



RIDDERPRINT

# THESES MANUAL



THESES  
PRINTING  
DESIGN

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# Ridderprint Team



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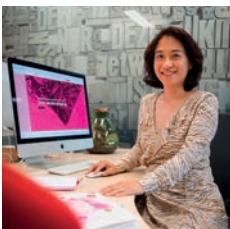
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## Who Are We?

Ridderprint is a family business with years of experience in printing theses. We believe in close collaboration with PhD candidates to create a beautiful final product. A thesis is more than just a document; it marks the end of an important phase and deserves a unique and personalized design.

With the latest techniques, we strive to always deliver the highest quality at fair prices. Together, we discuss the best options for design and printing to make the most out of every budget.

We place great value on clear communication. That's why you'll have access to an online portal where you can track the entire process of your thesis, including design and planning.

At Ridderprint, we make your thesis unique, reflecting your dedication and personal wishes.

We look forward to a great collaboration!

# THINK WITH US ABOUT OUR FUTURE





Trees for All

## Sustainable Business

At Ridderprint, we take our responsibility for sustainable business seriously. We are continuously seeking innovative and sustainable production methods to minimize our environmental impact. Our processes are ISO certified, and we use FSC paper, which means our paper comes from responsibly managed forests.

### Trees for All

An important part of our **sustainability efforts** is the **"From Paper to Forest"** project, in collaboration with the Trees for All foundation.

Through this initiative, we compensate for our organization's **CO2 emissions** by planting trees in our own company forest. Additionally, **Trees for All** supports reforestation projects in Indonesia.

Together with partners like **Limburgs Landschap** and **Staatsbosbeheer**, we contribute to the greening of Limburg. Thanks to the support of donors and partners, we are making a positive impact on nature and working towards a more **sustainable future**.

### Curious?

Click on this [link](#) to our website for more information.



The mark of responsible forestry

## How We Work

On our website, [www.ridderprint.nl](http://www.ridderprint.nl), you can easily request an offer. We will contact you within 2 working days to discuss it. If you do the layout yourself and provide the

files, the whole process can take 3 to 4 weeks. If the layout is done by us, the whole process takes 5 to 6 weeks.

Below you can see step by step how we work in this process:

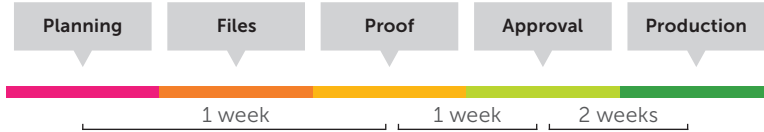
- 1**  
**Step** **Collaboration**  
Do you want to have your thesis printed at Ridderprint? After your approval, we will plan the project. In your personal online portal you will find the planning and all other information about your order.
- 2**  
**Step** **Submitting files**  
You will find the submission guidelines in the online portal. We will check the files on a number of specific points and give you feedback where necessary. Based on this feedback, you can make any adjustments.
- 3**  
**Step** **Layout**  
If you choose a layout package (see chapter 4), there will be an intake with a designer to discuss your wishes for the design and the delivery of files. After we have discussed your wishes, we will start the design process. Once this is completed, we will create files for the proof.
- 4**  
**Step** **Sending the proof**  
When the files are approved and finalized, we will send you a complete proof by mail. As soon as the proof is sent, you will receive an email with track & trace information. For rush orders, we will send the proof digitally by email.
- 5**  
**Step** **Checking the proof**  
Check the proof carefully and give your approval by email. Do you have any changes? Then send us the new files or your corrections to the designer. We will send a digital proof of the corrected files for your final approval.

## Process Timeline

0



### Submit yourself



### With a layout



## 6

### Step

#### Approval for production

After approval of the final proof we will send you an order confirmation by email with the final specifications and costs of your order. After your review and approval we will start the production process.

## 7

### Step

#### Production

The production and delivery of the books takes 8 to 10 working days. If the planning is delayed for any reason due to (unexpected) changes, we will adjust the planning. Please note that this may affect the delivery date of your books.

## 8

### Step

#### Delivery

Your thesis will be carefully packed in boxes and shipped to the address you specified. Please ensure that someone is present between 08:00 and 17:00 on the agreed delivery date to receive the delivery. If no one is present, the shipment will be offered again the next working day. Please note that there are additional costs involved.

## EEN MIJLPAAL OM TE VIEREN!

nodig ik je van harte uit voor de feestelijke  
itend aan mijn proefschrift-verdediging.

### Locatie:

urg, Spui 24, Amsterdam,  
Spui-uitgang van de Aula /  
herse Kerk)

openen,

# zing Alliances

on Alliances  
Outcome in  
Treatment

S



# GENERAL INFORMATION

01

As a thesis specialist, we keep a close eye on the latest developments in the field of production. We always want to have the best in-house.

## Printing Methods

### Digital printing

#### Features:

- Short delivery time.
- Easy to order extra.
- Ideal for theses with color pages. You pay per page and are not tied to sections as with offset printing.

### Offset printing

#### Features:

- Delivery time is one week longer than digital printing.
- Attractive for quantities over 500.
- Color pages can be expensive, depending on their position and quantity. This determines the number of sections that need to be printed in color.

## Finishing Methods

### Perfect Bind

This is our standard finishing method. Loose sheets are joined together to form a book block, which is roughened in a machine with a milling cutter. The cover is then connected to the book block in flexible glue.

### Stich bound

In this method, sheets are folded into sections, which are sewn together and then glued to the cover. This more sustainable method is less used due to its higher costs and longer production time.

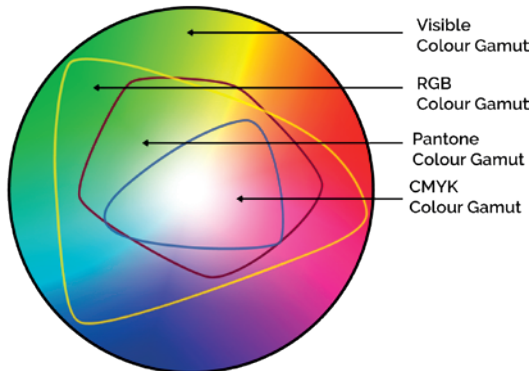
## Use of Color

When you use photos, diagrams or other image elements in color, they are printed in 'full color', or CMYK (Cyan, Magenta, Yellow and Key=black). These are the 4 basic colors used for both digital and offset printing.

### RGB vs CMYK

In programs like Word and Publisher, only PDF files can be generated that are in the RGB (red, green and blue) color space. A printer cannot print RGB colors and therefore converts the RGB information into a CMYK color space. Because the CMYK color space is much smaller than the RGB color space (see image below), colors can be converted to the closest color that can be printed. This can lead to color surprises: your file can appear brighter in RGB on your screen than in CMYK on paper.

If you use professional software such as Adobe InDesign or Illustrator, try to work in CMYK color mode as much as possible. This gives a better visual representation of the final colors in your print. If your file is set up in RGB, we will automatically convert it to CMYK.



### Color differences

Please note that colors may appear differently on your screen than on paper. This may be due to the brightness and contrast settings of your monitor. Different paper types can also affect how colors appear.

## Image Quality

### Resolution

Make sure the images in your thesis are of high quality. We recommend a resolution of at least 300 dpi (dots per inch). Of course, we check the quality of the images.

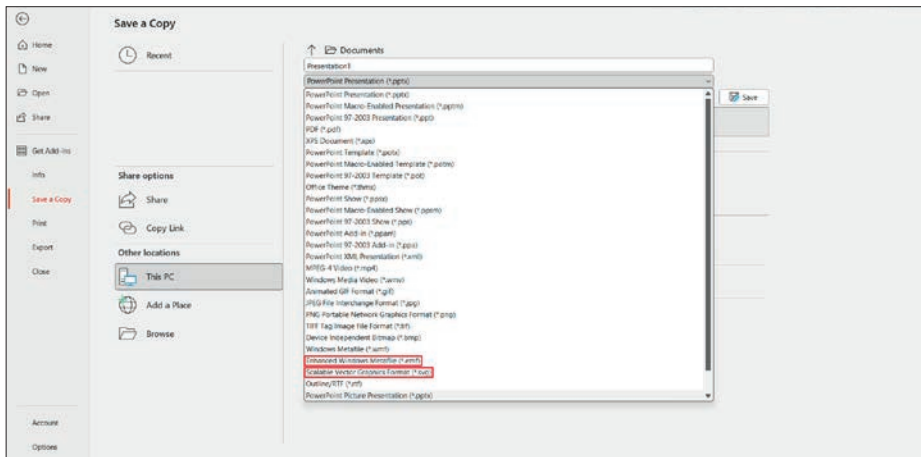
**Take note:** Enlarging an image will reduce its resolution. If you double the size of an image with a resolution of 300 dpi, the effective resolution will drop to 150 dpi. However, reducing the size of an image can improve its resolution.

### Vector figures

Vector graphics are scalable without loss of quality. They have no resolution and are not dependent on the number of pixels, which makes them ideal for line art, graphs, logos, etc. Because vector graphics have a small file size, they are also easy to process. Adobe Illustrator is an example of vector-oriented software, while Adobe Photoshop is pixel-oriented software.

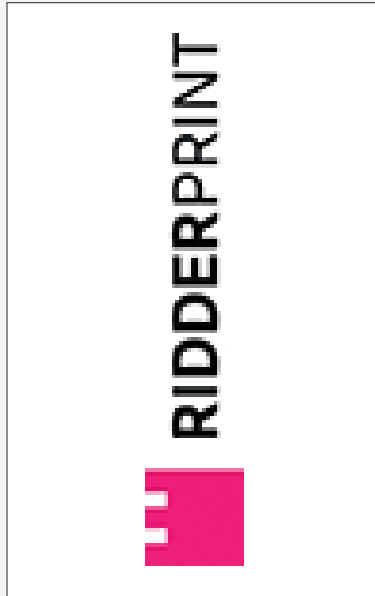
### PowerPoint figures

If you have created figures in Microsoft PowerPoint, you can supply them in vector quality. Save the figures as EMF (Enhanced Meta File). You can then easily place this file in your Word document.





300 DPI

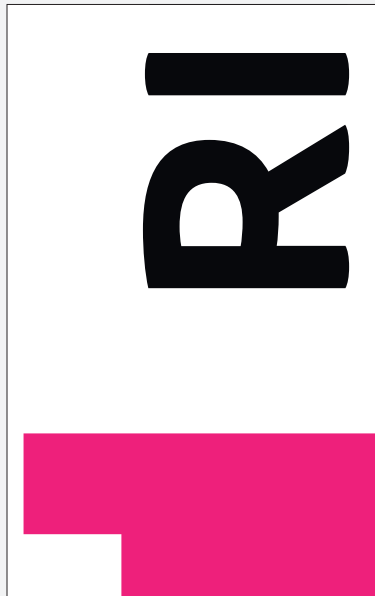


72 DPI

*An image made up of pixels*



Totaal



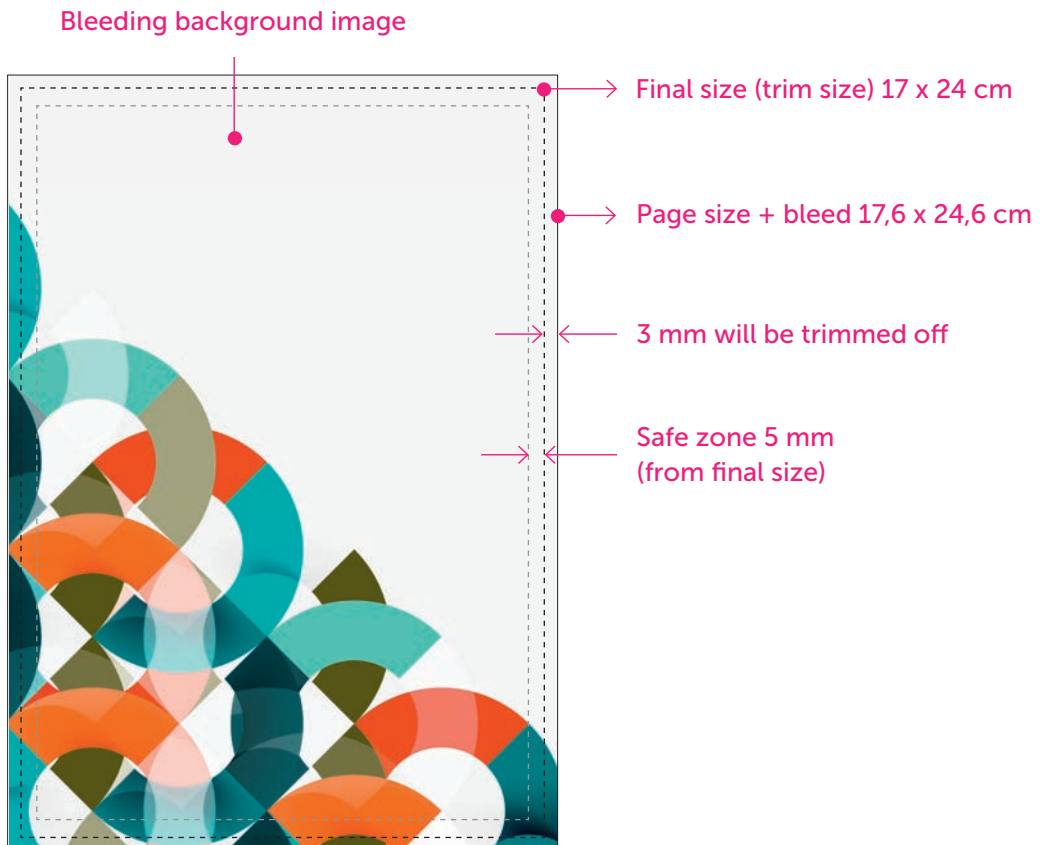
Zoom

*An image made up of vectors*

## Bleed

In the submission instructions we ask for print files to include bleed, which is a margin that is necessary for the cutting process.

If you have image elements, such as background photos, color areas or tabs, that extend to the edge of the page, these must be supplied with 'bleed'. This means that these elements must extend at least 3 mm over the edge of the final page format, both top, bottom, left and right. This margin prevents white edges after cutting the printed matter.



Bleeding layout element

**CHAPTER 2**

**Estimating adjuvant treatment effects in stage II colon cancer: Comparing the synthesis of randomized clinical trial data to real-world data**

Gabrielle Jongeneel, Thomas Klausch, Felice N. van Erning, Geraldine R. Vink, Miriam Koopman, Cornelis J.A. Punt, Marjolijn J.E. Greuter and Veerle M.H. Coupé

International Journal of Cancer, 2020 Jun 1;146(11):2968-2978

General introduction

...reatment effectiveness in colon cancer  
 ...clear, mainly due to insufficient power  
 ...years the number of examined regional  
 ...ant information about the patients'  
 ...is, a patient that was classified as stage  
 ...ld possibly be classified as stage III in a  
 ...s on which high-risk features should be  
 ...ljuvant chemotherapy. Thirdly, there is  
 ...ment in stage II colon cancer patients  
 ...ng on the optimal treatment choice in  
 ...unt the fact that there are also health  
 ...ion making process, the  
 ...ainst the potential harms.  
 ...apy as well as the optimal  
 ...discussed in more detail!

1

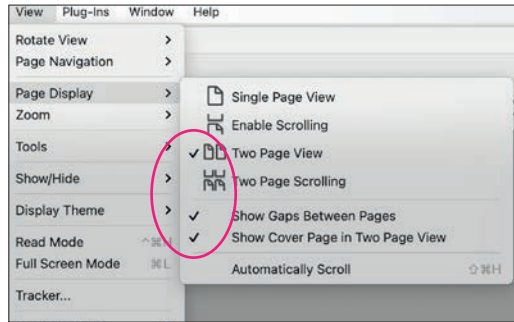
Page with bleeding navigation tabs. The number is positioned 5 mm from the final trim size.

## Paper Proof

During the production process, you will receive a paper proof. You can assess this for content and quality. Please note that special applications, such as spot UV and foil printing, cannot be shown on this proof due to their high start-up costs and longer setup times.

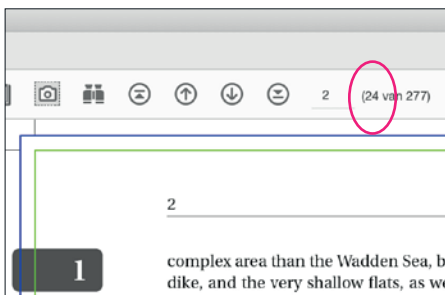
## Reviewing PDF files

We regularly send PDF files as a proof. For the best view, we recommend not opening these in a browser or preview mode, as this does not always provide a correct view. Use Adobe Acrobat Pro or the standard Acrobat version, and set it up so that the inside pages can be properly assessed.

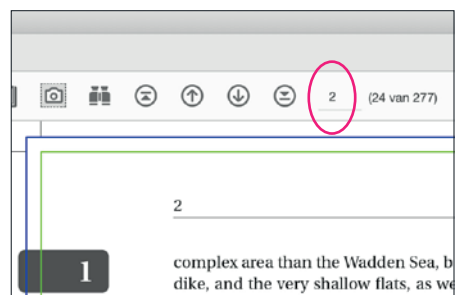


## Color or Black and White Pages

There are differences in costs for color and black and white pages. If you have pages that do not need to be in color, you can convert them to grayscale. If this does not work, we can do this for you. In the process, enter the page numbers of the color pages, for example: 12, 34, 56, etc.



Note these pages if Roman numerals are used in the front matter pages.



Note these page numbers

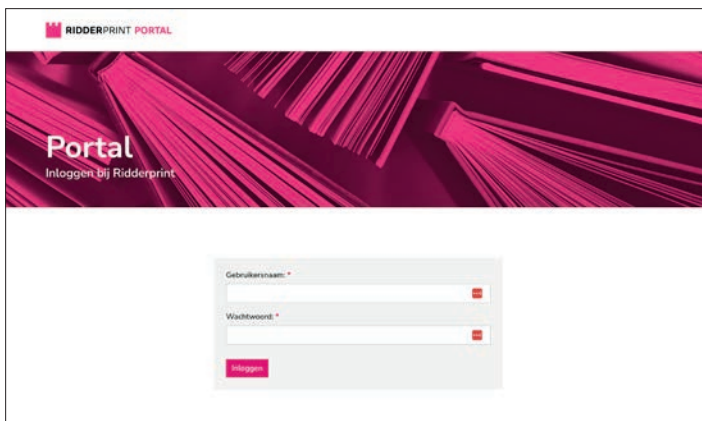


## Submitting Files

If you submit files yourself, we would like to receive technically correct PDF files. In chapter 7 you will find an explanation of how to create these files from various software packages.

### Ridderprint Online Portal

At the start of the collaboration, you will receive login details for our online portal. Here you can upload files, view the planning and track the order status.



### Delivery options

- **Online Portal:** [www.ridderprint.nl/portal](http://www.ridderprint.nl/portal) (you will receive login details).
- **WeTransfer Channel:** [ridderprint.wetransfer.com](http://ridderprint.wetransfer.com).
- **Email:** Send files up to 20 MB to [orders@ridderprint.nl](mailto:orders@ridderprint.nl) stating your name and order number.

### File Names When Uploading

When uploading, it is important to use clear file names to avoid confusion. Use a new version number or date when uploading a new version.

#### File Name Examples:

- "order number\_last name\_inside pages.pdf"
- "order number\_last name\_inside pages\_v2.pdf"
- "order number\_last name\_cover.pdf"
- "ordernr\_complete.zip"



Chapter 5

**BUILDING RELATIONSHIPS  
HIGHER EDUCATION**  
*to Support Students'  
Motivation*

**Published as:**  
Leenknecht, M. J. M., Snijders, J., Wijnia, L.,  
Rikers, R. M. J. P., & Loyens, S. M. M. (2020).

**Building relationships in higher education to  
support students' motivation.**  
Teaching in Higher Education. Advance online publication.  
<https://doi.org/10.1080/13562517.2020.1839748>

**SUBMIT  
THE THESIS  
YOURSELF**

**02**

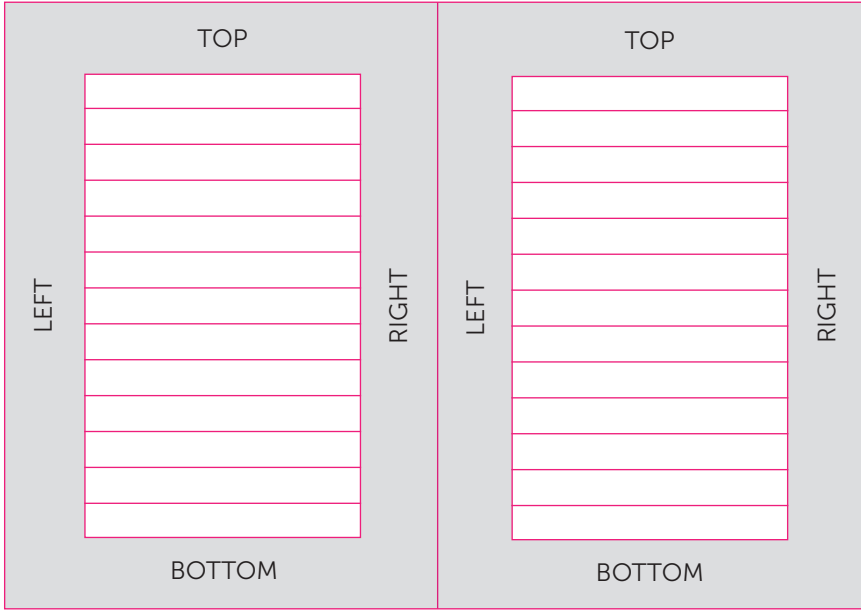
In general, Microsoft Word is used to format the inside pages, because this program is standard on most computers. For a more professional format, you can also use Adobe InDesign. Below is an explanation of how to prepare your document in both programs.

## Layout of the Inside Pages

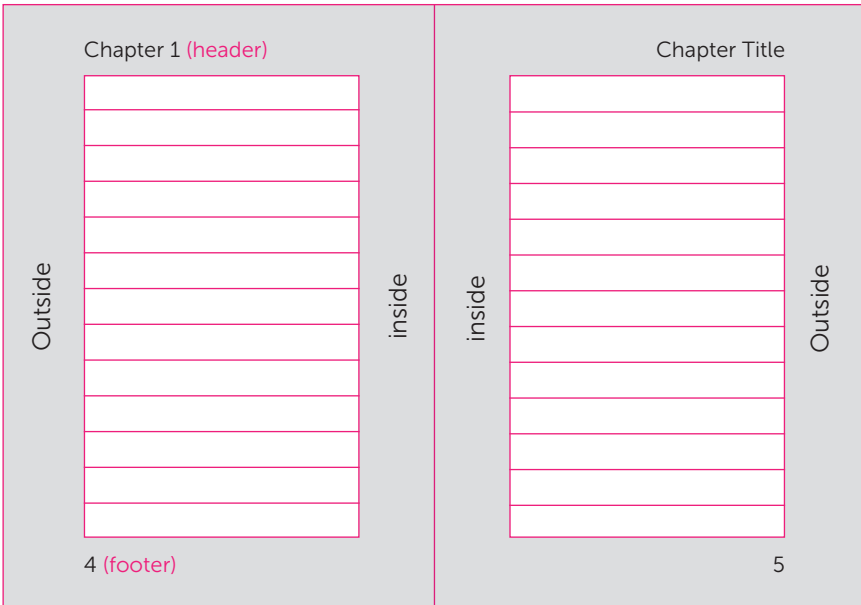
### Points of attention

- **White Margins:** The white margins determine the width and height of the text block, excluding headers and footers, which may fall outside of this range.
- **Recommended white margin:** A 2 cm white margin is recommended for all sides of a page (top, bottom, left and right).
- **Headers and Footers:** Make sure that the headers and footers are at the same height on every page.
- **Page Numbers:** Place page numbers on the left on even pages and on the right on odd pages.
- **Titles and Chapter Starts:** Make sure title pages and new chapter start pages are on a right (odd) page.
- **Order of Front Matter:** Please note the correct order of the front matter (see page 22).
- **File format:** If you submit your file in A4 format, we will reduce it to 81% of the original size, resulting in a final size of 17 x 24 cm. The recommended minimum font size is 12 points, which after reduction is 10 points.
- **Bleed:** If you have images that need to extend to the edge of the page, allow for bleed. (see page 14).
- **Images and Tables:** Place images, tables, etc. as much as possible within the width of the text block.
- **Landscape pages:** These are rotated 90 degrees counterclockwise. Note that this will cause the side margins to become the top and bottom margins and vice versa.
- **Image quality:** Make sure that inserted images have a high resolution (see page 12).

### Margins in Microsoft Word



### Page-layout



Even page (left-side in the book)

Odd page (right-side in the book)

## The Front Matter

The front matter must be in the correct order, although the content may vary per university. Consult the PhD regulations of your university for this.

### Page I - Title page

Here you usually place a short title and possibly the name of the author.

### Page II - Colophon page

Information such as ISBN, printer, copyright and any sponsors can be included here.

### Page III - Promotion page

This is mandatory; consult your university's promotion regulations for the correct text.

### Page IV - Doctoral Committee

List the members of the doctoral committee here, in accordance with the guidelines of your university.

**The front matter pages do have page numbers, but the numbers are not visible.**

**Progressive Supranuclear Palsy**  
expanding the clinical and genetic spectrum

Laura Donker Kaat

**Progressive Supranuclear Palsy**  
expanding the clinical and genetic spectrum

Progressieve supranucleaire verlamming: verbreding van  
het klinisch en genetisch spectrum

Proefschrift

ter verkrijging van de graad van doctor aan de  
Erasmus Universiteit Rotterdam  
op gezag van de  
rector magnificus  
Prof. dr. H.C. Schmidt  
en volgens besluit van het College voor Promoties.  
De openbare verdediging zal plaatsvinden op  
vrijdag 2 december 2011 om 9.30 uur  
door

Laura Donker Kaat  
geboren te Haarlem

 ERASMUS UNIVERSITEIT ROTTERDAM

Financial support for the printing of this thesis was kindly provided by  
Erasmus University Rotterdam  
Fakulteit Geneeskunde  
Boehringer Ingelheim B.V.  
UCB Pharma B.V.  
Teva Nederland B.V.  
Abbott B.V.  
GRIFP B.V.

ISBN: 978-90-5335-481-0

The studies in this thesis were financially supported by the Primes Euroto Fonds  
(grant number 01-0228).

Cover design: Edderprint, the Netherlands  
Printing: Edderprint, the Netherlands

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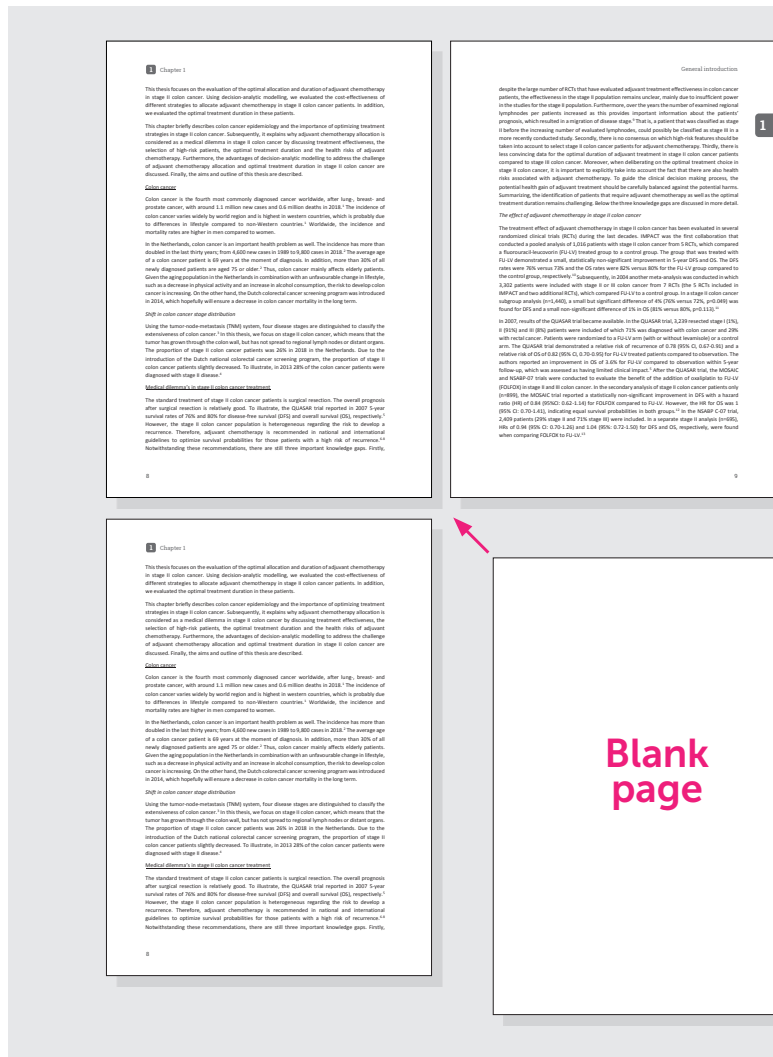
**Promotiecommissie**

Promotores: Prof.dr. P.A.E. Silvis-Smit  
Prof.dr. F. Hofvink  
Overige leden: Prof.dr.ir. C.M. van Duyn  
Dr. V. Buitend  
Dr. T. van Laar

# Subsequent Pages

The order of the pages after the front matter is not fixed, but here are some tips to make your thesis clear and neat:

Always place important pages, such as the start of a chapter, the preface, and your resume, on an odd page. This is the right side in a book and ensures a logical reading flow.





# Chapter Breaks

Does a chapter end on an odd page (right)? Add a blank\* even page before the start of the next chapter. This way, each new chapter starts again on an odd (right) page. You can also apply this to other sections, such as the preface or your resume.

## Take note!

Adding blank pages will affect page numbering. After adding these pages, always check the table of contents and adjust the numbering where necessary.

\*Blank page  
or with an image/  
illustration

# CHAPTER 3

**Estimating adjuvant treatment effects in stage II colon cancer: Comparing the synthesis of randomized clinical trial data to real-world data**

Gabriëlle Jurgensel, Thomas Krausch, Felice N. van Erning, Geraldine R. Vink, Miriam Koopman, Cornelis J.A. Punt, Marjolijn J.E. Greuter and Veerle M.H. Coupé

International Journal of Cancer, 2020, 126, 1345-1353, 10.1002/ijc.32978

**1** Chapter 1

This thesis focuses on the evaluation of the optimal duration and duration of adjuvant chemotherapy in stage II colon cancer. Using decision analysis, modeling, we evaluated the cost-effectiveness of different strategies to allocate adjuvant chemotherapy in stage II colon cancer patients. In addition, we evaluated the optimal treatment duration in these patients.

This chapter briefly describes colon cancer epidemiology and the importance of optimizing treatment strategies in stage II colon cancer. Subsequently, it explains why adjuvant chemotherapy allocation is considered a medical dilemma in stage II colon cancer by discussing treatment effectiveness, the selection of high-risk patients, the optimal treatment duration and the health risk of adjuvant chemotherapy. Furthermore, the advantages of decision analysis, modeling to address the challenge of adjuvant chemotherapy allocation and optimal treatment duration in stage II colon cancer are discussed. Finally, the aims and outline of this thesis are described.

**Colorectal cancer**

Colorectal cancer is the fourth most commonly diagnosed cancer worldwide, after lung, breast and prostate cancer, with around 1.1 million new cases and 0.6 million deaths in 2018.<sup>1</sup> The incidence of colorectal cancer varies widely by world region and is highest in western countries, which is probably due to differences in lifestyle compared to non-Western countries.<sup>2</sup> Worldwide, the incidence and mortality rates are higher in non-cancerous to cancer.

In the Netherlands, colorectal cancer is an important health problem as well. The incidence has more than doubled in the last three decades, from 4,000 new cases in 1980 to 8,000 cases in 2018.<sup>3</sup> The average age of a colorectal cancer patient is 69 years at the moment of diagnosis. In addition, more than 20% of all newly diagnosed patients are aged 75 or older.<sup>4</sup> Thus, colorectal cancer mainly affects elderly patients. Given the aging population in the Netherlands in combination with an unfavorable change in lifestyle, such as a decrease in physical activity and an increase in alcohol consumption, the risk to develop colorectal cancer is increasing. On the other hand, the Dutch colorectal cancer screening program was introduced in 2014, which hopefully will ensure a decrease in colorectal cancer mortality in the long term.

**Stage II colon cancer stage distribution**

Using the tumor-node-metastasis (TNM) system, four disease stages are distinguished to classify the extent/severity of colorectal cancer.<sup>5</sup> In this thesis, we focus on stage II colon cancer, which means that the tumor has grown through the colon wall, but has not spread to regional lymph nodes or distant organs. The proportion of stage II colon cancer patients was 20% in 2018 in the Netherlands. Due to the introduction of the Dutch national colorectal cancer screening program, the proportion of stage II colon cancer patients slightly decreased. To illustrate, in 2013 26% of the colon cancer patients were diagnosed with stage II disease.<sup>6</sup>

**Medical decisions in stage II colon cancer treatment**

The standard treatment of stage II colon cancer patients is surgical resection. The overall prognosis after surgical resection is relatively good.<sup>7</sup> To illustrate, the QUASAR trial reported in 2007<sup>8</sup> that overall rates of 76% and 80% for disease-free survival (DFS) and overall survival (OS), respectively.<sup>8</sup> However, the stage II colon cancer population is heterogeneous regarding the risk to develop a recurrence. Therefore, adjuvant chemotherapy is recommended in national and international guidelines to optimize survival probabilities for those patients with a high risk of recurrence.<sup>9,10</sup> Notwithstanding these recommendations, there are still those important knowledge gaps. First,

**General introduction**

1

despite the large number of RCTs that have evaluated adjuvant treatment effectiveness in colon cancer patients, the effectiveness in the stage II population remains unclear, mainly due to insufficient power to detect the effect of treatment. Furthermore, due to the large number of adverse (regional lymph nodes) or patients increased as this provides important information about the patients' prognosis, which resulted in a migration of disease stage.<sup>11</sup> Thus, a patient that was classified as stage II before the increasing number of evaluated lymph nodes, could possibly be classified as stage III in a more recently conducted trial. Secondly, there is no consensus on high-risk features that should be taken into account to select stage II colon cancer patients for adjuvant chemotherapy. Thirdly, there is also convincing data for the optimal duration of adjuvant treatment in stage II colon cancer patients compared to stage III colon cancer. Moreover, when deliberating on the optimal treatment choice in stage II colon cancer, it is important to explicitly take into account the fact that there are also health risks associated with adjuvant chemotherapy. To guide the clinical decision-making process, the potential health gain of adjuvant treatment should be explicitly balanced against the potential harm. Consequently, the identification of patients that require adjuvant chemotherapy or not in the optimal treatment duration remains challenging. Hence, to three knowledge gaps are discussed in more detail.

**The effect of adjuvant chemotherapy in stage II colon cancer**

The treatment effect of adjuvant chemotherapy in stage II colon cancer has been evaluated in several randomized clinical trials (RCTs) during the last decades. BMACT was the first collaboration that conducted a pooled analysis of 632 patients with stage II colon cancer from RCTs, which compared a fluorouracil-leucovorin (FU-LV) treated group to a control group. The group that was treated with FU-LV demonstrated a trend, statistically non-significant improvement in 5-year DFS and OS. The OS rates were 76% versus 73% and the DFS rates were 82% versus 80% for the FU-LV group compared to the control group, respectively.<sup>12</sup> Subsequently, in 2004 another meta-analysis was conducted in which 3,022 patients were included with stage II or III colon cancer from 7 RCTs (3x RCTs included in BMACT and 4x additional RCTs), which compared FU-LV to a control group. In a stage II colon cancer subgroup analysis (n=1,482), a small but significant difference of 4% (70% versus 72%, p=0.049) was found for DFS and a small non-significant difference of 0.5% (80% versus 80%, p=0.18).<sup>13</sup>

In 2007, results of the QUASAR trial became available. In the QUASAR trial, 2,238 received stage (II), II (70% and 81%) patients were included of which 73% was diagnosed with colon cancer and 26% with rectal cancer. Patients were randomized for FU-LV (with or without leucovorin) or a control arm. The QUASAR trial demonstrated a modest effect of treatment of 1.7% (95% CI, 0.2-3.2) for a relative risk of OS of 0.95 (95% CI, 0.91-0.99) for FU-LV versus patients compared to observation. The authors reported an improvement in OS of 1.6% for FU-LV compared to observation when the following-up, which was assessed as having limited clinical impact. After the QUASAR trial, the MAGIC and MAGIC-07 trials were conducted to evaluate the benefit of the addition of oxaliplatin to FU-LV (FU+OX) in stage II colon cancer. After secondary analysis of stage II colon cancer patients only (n=916), the MAGIC trial reported a statistically non-significant improvement in OS with a hazard ratio (HR) of 0.91 (95% CI, 0.74-1.10) compared to FU-LV. However, the HR for OS was 1.05 (95% CI, 0.76-1.45), indicating equal survival probabilities in both groups.<sup>14</sup> In the MAGIC-07 trial, 2,262 patients (20% stage II and 75% stage III) were included in a separate stage II subgroup analysis, with a HR for OS of 0.95 (95% CI, 0.76-1.18) and 1.04 (95% CI, 0.72-1.51) for DFS and OS, respectively, were found when comparing FU+OX to FU-LV.<sup>15</sup>

## Colophon Page

### Copyright

In the colophon you can place a copyright notice with the symbol ©, the year of publication and the name of the author. This protects your work, and others must ask permission to use parts of it.

### ISBN

If your thesis needs to be registered, an ISBN is required. Please indicate this in your offer request. You can also request an ISBN from your university, so inquire about this first. With an ISBN, your thesis will be included in a globally recognized database, which increases its findability.

### DOI

Nowadays, a DOI is important for the online findability of your thesis. Ask your university if they can request an ISBN or DOI. A DOI is a unique number that is assigned to a digital document and ensures that the document is always findable online, even if the internet address changes.

### Mention Ridderprint in the colophon

If you want to mention Ridderprint as a printer, you can do so as follows:

Printing: Ridderprint, [www.ridderprint.nl](http://www.ridderprint.nl)

Lay-out: Ridderprint, [www.ridderprint.nl](http://www.ridderprint.nl)

## ISBN Request

You can request an ISBN via Ridderprint; you can indicate this when requesting an offer.

### **What is an ISBN?**

An ISBN (International Standard Book Number) is a unique 13-digit code assigned to a book publication. By means of a NUR code, you indicate in which category your book falls when applying. This ensures that your publication can be found worldwide for (online) bookstores and libraries, as well as for people specifically looking for your topic.

### **Is an ISBN required?**

An ISBN is not required if you sell your book exclusively via your own website or social media. However, the ISBN is a valuable addition to the findability of your work.

### **Why should I apply for an ISBN?**

For many bookstores and online sales platforms, an ISBN is a requirement to include your work in their assortment. Among other things, it makes inventory management easier. Please note: an ISBN does not automatically mean that a barcode will appear on your book; for sales, a barcode is recommended.

### **Do I need an ISBN for an e-book?**

Yes, for sales through regular online bookstores (such as iBooks) an ISBN for an e-book is required. However, if you only sell through your own website or social media, an ISBN is not required.

### **Can I use the same ISBN for both the paper version and the e-book?**

No, each format requires its own ISBN. A paper book, e-book and other variants each get a separate code.

### **When should I apply for a new ISBN?**

For each new publication form (such as paperback, hardback or e-book) a separate ISBN is required. Also if the content of a reprint changes, a new ISBN must be requested.

## Formatting in Microsoft Word

For these, a standard format of 17 x 24 cm is almost always used. However, the layout is often done in A4 format with the associated standard settings and margins.

### Formatting a thesis in A4 format

We can reduce your document to 81%, so that it matches the final size of 17 x 24 cm.

#### Please note the following points:

- **Margins:** Use recommended margins of 2.5 cm all around on A4 format.
- **Text size:** Keep the base font size at 12 points. After shrinking, this will be about 10 points, which is our recommendation for the final size.
- **Other text elements:** Adjust the size of headers, footers, captions, and text in tables so that they remain legible even after being resized.
- **Test the end result:** Print a few pages at 81% to get an impression of the result. You can then judge whether the font size needs to be adjusted.

#### Here are some examples per format with recommended margins:

##### Format 17 x 24 cm

Set the page size to 17 x 24 cm

White margins

Top 2 cm

Bottom 2 cm

Inside 2 cm

Outside 2 cm

##### Format A5

Set the page size to 14,8 x 21 cm

White margins

Top 2 cm

Bottom 2 cm

Inside 2 cm

Outside 2 cm

##### Format A4

Set the page size to 21 x 29,7 cm

White margins

Top 2,3 cm

Bottom 2,3 cm

Inside 2,3 cm

Outside 2,3 cm

##### Format 16 x 24 cm

Set the page size to 16 x 24 cm

White margins

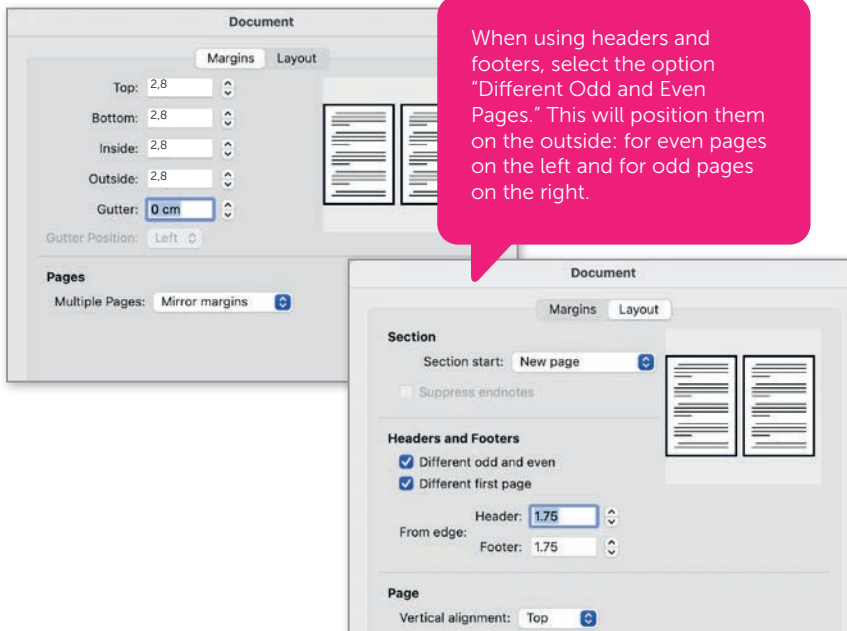
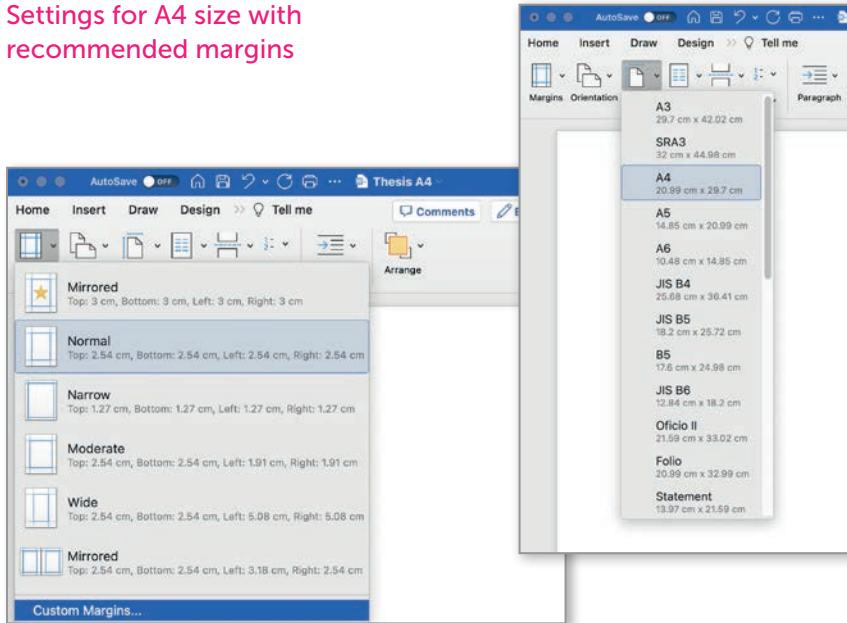
Top 2 cm

Bottom 2 cm

Inside 2 cm

Outside 2 cm

## Settings for A4 size with recommended margins



## Formatting in Microsoft Word with Bleed

Bleed cannot be set directly in Word, but you can create this effect by enlarging the page by 3 mm on all sides. It is important to compensate for this expansion in the white margins, because the bleed is not part of the content layout.

Make sure that any content that needs to extend to the edge of the page, such as images or graphics, is placed close to the edge of the page or enlarged to reach this edge.

Please note that these will be cut off 3 mm after printing. Therefore, do not place important text or elements too close to the edge of the page to avoid loss of content.

Here are some examples per format to make a file with bleed:

### Format 17 x 24 cm with bleed

Set the page size to 17 x 24 cm  
(Standard B5 size in Word).

#### White margins

Top 2,5 cm  
Bottom 2,5 cm  
Inside 2,3 cm  
Outside 2,3 cm

#### Set "From Edge" to:

Header and footer 1,75 cm.

### Format A4 with bleed

Set the page size to 21 x 29,7 cm.

#### White margins

Top 2,5 cm  
Bottom 2,5 cm  
Inside 2,5 cm  
Outside 2,5 cm

#### Set "From Edge" to:

Header and footer 1,75 cm.

### Format A5 with bleed

Set the page size to 15,4 x 21,6 cm.

#### White margins

Top 2 cm  
Bottom 2 cm  
Inside 2 cm  
Outside 2 cm

#### Set "From Edge" to:

Header and footer 1,75 cm.

### Format 16 x 24 cm with bleed

Set the page size to 16,6 x 24,6 cm.

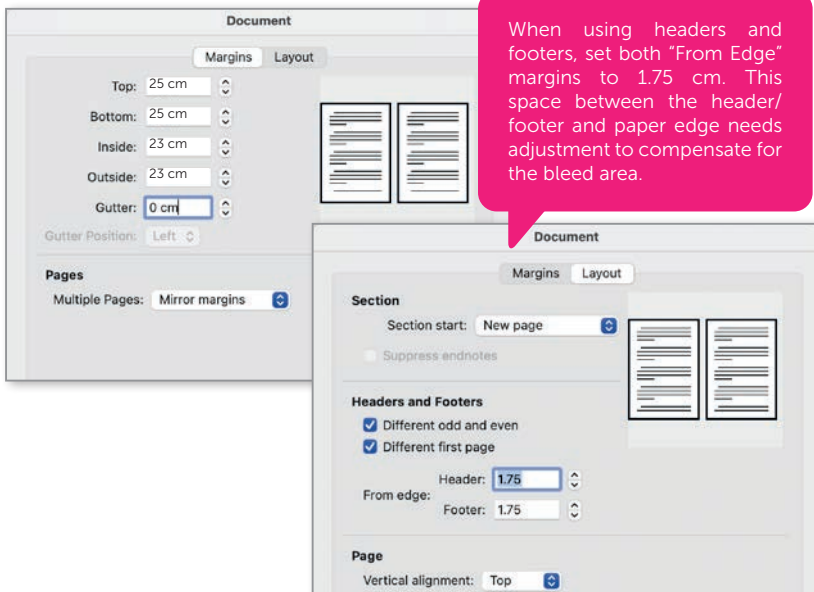
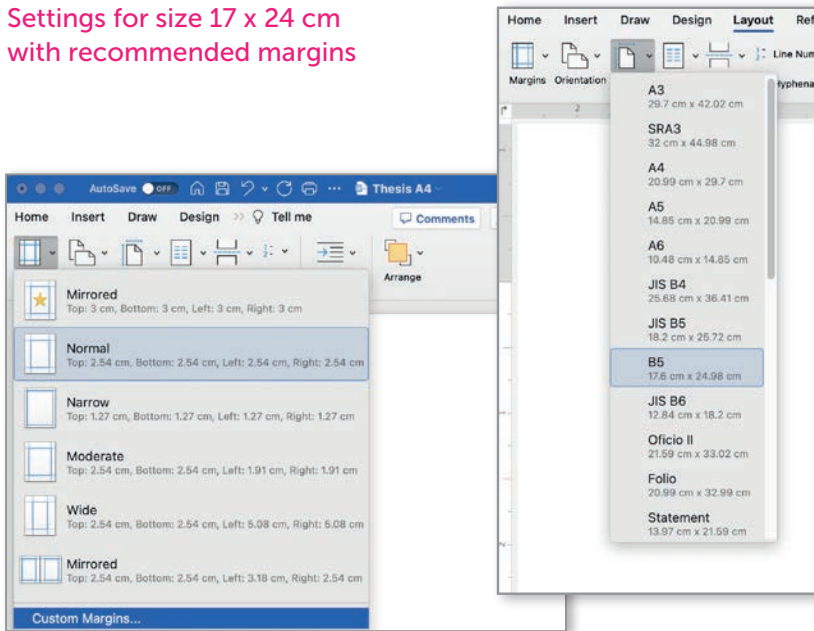
#### White margins

Top 2 cm  
Bottom 2 cm  
Inside 2 cm  
Outside 2 cm

#### Set "From Edge" to:

Header and footer 1,75 cm.

Settings for size 17 x 24 cm  
with recommended margins



## Layout in Adobe InDesign

When creating a new document in Adobe InDesign, you can set the 'bleed area'. This is indicated by a red line outside the final format of the document (black line). All elements that should extend to the edge of the page should reach this red line.

Please note that the 3 mm space outside the black lines is not part of the content layout and will be cropped later. Make sure that any text or elements that you do not want to lose are at least 5 mm away from the page edge.

Once you have finished formatting, export the document as a PDF file with bleed and crop marks. Instructions for this process can be found on page 78 of this manual.

### **Create a document in InDesign:**

1. Open a new document with a size of 170 x 240 mm.
2. Check the 'pages facing each other' option.
3. Set the margins to 20 mm.
4. Set the bleed area to 3 mm.

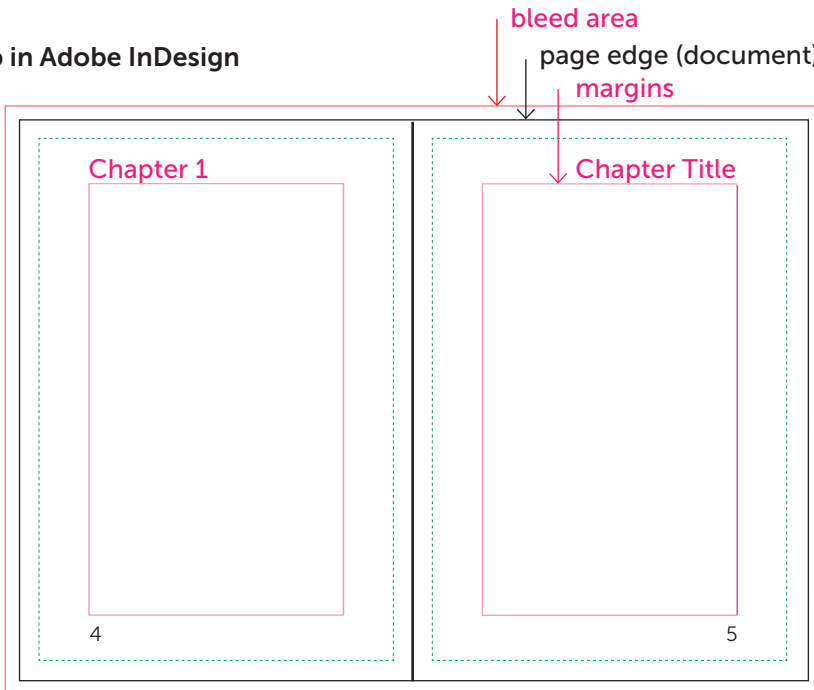
**Make sure headers and footers remain at least 5 mm from the page edge (green line).**

### **Tip**

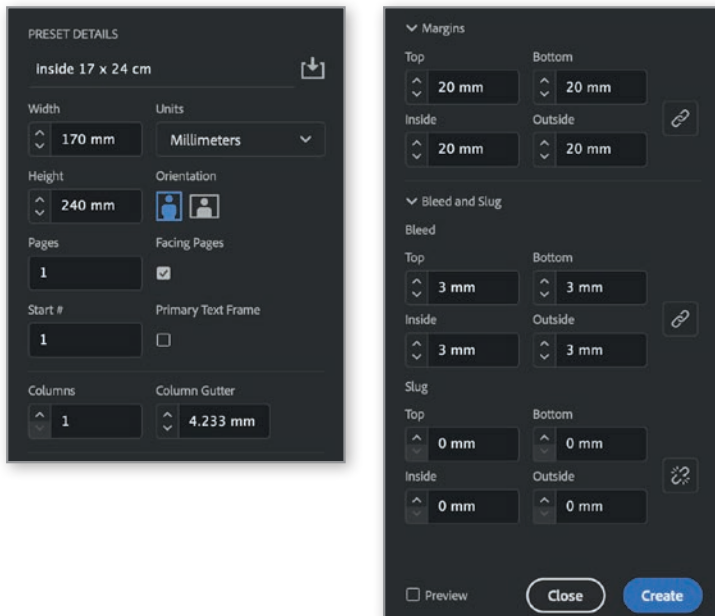
Keep the base text between 9 and 10 points. Print a few pages at 100% to get an idea of the final result. Adjust the font size if necessary, and take into account the dimensions of other text elements, such as headers, footers, captions, and text in tables.



### Page setup in Adobe InDesign



### Adobe InDesign Document Settings for a 17 x 24 cm book





MARIEKE SPIJK - DE JONGE



IF YOU CAN CURE THE PATIENT WITH FOOD - HIPPOCRATES, 420 BC.  
LEAVE YOUR DRUGS IN THE CHEMIST'S SHOP

TOWARDS DIETARY ASSESSMENT AND INTERVENTIONS FOR PATIENTS WITH INFLAMMATORY BOWEL DISEASE  
Vera Peters

Deep Learning Computational Breast Pathology

Automated Prediction of Breast Cancer Risk and Outcome



Suzanne Wetstein

EES VAN HESPEN  
PAIN AT RISK

END  
TR

# THE COVER

03

For cover design, Adobe InDesign, Illustrator, or Photoshop are commonly used. InDesign excels in layout design, Illustrator handles illustrations and vectors, and Photoshop is great for photo editing. This section provides guidelines on using these tools to create a professional cover design that meets the necessary technical specifications.

## Cover Layout

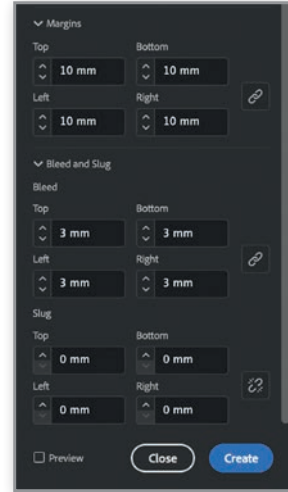
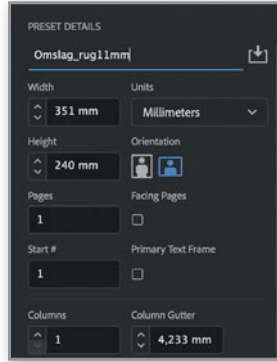
**If you are creating the cover yourself, please keep to the following guidelines (see page 38):**

- The total width of the document is equal to your book size plus the spine thickness and 6 mm (bleed).
- Please submit the PDF as a single page (spread).
- Make sure that bleed elements extend to the edge of the page, with a 3 mm bleed.
- The correct spine thickness depends on the type of paper and the number of pages. Information on calculating the spine thickness can be found in your portal.
- Images must be of high quality (minimum 300 DPI, maximum 600 DPI).
- Do not place important images or text too close to the edge of the page (see safe area).
- Want to print the inside of the cover? See page 39 for specifications.
- Interested in a bookmark as an invitation? Look for submission instructions on our website or in your portal.

## Cover in Adobe InDesign or Illustrator

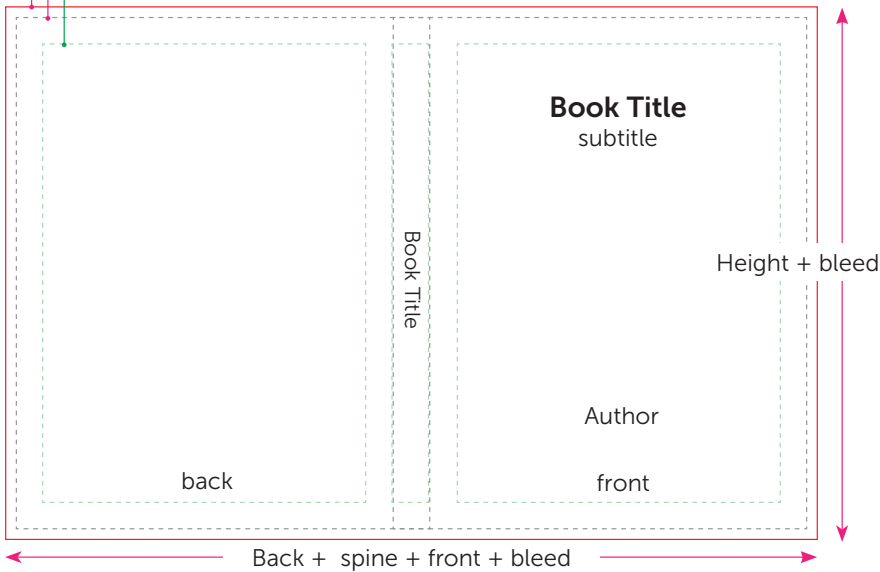
1. Create a document with a total width equal to the back, spine, and front of the book.
2. Specify the 3 mm bleed in the document. This line will be displayed in red outside the document size (black line). Make sure that background colors or images extend to this line.
3. The dotted lines indicate a safe margin of 10 mm. Use the specifications of the attached screenshots (margins); this line is magenta. Place text and image elements within this margin without any problems.
4. Export the document as PDF with bleed and crop marks. Instructions for this can be found from page 78 of this manual.

### Cover Settings for a 17 x 24 cm Book with 11 mm Spine

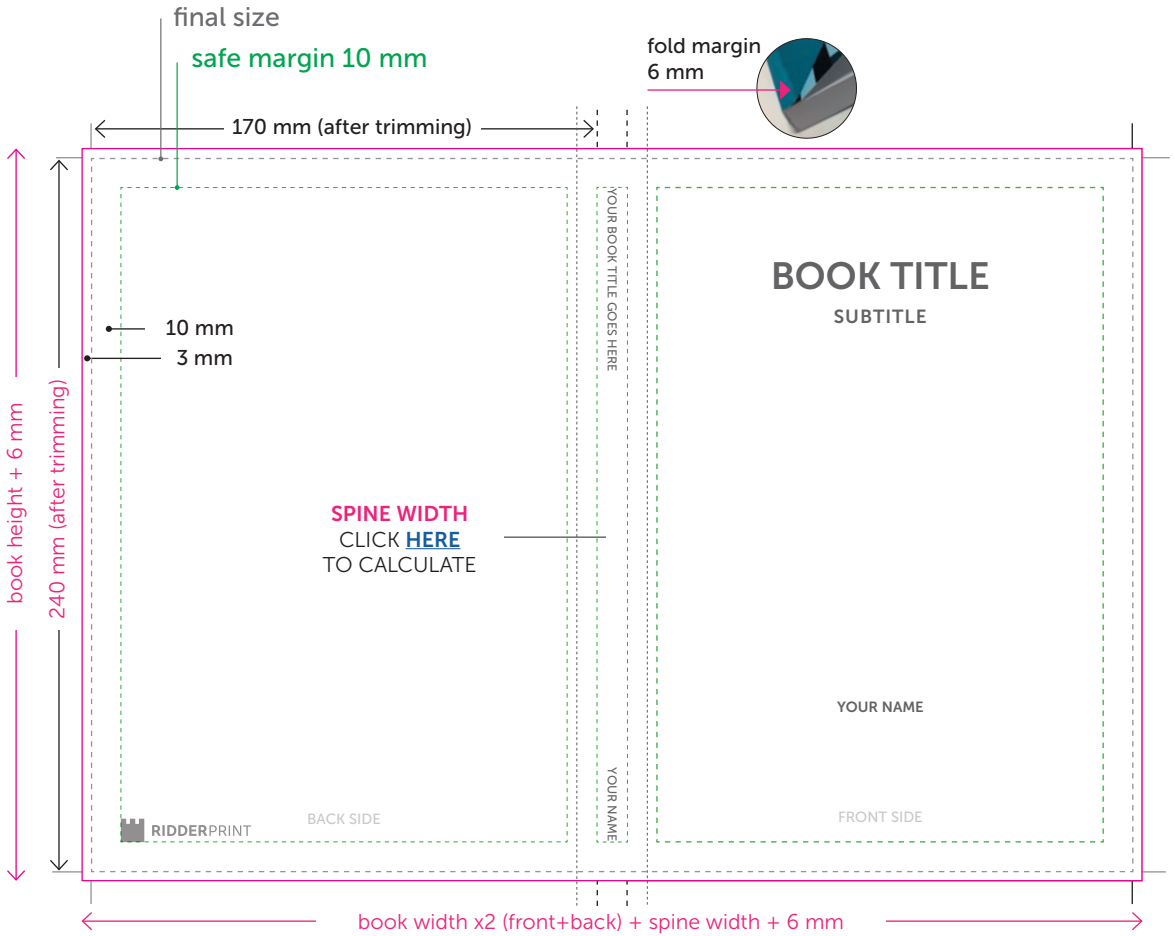


3

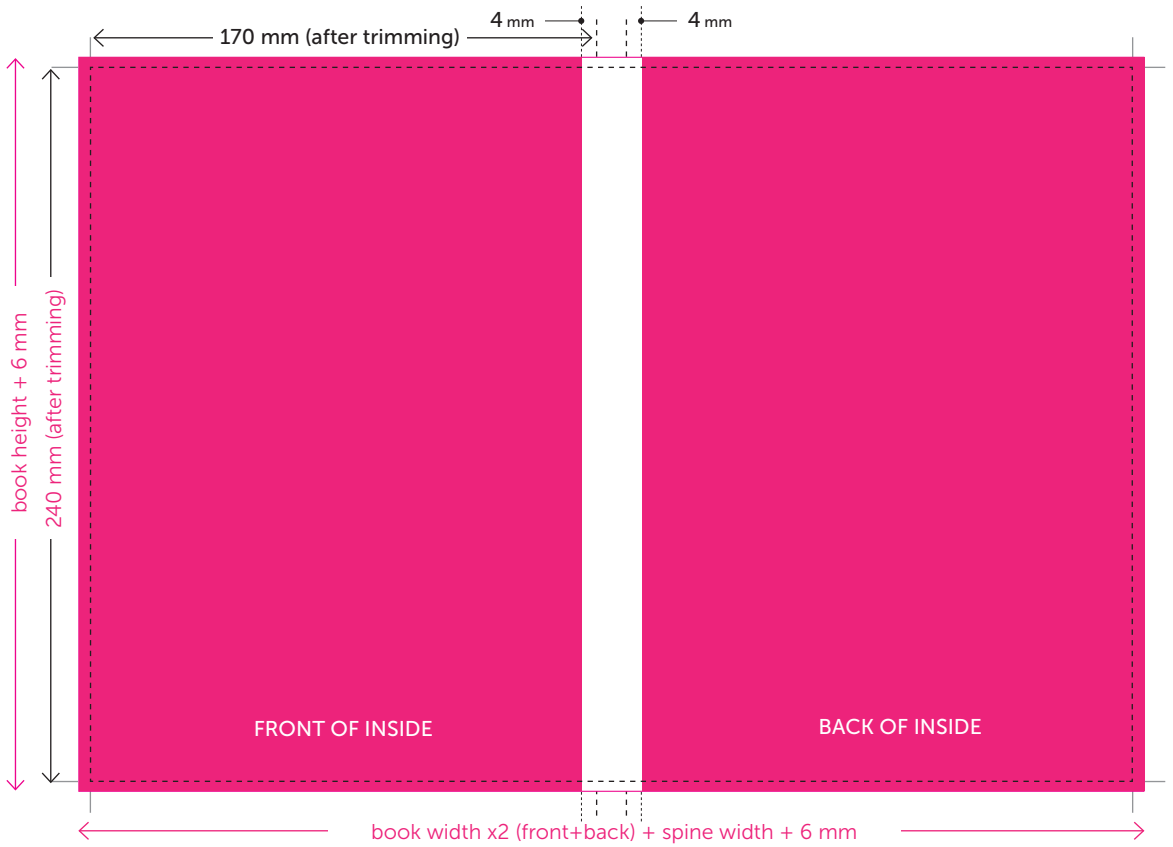
document size with 3 mm bleed  
final book size (after trimming)  
safe margin 10 mm

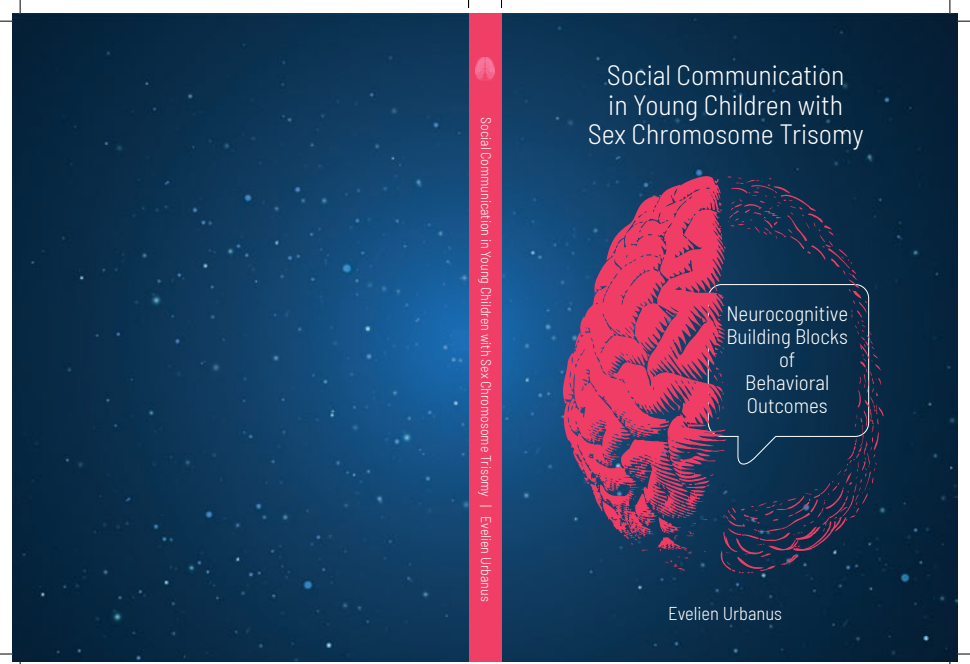


## Cover | Guidelines for the Front



## Cover | Guidelines for the Inside







## Cover in Adobe Photoshop

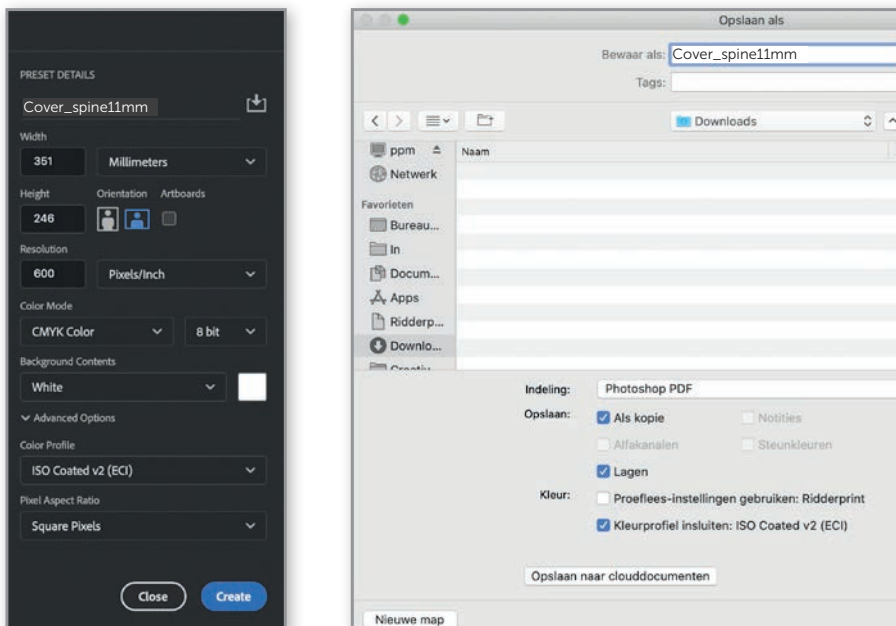
Since Photoshop does not allow you to specify the bleed separately, you must set the document size including the bleed. Follow these steps:

1. **Document Size:** Create a document equal to the width of the back plus the thickness of the spine plus the front, with a bleed of 3 mm on all sides.
2. **Settings:** Total document size = back + spine thickness + front + 3 mm bleed all around.
3. **Resolution:** Make sure the resolution is at least 300 DPI and no more than 600 DPI for optimal print quality.
4. **File Format:** Save the file as a PDF file. Make sure to preserve all layers so that the text retains its vector properties, resulting in better quality.

**Please note:** The 3 mm bleed will be trimmed off after printing, so avoid placing important elements too close to the edge of the document.

3

### Cover settings for a 17 x 24 cm book with an 11 mm spine





## UITNODIGING

voor het bijwonen  
van de verdediging van  
het proefschrift

### THE BRAIN AT RISK

DETECTION AND  
QUANTIFICATION OF  
CEREBROVASCULAR  
DISEASE

op dinsdag 11 mei 2021  
om 14:15 uur, in de  
Senaatzaal van het  
Academiegebouw,  
Domplein 29 te Utrecht

Online te volgen via  
onderstaande link:

[www.verdedigingkees.tk](http://www.verdedigingkees.tk)

**KEES VAN HESPEN**  
Graaf Florisweg 64-108  
2805 AM Gouda

**PARANIMFEN**  
Jacob-Jan Sloots  
Edwin Versteeg  
[VERDEDIGINGKEES@GMAIL.COM](mailto:VERDEDIGINGKEES@GMAIL.COM)

# LAYOUT PACKAGES

04

Designing a thesis requires specialized expertise and a strong visual translation of its content. In our studio and with our network of external designers, we discuss your preferences and examples in detail. This allows us to create a unique and creative design for the interior and/or cover, so you can fully focus on your content.

## Inside Pages

### Complete

- A to Z layout of the inside pages
- Unlimited styling options
- Up to 30 tables

### Complete Plus

- A to Z layout of the inside pages
- Unlimited styling options
- More than 30 tables

**With the Complete (Plus) package, we handle the layout of the following options:**

- Font, size, and line spacing
- References (non-textual)
- Use of headings
- Tables and figures
- Header and footers
- Bookmarks
- Table of contents
- Chapter title pages

**For current prices, please visit our website.**



TABLE 2 Critical-Care Observation Tool

Behaviors	Description	Score
Facial Expression	No muscular tension observed absence of frowning, some lowering of eyebrows and broader contraction. All of them above facial movements plus eyelids tightly closed	Relaxed face 0
Body movements	Does not move or all slow, cautious movements, touching or rubbing the face etc, seeking attention. pulling tube, attempting to sit up, moving limbs/arms; not following commands, striking at staff, trying to climb out of bed through movements.	Grasping 0 Absence of movements 1 Protection 2
Muscle Tension Evaluation by passive flexion and extension of upper extremities	No resistance to passive movements Resistance to passive movements	0 1 2
Compliance with the ventilator (intubated patient)	strong resistance to passive movements, ability to cooperate from Alarms not activated, easy ventilation	resistance / agitation 0 1 2
OK	Alarms stop spontaneously	Very tense to rigid 0 1 2
vocalization (intubated patient)	Asynchrony: blocking ventilation, alarms frequently activated talking in normal tone or no sound sighing, moaning Crying out, sobbing	Tolerating ventilator or movement 0 1 2 Talking in normal tone or no sound 0 1 2

0-8



## Standard PDF

- Add up to 3 layout elements to your PDF file
- Choose from various styling options

Did you create the layout of your thesis yourself, but would you like to add some extra elements? This package makes it possible! Provide your complete PDF file, and we will add up to three extra elements of your choice.

### You can choose from the following options:

1. Headers and footers
2. Bookmarks (chapter numbers on the sides of the pages)
3. Title pages for the chapters

For current prices, please visit our website.





## Cover

### Standard

- The cover layout tailored to your preferences, using provided text and images.

Do you want a beautiful cover with your own text and images, but do you lack the technical knowledge to make it yourself? Then this package offers the ideal solution. We provide a cover that is fully tailored to your wishes and is technically correctly designed. Provide your text and photos, and indicate any preferences such as use of color or fonts.

Are you still looking for a suitable image? Feel free to look at websites such as **www.shutterstock.com**. If you find something here, we can source the image(s) you need.

**For current prices, please visit our website.**







## Design

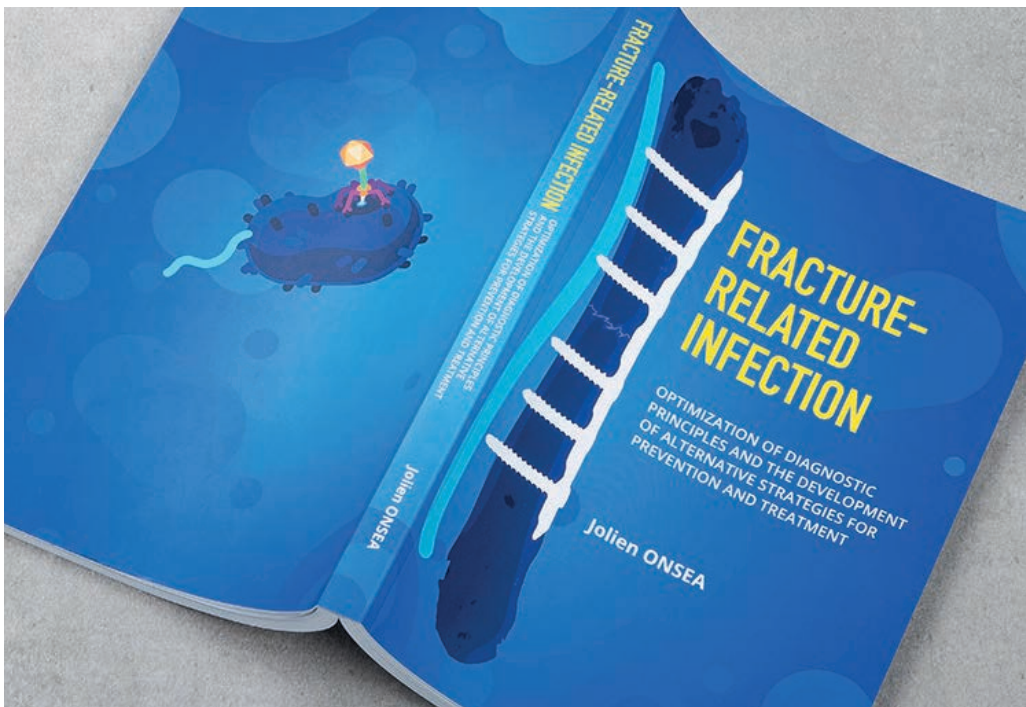
- Custom design of the cover and bookmark in collaboration with a graphic designer.

Looking for a unique cover design? This package offers the opportunity to develop a fully customized concept together with a graphic designer, including a matching bookmark.

In consultation, we will connect you to an experienced designer. During a conversation, you will discuss your ideas and preferences. The designer will then convert these into a custom-made design. Have you also chosen a package for the inside pages? Then the cover and any additional materials will be combined into a coherent total concept.

For current prices, please visit our website.





**HETEROGENEITY IN VICTIM PARTICIPATION I**

... as the anticipation of negative consequences. Component 2 contains items ... influence of participation on the course or objectivity of the trial, retaliatory ... perpetrator, or negative reactions from the victim's social surroundings.

**Logistic regression analysis**

... step in the preparation for the logistic regression analysis, bivariate associations between the ... dependent variables and the dependent variable (delivery of WS) were calculated. Table 22 shows ... factors that had significant bivariate associations with the delivery of a WS.

Table 22  
Bivariate associations with the delivery of WS

**Background characteristics**

Gender (women)

Age  
Level of education  
Lower (reference)  
Intermediate  
Higher

Marital status  
Single (reference)  
Living together  
Married  
Divorced

Widow/widower  
Employment (no)  
Ethnic background  
Native (reference)  
First-generation  
Second-generation

**Crime characteristics**

Type of crime  
Threat (reference)  
Stalking  
Violent crimes  
Sexual offenses  
Traffic offenses  
Homicide

Delivery of WS OR (95% CI), N = 110

1.61 (1.15-2.17)\*\*  
1.62 (1.05-2.50)

1.95  
1.0 (1.18-1.36)  
0.1 (0.2-0.6)

1.95  
1.37 (0.89-2.07)  
1.59 (0.89-2.75)  
1.66 (1.24-2.21)\*\*  
2.21 (1.22-3.98)  
1.23 (0.89-1.70)

1.95  
2.23 (1.48-3.35)  
1.61 (1.1-2.56)

1.95  
6.53 (1.97-20.35)\*\*  
6.23 (2.46-17.38)\*\*  
8.17 (2.10-31.76)\*\*  
16.32 (1.75-152.82)\*

# ONLINE PUBLISHING

05

Ridderprint offers the possibility to make your work available digitally. An online publication can increase accessibility by making the work available on different devices (smartphone, e-reader, tablet, desktop) and can also reduce costs by a smaller paper circulation. In addition, your work is easily found via search engines such as Google.

## Packages

### PDF

- Featuring the cover as the first and last page
- Hosted on [www.publication-online.com](http://www.publication-online.com)

This option offers an online placement on our website. A PDF version that meets the university requirements will be sent to you at the end of the process.

### Flipbook

- Realistic flip-through on desktop
- Intuitive display on smartphone or tablet
- Includes clickable table of contents
- Unlimited hosting on [www.publication-online.com](http://www.publication-online.com)

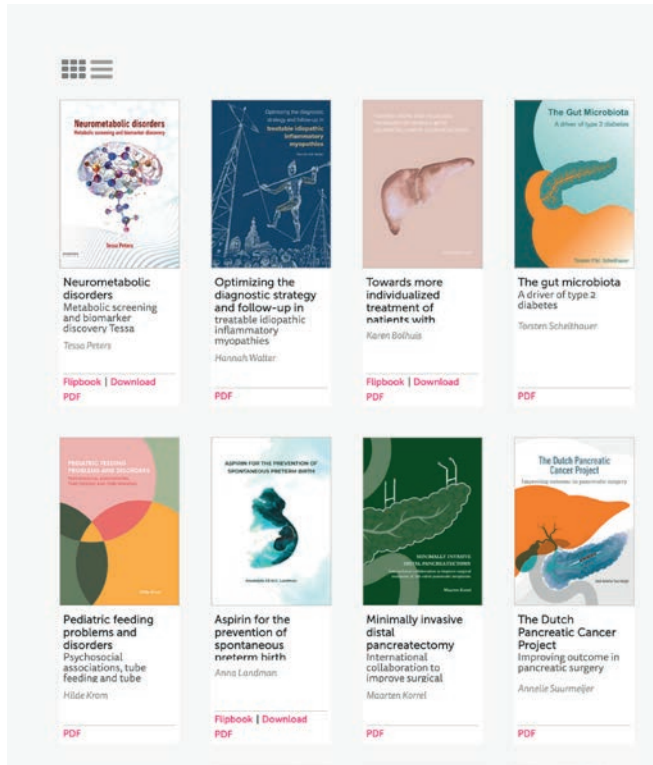
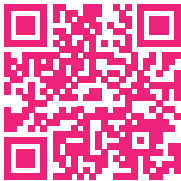
Password protection for your online publication is optional.

**For current prices, please visit our website.**

## QR-code

A QR code is a type of barcode that directly refers to your online publication. This can be useful for example on an invitation, to make your work easily accessible.

Ask us about the possibilities and view examples on [www.publication-online.com](http://www.publication-online.com)



# Scratching beneath the surface

Innovative  
treatment modalities  
for burn patients

A. Kwa





# PAPER TYPES & EXTRA OPTIONS

06

Our standard range of paper types has the FSC quality mark. Forest Stewardship Council (FSC) is an international quality mark supported by governments, companies and environmental organizations. The quality mark sets strict requirements for sustainable and responsible forest management.

## FSC Quality Mark

Thanks to FSC certification, we contribute to the preservation of forests worldwide. With FSC, we know for sure that the paper comes from responsibly managed forests, both in tropical areas and in nearby forests, such as in the Netherlands.

## Paper Types for the Inside Pages

For the inside pages, we offer four carefully selected types of paper. These types of paper are ideal for theses and are based on years of experience. If you prefer a different type of paper, you can discuss this with our specialists.

### **115 gsm G-Print**

This is the most chosen paper type. It is a smooth paper with a natural white tint, ideal for text, photos and figures.

### **100 gsm HVO**

This paper is matt and bright white in color. It is easy to read and excellent for text. Photos and figures get a more matt appearance.

### **100 gsm Biotop**

This matt paper has an ivory white tint. It is pleasant to read and excellent for text. Photos and figures get a more matt and classic look.

### **100 gsm Recycled**

A matt paper with a grayish tint. It is pleasant to read and is excellent for text. Photos and figures get a more matt and industrial look. This material is 100% recycled and contains visible small fibers.

## Paper Types for the Cover

The cover is made using our standard 275 gsm coated cardboard. Other options, such as textured or colored cardboard, are also available. Contact us for more details or specify your preference in your offer request.



## Laminating the Cover

Our 275 gsm coated cardboard is always laminated. This is a standard finishing that protects the cover, makes it stronger, and contributes to the appearance of the thesis.

**There are three options:**

### **Scratch-resistant matte**

The most popular laminate, gives a calm appearance and is resistant to scratches.

### **Soft-touch**

Matte appearance with a soft velvety feel.

### **Glossy**

Shiny like a mirror, ideal for making a photo or element stand out.

**Lamination is only applied to our standard cardboard. Natural cardboard and textured cardboard types are not laminated.**

## Cover Variations

At Ridderprint, we offer a variety of cover options to make your thesis truly stand out.

### Inside Cover Printing

Add an extra touch of elegance by printing on the inside of the cover. This can be a full-color design, a subtle pattern, or even additional information to enhance your book's appeal.

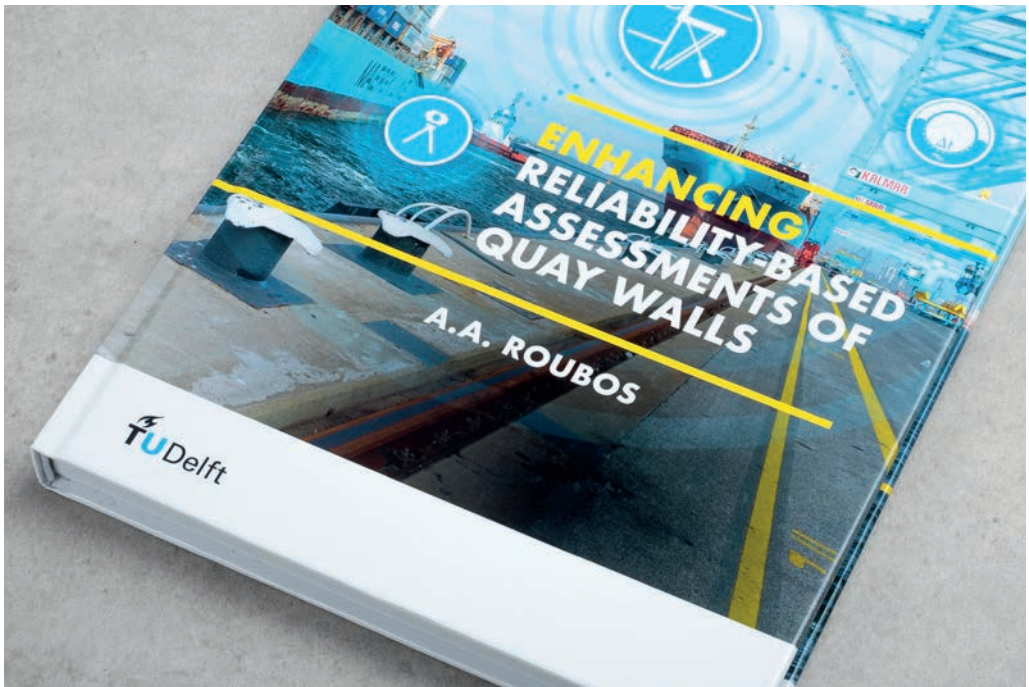
### Flaps

Include flaps for added functionality and style. Flaps can be up to 12 cm wide and, like the cover itself, can also be printed on the inside. Ideal for including additional content such as acknowledgments or a short biography.

### Hardcover

For a premium, durable finish, choose a hardcover. This option features a rigid, non-flexible cardboard cover that exudes sophistication and ensures longevity. Contact us for specific details or mention your preference in your quote request.

**For detailed technical specifications and setup guidelines for these options, please visit our website or check your Ridderprint online portal.**





## Special Finishing Options for the Cover

Your cover is the first impression of your dissertation. With special finishing techniques, you can elevate its appearance and highlight key elements. Below are the options available:

### Spot-UV

A glossy coating applied to specific areas of the cover to make them stand out. You can also choose raised spot-UV, which adds a tactile effect for an extra dimension.

### Foil Printing

Add a luxurious touch by applying shiny foil—available in gold, silver, bronze, and more—to text or illustrations on your cover.

### White Printing

Create a distinctive look with white ink, particularly effective on colored cardboard.

### Embossing

Embossing allows you to add raised or recessed textures to text or illustrations, creating a refined and elegant finish.

### Die-Cutting

Die-cutting enables you to cut custom shapes into the cover, resulting in a striking and creative design.

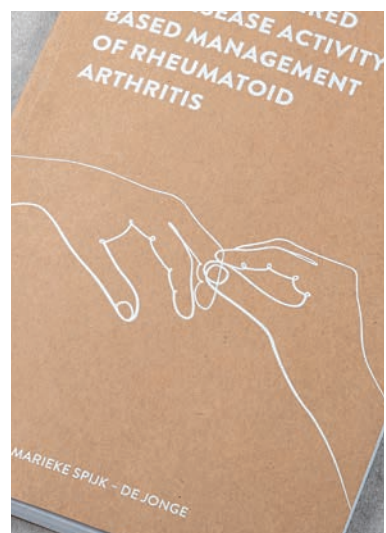
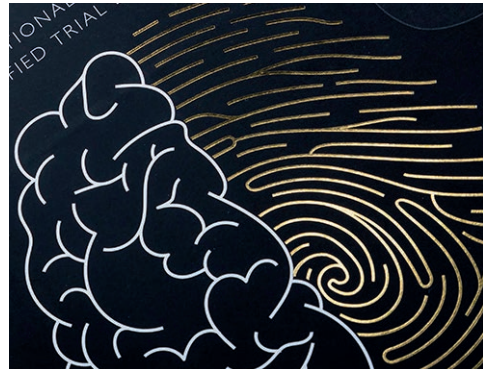
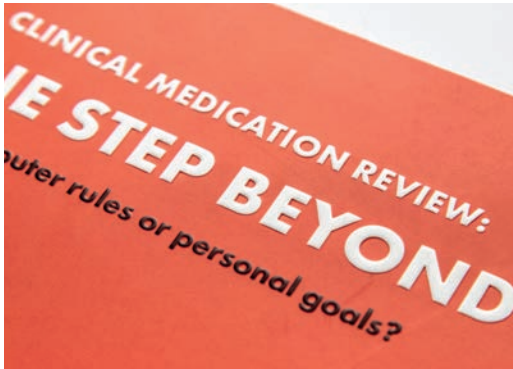
## Proofing with Special Finishes

Unfortunately, we cannot provide physical proofs for special finishes, as these processes are carried out externally and require a minimum production run due to high setup costs. However, we can provide samples from previous projects to give you a clear idea of the final result.

### Tip

We recommend having your design technically reviewed by Ridderprint in advance. This ensures that your chosen finishing option is feasible and avoids any technical issues during production.

**Detailed guidelines for submitting files for these finishing options can be found in your online portal or on our website.**



## Additional Components and Options

Together with your thesis, you can select from standard options and additional components to make your thesis more personal or complete.

### Bookmark

The bookmark is often used as an invitation to defend your thesis. Because it is printed next to the cover, we can supply it free of charge.

### Propositions

Some universities require you to write propositions for your defense. We offer the possibility to have them printed free of charge with your thesis.

### Extra Invitation

You can also have an extra invitation made for the party and/or dinner. This can be done in postcard or A5 format and printed on the same material as the cover. If you have an online publication in your order, it is possible to refer to the online link with a QR code.

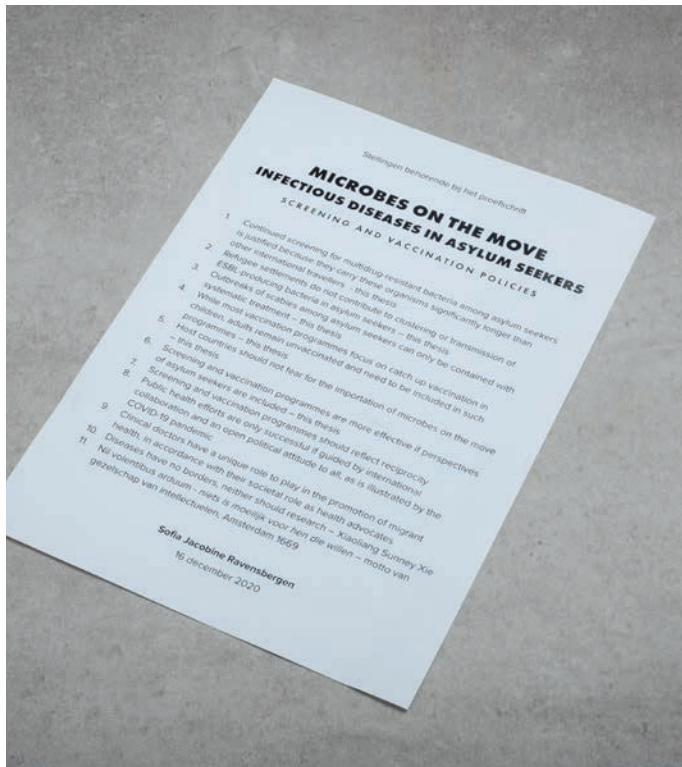
### Summary Booklet

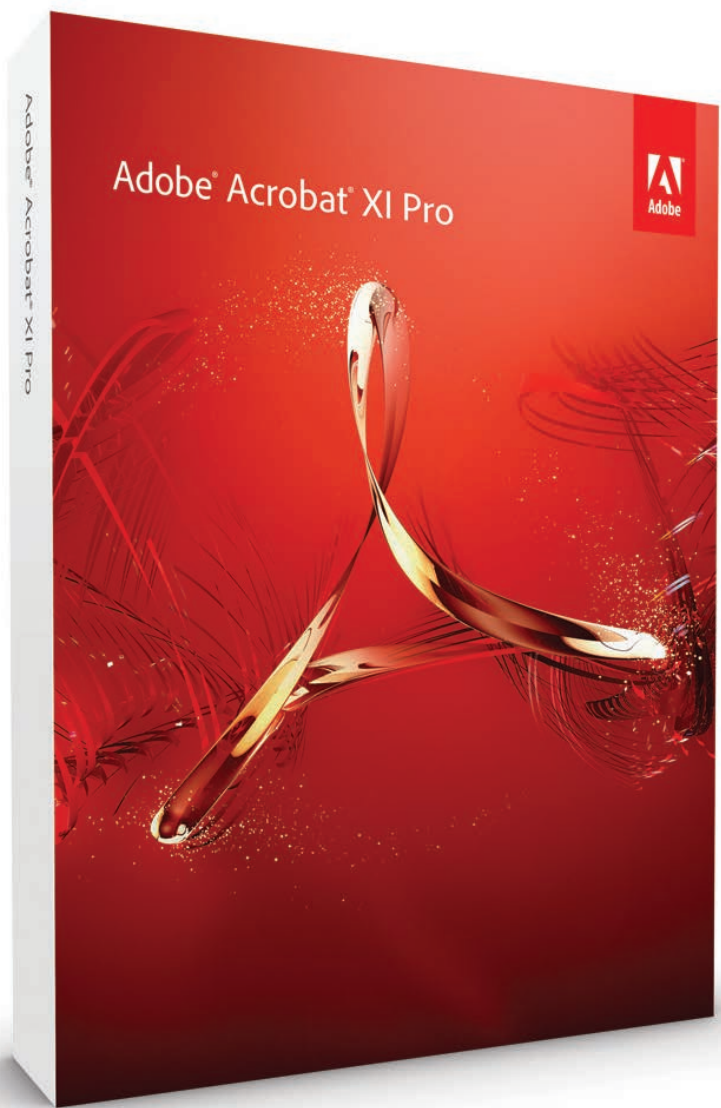
A summary booklet can be created separately from the main thesis. Due to its limited page count and thinner format, it is produced as a folded booklet with staples in the spine.

**Submission guidelines for the additional parts can be found on our website or via our online portal.**









Adobe® Acrobat® XI Pro

Adobe® Acrobat® XI Pro



# CREATING PDF FILES

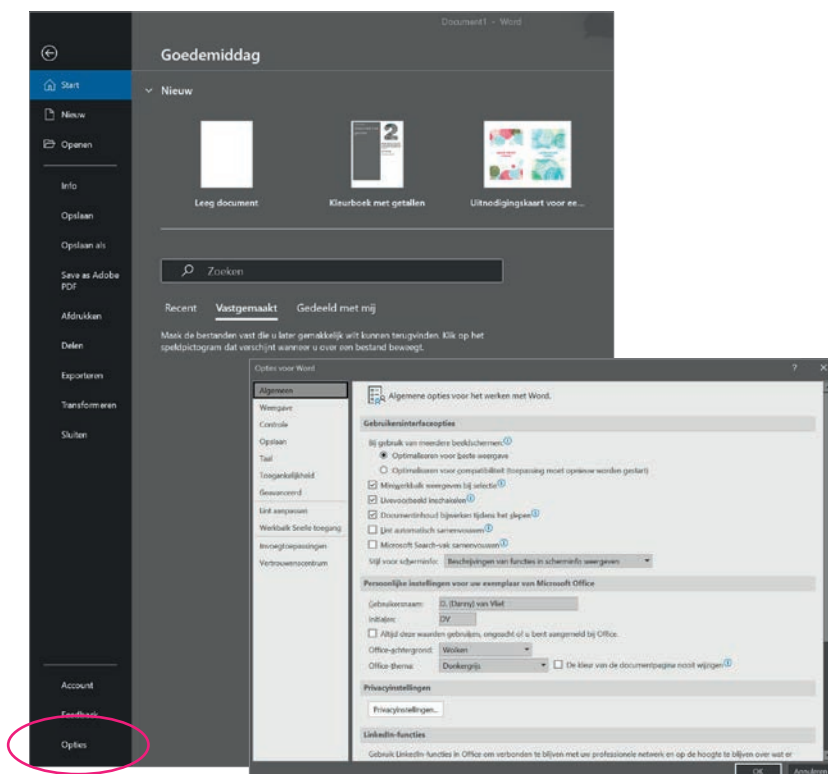
07

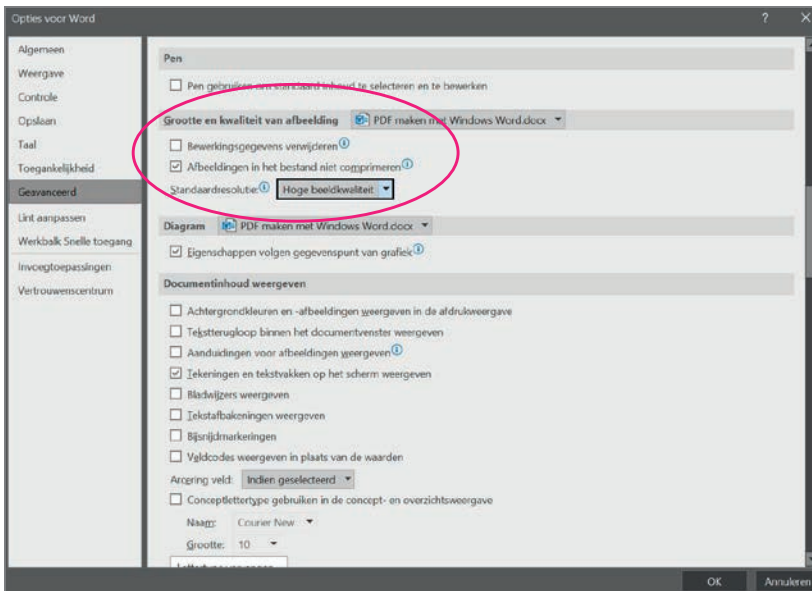
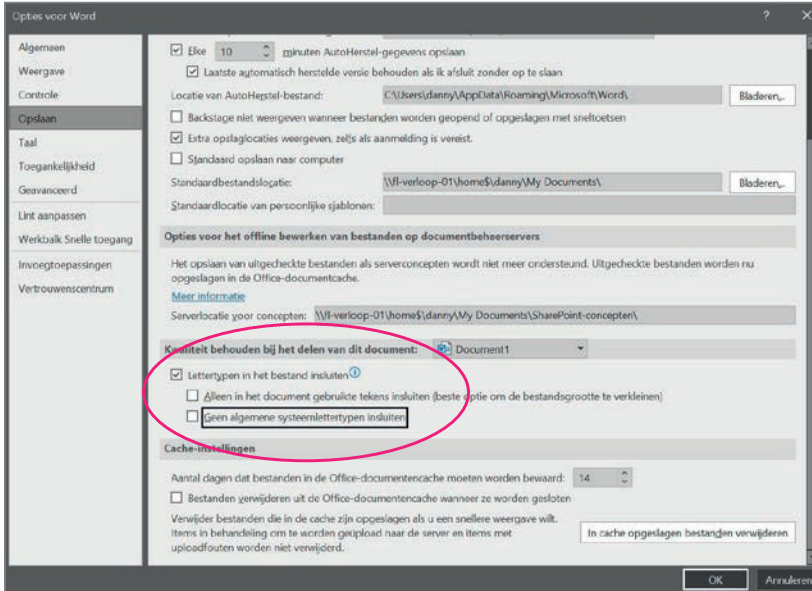
If you supply files yourself, we would like to receive them as PDF files. In this chapter we explain how you can create technically correct PDF files from various software packages.

## Create PDF File with Word for Windows

To ensure that your file in Word retains optimal quality when converted to PDF, we recommend that you follow these steps. Please note that for low-resolution images, these steps do not guarantee a sharp display. Here we use Word Office 365 as an example:

1. In Word, go to **File** and select **Options** at the bottom.
2. On the left, click **Save** and under **Preserve Quality** check the **Embed font in the file option**.
3. Next, go to **Advanced** and under **Image Size and Quality** set the default resolution to **High Image Quality**. Also check the **Do not compress images** in the file option.



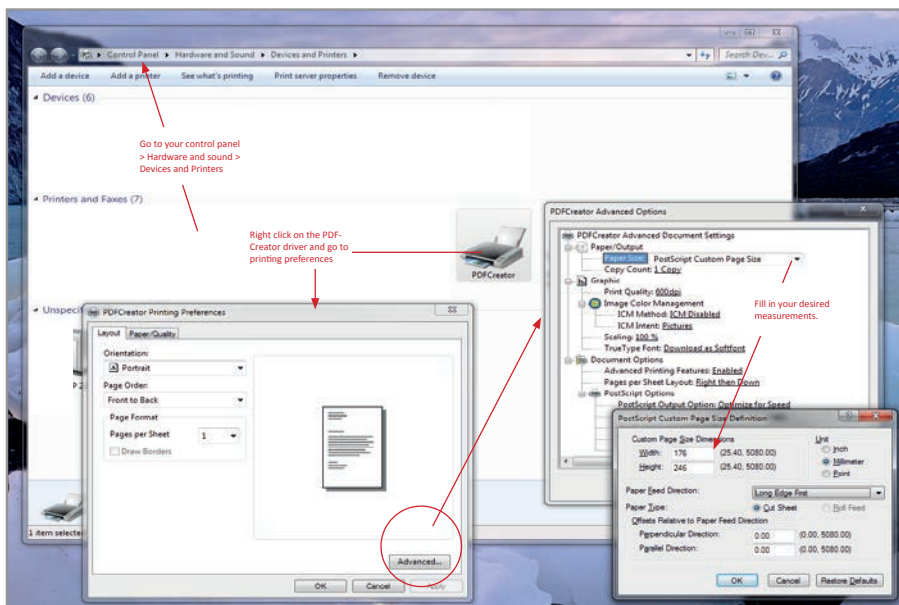


## Create PDF File with PDFCreator (Windows)

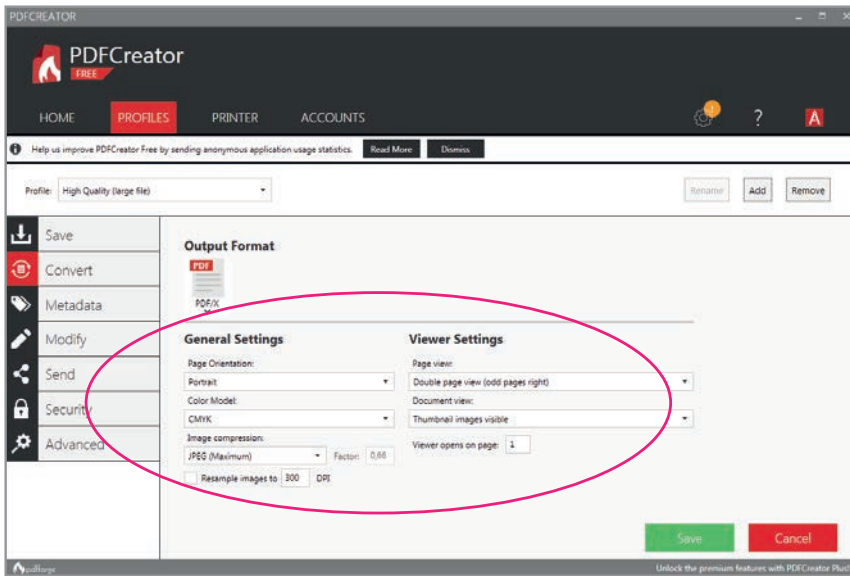
PDFCreator is a free PDF creator available for Windows and can be downloaded from our website under 'Customer Service'. Unfortunately, this software is not available for Mac users. Follow these steps to create a technically correct PDF:

- 1. Download and install PDFCreator:** Start the installation and follow the steps. **Choose Compact installation** from the installation options. After installation, PDFCreator will be added as a virtual printer.
- 2. Adjust printer settings:** Open the **Control Panel** in Windows and go to **Devices and Printers**. Find PDFCreator in the list of printers, go to the **Advanced** settings and set the format here that you also set in Word. Click **OK** and **Apply** to save the changes.
- 3. Launch PDFCreator** and select profile: **Launch PDFCreator** if it is not already open. Go to the **Profile tab** and **under the Convert tab** select the settings as shown in the screenshot.
- 4. Configure Save Settings:** Go to **Settings** and then to the **Save** tab.
- 5. Choose file format:** Make sure select **Default file format** is set to **PDF/X**. This will ensure a print-ready PDF.
- 6. Save Settings:** Click **Save at the bottom of the window** to confirm the settings.
- 7. Save PDF:** Back in the PDFCreator window, choose **Save** again. Name the PDF file and save it to the desired location.

1



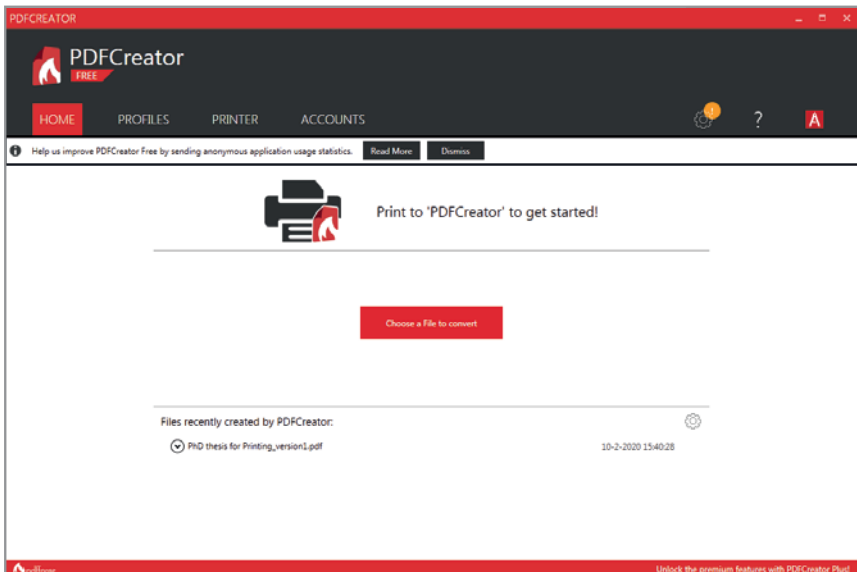
2



Select the 'High Quality' profile and Output format 'PDF/X'

Find your file and click convert..

3

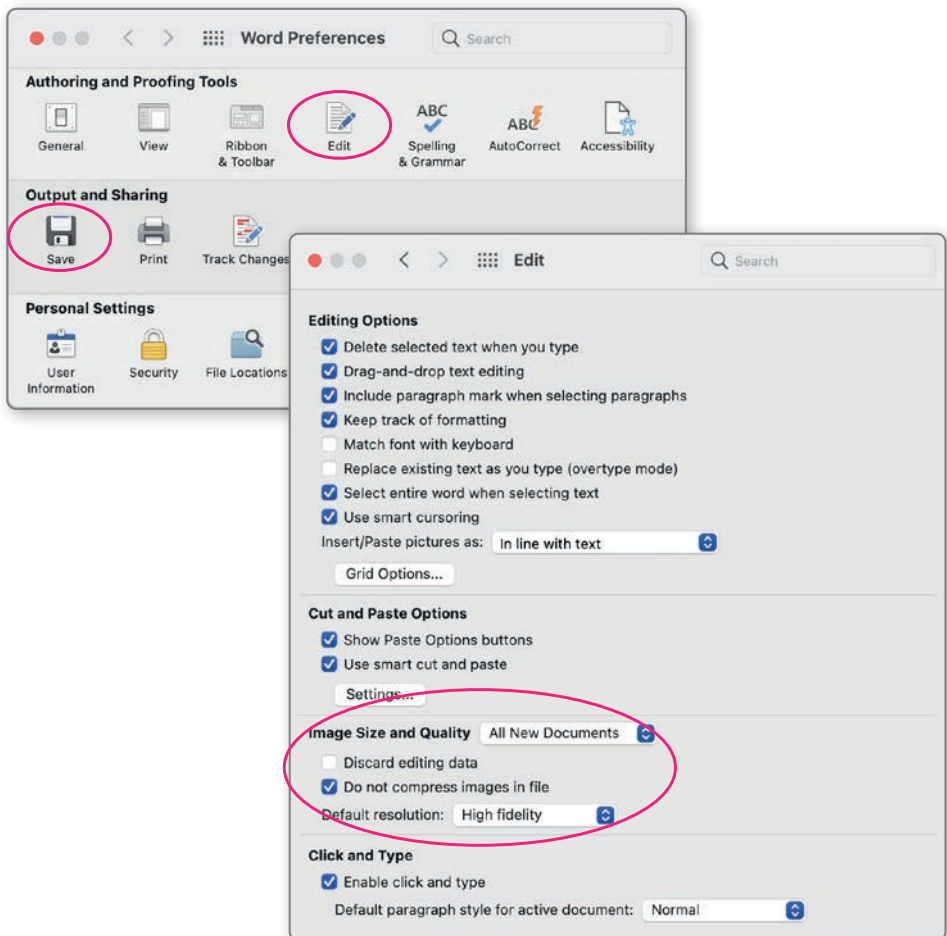


7

## Create PDF File with Word for Mac

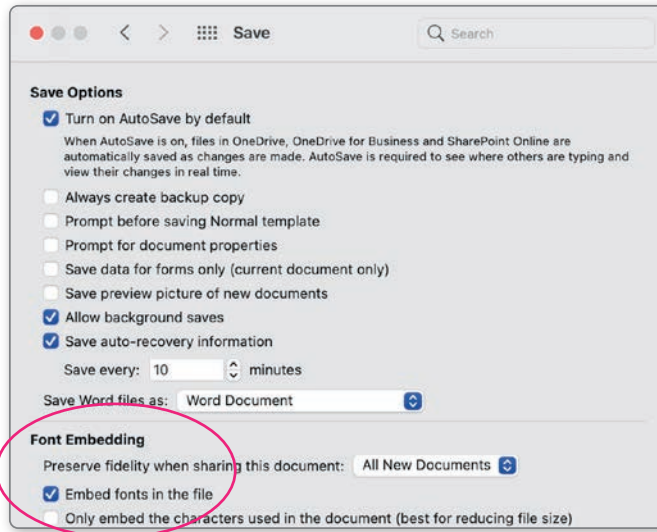
To ensure that your Word file is of the optimum quality for printing when converted to PDF, follow these steps. Note that for low-quality images, this method may not always improve sharpness.

1. **Set Preferences:** Open the preferences in Word.
2. **Image Quality:** Go to **Edit** and under **Image Size and Quality** set the default resolution to **High Image Quality** . Also check the **Do not compress images** in the file option .
3. **Embed Fonts:** Choose **Save** and under Embed Fonts, check **Embed fonts in the file** .





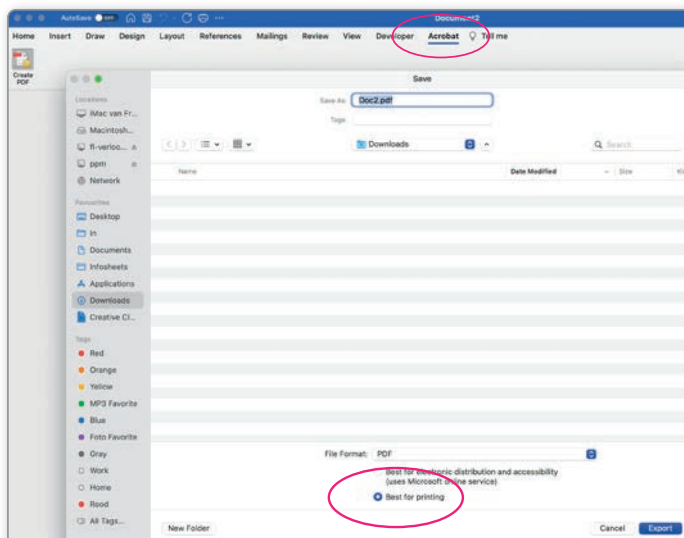
## Embed fonts



## Adobe Acrobat

If you have Adobe Acrobat installed (see page 76), you can easily create a PDF file from Word:

1. In Word, go to the top menu and select the **Acrobat** link.
2. Click **Create PDF** to save your document as an Adobe PDF.
3. Select the **PDF option for printing** and export the file.



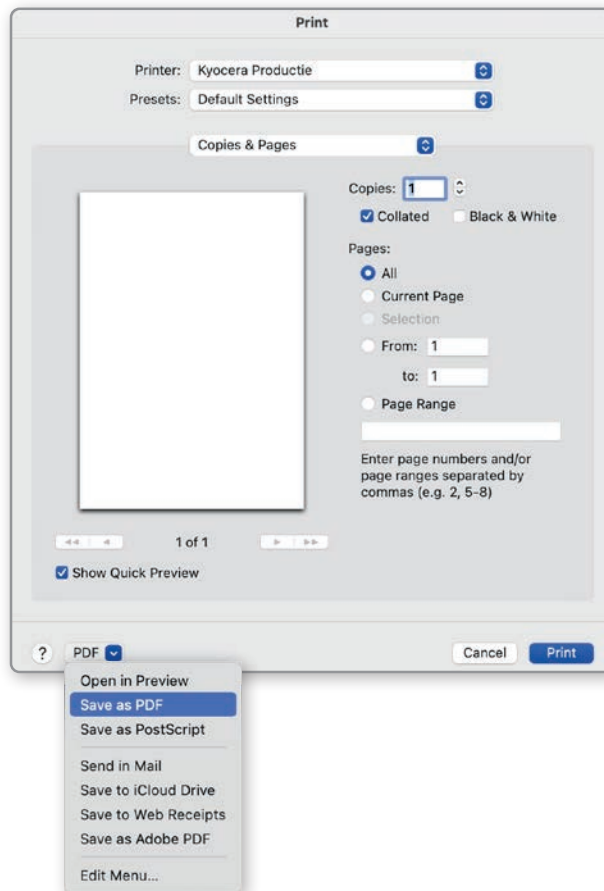
## Create PDF File in Mac OS X

Recent Apple computers have a built-in PDF creator that meets the quality requirements:

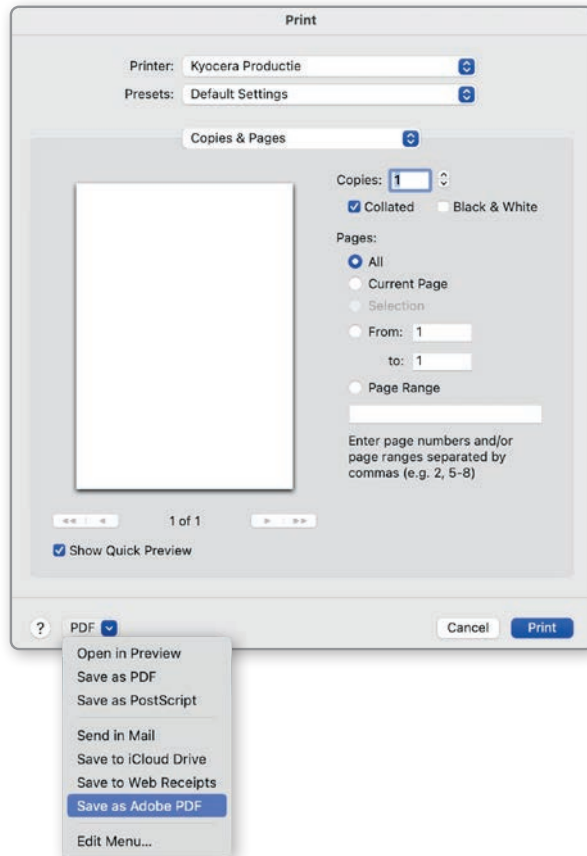
1. In your document, go to **File** and select **Print**.
2. At the bottom of the print window, select **Save as PDF**.
3. Name the file and save it to the desired location.

### Adobe Acrobat

If you have installed the Adobe Acrobat package (see page 76), you have an additional option to save your document as an Adobe PDF (see screenshot). Use this feature and select **"Print with High Quality"** for optimal results.



## Create PDF in Mac OS X



## Create PDF File with Adobe Acrobat Pro

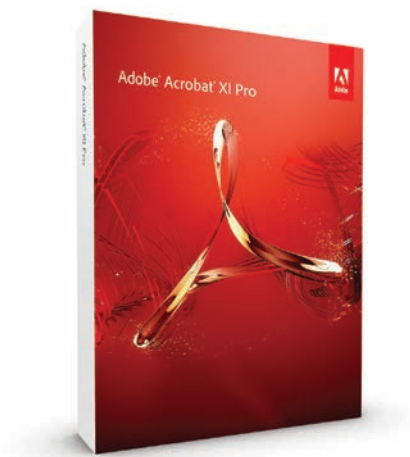
Adobe Acrobat Pro is the original PDF creator developed by Adobe. If you do not own Adobe Acrobat, you can purchase it or download a free 30-day trial. The trial is available from the Adobe website.

### Steps for PDF creation:

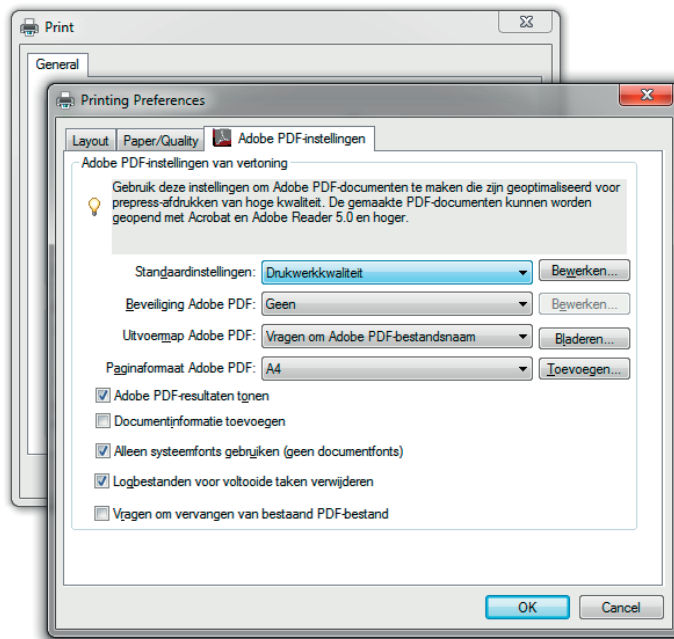
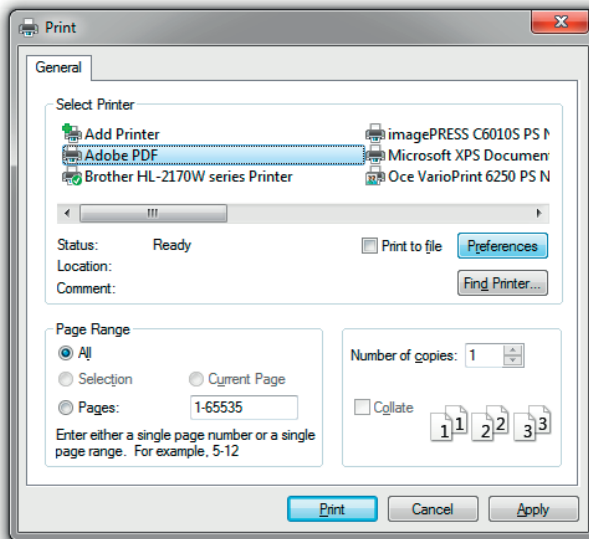
1. Install Adobe Acrobat Pro and follow the installation instructions.
2. After installation, Adobe PDF is available as a virtual printer.
3. Open your document and go to **File > Print**.
4. Select **Adobe PDF** from the list of printers and click **Properties**.
5. In the Adobe PDF document properties, choose the default **Print Quality setting** and click **OK**.
6. Back in the print window, select **OK/Print**.
7. Name your PDF file and save it to the desired location.

### Checking proof files

We regularly send PDF files as a sample. In order to assess these correctly, we recommend opening the files in **Acrobat Pro or the standard Adobe Acrobat version** rather than in a browser or preview mode, as these sometimes do not provide the correct display. If you do not have Adobe Acrobat, you can download **Acrobat Reader** for free from the Adobe website.



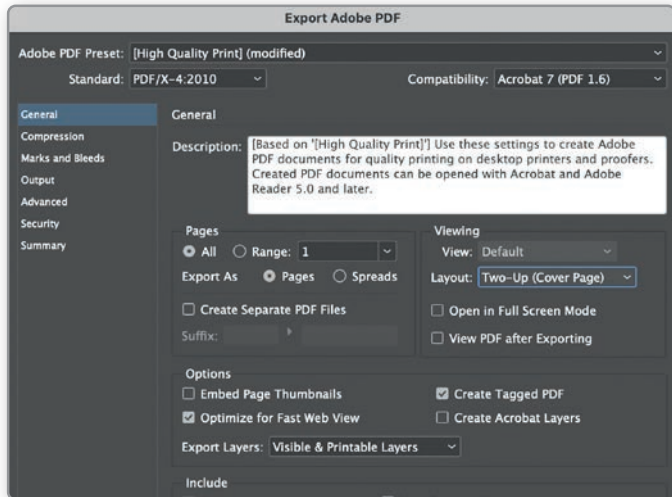
## Create PDF with Adobe Acrobat Pro



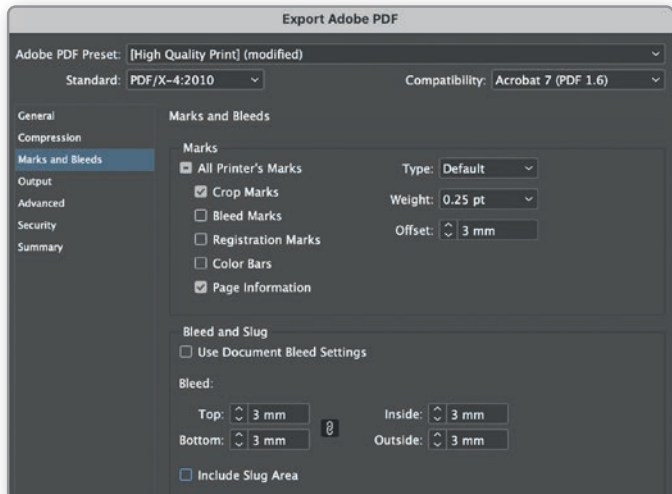
## Create PDF File with Adobe InDesign

Adobe InDesign is a professional layout program, ideal for books, magazines and flyers. If you use InDesign, follow the steps below to create a print-ready PDF.

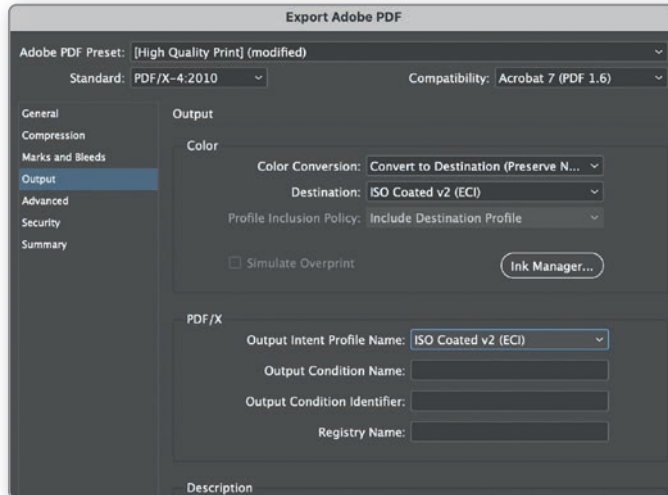
1



2



3



1. **Go to File > Export** and choose Adobe PDF (Print).
2. **General:**
  - Under 'Adobe PDF Preset', select **High Quality Print**.
  - Under 'Standard', select **PDF/X-4:2010** and **Acrobat 7 (PDF 1.6)**.
  - Make sure **spreads** is not selected.
3. **Signs and bleed area:**
  - Check **crop marks** and **page information**.
  - Set 'offset' to **3 mm**.
  - Under 'bleed area' set all fields to **3 mm**.
4. **Output:**
  - In 'color conversion' select **convert to destination (preserve numbers)** .
  - For 'target' select **ISO Coated v2 (ECI)** (or 'coated FOGRA39' as an alternative).

Save these settings as a **Preset** so you can use them later.

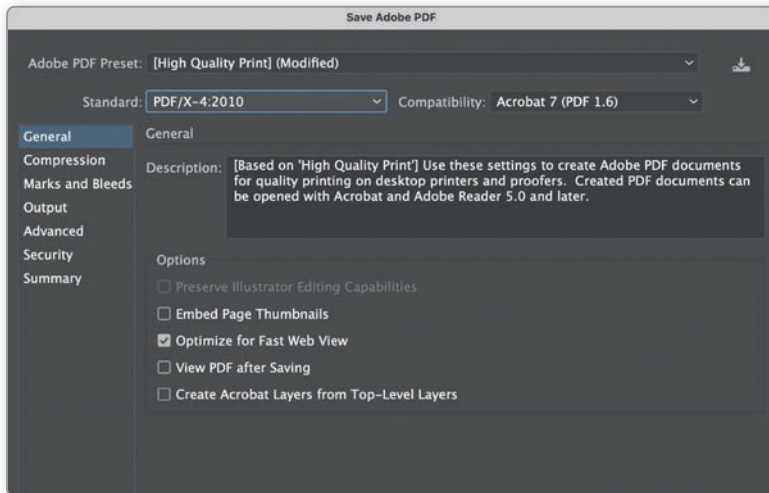
## Submitting InDesign files

If there are any issues with the PDF file, we may ask for the InDesign file. Please provide this as a package via **File > Package** , which will include all fonts and image links. Please package the folder as a zip file before sending.

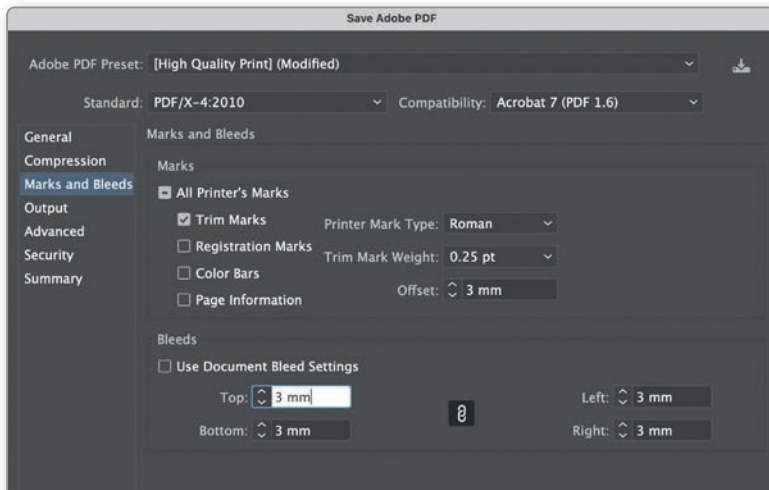
## Create PDF File with Adobe Illustrator

For cover designs in Illustrator, save your file as PDF:

1

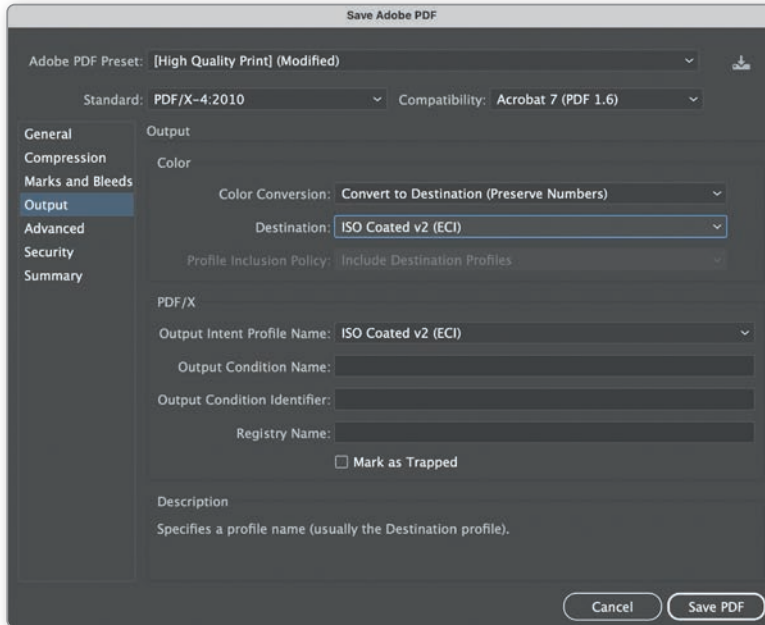


2





3



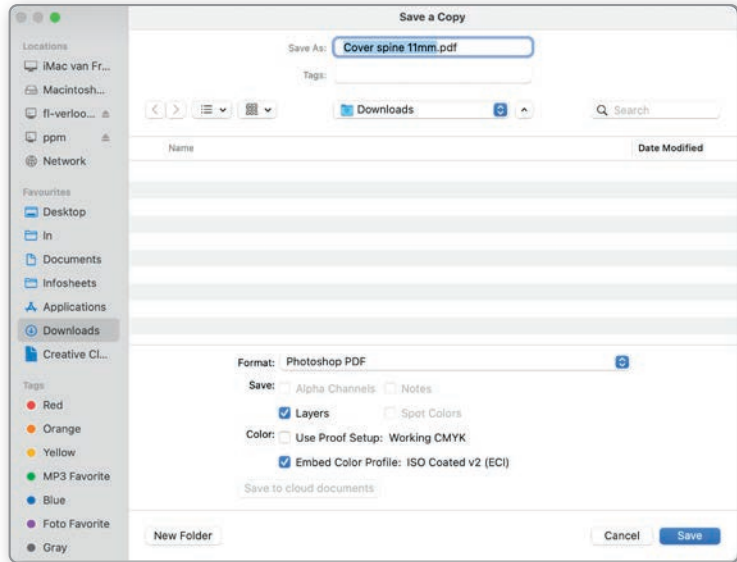
1. Ga naar **Bestand > Opslaan als** en kies **Adobe PDF** als indeling.
2. **Algemeen:**
  - Voor 'Voorinstelling Adobe PDF', selecteer **Afdrukken hoge kwaliteit**.
  - Kies bij 'Standaard' voor **PDF/X-4:2010** en **Acrobat 7 (PDF 1.6)**.
  - Zorg dat **spreads** niet is geselecteerd.
3. **Markeringen en aflooptekens:**
  - Vink **snijtekens** en **pagina-informatie** aan.
  - Zet 'verschuiving' op **3 mm**.
  - Stel bij 'aflooptgebied' alle velden in op **3 mm**.
4. **Uitvoer:**
  - Kies bij 'kleuromzetting' **omzetting in doel (nummers behouden)**.
  - Selecteer bij 'doel' **ISO Coated v2 (ECI)** (of 'coated FOGRA39' als alternatief).

Sla deze instellingen op als **Voorinstelling**, zodat je ze later opnieuw kunt gebruiken.

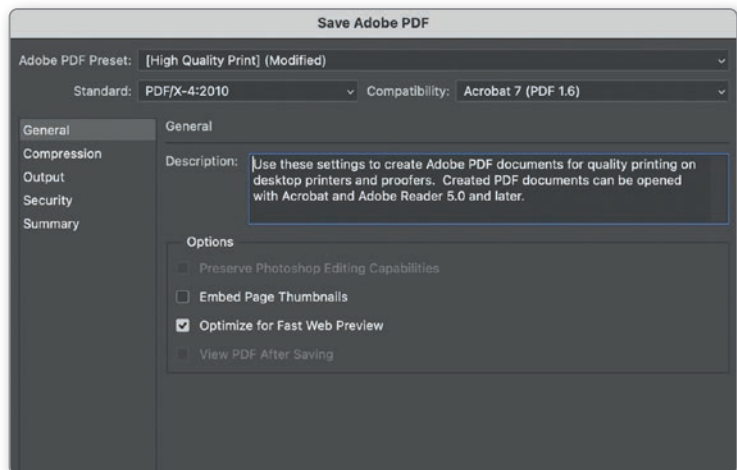
## Create PDF File with Adobe Photoshop

For covers in Photoshop, follow these steps to create a print-ready PDF with layers:

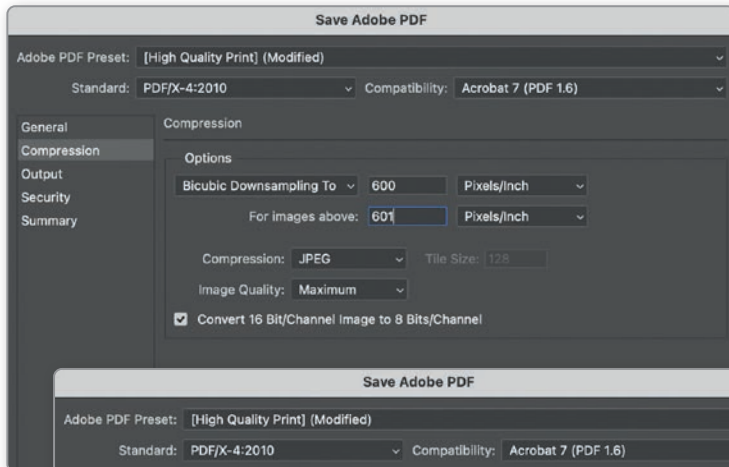
1



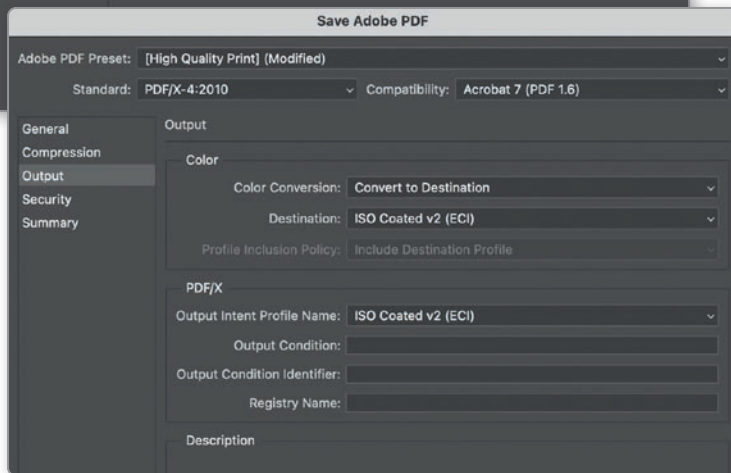
2



3



4



1. Go to **File > Save As** and select **Photoshop PDF**. Check **Layers** and **Embed color profile**.
2. **General:**
  - Under 'Adobe PDF Preset', select **High Quality Printing**.
  - Under 'Standard', select **PDF/X-4:2010** and **Acrobat 7 (PDF 1.6)**
3. **Output:**
  - In 'color conversion' select **convert to destination (preserve numbers)**.
  - Under 'Target' set to **ISO Coated v2 (ECI)** (or 'coated FOGRA39' as an alternative).

Save these settings as a **Preset** so you can use them later.



# FREQUENTLY ASKED QUESTIONS

08

## Frequently Asked Questions

This manual provides answers to common questions about the printing process. This FAQ supplements the information in this manual and on the [customer service page](#) of our website.

### Ridderprint Online Portal

As a customer, you will have access to our [online portal](#). Here, you'll find a comprehensive knowledge base and an overview of the status of your order. If you have specific questions, we recommend consulting the portal. We hope this will help support you throughout the entire process.

See the frequently asked questions below:

### How long does the process of printing a thesis take?

The process usually takes 3 to 6 weeks, depending on the specifications of your order, such as print run, number of pages and additional services such as layout and design. Please contact us if you want to speed up the process.

### What are the costs for printing a thesis?

The costs depend on your wishes, such as circulation, number of pages, and additional services. After requesting an offer, we will contact you to discuss the costs based on your wishes.

### How should I submit my thesis?

If you are creating the thesis yourself, we would like to receive the PDF files. The required software and instructions are in this manual and on the customer service page of our website, as well as in the online portal.

### Can I submit my thesis in A4 format?

Yes, that is possible. We reduce the PDF file to 81%, to the standard thesis format of 17 x 24 cm. More information about this can be found on page 28 of this manual.

### Where can I send my files?

You will receive an order confirmation by email with login details for our online portal. You can upload your files there.

### I am making the cover myself, how do I calculate the spine thickness?

We have a handy calculation tool on our website, which you can also find in the online portal to calculate the spine thickness.

### Can I have my thesis designed?

Yes, we offer various design packages, from basic to complete solutions. More information can be found on page 43 of this manual or on our website.

**What are the options for the appearance of my thesis?**

We offer various types of paper for the inside pages and cardboard for the cover, as well as embellishment options for the cover. More information about this can be found on page 57 of this manual and on our website. If you are interested, we can send you a package with samples.

**How can I request an ISBN?**

Indicate in the quotation request that you want an ISBN. During the process we need some information from you to submit the ISBN request. Then we will make it available.

**Will I receive a proof of my thesis?**

You will receive a proof of your thesis during the process. This is usually a complete book that you can check for quality and content. In case of urgent delivery or if you do not want to receive a paper proof, we will send a digital PDF proof by email. This will be agreed upon in advance when planning your order.

**Can I still make changes after receiving the proof?**

The proof is intended for quality control. We plan sufficient time for this control, and it is possible to provide new files or pass on changes to the designer.

**When will I receive my books?**

The books are usually delivered 8-10 business days after approval for production.

**How do you deliver the books?**

The books are packed in boxes and picked up by an overnight service, one working day before the agreed delivery date. They are delivered the next day between 10:00 and 15:00, usually at the university.

**When will I receive my digital thesis to submit to the university library?**

The PDF file will be sent a few days after your approval for production.

**When will I receive my invoice?**

The invoice will be sent by email after delivery of the books.

**When am I eligible for a group discount?**

Group discounts are available for groups of 5 or more. The amount of the discount depends on the number of people in the group. Please contact us for more information.



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EXPERIENCED.**

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