



# **PUBLISHING A DISSERTATION IN THE ACTA SERIES AND ELSEWHERE**

17.4.2018



# 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.

### Series A Scientiae Rerum Naturalium

University Lecturer Tuomo Glumoff

### Series B Humaniora

University Lecturer Santeri Palviainen

### Series C Technica

Postdoctoral Research Fellow Sanna Taskila

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Professor Olli Vuolteenaho

### Series E Scientiae Rerum Socialium

University Lecturer Veli-Matti Ulvinen

### Series F Scripta Academica

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University Lecturer Anu Soikkeli

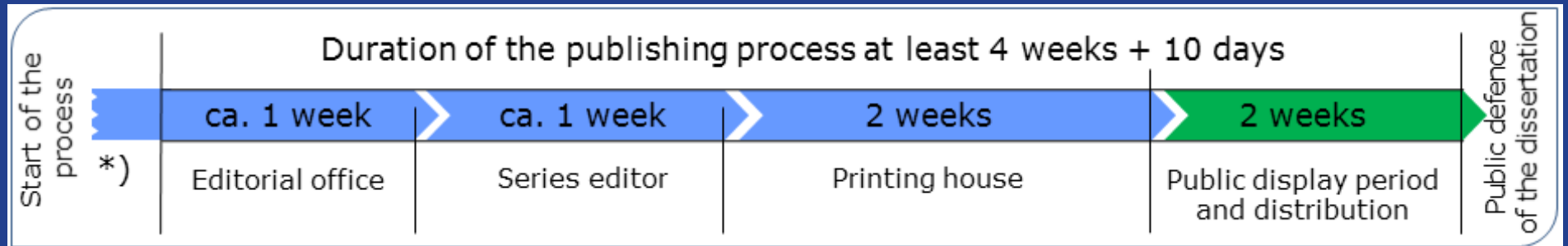


# Why in the Acta series?

- 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



# 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 4.26 €/page

Graphs and tables 15.80 €/page

Corrections to the manuscript 38,57 €/hour

[taitot@juvenesprint.fi](mailto:taitot@juvenesprint.fi)



Juvenes  
print

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Annastiina Perko  
[ouluacta@juvenesprint.fi](mailto:ouluacta@juvenesprint.fi)  
020 756 8693

Weekdays: 8.00-17.00



# Publishing agreement

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

- Fill publishing agreement on web and use the language the dissertation is written
- Save the agreement as PDF file and send it as an email attachment to Chief academic Officer - e-mail address:  
<http://libguides.oulu.fi/actaguide/publishingagreement>
- 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
- Only 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:

- 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 or a version laid out at Juvenes
- 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
- print 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

- 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 Juvenes Print website.
- Price for colour pages 21,3 cents/page/copy

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<b>Publication size B5/A4</b>	
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VAT 24%	1,10 €
<b>TOTAL</b>	<b>5,70 €</b>
Inside pages 100 g G-Print, Covers 240 g Performa/250 g G-Print Colours: Inside pages 1/1, Covers 4/0	
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# Sales of the dissertations of Acta series

At the Juvenes 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 2018

Doctoral candidates who publish their dissertation in the series Acta Series Ouluensis 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 4 June. If a public defence of a thesis is in September, the material will be sent 6 weeks before it.

**PUBLISH**  
YOUR DOCTORAL  
DISSERTATION

IN THE SERIES ACTA UNIVERSITATIS OULUENSIS  
<http://libguides oulu.fi/actaguide/publishingprocess>

A blue banner with white text. The word 'PUBLISH' is in large, bold, white capital letters. Below it, 'YOUR DOCTORAL DISSERTATION' is written in smaller white capital letters. To the right, 'IN THE SERIES ACTA UNIVERSITATIS OULUENSIS' is written in white capital letters, followed by the URL 'http://libguides oulu.fi/actaguide/publishingprocess' in a smaller white font. The banner has a slight reflection effect below 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

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