

CHECKLIST: DELIVER FILES FOR THE DESIGN

GENERAL

- Only send final documents (when there are changes in the text outside of the layout, this has an additional price).
- Stick to the terms of your design deal. Everything that is not included in your design deal has an additional price.
- While ordering a proof or order you have to fill in the order form completely and send this along with the files. Please note, when ordering the test book you have to send all the files, for the order you only need to send the adjusted files, if this is the case.
- Please be aware of the fact that the layout of tables is not included in the design deal. The design deal only includes importing 80 tables / figures / illustrations. Therefore, make sure that you send us the tables in the final layout.*
- De changes (*within the correction round*) are supposed to be saved as a notation within the design PDF file.

* At page 2 (point 5) you can find an overview of the fonts and font sizes for each grid

1. INSIDE PAGES

Make your choice for a package and fill in the delivery specifications.

Deliver the Word documents as a .doc and not as .docx.

All the figures, graphics and charts are supposed to be sent as a separate PDF file with a resolution of minimal 300 DPI.

Indicate in the text where you would like the figures, graphs and tables to be placed.

The theses has to be delivered as 1 Word document and 1 PDF document.

2. PROPOSITIONS

Make your choice for a package and fill in the delivery specifications.

Submit a text with the theses in a Word document and PDF document.

3. COVER

Make your choice for a package and fill in the delivery specifications.

Submit the text for the cover (*title, subtitle, name and if necessary year, ISBN and/or text for the back*)

If necessary (*depending on the package choice*): submit an image, which is at least 300 DPI.

When the number of pages of the inside and the type of paper of your choosing are clear, we can retrieve the thickness of the spine. Please note that you are responsible for requesting the thickness of the spine and the designer adjusting the spine of the cover.

4. INVITATION

Make your choice for a package and fill in the delivery specifications.

Submit the text for the invitation (*title, subtitle, name, date, location, promoters and paronyms*)

If necessary (*depending on the package choice*): submit an image, which is supposed to be at least 300 DPI.

5. FONT AND FONTSIZE

Stramien 1:

Kop 1: Calibri 11pt Bold

Kop 2: Calibri 10pt Bold

Kop 3: Calibri 10pt Italic

Platte tekst: Adobe Garamond Pro 11pt Regular

Tekst in tabel: Adobe Garamond Pro 9pt Regular

Stramien 2:

Kop 1: Calibri 11pt Bold

Kop 2: Calibri 10pt Bold

Kop 3: Calibri 10pt Italic

Platte tekst: Calibri 10pt Regular

Tekst in tabel: Calibri 8pt Regular

Stramien 3:

Kop 1: Patua One 11pt

Kop 2: Patua One 10pt

Platte tekst: Gandhi Sans 10pt Regular

Tekst in tabel: Gandhi Sans 8pt Regular

Stramien 4:

Kop 1: Bree Serif 11pt Bold

Kop 2: Bree Serif 10pt Bold

Kop 3: Bree Serif 10pt Italic

Platte tekst: Source Sans Pro 10pt Light

Tekst in tabel: Source Sans Pro 8pt Light

Stramien 5:

Kop 1: Bree Serif 11pt Bold

Kop 2: Bree Serif 11pt Bold

Kop 3: Adobe Garamond Pro 11pt Italic

Platte tekst: Adobe Garamond Pro 11pt Light

Tekst in tabel: Adobe Garamond Pro 9pt Light