RIDDERPRINT

MANUAL

www.ridderprint.nl

MANUAL

RIDDERPRINT

About us

Ridderprint is a dynamic company. We are continually optimising our work processes in order to work as efficiently and economically as possible. This benefits our customers without affecting the quality of the products we supply.

We aim to meet the requirements and expectations of our customers. By properly informing them about their options and taking careful stock of their requirements, we are able to make all budgets go further.

We are a young team whose members are passionate about their profession and who derive their motivation from the satisfaction of our customers. We are prepared to go the extra mile to meet deadlines and do everything in our power to make things as easy as possible for our customers.

Herman Kanters
Director

Robert Kanters
Prepress Manager

Lisa Kanters
Order Manager

Gina Kanters
Production

Nikki Vermeulen
Desktop Publisher

Contents

Chapter 6 | Submission

Procedure | **1**

" Ridderprint stands for service and quality, but without the high costs. With clear agreements, proper guidance and quality print, we aim for 100% customer satisfaction.

#Ridderprint

"

Procedure

You can submit a request for an offer on our website (www.ridderprint.nl). The offer is all-inclusive. We will personally deal with your offer. You can expect to receive an offer within 1 working day. A group discount may be offered if you employ our services together with other colleagues.

If you are sumbitting the files yourself, the entire procedure can take 2 to 3 weeks. A breakdown of the procedure is given below.

When the layout is arranged by us, the procedure takes longer. The method in this procedure is explained during a call or an on-site visit.

1. Requesting an offer

Request an offer without any obligations. We will personally deal with your offer. You can expect to receive an offer within 1 working day. The offer is all-inclusive, with the exception of VAT. We will be happy to amend our offer in response to your questions or suggested changes.

2. Offer approval

If, after comparing offers, you select Ridderprint, please let us know by phone or email.

3. Planning and finalising orders

We will contact you in order to finalise your order. We require the following information: the delivery address, the invoice address, the desired delivery date, whether or not you wish to apply for an ISBN, etc. On the basis of your desired delivery date, we will immediately prepare an exact schedule.

4. Submitting files

You can mail PDF files smaller than 25 MB to test@ridderprint.nl

On our website (www.ridderprint.nl) you will find two different options for sending files to us.

5. Checking and feedback

We will check your inside work for:

- Image resolution
- Embedding fonts
- Use of colour
- Format
- Layout and pagination

If you are going to submit a cover:

- Image resolution
- Dimensions
- Use of colour

After we have checked your files, one of our technical staff members will provide feedback by email on how to improve quality. If you have any questions, you can contact this person directly.

6. Sending proofs

We will send you proofs as soon as the files have been fully optimised. These proofs are usually sent by post, but can also be sent by email if you are not able to receive post or in order to save time.

7. Checking proofs

The proofs consist of a loose-leaf copy of the inside work and cover. We will enclose an info card with extensive notes.

8. Proof approval or definitive files

Please inform us by email if, after checking, you approve of the proofs. If you would like to make any changes, you can submit a new PDF file.

9. Order confirmation and approval for production

After you have approved the proofs, we will send you an order conformation by email. You can check the final specifications of your order in this confirmation. This is your last opportunity to suggest changes. We will commence production after you have confirmed your approval.

10. Production and binding

The inside work and cover are produced. The standard finish is Perfect Bind in flexible hot melt, but we also offer stitch binding and finishing in Hardcover.

11. Delivery

Your book will be suitably packed in boxes and forwarded to the address you provided.

On the agreed delivery date someone will have to be present between 8 a.m. and 5 p.m. to receive the delivery. If no one is present, the delivery will be offered a workday later. Please note, there will be a charge for this repeat delivery.

Layout | 2

We provide several layout solutions for books and theses; a package for every budget!

#Ridderprint

Layout

We specialize in the layout of all kinds of books, in particular theses. Our personal approach sets us apart. At a location of your choice we will take careful stock of your requirements using examples. With these requirements a design will be made. We will consult you about this design, making adjustments until it fully meets your requirements. This guarantees customer satisfaction. You are not obliged to follow fixed patterns: we can carry out any ideas you may have!

Experience has taught us that some people arrange the layout themselves, asking us to add just a few layout elements. Others ask us to arrange the complete layout. We create the cover for most of our customers.

We have therefore developed a number of different packages, offering different options. These range from basic to full service solutions.

Information and examples of the packages are available on our website.

The Packages | Inside Work

Complete+

€ 695

- Discuss the possibilities at a location of your choice
- Complete layout of the inside work
- Includes the "Cover Layout Package"

Complete (OGC)

€ 545

- In collaboration with Optima Grafische Communicatie
- Specific submission instructions
- Discuss the possibilities at a location of your choice
- Complete layout of the inside work
- Includes the "Cover Layout Package"

With the Complete+ and Complete package, we will arrange the layout of the following items:

- Cover
- Fonts, type size and line spacing
- Use of headings
- Header and footer
- Contents

- References (non-textual)
- Tables and figures
- Indexes
- Chapter title-pages

Standard

€ 295

- Layout elements outside the text box
- Includes the "Cover Layout Package"

With this package you may choose the styling for the following layout elements:

- Header and footer
- Indexes
- Chapter title-pages

Basic

€ 145

- **One** layout element outside the text box

With this package you may choose ONE of the following layout elements:

- Header and footer
- Indexes
- Chapter title-pages

For the Standard and Basic package you submit a fully laid-out text block in PDF, including tables and figures.

We have templates available from which you can choose a particular style. Of course you can also provide us with your own wishes.

Layout of the inside work of a thesis

Layout of the inside work of a book

De enige echte arresleeclub

Deze prachtige slee is toen al gauw naar museum Van Gijn gegaan in Dordrecht, om daar door de bezoekers bewonderd te kunnen worden. Echter in 1963 is de slee teruggehaald door Wout Romeijn zelf om te gebruiken in het Wantijpark te Dordrecht bij de bekende 'grote' arresledetocht. Na het overlijden van Wout in 1975 erfde kleinzoon Wouter de slee. Enige tijd later is de slee verkocht aan een antiquair uit Dordrecht, die hem op zijn beurt ook weer verkocht aan Adrie Stam Kunsthandel te 's Gravendeel, die heel toevallig weer lid is van Gijen en Rijen. En zo is de cirkel weer bijna rond, de slee is weer min of meer terug in Alblasserdam!

Gelukkig heeft Adrie Stam de slee nog steeds in zijn bezit en hij is ook nog door het publiek te bewonderen, tijdens de grote tentoonstelling in 2013, maar tevens staat de slee tentoongesteld bij zijn dochter, in de entree van Hotel Restaurant De Brabantse Biesbosch"

Friese sjees (slee)

Deze sjeesbak (slee) is aangekocht in 2000 door Teun Reedijk van de erven van Chiel Tuytel, Oostkinderdijk 323 te Alblasserdam. Echte Alblasserdamse historie dus. Deze slee stond als een hoog vuil boven in de buitenschuur. Teun heeft er lang op moeten wachten voordat hij de slee in zijn bezit kreeg. "Ik was nog jong toen liep ik er al om te zeuren" zo vertelt Teun. Er is in 2004 een nieuw onderstel en wielen bij gemaakt in oude stijl, het prachtige sjeesbakje dateert echter uit 1860.

Het sleeonderstel is gelukkig ook nog in originele staat en kan dus

voor het sleetin gebruikt worden, door heel eenvoudig het bakje van de sjees over te zetten op het sleeonderstel. Door tijdgebrek van Teun heeft Jan van Asperen uit Alblasserdam, zich ontfermd over het

178
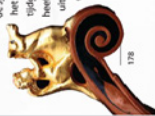
prachtige schilder- en bleswerk wat in 2006 is voltooid.

Deze sjees heeft veldspoor, in dat geval is het lamoen niet in het midden voor de sjees aangebracht maar rechts uit het midden. Dit had als voordeel dat het paard in het rechter karspoor kon lopen.

De eigenaren van deze prachtige slee zijn Teun en Cees Reedijk uit Tienhoven (ZH).

Amsterdams kuipje

Deze prachtige slee is oorspronkelijk van familie Smits uit Wijngaarden geweest. De slee was daarna in het bezit van Dr. Schouwink uit Blieskensgraaf, die op zijn beurt de slee te koop aanbood.

Toen de slee werd aangekocht was deze in een behoorlijk slechte staat en het is na de koop dan ook helemaal gerestaureerd. De eikentakken op het bakje, daar zit het originele oude bladgoud nog op en is wel wat bijgewerkt. Het boegbeeld is ook prachtig bewerkt met bladgoud. De slee is gerestaureerd door Teun Reedijk.

De huidige eigenaar is Cees Reedijk uit Tienhoven (ZH) zoon van Teun Reedijk.

The packages | Cover

Layout

€ **45**

The layout of the cover according to your wishes with supplied text and images.

Combining images and text supplied by you. Your wishes regarding color, positioning of the different aspects and style. To make them into a graphic and technically correct cover.

Design

€ **195**

Compleet ontwerp van het omslag in samenwerking met een grafisch ontwerper.

Based on your wishes, you can choose a suitable designer. With the submission instructions, you can see a portfolio of the designers we work with.

In collaboration with the designer you can create a plan of action. On the basis of, for example, a summary of the book a concept can be made.

You will be consulted at various stages in the design process.

Cover layout of a thesis, incl. an invitation as bookmark

Uitnodiging

voor het bijwonen van
de openbare verdediging
van het proefschrift

Towards a molecular basis for the association of HLA, Rheumatoid Arthritis and Autoantibodies

Op woensdag 17 juni 2015
om 11:15 uur
in het Academiegebouw,
Rapenburg 73 te Leiden.

Aansluitend aan de promotie
vindt er een receptie plaats.

Paranimfen

Rosanne van Schaarenburg
(R.A.van_Schaarenburg@lumc.nl)

Hilde Brouwers
(H.Brouwers@lumc.nl)

Jurgen van Heemst
Steenvoordelaan 49
2284 CA Rijswijk
jvheemst@gmail.com

Towards a molecular basis for the association of HLA, Rheumatoid Arthritis and Autoantibodies

Jurgen van Heemst

Towards a molecular basis for the association of HLA, Rheumatoid Arthritis and Autoantibodies   Jurgen van Heemst

Cover layout of a thesis, incl. an invitation as bookmark

Mesenchymal stromal cells in pediatric disease
Pathophysiology and treatment
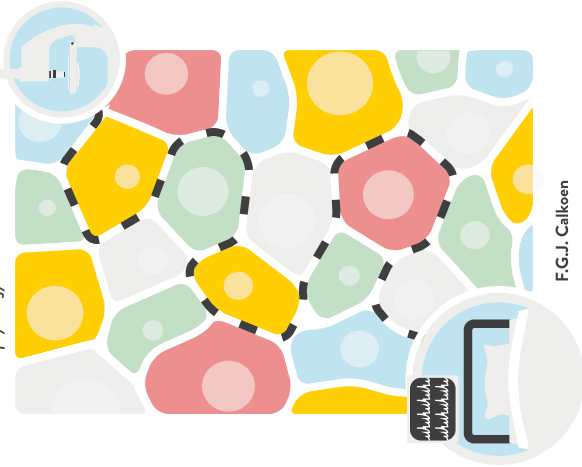
F.G.J. Calkoen

Uitnodiging
voor het bijwonen van de
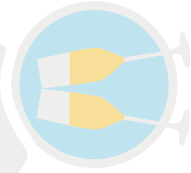openbare verdediging van
het proefschrift

*Mesenchymal stromal cells
in pediatric disease
pathophysiology and treatment*

Woensdag 16 maart 2016 om 16.15
uur in het Academiegebouw,
Rapenburg 73 te Leiden.

Aansluitend bent u van harte
welkom op de receptie.

Paranymfen
Martijn Grijseels 06-21518584
Mark Lobatto 06-51351607

Friso Calkoen
06-24413776
Sint Willibrordusstraat 7
1074 XH Amsterdam
frisocalkoen@gmail.com

Cover Design of a thesis, incl. an invitation as bookmark

UITNODIGING

Voor het bijwonen van de openbare
verdediging van het proefschrift

Shifting Paradigms in
Live Kidney Donation and
Transplantation

door

Jeff A. Lafranca

Op dinsdag 23 juni 2015 om 13.30
in de Prof. Andries Queridozaal,
Eg-370,
Dr. Molewaterplein 50
3015 GE Rotterdam

Na afloop van de promotie bent
u van harte uitgenodigd voor de
receptie ter plaatse.

Paranimfen

Nikola Faber
Robert Coebergh van den Braak

Jeff A. Lafranca
Jupiterstraat 140
3054 WH Rotterdam
j.lafranca@erasmusmc.nl

**SHIFTING PARADIGMS IN LIVE KIDNEY
DONATION AND TRANSPLANTATION**

SHIFTING PARADIGMS IN LIVE KIDNEY DONATION AND TRANSPLANTATION

J.A. Lafranca

J.A. Lafranca

...which could be described as the anticipation of negative consequences: Component 2...
that concern a negative influence of participation on the course or objectivity of...
responses by the perpetrator, or negative reactions from the victims' social surrou...

Binary logistic regression analysis

As a first step in the preparation for the logistic regression analysis, biv...
independent variables and the dependent variable (delivery of VI...
eight factors that had significant bivariate associations with the d...

Table 2.2
Bivariate associations with the delivery of VIS

Background characteristics

Gender (women)

Age

Level of education

Lower (reference)

Intermediate

Higher

Marital status

Single (reference)

Living together

Married

Divorced

Widow
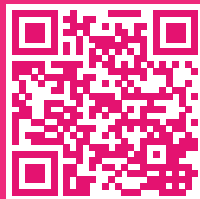
Emp

Digital Publishing | 3

We offer various solutions for digital publishing; from PDF to ePub.

#Ridderprint

Digital Publishing

Ridderprint moves with the times and therefore offers exciting digital publishing capabilities.

For example, a digital publication (ePub or eBook) can make your work more accessible to more people on more devices (smartphone, e-reader, tablet, desktop computers), and can reduce costs because the paper print run can be a lot smaller.

A QR code, a type of barcode that can hold more information, can refer to an online publication, for example, be used on an invitation or card. Or maybe you want your work to be easily found online through Google.

Ask us about the new possibilities and see some examples on www.publication-online.com or scan the QR code!
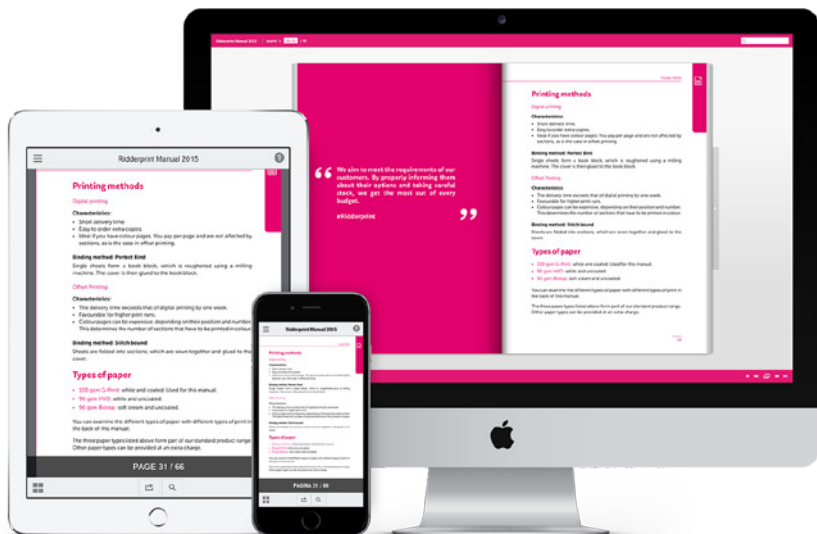
The packages | Digital Publishing

PDF

€ 75

- Cover as first and last page in the PDF
- Unlimited online hosting on www.publication-online.com

This package will be processed based on the PDF files of the inside work and cover. Inserting the cover as first and last page in the PDF is included.

Flipbook

€ 145

- Realistic page-turning on a desktop
- Intuitive display on a smartphone or tablet
- Clickable contents
- Unlimited online hosting on www.publication-online.com

This package will be processed based on the PDF files of the inside work and cover. Creating the clickable contents is included.

This package will be processed based on the PDF files of the inside work and cover. It is not a requirement to make use of one of our layout packages.

YourThesis App

€ 345

- Geared towards medically-oriented theses
- Digital publication in YourThesis App
- Interview in the MedZine magazine
- Thesis publication through Medix Publishers

We work closely with Medix Publishers, a leading publisher of medico-scientific publications. They also publish the medical magazine MedZine. We combine our expertise by handling the layout and printing ourselves, while Medix conducts the interview and takes care of publication in the YourThesis App.

ePub (OGC)

€ 395

- **Only in comb. with "Complete or Complete+ Layout Package"**
- Dynamic page display
- Option of interactive video and sound
- Online hosting on www.publication-online.com

One of the latest developments in the field of digital publishing is the ePub. We work together with Optima Graphic Communication (OGC). They specialize in this field and in our opinion, are the best choice for creating an ePub of your book or thesis. Because the ePubs created by OGC can be read in a browser, you do not need any other software to read the file - which you do need with all other suppliers.

...of normal fetal hearts, the atrioventricular valves show a LIAVV. ...chamber view of a normal fetal heart (20 weeks GA)...GA some heart as in...the septal. The LIAVV. LA indicates left atrium, LV left ventricle, M mitral...

Figure 5. The DIAVV and LIAVV in a reconstru... ...yellow represents the fibrous tissue including the valves and membranous p... ...myocardium, dark grey the ventricular myocardium. Left panel: DIAVV in the four-chamber view just beneath the aortic outflow t... Middle panel: a smaller DIAVV in the four-chamber view just above the diaphragm. Right panel: LIAVV in the four-chamber view. RA right atrium, RV right ventricle, LA indicates left atrium, LV left ventricle...
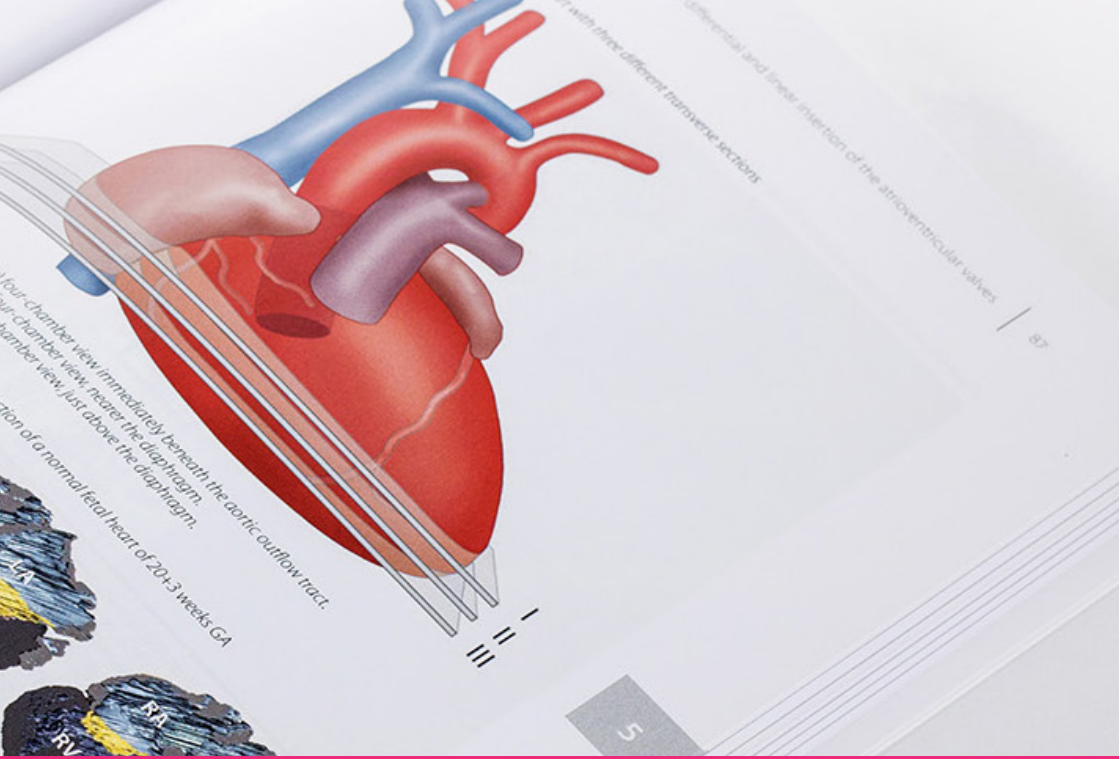
Inside Work | **4**

" We aim to meet the requirements of our customers. By properly informing them about their options and taking careful stock, we get the most out of every budget.

#Ridderprint

"

Printing Methods

Digital printing

Characteristics:
- Short delivery time.
- Easy to order extra copies.
- Ideal if you have colour pages. You pay per page and are not affected by sections, as is the case in offset printing.

Offset Printing

Characteristics:
- The delivery time exceeds that of digital printing by one week.
- Favourable for higher print runs.
- Colour pages can be expensive, depending on their position and number. This determines the number of sections that have to be printed in colour.

Finishing Methods

Perfect Bind in flexible hot melt

Single sheets form a book block, which is roughened using a milling machine. The cover is then joint to the book block in flexible hot melt.

Stitch bound

Sheets are folded into sections, which are sewn together and glued to the cover.

These options also relate to finishing in hardcover.

Types of Paper

- **100 gsm G-Print:** white and coated. Used for this manual.
- **90 gsm HVO:** white and uncoated.
- **90 gsm Biotop:** soft cream and uncoated.

You can examine the different types of paper with different types of print in the back of this manual.

The three paper types listed above form part of our standard product range. Other paper types can be provided at an extra charge.

Page Layout

Chapter 1 (header)	Chapter Title
Outside	Inside	Inside	Outside
4 (footer)	5
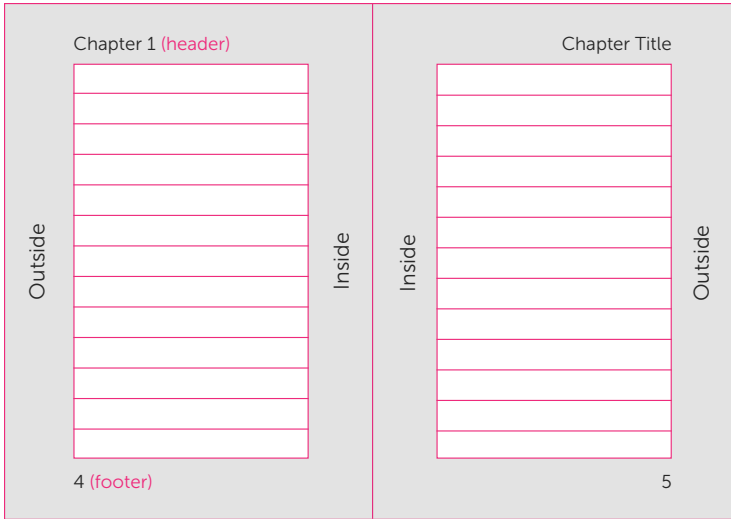
Even-numbered page (left-hand side)   Odd-numbered page (right-hand side)

Margins in Microsoft Word

TOP	TOP
LEFT	RIGHT	LEFT	RIGHT
BOTTOM	BOTTOM

The Layout of the Inside Work

Microsoft Word is generally used to arrange the layout of the inside work. Because this is automatically installed on most computers, we will use it as an example.

White margins determine the width and height of a text box (this does not include the header and footer, which can be placed outside the box).

Points requiring attention

- Are Headers and Footers positioned at the same height on every page.

- On even pages the pagenumbers are on the left side and on the odd pages on the right.

- Important pages as titles and chapters are positioned on an odd page.

- Make sure the 'front matter' pages are in the right order. See page 36.

- Submitting the file in A4 format? We can reduce this to 81% for the format 17 x 24 cm. Make sure the core text is in a minimum type size of 12 points, for a recommended type size after reduction.

- Do you have picture or layout elements which extend to the edge of the page? Then you need "bleed". Refer to page 40 for an explanation, and instructions for correct processing of your file.

- Try to keep as many images, tables, etc. within the layout width of the text as possible. This looks neater and improves the readability of the text.

- We rotate landscape pages in an counterclockwise direction. Bear in mind that the side margins will become the top and bottom margins (and vice versa) as a result.

Propositions with Your Thesis

You can have the propositions printed along with your thesis free of charge. Please submit them to us as a PDF file in A5 format (14.8 x 21 cm). This is the standard format we use for propositions. Because it is smaller than the 17 x 24 cm format, they easily fit into the book.

I

Progressive Supranuclear Palsy
expanding the clinical and genetic spectrum

Laura Donker Kaat

II

III

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.G. 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

IV

Promotiecommissie

Promotoren: Prof.dr. P.A.E. Sillevis Smitt
                  Prof.dr. P. Heutink
Overige leden: Prof.dr.ir. C.M. van Duijn
                  Dr. V. Bonifati
                  Dr. T. van Laar

Front Matter

The front matter of a thesis should be placed in the right order. The content may vary from one university to another. Consult the doctorate regulations for the appropriate text.

Page I - (Half) Title Page
A short title, possibly with the addition of the author's name, is usually included here.

Page II - Copyright Page
You can provide the following information here:
• ISBN
• The name of the printer (see page 58)
• Copyright
• Sponsors

Page III - Thesis Title Page
This page is compulsory. Consult the doctorate regulations for the appropriate text.

Page IV - Doctoral Committee
The doctoral committee members will be listed here. Consult the doctorate regulations for this.

Subsequent Pages

Although the pages following the front matter do not have to be placed in a fixed order, here are some suggestions and points for attention:

• Place relevant content (e.g. the start of a chapter, a foreword, a CV) on odd-numbered pages, since these will appear on the right-hand side of the book.

• If a chapter ends on an odd-numbered page, leave the next (even-numbered) page blank. This will ensure that the next chapter starts on an odd-numbered page. This can of course also be applied to, for example, the foreword and CV (if they end on an odd-numbered page).
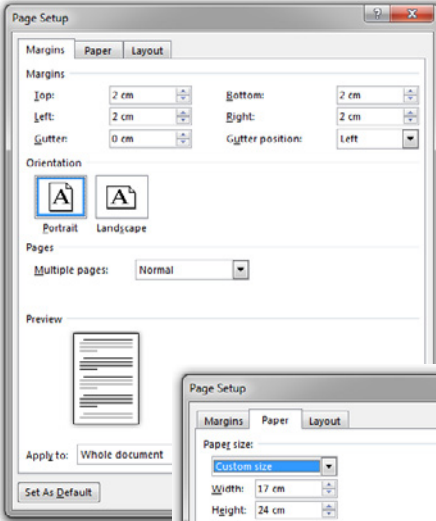
Format Settings 17 x 24 cm,
with recommended margins
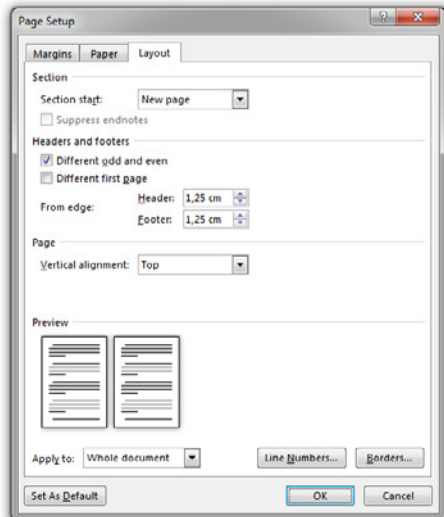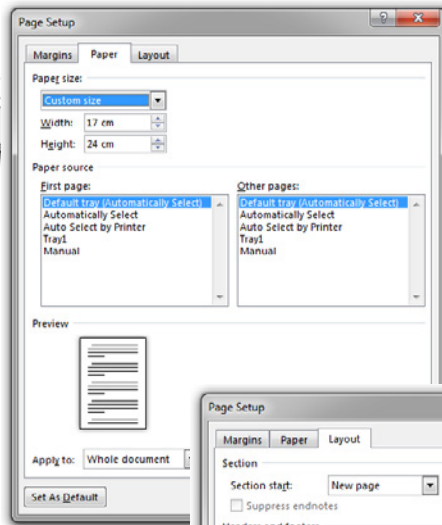
If you are using headers and footers, select the option "Different Odd and Even". You thereby place them on the outside, i.e. on the left for even-numbered pages and on the right for odd-numbered pages.

Arranging the Layout in Microsoft Word

Submitting a thesis in A4 format

The standard format for theses is usually 17 x 24 cm. However, the layout is often created in A4 format, with the corresponding standard margins and settings.

We can reduce such a file to 81%. This corresponds to submission in 17 x 24 cm format, which can be processed without any difficulty. What should you pay attention to?

- Use the recommended A4 format margins, i.e. a 2.5 cm margin (top, bottom and both sides).
- Set the type size of the core text to 12 points. This will be reduced to about 10 points after reduction. This is what we recommend for submission in the final publication format.
- Also take into account the size of the other text elements, such as headers and footers, captions and text in tables.
- You can print a few pages at 81% to get an impression of the end result. You may then decide to increase or decrease the type size a little.

Several formats and recommended margins are given below:

17 x 24 cm format

Set the format to 17 x 24 cm

Margins:

Top	2 cm
Bottom	2 cm
Left	2 cm
Right	2 cm

A5 format

Set the format to A5 (14.8 x 21)

Margins:

Top	2 cm
Bottom	2 cm
Left	2 cm
Right	2 cm

A4 format

Set the format to A4 (21 x 29.7)

Margins:

Top	2.5 cm
Bottom	2.5 cm
Left	2.5 cm
Right	2.5 cm

16 x 24 cm format

Set the format to 16 x 24 cm

Margins:

Top	2 cm
Bottom	2 cm
Left	2 cm
Right	2 cm

Bleed

If surfaces, photographs and other visual elements are to run to the edge of a page, the layout should be made with "bleed". You can do this by having the layout extend beyond the final page size by at least 3 mm. This ensures that there is printing outside the finished publication format so that there will not be any white margins after trimming. Therefore, after the bleed page has been trimmed down to the final page size, it looks as if the printed matter runs off the page.

Bleed pages
including crop marks

HET GOLDEN
DAYS
BESTUUR

U.F.S.W. ALCMAEON   9

Chapter 1

General introduction

Partly based on:

Schoonheim MM, Geurts JJ, Barkhof F. The limits of
functional reorganization in multiple sclerosis.
Neurology. 2010 Apr 20;74(16):1246-7.
Filippi M. Functional plasticity in MS: friend or foe?
Neurology. 2012 Oct 2;79(14):1418-9.
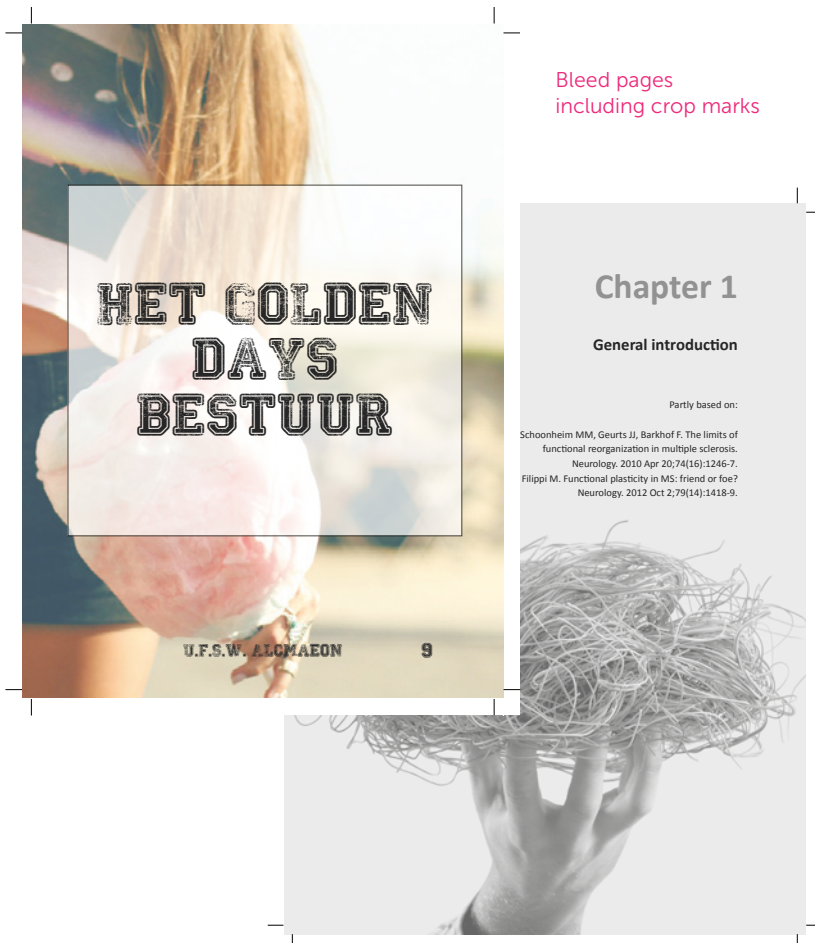
Bleed and Adobe InDesign

You can set the "bleed area" when you create a new document. In InDesign, this bleed is indicated by a red line outside the final document size (black line). Everything that bleeds will have to run on to this red line. Please note that the area outside the black lines does not form part of the actual layout but will be cut off at a later stage. You can execute an export to a PDF file with crop marks at a later stage. This is set out elsewhere in this manual.
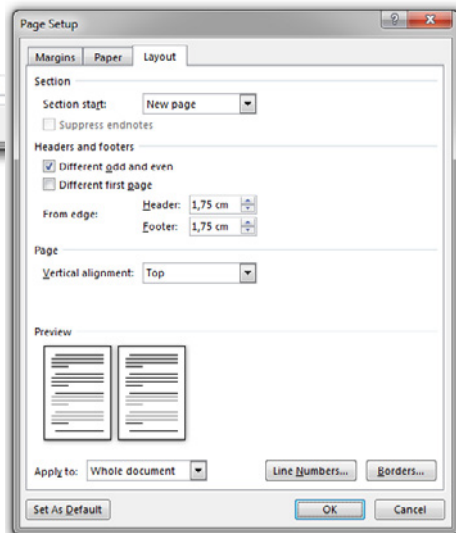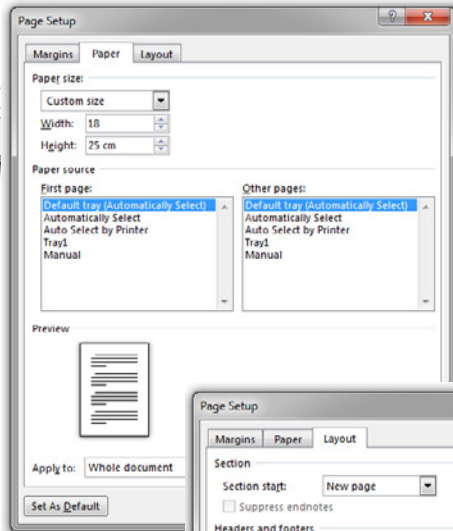
Document settings Adobe InDesign
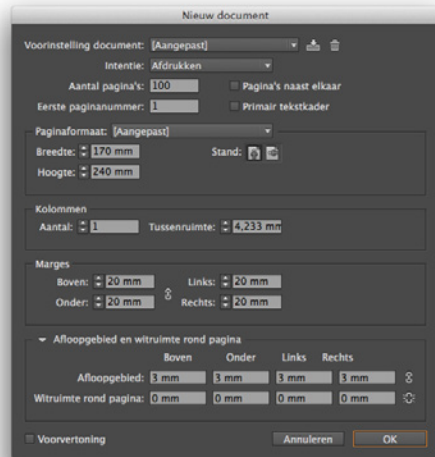
Page format in Adobe InDesign

Chapter 1

Titel Chapter
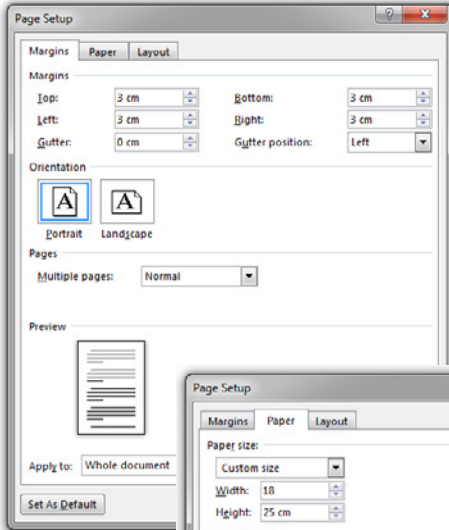
4

5
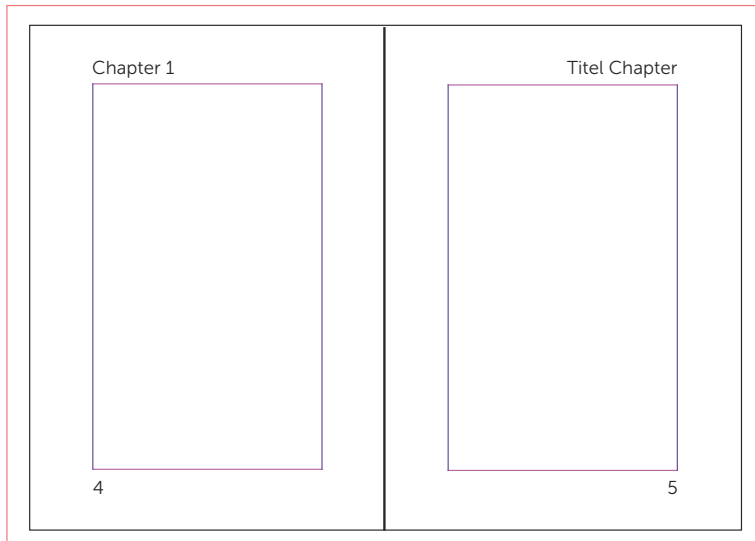
Format Settings 17 x 24 cm, with bleed and recommended margins

If you are going to use headers and footers, set their margins at 1.75 cm at "From edge". This is the area between the header and footer and the edge of the page, which needs to be compensated due to the extra space for the bleed.

Bleed and Microsoft Word

It is not possible to actually indicate a bleed in Word. You can create a bleed area by increasing the file in all four directions by 5 mm. The bleed will then have to be compensated in the margins since the bleed does not form part of the actual layout.

Any content in your Word file that needs to run off the page will have to be aligned with the edge or enlarged until it extends to the edge.

Because it is not possible to show crop marks in Word, we will centre the final PDF file and add these crop marks for you. You can later check the proofs to see if this was done correctly. We use these marks during production to trim a page down to its final size.

A few examples to make a page run off the edge are given below for each format:

17 x 24 cm format with bleed

Set the format to 18 x 25 cm

Margins:
Top   2.5 cm
Bottom 2.5 cm
Left   2.5 cm
Right   2.5 cm

Set the header/footer margins to 1.75 cm at "From edge"

A4 format with bleed

Set the format to 22 x 30.7 cm

Margins:
Top   3 cm
Bottom 3 cm
Left   3 cm
Right   3 cm

Set the header/footer margins to 1.75 cm at "From edge"

A5 format with bleed

Set the format to 15.8 x 22 cm

Margins:
Top   2.5 cm
Bottom 2.5 cm
Left   2.5 cm
Right   2.5 cm

Set the header/footer margins to 1.75 cm at "From edge"

16 x 24 cm format with bleed

Set the format to 17 x 25 cm

Margins:
Top   2.5 cm
Bottom 2.5 cm
Left   2.5 cm
Right   2.5 cm

Set the header/footer margins to 1.75 cm at "From edge"

Quality of Figures

Resolution

If your thesis contains images, make sure that they are of good quality (resolution). We recommend a resolution of at least 300 DPI (dots per inch). We will of course check the quality of the images.

Bear in mind that enlarging an image will have a negative effect on its resolution. For example, when you increase a 300 DPI image to twice its size, its effective resolution will be reduced to a mere 150 DPI. However, reducing an image can have a positive effect on its resolution.

300 DPI   72 DPI

Vector graphics

Vector graphics can be scaled without affecting their quality. Because they have no resolution and are not dependent on the number of pixels, vector graphics are well-suited for line drawings, graphs, logos, etc. Due to their small file size, vector graphics are also easy to process. Adobe Illustrator is an example of vector-oriented software and Adobe Photoshop an example of pixel-oriented software.

PowerPoint graphics

If you have created any graphics in Microsoft PowerPoint, it may be possible to submit these in vector quality. Save these graphics as an EMF (Enhanced Meta-File). You can then place this file in, for example, your Word document.

Use of Colour in the Inside Work

In the case of digital printing, it does not matter where colour images are included in a book since sections are not used.

Because sections are used in offset printing, the location of the images in a book can have a considerable effect on the costs. Because a section is in fact a folded printing sheet, it is difficult to tell which page numbers will appear on the same side of a printing sheet (section). A section can contain 8, 16 or 32 pages.

Imposition scheme

To keep the costs of offset printing as low as possible, it is worth making the effort of using an imposition scheme to see which page numbers will be printed on the same side so that the colour images will appear on a limited number of printable sides. We have imposition schemes up to 384 pages available.

Imposition scheme for a 32-page section

Printing sheet 1

| 1 | 32 | 29 | 4 |
| 8 | 25 | 28 | 5 |

Front

| 3 | 30 | 31 | 2 |
| 6 | 27 | 26 | 7 |

Back

Printing sheet 1

| 9 | 24 | 21 | 12 |
| 16 | 17 | 20 | 13 |

Front

| 11 | 22 | 23 | 10 |
| 14 | 19 | 18 | 15 |

Back
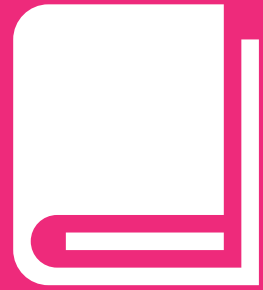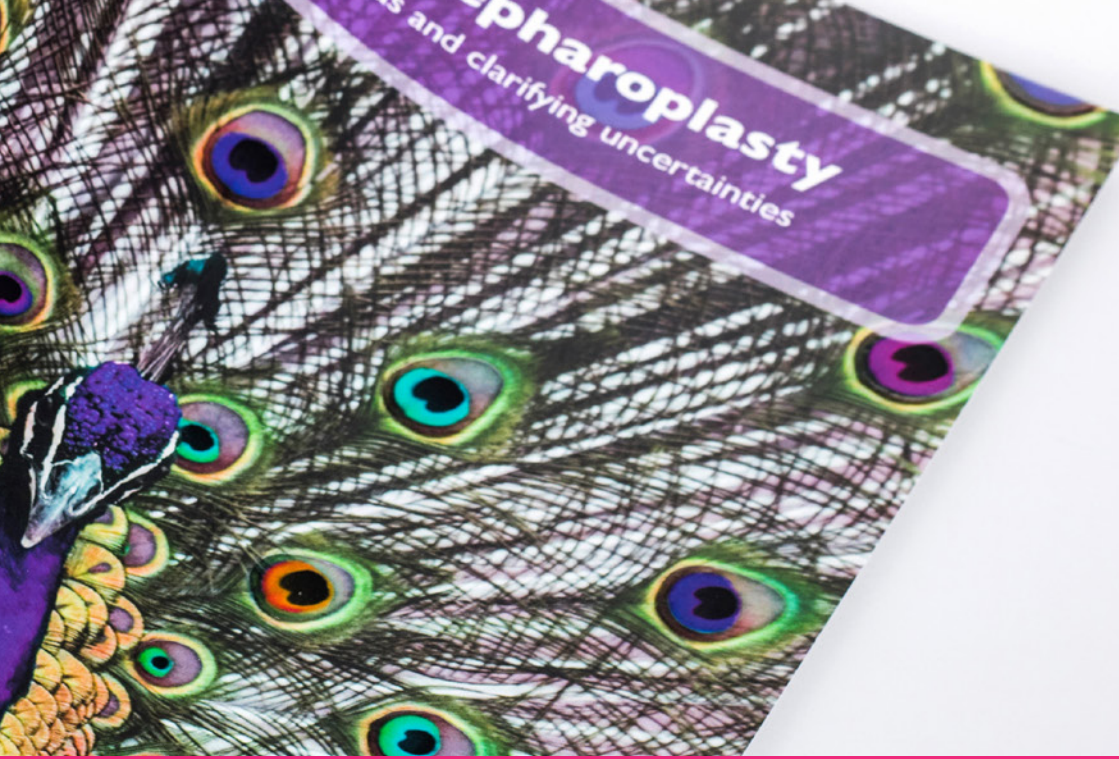
Cover | 5

Guidelines for the cover of a thesis with an invitation as bookmark

height bookmark: 23 cm

bookmark: 6,5 cm

cut margin with bleed: 8 mm

INVITATION

To attend the defense of this thesis

MANUAL

on
Friday August 1, 2014
at 12:00

Ridderprint BV
Pottenbakkerstraat 15
2984 AX Ridderkerk

Followed by a reception

Paranymphs

Thesis printing
info@ridderprint.nl

Ridderprint
info@ridderprint.nl

www.ridderprint.nl

front cover: 17 cm

RIDDERPRINT

MANUAL

Theses | Books | Layout

spine width (can be calculated on our website)

RIDDERPRINT

MANUAL

back cover: 17 cm

The "bleed" is essential. Keep in mind this extra space will be cut later. So make sure the layout of your elements are within the end format, and not including the bleed.

For additional info on "bleed" or the cover in general, please consult our Manual.

The bookmark/invitation has a standard 6,5 x 23 cm format; slightly shorter than the book format so that it easily fits into the book.

Please do not add the white outlines to your design. These are only to illustrate the end format of 17 x 24 cm.

3 mm bleed

height cover: 24 cm

Layout of the cover by Ridderprint

It often takes a lot of work to create the layout for a cover. Like layout for the inside work we also provide packages for the cover. These are detailed from page 20.

Creating Your Own Cover

If you would like to submit your own cover, the following guidelines apply:

- Proper dimensions for the front cover, back cover, spine and bookmark.

- Bleeding the page if the images or picture run to the edge.

- Proper spine thickness. This depends on the type of paper, the number of pages and the binding method. You can calculate this on our website.

- Clear use of colour: CMYK or RGB.

- Sufficient image quality (ideally 300 DPI).

- Standard format of the invitation as bookmark (6,5 x 23 cm): slightly shorter than the cover so that it easily fits into the book. We prefer to have the invitation and cover in one design, since they will be printed at the same time.

Use of Colour in the Cover

If you have any multicolour photographs or visual elements, these will be printed in full colour CMYK (Cyan, Magenta, Yellow and Key=black). These are the 4 primary colours used in digital and offset printing.

Creating a cover using Adobe Photoshop

If you are going to create a cover using Adobe Photoshop, use a minimum resolution of 300 DPI. Also make sure that all "layers" are preserved, and that you save your work as a PDF file. The text will retain its vector qualities as a result (and therefore a better quality).

Invitation as Bookmark

We can make an invitation as bookmark - free of charge. This invitation has a standard 6,5 x 23 cm format; slightly shorter than the book format so that it easily fits into the book. When you ask us to arrange the layout of the cover, the layout of the invitation forms part of our service.

If you are going to submit your own cover, we prefer a single design for both the invitation and cover, since they can be printed at the same time.

Additional Invitation

If you want to send your invitation for a (dinner) party separately, we can also make this invitation for you. Such invitations usually have a standard postcard format (10 x 15 cm) and are printed on the same material as the cover.

All our additional invitations are printed in full colour on one side. If you are interested, please indicate this when you request an offer. If you would like us to arrange the layout of the cover, we will create the layout for the additional invitation at no extra charge.

Type of Paper for the Cover

The cover is printed on 250 gsm single-sided sulphate board. We also used this for this manual in order to give you an idea of how it will look and feel like. You may of course opt for another type of cardboard. Please contact us if this is of interest.

Cover Options

Printing the inside of the cover

You can have the inside of the cover printed. This can, for example, be done in a nice solid colour to give the book a better look and feel. The cover of this booklet is printed on the inside.

Lamination

When a cover is "laminated", this means that a plastic layer is applied. You can choose between gloss and matt laminate. This protects the cover, making it considerably stronger, and adds to the book's look and feel. Only smooth-surfaced cardboard can be laminated. The cover of this booklet has a matt laminate finish.

Spot UV coating

With Spot UV coating, a glossy layer is applied to designated spots on the cover. Because of the contrast between the materials, the glossy spot UV coating can only be applied on a matt laminated cover. Parts of the cover of this booklet is finished with Spot UV coating.

Raised Spot UV coating

A form of Spot UV coating that creates an even fuller effect. This is not only easier to see, but it is more tactile.

Embossing

Text or image are applied in relief to the cover. These can be in high or low relief. Our logo on the cover of this booklet is embossed.

Die-cutting

With die-cutting, you can have any desired form cut out of the cover. You can also have a particular design die cut into a desired form (e.g. the invitation as bookmark, or the additional invitation for a (dinner) party). The title on the cover of this booklet was die-cut.

Hardcover

You can have your book printed with a hardcover. This is a hard, inflexible cardboard cover, which gives a book a luxurious look and feel. It can be finished with a gloss or matt laminate but can also be covered with, for example, cloth or even leather. A hardcover cannot be printed on the inside. However, you could use a printed or colour end sheets.

Bear in mind that a hardcover can be quite expensive. Please contact us if you are interested in this, or if you would like to receive additional information.

If you are going to submit your own files for a hardcover, the guidelines differ from those for a standard softcover. These instructions may be obtained from us.

Full-colour cover of a thesis with an invitation as bookmark

UITNODIGING

Voor het bijwonen van
de openbare verdediging
van mijn proefschrift

**Empathy in
adolescence**

op vrijdag 16 mei 2014
om 10:30 uur precies

in de Senaatszaal van het
Academiegebouw van de
Universiteit Utrecht,
Domplein 29 te Utrecht.

Aansluitend is er een receptie
in het Academiegebouw

Jolien van der Graaff
j.vandergraaff@uu.nl

Paranimfen
Daniëlle van der Giessen
d.vandergiessen@uva.nl

Eline Baarda
e.baarda@uu.nl

Empathy in adolescence
Jolien van der Graaff

Empathy in adolescence

Jolien van der Graaff

ISBN: 978-90-393-6131-3

Full colour cover

Bloedrovers

Marloes Etman

*Ik voel de magie van Maleste, subtiel maar sterk.
Niemand evenaart onze rituelen.*

"De torens van zes merkwaardige paleizen steken ver boven de muren van de stad uit. Ze reiken net niet tot aan het stenen plafond. Schitterend mooi door het Quadriet dat erin schuilt.

Ik blijf even staan en kijk verguld omhoog. Dat doe ik elke keer wanneer we hier zijn want ik vind het prachtig. De glinsters weerspiegelen in mijn donkere ogen en laten mijn gezicht stralen van genot. Dat komt trouwens niet alleen doordat we hier zijn, dat ligt zeker ook aan het feit dat we Rienno's stad hebben weten te ontlopen. 'Kom,' dringt Merable aan. Zij voelt zich pas veilig wanneer we in ons paleis zijn.

Ik pak haar hand en we hervatten onze vlucht. We rennen op de wind over de oude stad naar het duistere paleis aan de rand. Het ligt deels verscholen in een wand van steen, verborgen voor eventuele indringers. Al komen indringers hier nooit. Merable en ik zijn de enige twee personen die hier weleens komen. Deze plek is immers voor ons gemaakt."

Bloedrovers is het vervolg op Nieuw bloed. Niet iedereen is blij met de terugkomst van Megalione. Ze heeft het Rijk nooit willen dienen, waarom is ze dan teruggekomen? Deze Queriendem vormde juist het gevaar. Vooral door de bovenlaag waartrouw! Megs kracht en haar drang naar bloed. Hoewel Meg beweert dat ze veranderd is, bewijst ze telkens het tegendeel. Meg kan aantonen wat ze waard is, wanneer het Rijk plotseling zijn kracht verliest, maar dat gaat niet zonder de hulp van haar bloed. Waarom komt Merable niet bij de rituelen opdagen, laat ze Meg barsten? Meg heeft haar zus soweiso nog niet gezien. Als Meg te horen krijgt dat er een offer nodig is om het Rijk te herstellen, vreest ze voor haar eigen bestaan.

ISBN 978-90-813145-2-0
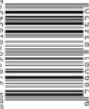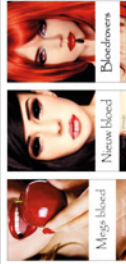
Mega bloed / Nieuw bloed / Bloedrovers

WWW.MARLOESETMAN.NL

Verstuur tot 20GB

+ Voeg bestanden toe

We geven je een downloadlink zodra je
overdracht is voltooid.

Transfer

Submission | 6

66 **We carefully check all files and always give customers useful advice or feedback.**

#Ridderprint

99

Submitting PDFs

Most files are submitted as PDFs.

A proper PDF file meets the following requirements:

- The fonts are embedded.
- Figures should have a resolution between 150 DPI (minimum) and 300 DPI (maximum).
- All the pages of a PDF file should have the same format.

An explanation of how to create technically correct PDF files, is given on page 61 and subsequent pages.

Things to consider when submitting a PDF

- Is the PDF file created correctly?
- Are all pages the same format?
- Are Headers and Footers positioned at the same height on every page?
- Make sure that on the even pages the pagenumbers are on the left side and on the odd pages on the right. In this way, page numbers will appear in the outside corners of the book.
- Are important pages as titles and chapters positioned on an odd page?
- Are the 'front matter' pages in the right order? See page 36.
- Submitting the file in A4 format? We can reduce this to 81% for the format 17 x 24 cm. Make sure the core text is in a minimum type size of 12 points, for a recommended type size after reduction.
- When submitting in A4 format, make sure not to work in 'Letter' format. The proportions of this are much wider. You can check this in the Word page-setup.
- Do you have picture or layout elements which extend to the edge of the page? Then you need "bleed". Refer to page 40 and subsequent pages for an explanation, and instructions for correct processing of your file.

Applying for an ISBN

By assigning an ISBN (International Standard Book Number) to your thesis, bookshops and libraries in the Netherlands and abroad will be able to find your thesis and may be able to order a copy from you.

We can apply for an ISBN on your behalf. You can specify this in your request for an offer. You will then receive a form, asking you to provide us with certain information. You can complete this form online.

Ridderprint Listed on the Copyright Page

If you would like to list Ridderprint as your printer, the following are your options:

Dutch

Inside work:
- Druk: Ridderprint BV
- Druk: Ridderprint BV, Ridderkerk
- Druk: Ridderprint BV, www.ridderprint.nl

For the cover layout:
- Cover: 'ontwerper hier', Ridderprint BV
- Cover: Ridderprint BV, Ridderkerk
- Cover: Ridderprint BV, www.ridderprint.nl

English

Inside work:
- Printing: Ridderprint BV
- Printing: Ridderprint BV, the Netherlands
- Printing: Ridderprint BV, www.ridderprint.nl

For the cover layout:
- Cover: "designer here", Ridderprint BV
- Cover: Ridderprint BV, the Netherlands
- Cover: Ridderprint BV, www.ridderprint.nl

File submission

Files can be submitted in a number of different ways:

- By email, to a size of 25 MB: dtp@ridderprint.nl

- Uploading to our server: upload.ridderprint.nl

- Uploading through our WeTransfer channel: ridderprint.wetransfer.com

- By post, on a CD, DVD or USB-stick. Because this takes longer, we prefer one of the other methods.

File names for uploading

When you upload files, please make sure that the file names are clear in order to avoid confusion.

For example, use:

- ''Orderno_yourlastname_insidework.pdf''

- "Orderno_yourlastname_cover.pdf"

- ''Orderno_complete.zip''
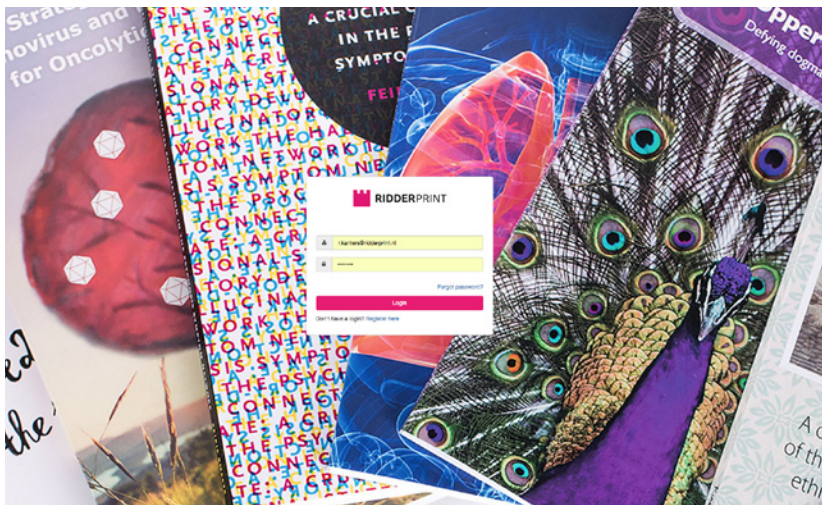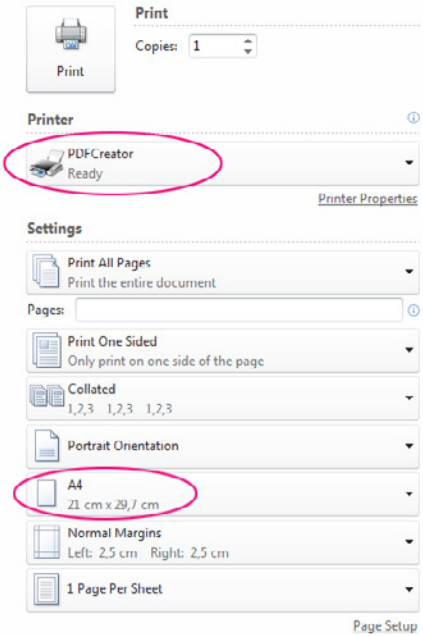
Select "PDFCreator" from the list of printers and choose the correct format

Select the "High Quality" profile at the screen of PDFCreator

Creating a PDF File Using PDFCreator (Windows)

PFDCreator is a cost-free PDF creator. It can be downloaded from our website at 'Customer Service'.

1. Start the installation of PDFCreator and follow the steps.
   Select "Compact Installation" when asked to install components. After installation, PDFCreator can be used as a virtual printer.

2. Go to File > Print. Select PDFCreator from your list of printers and go to "Settings". Verify that the correct format has been selected, which you used in the Word Page Setup. Then select "Print".

3. You will now see a window of PDFCreator. IMPORTANT:
   At "Profile", select the option "High Quality".
   Go to "Settings" and then the tab "Save".
   Make sure at "Select default file format" the option "PDF/X" is selected.
   After this, select "Save" on the bottom of the window. The settings are now saved.

4. Back in the PDFCreator window, again select 'Save'. You can now name the PDF and save it to directory of your choice.
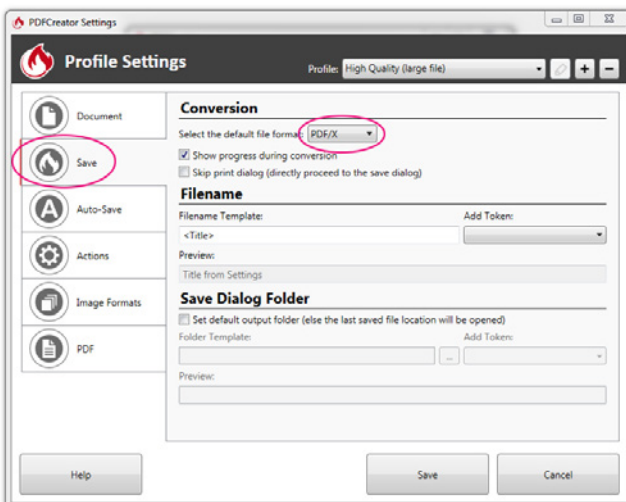
Select the option 'PDF/X' in the settings

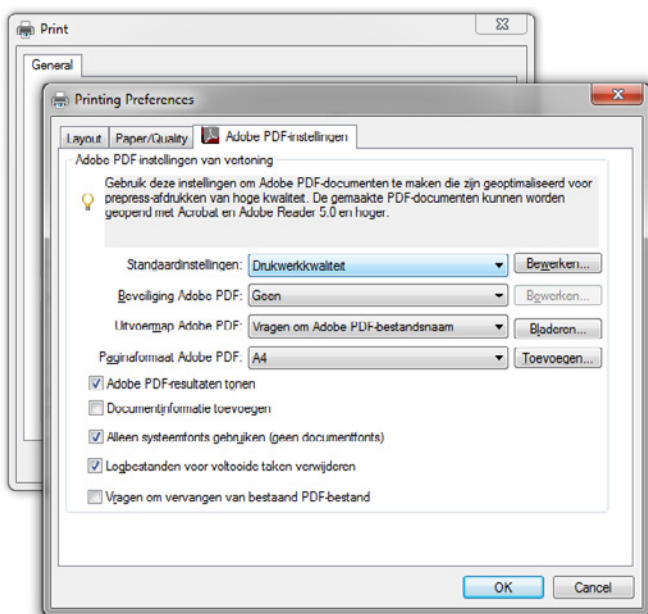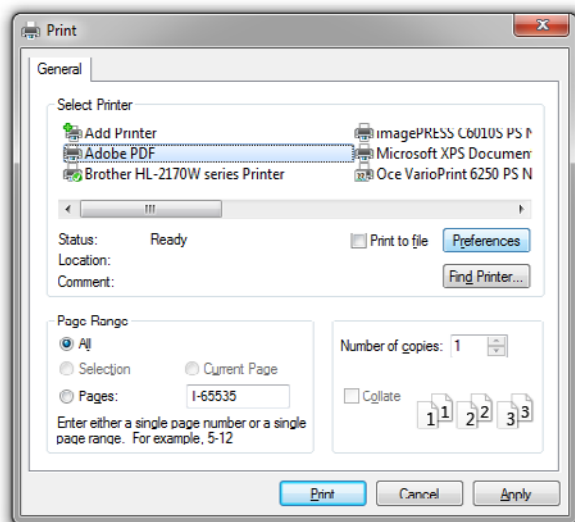Creating a PDF in Mac OS X
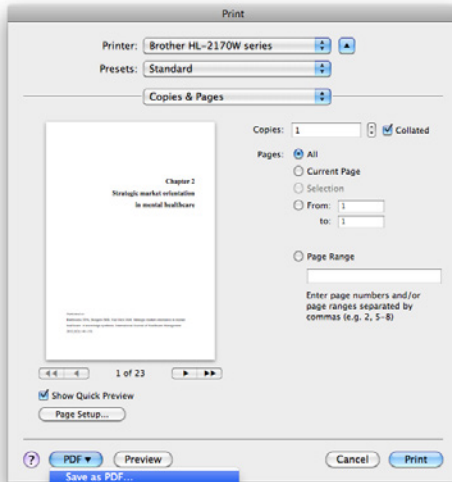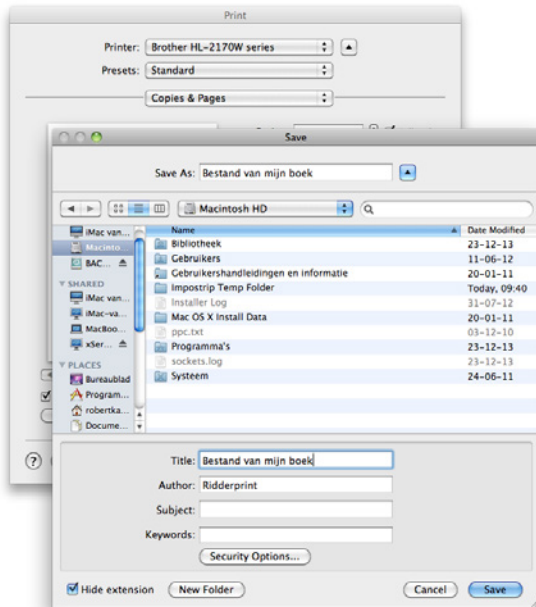
Creating a PDF File in Mac OS X

Recent Apple computers come standard with a PDF creator that meets the quality requirements.

We will use Microsoft Word as an example.
Go to File > Print. Select "Save as PDF" from the options at the bottom of the window.

Then name the file and save it in a directory of your choice.

Creating a PDF using Adobe Acrobat Pro

Creating a PDF File Using Adobe Acrobat Pro

Adobe developed the PDF format. Adobe Acrobat is the original PDF creator. You will have to buy Adobe Acrobat (if you have not already).

Alternatively, you can download a free trial version. The trial version can be used for a maximum of 30 days. If this is of interest, you can download a trial version at the following link:

https://www.acrobat.com/en_us/free-trial-download.html
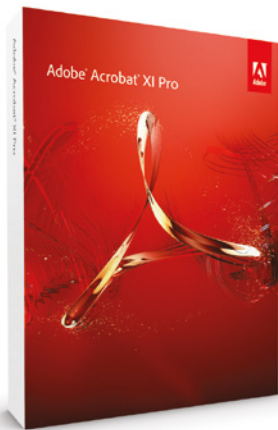
Start the installation of Adobe Acrobat Pro and follow the steps. After installation, Adobe PDF can be used as a virtual printer.

Go to File > Print. Select Adobe PDF from your list of printers, then select "Properties".

This concerns the Adobe PDF document properties. Select "Press quality" under the standard settings and click OK.

Then select "OK/Print" in the print window. Name the file and save it in a directory of your choice.
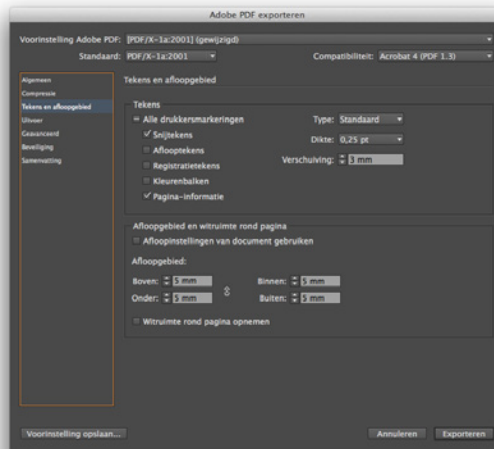
Creating a PDF File Using Adobe InDesign

InDesign is a professional layout programme for creating works such as books, magazines and brochures. All our layout packages are created using this software. In case you have this software, the instructions for exporting to a proper PDF file are given below.
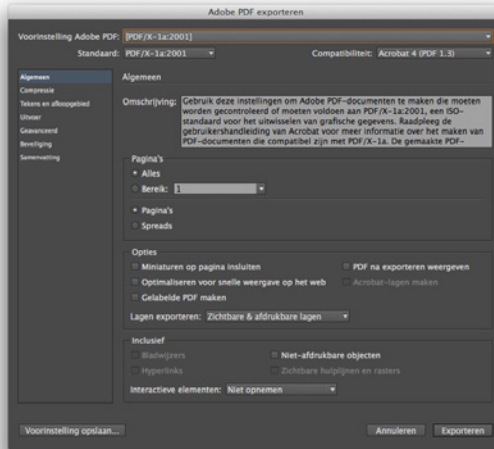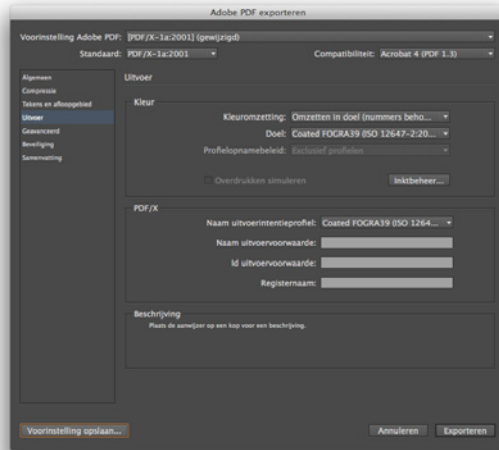
3

Go to File > Export and select "Adobe PDF (Print)".

1. Under the "General" tab:
- Under "Adobe PDF presets", select "PDF/X-1a:2001" as a basis.
- Make sure the "Spreads" option is not selected.

2. Go to the "Marks and Bleeds" tab:
- Only tick "Crop Marks" and "Page Information".
- Set "Offset" to 3 mm.
- Under "Bleed", set all fields to 5 mm.

3. Go to the "Export" tab:
- Under "Convert Colours", select "Convert to Destination (Preserve Numbers)"
- Under "Destination", select "Coated FOGRA 39"
- Under "Profile Inclusion Policy", select "Don't Include Profiles"

After following these steps, select "Save Presets". This allows you to name the settings. You can then select this preset the next time round.

Submitting InDesign files

If you want to submit Adobe InDesign files, you can create a "package". Go to File > Package. Thereby you will create a folder with the InDesign file, fonts and links to any images. You can then zip this folder and send it to us.

Digital publishing | www.publication-online.com