

Guidelines on using L^AT_EX 2_ε for PhD Thesis

Minimum requirements regarding thesis format before submission

- Page format: 170 mm x 240 mm.
- Margins (/top, bottom, right, left): 25 mm.
- Page number and header: Placed centrally top and bottom.
- All pages in the pdf must be placed vertically (portrait), otherwise they cannot be printed.
- Tables, pictures etc. must be rotated clockwise/counter clockwise for portrait format. Take care that the page number are in the right place afterwards!
- Font type: If fonts are not embedded use only Windows/MAC standard fonts (e.g. Arial, Verdana, Times New Roman, Minion Pro, Baskerville, Garamond etc.).
- Colophon: Fill in as much as you can. The University press will fill in Serial title, ISBN, ISSN and reviewing committee.
- You are welcome to include an author CV, preferably with picture (see template). Maximum 1350 keystrokes (no spacing).
- You can also include a back cover text when you submit the thesis in Pure/VBN if you want. Maximum 1200 keystrokes (no spacing).

REMEMBER to open your pdf and do a thorough check of the thesis page by page before you submit it in VBN. Once you have submitted your thesis in VBN, you must send an email to Aalborg University Press (aauf@forlag.aau.dk) with the following information:

- Your choice of cover
- If you want your own pictures on the cover, please attach 1–2 pictures size 17.5 cm x 8.5 cm in 300 dpi/ppi.
- Information regarding the number of copies of the thesis. Remember to clear the number with your department and PhD School.

Formatting tips

- Body text: Times New Roman 10pt / 12pt spacing
- Headline level 1: Arial bold 18pt / 21 pt - Capital letters
- Headline level 2: Arial bold 11pt / 21 pt - Capital letters
- Headline level 3: Arial bold 10pt / 21 pt - Capital letters
- Quotations: Times New Roman Italic 10pt / 12pt

Please notice that chapter must start on a right-hand page.

Hyphenation

Please do a thorough check of the thesis page by page to ensure a proper hyphenation. For additional info see [wikibooks](#).

CMYK color model

All text and figures should be in the CMYK color model.

Images/photos

Images in RGB should be converted to CMYK using for instance rgb2cmyk.org or convert.cmyk.bat. For more info see [stackexchange: how-do-i-make-sure-images-are-cmyk](http://stackexchange.com/questions/100000/how-do-i-make-sure-images-are-cmyk).

Note that PNG or Portable Network Graphic format is a graphic file format that uses lossless compression algorithm to store raster images. It is frequently used as web site images rather than printing as it supports only the RGB color model. So CMYK color images cannot be saved as PNG image.

Text in color

It is recommended not to use colors for text. However, if you want to use colors they must use the CMYK model. If you use fontspec, for font definitions, using the [Color=...] options as fontspec doesn't support CMYK colours. instead you will need to use the \color command from xcolor instead. For more information see for instance [stackexchange: pdf-colour-model-and-latex](http://stackexchange.com/questions/100000/pdf-colour-model-and-latex).

Black colors

Please ensure that black colors are truly black and not a dark gray tone, i.e. black text including headers and footers should be 100% K(eycolor). This goes for both text and figures.

Include fonts in the PDF

Please make sure that all fonts are embedded in the PDF. To check this using the normal Adobe Reader (or Foxit if you prefer) select *File - Properties*, on the resulting Dialog choose the *Font* tab. You will see a list of fonts. The ones that are embedded will state this fact in () behind the font name. For more information see [stackoverflow: how-to-find-out-which-fonts-are-referenced-and-which-are-embedded-in-a-pdf](http://stackoverflow.com/questions/100000/how-to-find-out-which-fonts-are-referenced-and-which-are-embedded-in-a-pdf).

If the fonts are not embedded: Using pdflatex to create a PDF from LaTeX make sure pdftexDownloadBase14 is set to true in the updmap config file. For more information see chapter "3. LaTeX => PDF" in EmbedLaTeX-fonts.pdf.

Additional information on the subject:

how-to-embed-fonts-at-compile-time-with-pdflatex

getting-pdflatex-to-embed-all-fonts

embedding-fonts-for-ieee.

How to embed missing fonts in pdf?

If you need to include a pdf in your thesis where the fonts are missing please have a look at some of the resources below.

[Adobe: Reembedding fonts in a pdf](http://adobe.com/Reembedding_fonts_in_a_pdf)

[prepressure.com: Fonts in PDF files](http://prepressure.com/Fonts_in_PDF_files)

[Stackoverflow: how-do-i-embed-fonts-in-an-existing-pdf](http://Stackoverflow.com/questions/100000/how-do-i-embed-fonts-in-an-existing-pdf)

Graphics

- Make sure that no lines have a thickness less than 0.15 points.
- Images should be approximately 300 dpi/ppi but no more than 400 dpi/ppi.