesetter.
- Table of contents (structure), tables, images and figures are correctly placed in the text.
- The manuscript has all the content and is proofread. Image files should also be submitted as separate tiff or jpeg files.
- In print publications, image files must have 300 dpi resolution and line art pictures (vector graphics) at least 1,200 dpi resolution.
- Colour images are converted into CMYK colours in the layout stage at the latest.
- If a manuscript is submitted late, both the layout schedule and the print deadline must be renegotiated.
Schedule

The author must negotiate the layout schedule with the typesetter. The schedule is greatly affected by what the manuscript is like and how many tables, images and figures it contains.

Doctoral candidates should reserve at least seven weeks for the layout and printing process of their dissertation. A tight schedule requires seamless collaboration between the author and the typesetter. The timeline introduced below should help the author reserve time for going over the proofs.