



PUBLISHING A DISSERTATION IN THE ACTA SERIES AND ELSEWHERE

17.4.2020



A dissertation can be published:

- In the series
Acta Universitatis Ouluensis
- In other series
- As a self-publication





ACTA UNIVERSITATIS OULUENSIS - Subseries – Subseries editors



The series Acta Universitatis Ouluensis publishes original research papers, brief general surveys and comparable material that fulfil the requirements of a scientific publication. Conference proceedings can also be published in this series.

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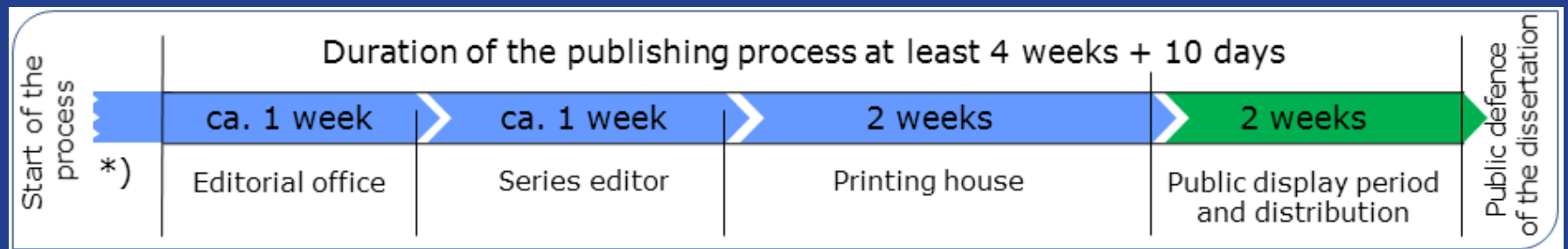


Why in the Acta series?

- Clear instructions and guidance
- Pre-filled template to facilitate layout
- Editorial staff will check that required permissions have been obtained for material subject to licence
- 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 10 days before the public defence, no revisions are made to reprints, take care of distribution etc.
- The book will have high quality appearance and will enhance the public image of the University
- 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



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



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- **Print out two copies of the publishing agreement and sign them**
- **E-mail a scanned copy of the agreement to acta.toimitus@oulu.fi and send the two signed copies to the Acta editorial office**



Send to the editorial office:

- publishing agreement (2 copies)
- 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
- 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



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.



Printing house PunaMusta

- The doctoral candidate contacts the printing house and gives permission to start the printing process.
- The printing house mails the draft (printer's proof) to the author.
- The author submits possible corrections to Publications Services. Note: the author can correct only possible typographical errors.
- 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.



Expenses for dissertations published in the Acta series

The University underwrites the cost of the 17 so-called obligatory distribution copies and 15 copies for the author's use (in total 32 copies). The printing house will use three of the author's copies to make folder copies for the public defence.

Additional copies:

- 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 Acta's website.
- Price for colour pages 22,3 cents/page/copy



Sales of the dissertations of Acta series

At the PunaMusta online shop
University of Oulu sells

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.
- 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.



Publishing in the series Acta Universitatis Ouluensis in summer 2020

Doctoral candidates who publish their dissertation in Acta series should bear in mind the summer holiday period.

Doctoral candidates whose public defence is scheduled for July-August must submit the laid-out manuscript and other required material for their dissertations to the editorial office no later than 1 June. If the public defence is in September, the material will be sent 6 weeks before it.



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 (16 copies) and 15 copies for the author's use (in total 31 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 170.50 €.

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>



THANK YOU!

Acta Universitatis Ouluensis

Editorial office
acta.toimitus@oulu.fi

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