PUBLISHING A DISSERTATION IN THE ACTA SERIES AND ELSEWHERE

5.10.2021
A dissertation can be published:

- In the series Acta Universitatis Ouluensis
- In other series
- As a self-publication
What is published in the Acta series?

- Yearly ca. 85% of the doctoral dissertations of the University of Oulu
- Other scientific publications, such as original research papers and brief general surveys, which are peer-reviewed.
- Publications in the Acta series are available both in electronic form in the open access repository *Jultika*, and as printed books.

WHAT’S NEW:

- Acta subseries F (Scripta Academica) also publishes non-peer-reviewed publications in various fields of science
- Conference publications, reports, reviews, working papers etc. in either print or electronic form, or both. The publications follow the layout of the series.
Why in the Acta series?

Instructions: https://libguides.oulu.fi/actaguide/publishingprocess

• Clear instructions and guidance
• Pre-filled template to facilitate layout
• Scientific process and practice guaranteed: Editorial staff will make sure that the manuscript undergoes a language review, the publication is not printed before permission to print is obtained, it is available 7 days before the public defence, no revisions are made to reprints, take care of distribution etc.

• Editorial staff will check that required permissions have been obtained for material subject to licence
• Online version will be available before the public defence
• High number of search requests for the online version proves the publicity value of the series to the University
• The publication will have high quality appearance and will enhance the public image of the University
ACTA UNIVERSITATIS OULUENSIS - Subseries – Subseries editors

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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 five weeks before the public defence of the dissertation.
Publishing agreement

http://libguides.oulu.fi/actaguide/publishingagreement

• Fill in the online publishing agreement using the language the dissertation is written in.

• **NOTE** that it is not possible to supplement the Publishing agreement afterwards. You must also know the exact date, place and time of the public defence of the dissertation.

• Save the agreement as a PDF file and send it as an email attachment to the academic affairs service team of your degree programme. E-mail address and additional information: http://libguides.oulu.fi/actaguide/publishingagreement.

• Chief academic Officer checks the agreement, makes corrections 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 Acta office and to the author.
http://libguides.oulu.fi/actaguide/publishingagreement

• The editorial office adds a serial number and an ISBN identifier to the file and uploads the file to the electronic signing service (UniOulu Sign) for electronic signing by the doctoral candidate and the series editor.

• The recipient of an electronic signature request will get an e-mail message with a link to the signature request. Click the ”Open document” link in the message to open the signature request.
Send to the editorial office:

- publishing agreement
- the proofread final manuscript which has undergone a language review and which complies with the requirements of the series as a Word/LaTeX file
- an abstract that has undergone a language review in Finnish and English and an abstract in the language of the publication if needed. NOTE If you are using a LaTeX document, send the abstracts separately as a Word file
- 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
- permissions from the publishers of previously published articles
Publishers’ permissions

• Permissions are needed for the original publications that have been published and also for those that are either in press or accepted for publication.

• Open Access publications: you don’t need to send us the permission if the right of use appears in the publication (open access license). If the license is missing, send us a link to the journal website, where right of use can be verified.

• In other cases check whether the permission to republish is included in your publishing agreement with the publisher or whether the publisher provides a Rightslink service on its website, which can be used to obtain permissions to republish articles.

• You can also request permission by email. At the same time you can also request permission to publish images, tables etc. included in the article in the summary part of the dissertation

WHAT’S NEW:

• Submit all permissions ALREADY BEFORE THE PRELIMINARY REVIEW / before the pre-examination process to the Acta editorial office for review by the series editor. Submit all permissions at the same time.

• Submit also all the original publications to be included in the dissertation.
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 contacts the series editor and arranges a telephone call or a meeting with her/him.
- 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.
Printing house PunaMusta

- The doctoralcandidate 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 author submits 1 book to the *Tree of Science*. The printed dissertation must be displayed in public 7 days before the public defence.
Expenses for dissertations published in the Acta series

The University underwrites the cost of the 15 so-called obligatory distribution copies and 15 copies for the author’s use (in total 30 copies). The printing house will use three of the author’s copies to make folder copies for the public defence.

The author’s additional copies:

• The author underwrites the cost of all additional copies.
• The price of them 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 Acta’s website.

• Price for colour pages 21,6 cents/page/copy.
Sales of the dissertations of Acta series

At the PunaMusta online shop University of Oulu sells

1. monograph dissertations
2. dissertations containing previously published articles.

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

• If the author wants that the dissertation containing previously published articles is sold, he/she must also obtain permissions from the publishers of the original articles for the sale of the print version of the dissertation.

• 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.
Distribution and compensation for printing expenses to authors publishing outside the Acta series

For dissertations published outside the Acta series the University underwrites the printing costs of the so-called obligatory free distribution copies (14 copies) and 15 copies for the author’s use (in total 29 copies).

The compensation is based on the average price of publications in the Acta series, 5.50 € / publication (incl. VAT 24%). The maximum compensation is 159.50 €.

The compensation is paid upon submission by the doctoral candidate of the invoice and receipt of the printing expenses.

The author is responsible for the distribution of the books.

Further information:
http://libguides.oulu.fi/publishing/distributionandcompensation
NOTE

The current RefWorks subscriptions valid until 31st December 2021, after which RefWorks cannot be used.

Each user should export their reference library into another reference management programme or otherwise save them to another place well before 2022.

In order to save references from RefWorks, it is possible to export them to another reference management programme, e.g. Mendeley or Zotero. Free versions of both Mendeley and Zotero are available. Library provides guidance with Mendeley.

More information
https://libguides.oulu.fi/actaguide/bibliographicmanagement
THANK YOU!
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