



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

3.9.2020



# A dissertation can be published:

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





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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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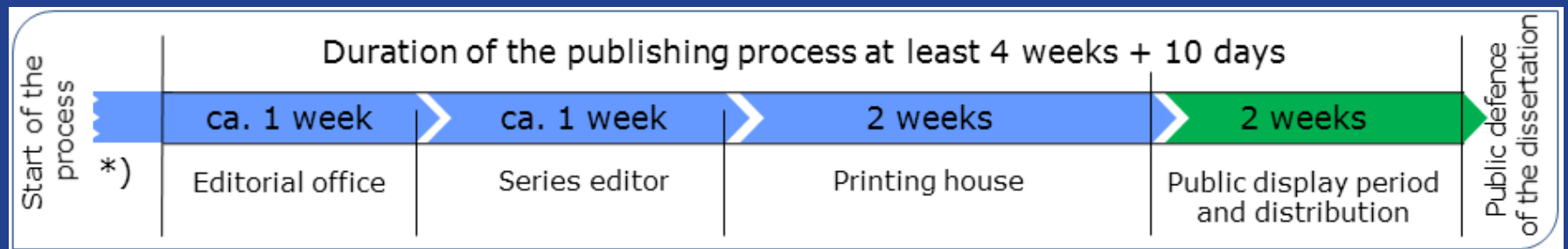
# Why in the Acta series?

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

- 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



# 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.
- Save the agreement as a PDF file and send it as an email attachment to the Chief academic Officer.  
E-mail address:  
<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 author and to the Acta editor



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- 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
- 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 %)
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# Sales of the dissertations of Acta series

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University of Oulu sells

1. monograph dissertations
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- 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.



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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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