DESIGN REQUIREMENTS FOR DOCTORAL DISSERTATIONS

Your doctoral book must comply with the following design requirements:

- <u>Book size</u>: 160(W)x240(H) mm; the width of the spine is determined by the printer based on the number of pages and based on the paper's weight: 100 g/m².

- <u>Cover material</u>: glossy 'high white' cover cardboard (e.g. MultiCard) with a weight of 300 g/m².

- <u>Finishing</u> of the cover material: matte lamination.

- The first and last interior sheet (1 sheet = 2 pages) remain blank.

- **The first two blank interior pages** are followed by the title pages, available from Plato.

  - **First printed interior sheet:**

    - **Recto:** Same text and formatting as front cover.
    - **Verso:** ISBN, NUR code(s) and legal depot number.
      Position: Bottom of the page.

  - **Second printed interior sheet:**

    - **Recto:** Members of the Examination Board.
      Title: 'Members of the Examination Board' (same language as front cover).
      Members, per category:
      - Chair
      - Other members entitled to vote
      - Supervisor(s)

      Every member is listed as **Title Name, Affiliation** (including country if not Belgium).

      Not permitted on this page (but may be included on another page):
      - Full name and address of the research group / department involved.
      - Name of the head of department.
      - Acknowledgement of sponsoring institutes.

      Not permitted in the dissertation:
      - Logo of the research group or department.

    - **Verso:** Blank.

- **The dissertation ends with two blank pages.**

The guidelines also prescribe a continuous cover image that spans the front cover, spine, and back cover of your book. The technical specifications of the cover can be found <u>at the end of this document</u>.

When submitting your dissertation, the thickness of your book is determined based on the number of pages, and you will receive by email the exact image specifications, which are specific to your book.

You must then provide a cover image accordingly. You have **two options**:

1. You can choose a unique fractal image from the database in PLATO.
2. You can choose to upload your own image in PLATO.

OPTION 1 - You choose a fractal image.

1. SELECT a fractal from the database in PLATO.
   ⓘ The selected image is unique and will be used exclusively for your cover.

2. You can use PREVIEW to immediately see how your cover will look with the blue text box.
   ⓘ The selected **image** can be used for books of **up to 640 pages**. Depending on the thickness of your book, the image will be slightly cropped on the left and right sides.

   In addition, a **5 mm bleed** is provided on both sides, which will later be trimmed by the printer.
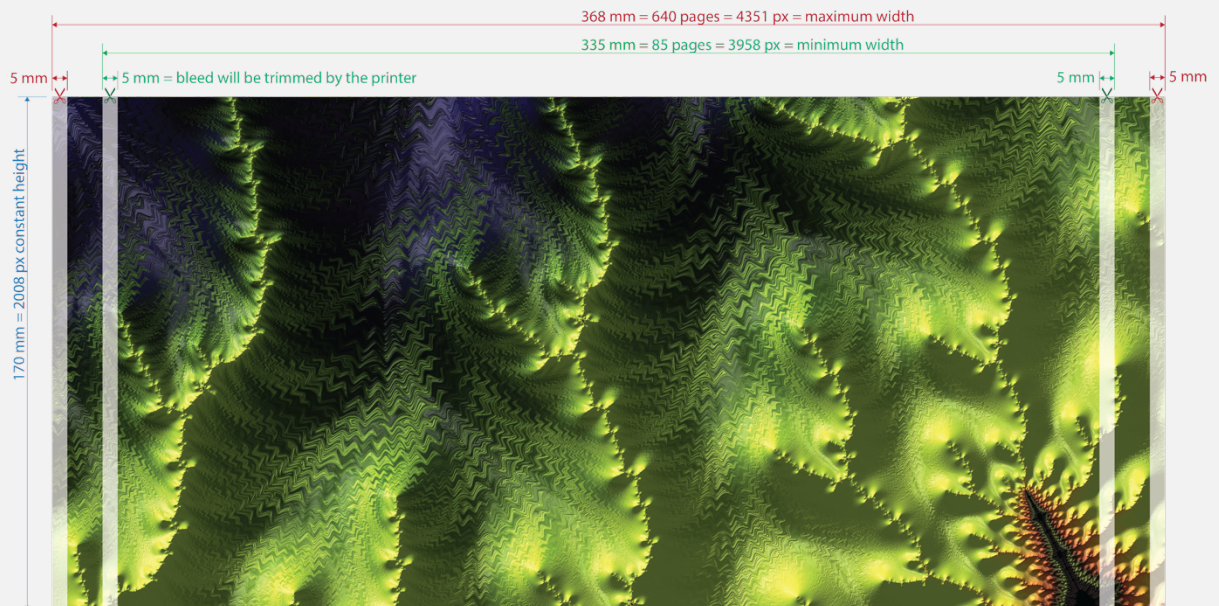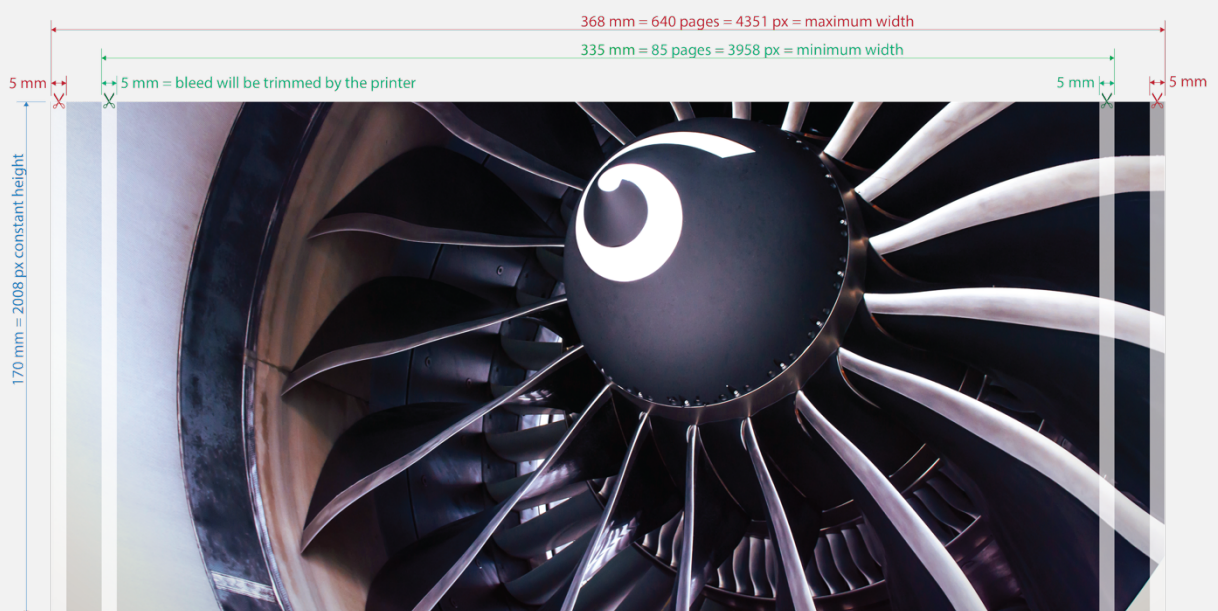

   ⓘ You can change the fractal image if needed. The previously selected image will then be returned to the database.

3. Once the Dean's Office has performed the final check of your completed book, you will need to CONFIRM in PLATO that the cover is correct both graphically and textually.
   ⓘ From that moment on, you will no longer be able to modify the cover image.

4. Once the Dean's Office confirms that your book may be printed, you can DOWNLOAD your cover from PLATO.
   ⓘ The final cover includes markings that will later be trimmed off by the printer.

   ⓘ Have the cover printed on glossy high white 300 g/m² cover cardboard (matte lamination).
   ⓘ Have your books printed on 100 g/m² paper, as this determines the spine width!

OPTION 2 – You choose to upload your own image in PLATO.

1. CONSULT with your supervisor(s) about which image you would like to use.
   ⓘ Members of your jury may still have comments on your chosen image during the closed defence.

2. However, your image must meet several REQUIREMENTS:

   • Your image **MUST** have the correct dimensions. You can see these requirements directly in PLATO when uploading your dissertation, and you will also receive them by email.
     ⓘ The **height** of the image is always **2008 pixels** at a resolution of **300 dpi**.
        The **width** is **variable** and is determined, among other factors, by the number of pages in your book.
        > **The minimum width** in **pixels** = ((number of pages × 0,06) + 330) × 11,811

     ⓘ After your closed defence, you may make adjustments to your final document, which can change the total number of pages. This will affect the dimensions of your image.
        An **additional 32 pages** (= 16 sheets printed on both sides) would make your book **2 mm thicker**.

   ┌───┐
   │ ⓘ It is therefore best to make your cover image **slightly wider** from the start than the exact minimum width shown when uploading your dissertation.
   │   **Note** that the **height** is constant and **MUST** be exactly **2008 px**!
   │   If your final image turns out to be slightly too wide, it will be centered and then trimmed slightly on both the left and right sides.
   └───┘

     ⓘ A **5 mm bleed** is also provided.
        This means that the printer will trim **5 mm** from both the left and right sides of your image.
        (5 mm ≈ 59 px at 300 ppi).

368 mm = 640 pages = 4351 px = maximum width
335 mm = 85 pages = 3958 px = minimum width
5 mm
5 mm = bleed will be trimmed by the printer
5 mm
5 mm
170 mm = 2008 px constant height

ⓘ **Upscaling** a low-resolution image (e.g. using AI tools) to the required resolution will always result in lower image quality and is therefore <u>not</u> recommended.

- When you provide an image in the **RGB color model** (for screen display), it will be converted to the **CMYK model** (suitable for printing). Keep in mind that bright on-screen colors will appear less saturated in print.
  ⓘ You can get a more realistic idea of your print's color appearance by printing the image on a color printer.

- Only image files with the extensions **JPG, PNG, TIFF, EPS,** and **SVG** are accepted.

- The **image** <u>must</u> **be sharp**. Artistic use of depth of field is allowed, but the **main subject** of the photo <u>must</u> always **be in focus**.

- Place the **main element** of your image on the **front cover** (not on the back) and ensure that it is <u>not</u> **hidden** behind the blue text box.
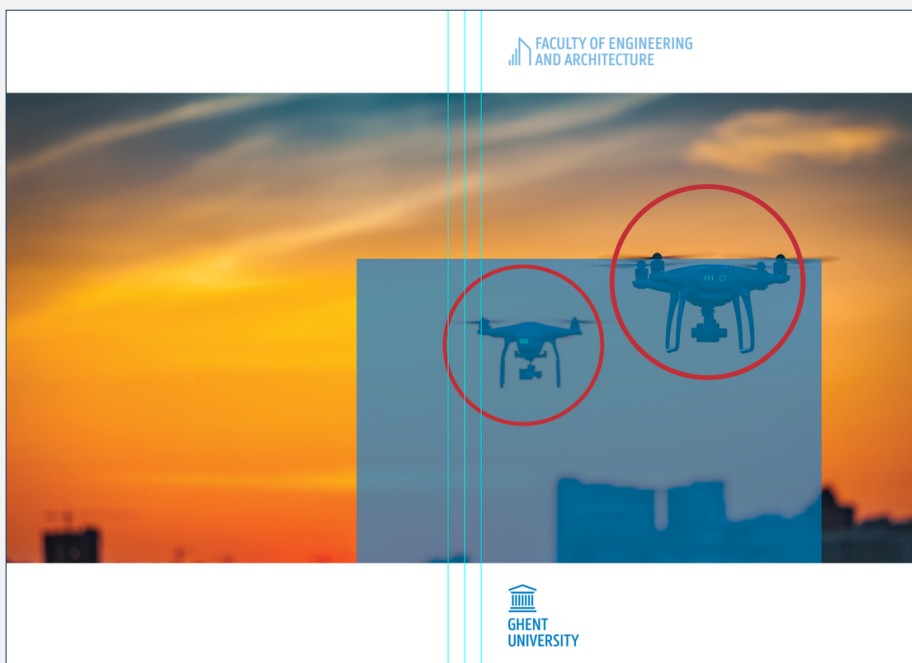
- This **text box** cannot be modified and must remain clearly delineated. It may therefore **not be extended** by placing shapes of the same blue color next to it.
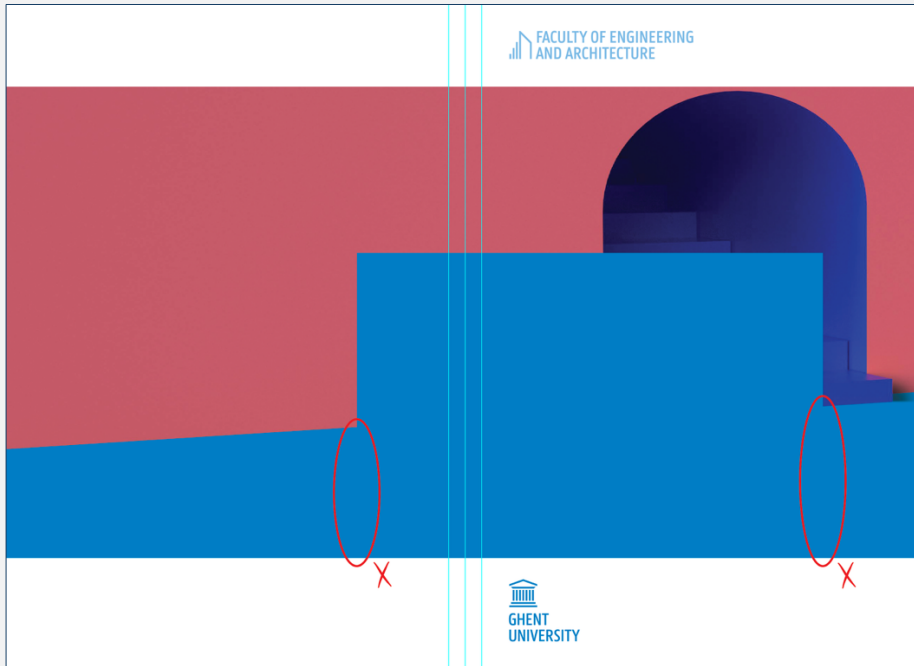
- Ensure that **images** with a white background are **not** visually **cut off** by the standard white banner above or below your image.

- Ensure that the image is sufficiently related to the content of your dissertation.
  A certain degree of abstraction is allowed, but the connection must remain clear.
  Solid colour backgrounds are **not** allowed.

- Ensure that the image does **not conflict** with Ghent University's **code of conduct**.

- Make sure you hold the **copyright** to the image or choose an image that is free of copyright restrictions.
  - ⓘ The faculty applies for the ISBN and publishes the book but is not liable for any copyright infringements.

3. You can UPLOAD the image in PLATO.
   - ⓘ If your image does not have the correct dimensions and resolution, PLATO will display an error message.
   The **height** <u>must</u> always be **2008 px** at **300 dpi**.
   The **minimum width** <u>must</u> be respected!

4. You can use PREVIEW to immediately see how your cover will look with the blue text box.
   - ⓘ You can upload a new version if, for example, the positioning of the elements in your image is not entirely as you wish.

   - ⓘ If you upload an image with incorrect dimensions, the missing part will be shown as a red area. Next upload a new image with the correct specifications.

5. CONFIRM in PLATO that you comply with the copyright requirements for the uploaded image.
   - ⓘ Each time you upload a new version of your dissertation that changes the number of pages, you will receive a new email with the <u>updated dimensions</u> for a correct image.
     - o ADJUST image
     - o UPLOAD in PLATO
     - o CONFIRM copyright disclaimer

6. You can optionally include a CAPTION referring to the copyright (credits) associated with the image.

7. Once the Dean's Office has performed the final check of your completed book, you will need to CONFIRM in PLATO that the cover is correct both <u>graphically</u> and <u>textually.</u>
   - ⓘ From that moment on, you will no longer be able to modify the cover image.

8. Once the Dean's Office confirms that your book may be printed, you can DOWNLOAD your cover from PLATO.
   - ⓘ The final cover includes markings that will later be trimmed off by the printer.

   - ⓘ Have the cover printed on glossy high white 300 g/m² cover cardboard (matte lamination).
   - ⓘ Have your books printed on 100 g/m² paper, as this determines the spine width!

TECHNICAL SPECIFICATIONS OF THE COVER

240 mm

5 mm bleed

10 mm

Logo other university

60 mm (max)

20 mm (max)

10 mm

8 mm

22 mm

10 mm

UGent Panno Text SemiBold **12pt** - Color White
Right Aligned

UGent Panno Text
Normal **10pt** - Color White
Left Aligned

UGent Panno Text
SemiBold **10pt** - Color White
Left Aligned

UGent Panno Text
Normal **10pt** - Color White
Left Aligned

37 mm

60 mm

5 mm

5 mm

"Volume 1/n"

Author

Y mm

Y mm

X mm

X mm

X mm

160 mm

10 mm

10 mm

10 mm

FACULTY OF ENGINEERING
AND ARCHITECTURE

168 mm

Title: UGent Panno Text SemiBold **12pt**
SubTitle: UGent Panno Text Normal **10pt**
Color White
Left Aligned – Word Capitalization

Title
SubTitel (optional)

Doctoral dissertation submitted to obtain the academic degree of
Doctor of …

Supervisors

Supervisor, PhD* – Supervisor, PhD** – Supervisor, PhD***

* Department of …
   Faculty of …, Ghent University

** Department of …
   Faculty of …, Ghent University

*** Department of …
   Faculty of …, Ghent University

Month YEAR

GHENT
UNIVERSITY

10 mm

First namge Surname – doctoral dissertation

Z mm

Z mm

Z mm

Z mm

YEAR

variable

UGent Panno Text SemiBold **12pt**
Color C=100 M=40 Y=0 K=0
Bottom Vertically Aligned
Horizontally Centered

Credits and image copyrights. (optional)

5 mm

UGent Panno Text Normal **12pt**
Color White
Top Vertically Aligned
Horizontally Centered

UGent Panno Text
Normal **10pt** - Color White
Left Bottom Aligned

Color C=100 M=40 Y=0 K=0

110 mm

160 mm

width is determined by the number of pages
and the thickness of the paper

5 mm bleed

30 mm

170 mm

40 mm

5 mm bleed

5 mm bleed

5 mm bleed

- <u>Layout</u> from top to bottom:
  - **White** (CMYK 0-0-0-0) **banner** (height 30 mm), continuous across the front cover, spine, and back cover.
  - **Image** (height 170 mm), continuous across the front cover, spine, and back cover.
  - UGent-blue (CMWK 100-40-0-0) **text box** (height 110 mm, width 168 mm).
    - Covers the image.
    - Positioned 37 mm from the right edge.
    - Aligned with the bottom of the image.
    - Extends across the spine and the back cover.
      - ⓘ The remaining area on the back cover varies with the thickness of the book.
  - **White** (CMYK 0-0-0-0) **banner** (height 40 mm), continuous across the front cover, spine, and back cover.
- <u>Logo's</u>:
  - **Logo Faculty of Engineering and Architecture**:
    - **Height logo:** 10 mm
      - ⓘ Include only if the FEA has exclusive supervision of the doctorate; otherwise, omit the logo.
    - **Position:** in the upper white banner (30 mm high), top left on the front cover, 10 mm from the top, bottom, and left edges (= vertically centered).
    - **Language:** Dutch for a Dutch-language dissertation, English for a dissertation in another language.
    - **Color:** faculty color - Medium sky-blue (CMYK 49–13–0–0).

  - **Logo UGent:**
    - **Height logo:** 22 mm
      - ⓘ Always include.
    - **Position:** in the lower white banner (40 mm high), bottom left on the front cover, 10 mm from the bottom and left edges, 8 mm from the top.
    - **Language:** Dutch for a Dutch-language dissertation, English for a dissertation in another language.
    - **Color:** UGent-blue (CMWK 100-40-0-0).

  - **Logo other university:**
    - ⓘ In the case of a joint PhD.
    - **Height logo:** maximum 20 mm.
      Width logo: maximum 60 mm.
      - ⓘ Enlarge the logo until the maximum height <u>or</u> width is reached.
    - **Position:** in the lower white banner (40 mm high), bottom right on the front cover, 10 mm from the bottom and right edges.

- Text boxes:

  - **FRONT COVER**

    > ⓘ The text on the front cover is placed within the
    > **UGent blue** (CMYK 100-40-0-0) **text box** (height 110 mm, width 123 mm)

  - **Margins:**
    10 mm from the left edge, 5 mm from the top, right, and bottom edges.

  - **Title**
    - **Font:**
      UGent Panno Text Semi Bold 12pt – color white (CMYK 0-0-0-0) – <u>top left aligned</u>.

    - **Language:**
      the language of the dissertation, if it is English or Dutch.
      If the language of the dissertation is neither English nor Dutch: the title in the original language, followed by the English translation below.
      > ⓘ Use **word capitalization** for English titles.
      > ⓘ All other text should also be in English.

  - **'Volume i/n'** (Optional line)
    > ⓘ (I = 1, ..., n) in the case of multiple (n) volumes.

    - **Font:**
      UGent Panno Text Normal 10pt – color white (CMYK 0-0-0-0) – <u>top right aligned.</u>

    Next line

  - **Subtitle** (Optional)

    - **Font:**
      UGent Panno Text Normal 10pt – Color white (CMYK 0-0-0-0) – <u>top left aligned.</u>

    - **Language:**
      the language of the dissertation, if it is English or Dutch.
      If the language of the dissertation is neither English nor Dutch: the title in the original language, followed by the English translation below.
      > ⓘ Use **word capitalization** for English titles.
      > ⓘ All other text should also be in English.

    ☰ Insert 3 blank lines (10pt)

- o Author
  - o **Font:**
    UGent Panno Text Semi Bold 12pt – color white (CMYK 0-0-0-0) – <u>right aligned right</u>.

≡ Insert 3 blank lines (10pt)

- o Doctoral dissertation submitted to obtain the academic degree of Doctor of …

  ⓘ In case of joint PhDs, if the academic title is different per institute:
  Doctoral dissertation submitted to obtain the academic degrees of
  xxx (academic title institute 1 (short name of institute 1))
  and xxx (academic title institute 2 (short name of institute 2))

  - o **Font:**
    UGent Panno Text Normal 10pt – color white (CMYK 0-0-0-0) – <u>left aligned</u>.

≡ Insert 1 blank line (10pt)

- o Supervisor(s)
  ⓘ Use the plural form only if applicable!

  - o **Font:**
    UGent Panno Text Semi Bold 10pt – Color white (CMYK 0-0-0-0) – <u>left aligned</u>.

≡ Insert 1 blank line (10pt)

- o Name/Degree of Supervisor(s)
  - o On the first line.

  ⓘ Use superscript *, ** or *** if different affiliations.
  * Department of the supervisor(s), Faculty, University
  ** Other affiliations if different

  ⓘ In case of non-academic affiliations:
  Company name (Country)

  - o **Font:**
    UGent Panno Text Normal 10pt – color white (CMYK 0-0-0-0) – <u>left aligned</u>.

- o Publication date
  ⓘ This is the month and year of the public defence.

  - o **Font:**
    UGent Panno Text Normal 10pt – color white (CMYK 0-0-0-0) – <u>bottom left aligned</u>.

ⓘ Note regarding paragraph spacing:

The Publication date is always left aligned at the bottom.

Between the Publication date and
* Department of the supervisor(s), Faculty, University
** Other affiliations if different
the variable spacing is at least one line (10 pt).

If the text box cannot contain all required text elements, the spacing between
Title (Subtitle) < > **Author** < > Doctoral dissertation submitted to obtain the academic degree of Doctor of … must be proportionally reduced until all text fits within the designated text box.

If there is insufficient space to maintain 10 pt between all text elements, the font sizes will be uniformly reduced until sufficient space is available.

o **SPINE**

ⓘ The text on the spine is placed within the
UGent-blue (CMWK 100-40-0-0) **text box** (height 110 mm, width is variable)

o **Margins:**
5 mm from the top and bottom edges.

o First name Surname – doctoral dissertation
 o **Font:**
 UGent Panno Text Normal 12pt – color white (CMYK 0-0-0-0) – rotated 90° clockwise – top aligned – horizontally centered.
 ⓘ If the text box is too small to contain all the text, the font size will be reduced to 10 pt.

 o **Language:**
 language of the dissertation.

o 'Vol i/n' (optional)
 o **Font:**
 UGent Panno Text Normal 12pt – color white (CMYK 0-0-0-0) – rotated 90° clockwise – bottom aligned – horizontally centered.
 ⓘ If the text box is too small to contain all the text, the font size will be reduced to 10 pt.

- o **Publication year**
    - ⓘ e.g. 2025, this is the year in which the public defence takes place.

    - o **Positioning**:
      The **year** is placed in the lower white (CMYK 0-0-0-0) banner (40 mm),
      10 mm from the bottom, rotated 90° clockwise – horizontally centered.

    - o **Font**:
      UGent Panno Text Semi Bold 12pt – color white (CMYK 100-40-0-0).

- o **BACK COVER**
    - ⓘ The text on the spine is placed within the
      UGent-blue (CMWK 100-40-0-0) **text box** (height 110 mm, width is variable)

    - o **Margins:**
      5 mm from the top, left and bottom edges.

- o Caption (optional)
    - ⓘ The 'caption' refers, where applicable, to the copyright (credits) associated with the image.

    - o **Font**:
      UGent Panno Text Semi Bold 12pt – color white (CMYK 100-40-0-0), <u>rotated 90° clockwise</u> – <u>bottom left aligned</u>.