

LUT UNIVERSITY PRESS CHECKLIST

Please check the following points before sending your dissertation in PDF-format to LUT University Press for printing. These are the most common problems, which we face in the press. The years of studying are finally culminating in the shape of a dissertation, but if you can still spare a minute to double check these technical issues, we can make sure that we reach the goal quicker and easier.

1. Page 1 (title page)
 - ☐ The date and the place of the public examination are correct. The official name of the university "Lappeenranta-Lahti University of Technology LUT" should be used here.
2. Page 2 (back of the title page)
 - ☐ If there is more than one supervisor, reviewer or opponent, remember to use plural in the heading (Supervisors, Reviewers, Opponents).
 - ☐ The details of LUT personnel are written as follows:
LUT School of Energy Systems / LUT School of Engineering Sciences / LUT Business School
Lappeenranta-Lahti University of Technology LUT
Finland
 - ☐ ISBN, ISBN (PDF), ISSN-L and ISSN numbers are correct.
 - ☐ Text underneath the numbers should be: "Lappeenranta-Lahti University of Technology LUT" and on the following line: "LUT University Press 20xx" (check the year). DO NOT use Digipaino!
3. Page 3 (abstract)
 - ☐ The first line after the heading Abstract should include the name of the doctoral student, in bold.
 - ☐ The following line should include the name of the dissertation in bold (written in the same format as on the title page).
 - ☐ Check the total number of pages mentioned in the abstract! The last page included in the total number is the last appendix page after the references (in article-based dissertations the page before the first publication).
 - ☐ ISBN, ISBN (PDF), ISSN-L and ISSN numbers are correct.
4. (Green) cover pages for publications in article-based dissertations
 - ☐ The headings of the publications are correct.
 - ☐ The permission to publish each publication has been mentioned (e.g. "Reprinted with permission from...").
 - ☐ Remember to include the actual publications in the dissertation!
5. ACTA Appendix
 - ☐ The ACTA Appendix must fit into two pages.
 - ☐ The appendix has no page number nor text "Appendix".
6. Other things to check
 - ☐ The page numbering is consecutive starting from the title page (page 1), but the numbers are visible only after the table of contents. Note that the pages will be printed double sided when choosing the location of the page number.
 - ☐ New main chapters and the other starting pages, such as Abstract, Acknowledgements, Contents, Chapter 1, Chapter 2, etc. always start on the odd page (the right hand page).
 - ☐ All pages must be in portrait position, also in the publications.
 - ☐ The margins are the same on each page.
 - ☐ Pictures, tables and appendices must fit inside the same margins as the body text, also in the publications!

If all the above issues have been checked, send your dissertation in one or several PDF-files into LUT University Press (universitypress@lut.fi). In article-based dissertations remember to send the publications as well! **The finalized dissertation has to be sent to LUT University Press at least 23 calendar days before the public examination!**