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19.4.2017
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- Clear instructions and guidance
- Pre-filled template to facilitate layout
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TIMELINE OF THE PUBLISHING PROCESS IN THE ACTA SERIES

*) Publishing process will start only after 1) the doctoral training committee has granted the author printing permission and 2) the author has sent the final material to the editorial office no later than six weeks before the public defence of the dissertation.
Publishing agreement

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- Fill publishing agreement on web and use the language the dissertation is written

- Save the agreement (Publishing_agreement_Lastname_Surname.pdf) and send it as an attachment to Chief academic Officer

- Chief academic Officer checks the agreement, corrects if necessary, adds the date on which the doctoral training committee has granted the permission to publish, confirms the agreement and sends it to the author and to Acta

- Then the author prints two (2) copies of the publishing agreement, signs them and brings or sends by mail to Acta. Note that you can not send the agreements by email
Send to the editorial office:

- the proofread final manuscript which has undergone a language review and which complies with the requirements of the series as a Word/LaTeX file or a version laid out at Juvenes Print
- possible previously published articles as final PDF files or as Microsoft Word files, if published versions of the articles are not available. This makes it possible for the articles to be laid out in accordance with the Acta template. The previously published articles are scaled down to paper size B5
- an abstract that has undergone a language review in Finnish and English and an abstract in the language of the publication if needed
- permissions from the publishers of previously published articles
- a filled-in publishing agreement (2 copies) confirmed by the chief academic officer and signed by the author
The editorial office:

- carry out measures related to layout
- prepare the covers and have them reviewed by the doctoral candidate
- send the PDF file to the series editor and the author
- send other material to the series editor.
Series editor:

- The doctoral candidate makes an appointment with the series editor.
- The series editor reviews the agreements, permissions etc. and notifies the author of any possible corrections. The author asks the editorial office to submit the manuscript to him/her as a Word file, makes the revisions and sends the file back to the editorial office.
- After having accepted the finalized manuscript the series editor signs the publishing agreement and submits it to the printing house.
- The editorial office send the material to the printing house. It is to be expected that the review by the series editor will take 1-2 weeks, depending on the number of corrections to be made.
Printing house

- the doctoral candidate contacts the printing house and gives permission to start the printing process
- the printing house mails the draft to the author
- the author submits possible corrections to Publications Services
- the publication is printed
- the dissertations are mailed to the porters' desk in the Linnanmaa campus central lobby and put up for distribution.

Public display period:

- The printed dissertation must be displayed in public 10 days before the public defence.
Having the layout done at Juvenes Print

The author sends the manuscript to the printing house for layout no later than eight weeks before the public defence of the dissertation.

Pricing for layout (paid by the author):
Text pages 4.20 €/page
Graphs and tables 15.60 €/page
Corrections to the manuscript 38 €/hour

taitot@juvenesprint.fi
Expenses for dissertations published in the Acta series

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- The author underwrites the cost of all additional copies, the price of additional copies is determined by the number of pages of the publication: e.g. 165 pages: 5.50 € (incl. VAT 24 %)
- A preliminary price can be calculated with the Price calculator on the Juvenes Print website.
- Price for colour pages 21 cents/page/copy
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1. monograph dissertations
2. summaries of the dissertations or
3. dissertations containing previously published articles.

- The author has full responsibility for the originality of the material included in the work.

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- The request for permission to publish states that a maximum of 30 copies of the dissertation shall be sold and that the articles shall not be included in the online version.
THANK YOU!
Acta Universitatis Ouluensis

Editorial office
acta.toimitus(at)oulu.fi