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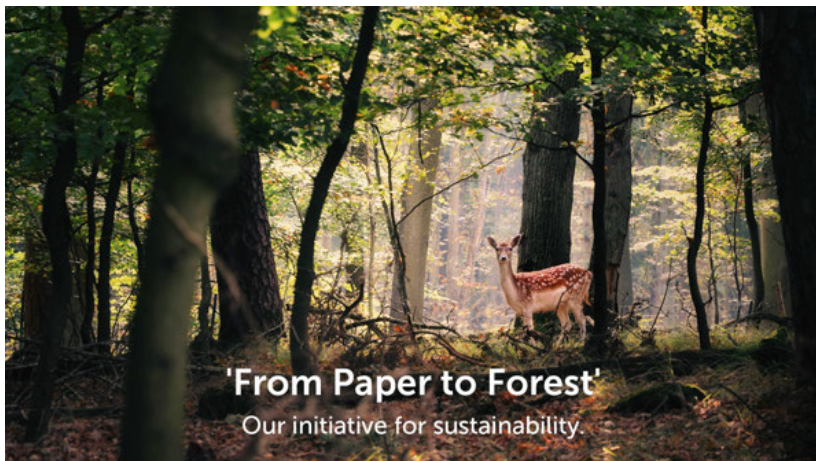
Theses | Books | Design

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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.

The Ridderprint Team



Robert Kanters
Thesis Specialist



Anand Baldew
Thesis Specialist



Fred van der Spek
Ordermanager/DTP

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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.

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”



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 submitting the files yourself, the entire procedure can take 3 to 4 weeks. A breakdown of the procedure is given below.

When the layout is arranged by us, the procedure takes 5 to 6 weeks. The method in this procedure is explained during a call.

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

Please let us know by phone or email.

3. Planning and finalising order

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 will receive your Ridderprint portal login specifications. Here you can upload your files. You will find here all your order specifications and help for submitting your files.



5. Checking and feedback

We will check your inside and cover file for:

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

After we have checked your files, you will receive feedback by email if necessary. If you have any questions, you can contact this person directly.

6. Sending proofs

We will send you a complete proof 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. You will receive a track and trace when the proof is send.

7. Checking proofs

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

8. Proof approval or definitive files

After checking your proof, please inform us by email if the proof is approved, If you would like to make any changes, you can submit a new PDF file. We will send a final digital proof for your approval to start the production.

9. Order confirmation and approval for production

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

10. Production and binding

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



11. Delivery

After approving the final files, the delivery of your books is after 8 - 10 working days, depending on your order specifications.

Your book will be suitably packed in boxes and forwarded to the address you provided. The shipping company send you an email with a track and trace when the books are been picked-up at Ridderprint.

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.

You will receive the invoice by email after receiving the books.





Layout packages | 2

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

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”



Layout

We are specialized in the layout of all kinds of books, in particular these. Our personal approach sets us apart. During a conversation 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 idea 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 also 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.](#)



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- Based on templates
- More than 30 tables

Complete

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- Based on templates
- Up to 30 tables

With the Complete Plus 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



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- Adding 1, 2 or 3 layout elements to your PDF file
- Choose different styling
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With this package you can choose one or more of the following layout elements:

- Header and footer
- Indexes
- Chapter title-pages

This thesis focuses on the evaluation of the optimal allocation and duration of adjuvant chemotherapy in stage II colon cancer. Using decision-analytic modelling, 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.

We then briefly describe 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 decision in stage II colon cancer by discussing treatment effectiveness, the evidence of the current standard of care, and the clinical and economic consequences of adjuvant chemotherapy. Furthermore, the advantages of decision-analytic modelling 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.

Colon cancer

Colon 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 2018.¹ The incidence of colon cancer varies widely by world region and is highest in western countries,¹ which is probably due to differences in lifestyle compared to non-Western countries.¹ Worldwide, the incidence and mortality rates are higher in men compared to women.

In the Netherlands, colon cancer is an important health problem as well. The incidence has more than doubled in the last thirty years, from 4,600 new cases in 1988 to 9,800 cases in 2018.² The average age of a colon cancer patient is 69 years at the time of diagnosis. In addition, there is a 26% of all colon cancer patients who are younger than 60 years old.² Given the ageing population in the Netherlands in combination with an unfavourable change in lifestyle, such as a decrease in physical activity and an increase in alcohol consumption, the risk to develop colon cancer is increasing. On the other hand, the Dutch colorectal cancer screening program was first introduced in 2014, which hopefully will ensure a decrease in colon cancer mortality in the long term.

Shift in colon cancer stage distribution

Using the tumor-node-metastasis (TNM) system,³ four disease stages are distinguished to classify the extentiveness of colon cancer.⁴ 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 26% in 2018 in the Netherlands. Due to the increasing incidence of colon cancer, the number of patients with stage II colon cancer who are diagnosed with stage II disease.⁴

Medical dilemma of the stage II colon cancer treatment

The standard treatment of stage II colon cancer patients is surgical resection. The overall prognosis for colon cancer is poor, with a 5-year survival rate of 60% in the QUASAR trial.⁵ 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.⁶⁻⁸ Notwithstanding these recommendations, there are still three important knowledge gaps. First,

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 in the studies for the stage II population. Furthermore, over the years the number of randomized regional lymph nodes per patient increased as this provides important information about the patients' prognosis. This led to a re-evaluation of the stage II population. This is a patient population that is stage II according to the current TNM staging system, but is not stage II according to the TNM staging system more recently conducted study. Secondly, there is no consensus on which high-risk features should be taken into account to select stage II colon cancer patients for adjuvant chemotherapy. Thirdly, there is less convincing data for the optimal duration of adjuvant treatment in stage II colon cancer patients compared to stage II colon cancer. Moreover, when deliberating on the optimal treatment choice in stage II colon cancer, the trade-off between the benefits and the risks of adjuvant chemotherapy, the potential health gain of adjuvant treatment should be carefully balanced against the potential harms. Summarizing, the identification of patients that require adjuvant chemotherapy as well as the optimal treatment duration remains challenging. Below the 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 (RCT) during the last decades. IMPACT⁹ was the first collaboration that conducted a pooled analysis of 1,016 patients with stage II colon cancer from 5 RCTs, which compared a fluorouracil-leucovorin (FU+LV) treated group to a control group. The group that was treated with FU+LV showed a statistically significant improvement in overall survival compared to the control group (78% vs 73%, and the OS rates were 82% vs 80% for the FU+LV group and the control group, respectively).⁹ Subsequently, in 2004 another meta-analysis was conducted in which 3,302 patients were included with stage II or III colon cancer from 7 RCTs (the 5 RCTs included in IMPACT and two additional RCTs), which compared FU+LV to a control group. In a stage II colon cancer subgroup analysis (n=1,400), a small but significant difference of risk, 70% versus 76%, p=0.049) was found for DFS and a non-significant difference of 2% in OS (p=0.08, 80% vs 82%).¹⁰

In 2007, results of the QUASAR trial became available. In the QUASAR trial, 3,239 resected stage I-III, high-risk patients were randomized to FU+LV arm (with or without leucovorin) or a control arm with cancer. Patients were stratified for FU+LV arm (with or without leucovorin) for a control arm. The QUASAR trial demonstrated a relative risk of recurrence of 0.78 (95% CI, 0.69-0.91) and a relative risk of OS of 0.82 (95% CI, 0.70-0.96) for FU+LV treated patients compared to observation. The authors reported an improvement in OS of 3.6% for FU+LV compared to observation within 5-year follow-up, which was assessed as having limited clinical impact.⁷ After the QUASAR trial, the MOXAC follow-up, which was assessed as having limited clinical impact.⁷ After the QUASAR trial, the MOXAC follow-up in stage II and III colon cancer is the secondary analysis of stage II colon cancer patients only (n=898). The MOXAC trial reported a statistically non-significant improvement in DFS with a hazard ratio (HR) of 0.84 (95% CI, 0.62-1.14) for FOLFOX compared to FU+LV. However, the HR for OS was 1.05 (95% CI, 0.75-1.41), indicating equal survival probabilities in both groups.¹¹ In the NSABP-C07 trial, 2,496 patients were randomized to FU+LV or observation. In an appropriate stage II analysis (n=985), the HR for OS was 0.95 (95% CI, 0.75-1.20) for FU+LV compared to observation.¹² When comparing FOLFOX to FU+LV



thumb index

This thesis focuses on the evaluation of the optimal allocation and duration of adjuvant chemotherapy in stage II colon cancer. Using decision-analytic modelling, 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.

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which could be described as the anticipation of negative consequences; Components 2 that concern a negative influence of participation on the course or objectivity of responses by the perpetrator, or negative reactions from the victim; social support

Binary logistic regression analysis

As a first step in the preparation for the logistic regression analysis, 16 independent variables and the dependent variable (delivery of V) and eight factors that had significant bivariate associations with the

Table 22
Bivariate associations with the delivery of V's

Background characteristics

Gender (women)
Age
Level of education
Lowest (reference)
Intermediate
Higher
Marital status
Single (reference)
Living together
Married
Divorced
Widowed
Emigrated



Online Publishing | 3

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

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”





Online Publishing

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

For example, a digital publication 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.

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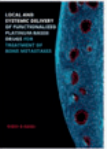







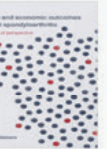

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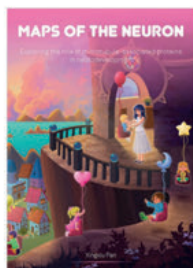
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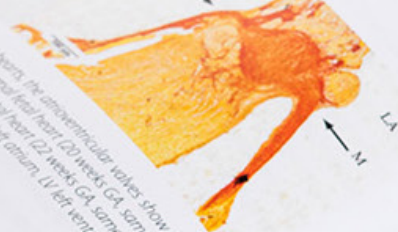
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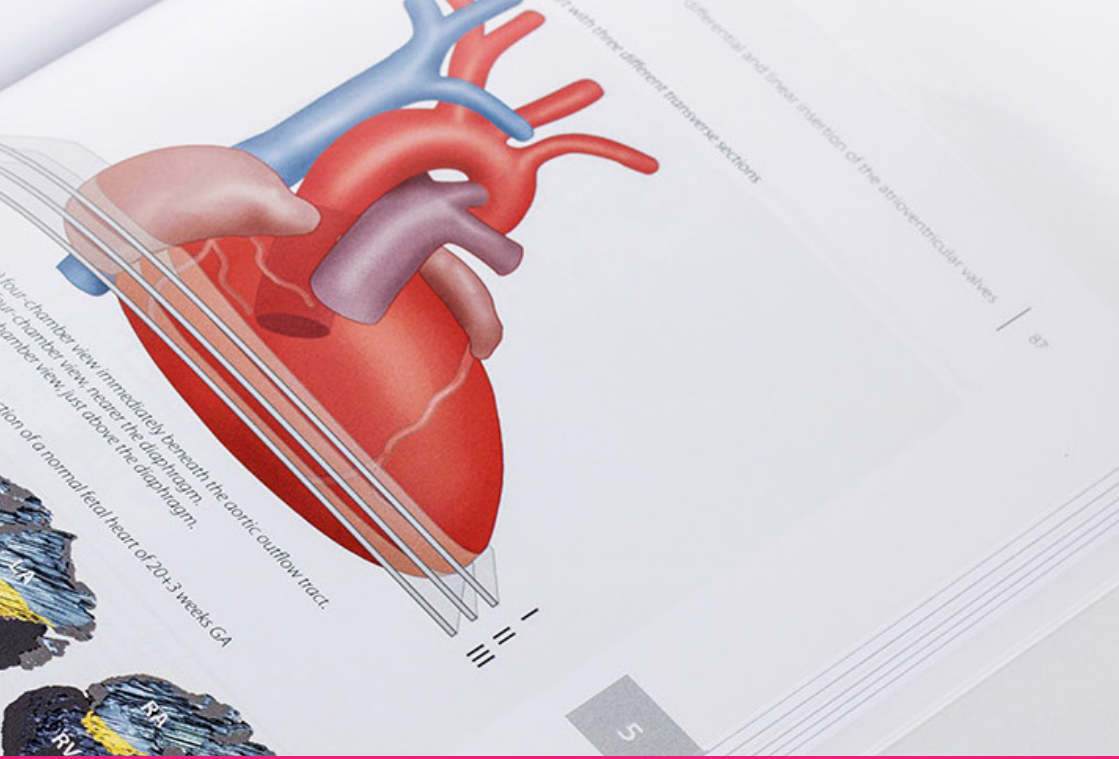
with the aortic arch (CA) with the development of the RV right ventricle.

In a normal four-chamber view of a normal fetal heart (22 weeks GA), some heart as in the image above, the LA indicates left atrium, LV left ventricle, M mitral valve.



Figure 5. The DOLV and DORV in a reconstructed four-chamber view. (top) DOLV (double outlet left ventricle) represents the (upper) four-chamber view. (middle) DORV (double outlet right ventricle) represents the (lower) four-chamber view. (bottom) represents the fibrous tissue including the valves and membranous part of the septum, dark grey the ventricular myocardium.

Top panel: DOLV in the four-chamber view just beneath the aortic outflow tract. Middle panel: smaller DOLV in the four-chamber view just above the diaphragm (C). Bottom panel: DORV in the four-chamber view. RA right atrium, RV right ventricle, LV left ventricle, LA left atrium, LV left ventricle, PA pulmonary artery, AO aorta.



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 hotmelt

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

- **115 gsm G-Print:** natural white and smooth. Used for this manual.
- **100 gsm HVO:** clear white and matte.
- **100 gsm Biotop:** off white and matte.
- **100 gsm Recycled:** light grey and matte.

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

Other paper types can be provided at an extra charge.

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.

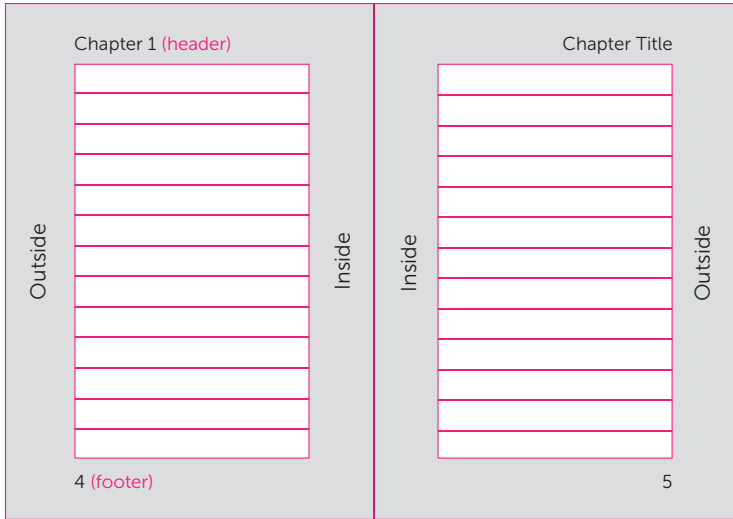
White margins determine the width and height of a text box (this does not include the header and footer, which can be placed outside the box).

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 reduce your file 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.



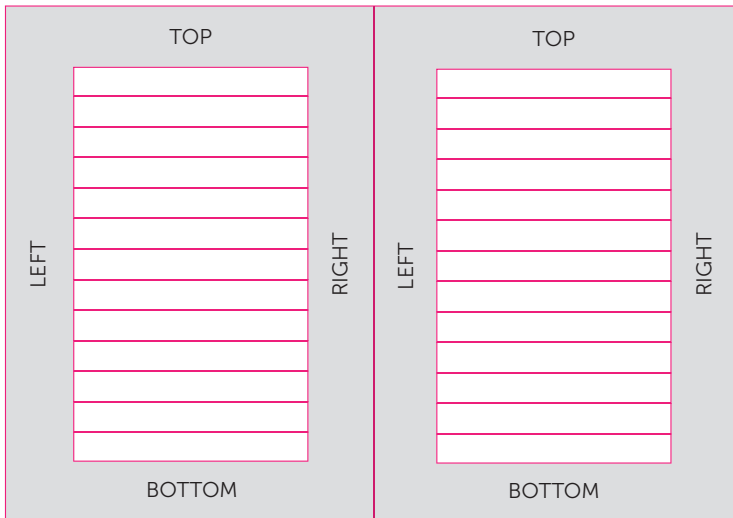
Page Layout



Even-numbered page (left-hand side)

Odd-numbered page (right-hand side)

Margins in Microsoft Word



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,

Page II - Copyright Page

You can provide the following information here:

- ISBN
- The name of the printer (see page 60)
- 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.

These pages are being included in the page count, but the page numbers are not visible on these pages.

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).



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

Laura Donker Kaat

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

*Progressive supranucleaire verlamming: verbodding van
het klinisch en genetisch spectrum*

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op grond van de
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Prof. dr. H.G. Schmeits
en volgens besluit van het College voor Promoties.
De openbare verdediging zal plaatsvinden op
vrijdag 2 december 2011 om 9:30 uur
s'ocht.

Laura Donker Kaat
geboren te Haarlem



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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 reduce your 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:

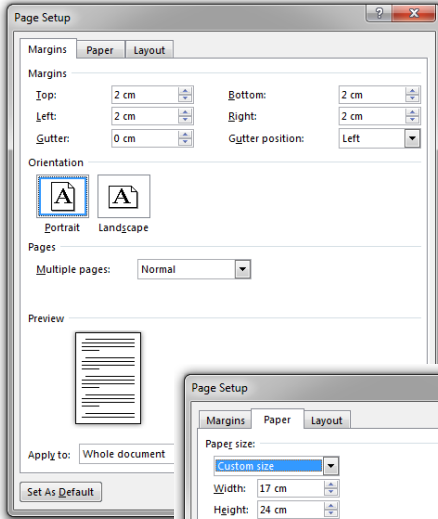
Top 2.5 cm
Bottom 2.5 cm
Left 2.5 cm
Right 2.5 cm

16 x 24 cm format

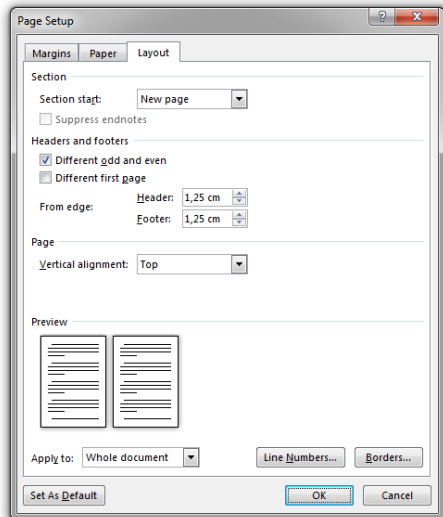
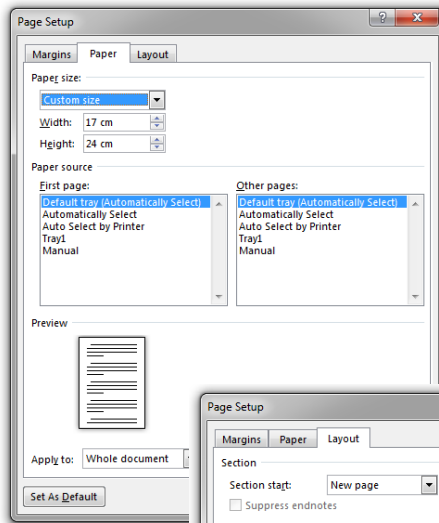
Set the format to 16 x 24 cm

Margins:

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



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.

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

Chapter 1

General introduction

Partly based on:

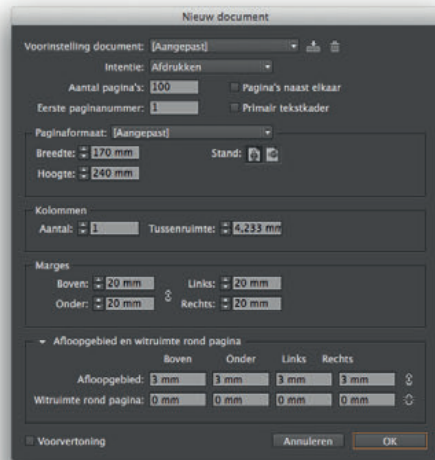
Schoonheim MM, Geurts JJ, Barkhof F. The limits of functional reorganization in multiple sclerosis. *Neurology*. 2010 Apr 20;74(16):1246-7.
Filippi M. Functional plasticity in MS: friend or foe? *Neurology*. 2012 Oct 2;79(14):1418-9.



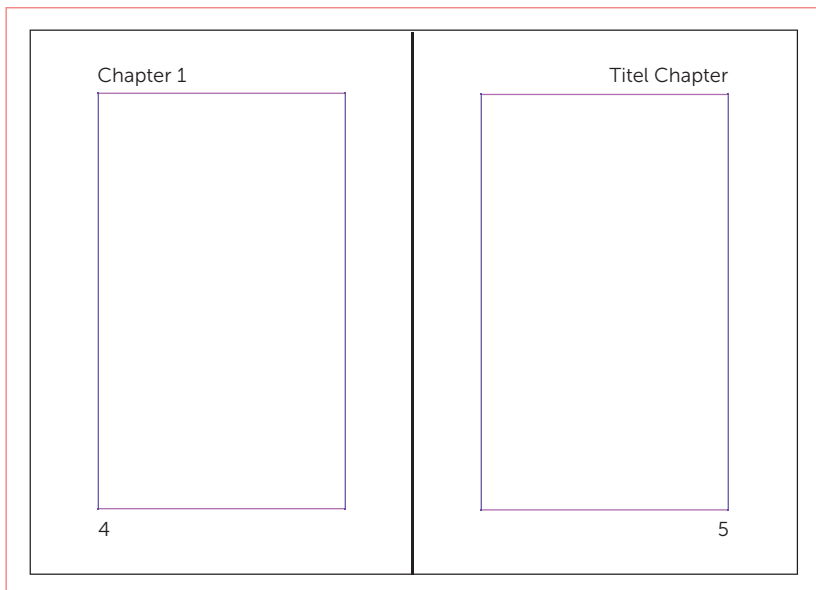
Bleed and Adobe InDesign

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



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"

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"

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"

16 x 24 cm format with bleed

Set the format to 17 x 25 cm

Margins:

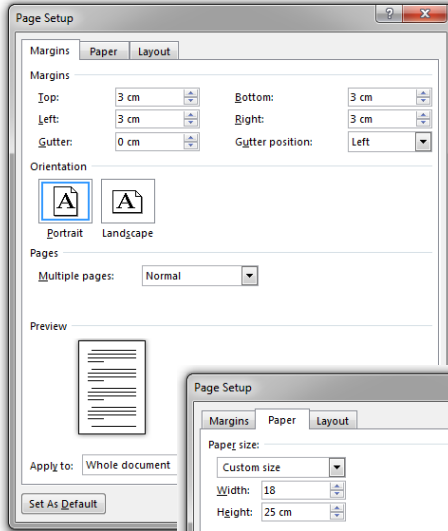
Top 2.5 cm

Bottom 2.5 cm

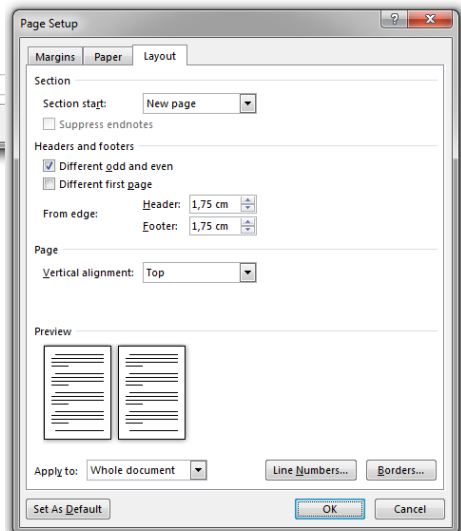
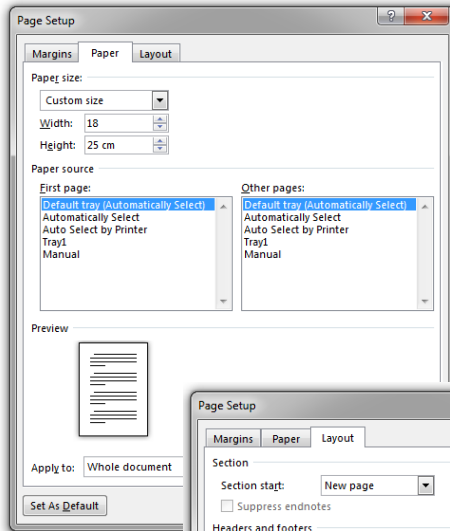
Left 2.5 cm

Right 2.5 cm

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



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.

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.



Color

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

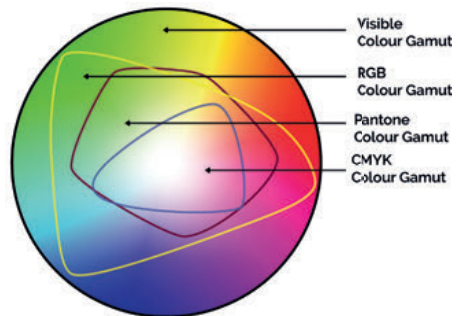
RGB versus CMYK

From the Office programs (Word, Publisher, etc.), only PDF files can be generated that are in the RGB (Red, Green and Blue) color range. A printer cannot print RGB colors. Therefore the printer converts the RGB color information into a CMYK color range. Because the CMYK color range is much smaller than the RGB color range (see image below), colors will be converted to the closest color that can be printed. However, this can lead to color surprises. In comparing to the colors on your screen, the colors of your file in CMYK or in the print look a little 'pale'.

If you have access to professional software such as Adobe Indesign, illustrator etc., try to work in CMYK color mode as much as possible for a better visual representation of the colors. Then you see more what to expect from the colors of the print. If your file is formatted in RGB color mode, we will automatically convert it to CMYK.

Colors may therefore look different compared to your screen. When you make a print on your own printer, you will see these colors differences also from what you see in your screen. Another possibility for color difference has to do with the settings of your screen. Take a look at the wall with television screens at a media store, here you can often see the same image, but the colors are different on each one of them. This all has to do with color settings.

The different types of paper also mean that the colors look slightly different. At the back of this manual you can see what effect a certain paper has on a color.



Paper proof

The most simple and effective solution to know how your color will turn out, is a test print. When discussing the quote, state that you want to receive a paper proof. Then you can judge for yourself whether the colors meet your needs and adjust them if desired.

Checking proof files.

We regularly send you PDF proofs for checking. Do not rate these PDF files in a preview mode or in a browser environment. This does not always give an accurate picture. These are best viewed with Acrobat Pro or standard version. If this software is not available, a free version can be downloaded from the Acrobat website. This will be the 'reader' version.

Acrobat (Reader)

<http://www.adobe.com/products/reader.html>

Color or black and white pages

The cost for pages printed in color are higher than for black-and-white. Therefore, try to convert as much content as possible to black or gray. Turn web links, placed in Word, to black, so that these pages are not calculated as a color page.

As a service, we can convert these pages to black and white/grayscale for you. Always send a "pdf" color page list (this is the page count in the top of your PDF viewer) with the correct pages that we have to print in color. Noted as follows: 12, 34, 56, etc. We use this list to convert the other pages to black-and-white/grayscale.

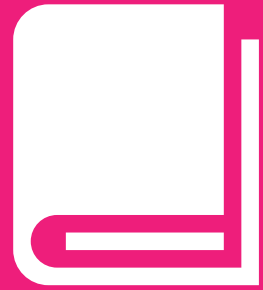
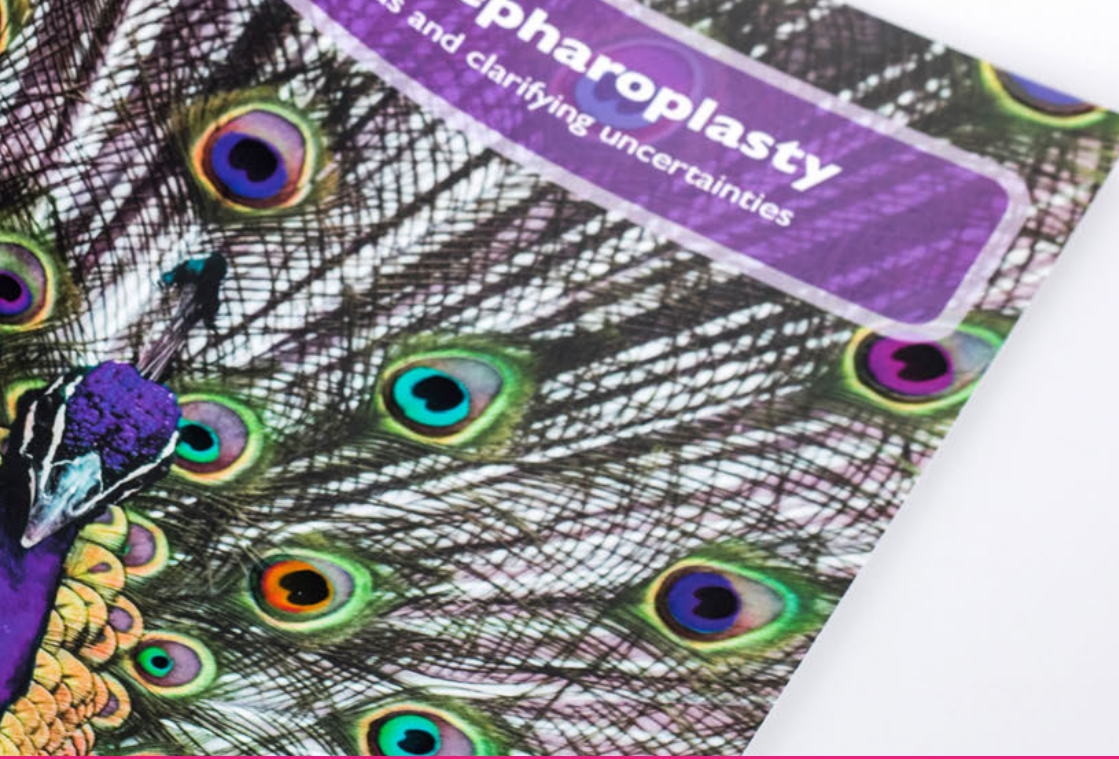
Therefore always when you receive a (PDF) proof, check if the right pages are still in color.





S.M.W. Pool

certainties



Cover | **5**

Guidelines for the cover and an invitation as bookmark





Layout of the cover by Ridderprint

It often takes a lot of work to create the layout for a cover. Like a 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. Check the page on the left or go to your Ridderprint portal.
- Bleeding the page if the images or picture run to the edge. Check the page on the left or go to your Ridderprint portal.
- 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 (Cyan, Magenta, Yellow and Key=black) or RGB (Red, Green, Blue)
- Sufficient image quality (ideally 300 DPI).

Creating your cover in 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).

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.

Invitation as Bookmark

When you have a cover package (standard or design), the layout of the invitation forms part of our service. This invitation has a standard 6,5 x 23 cm format; slightly shorter than the book format so it fits easily into the book. If you are going to submit your own cover, we prefer the cover and bookmarker as separate files. See your Ridderprint portal for the submitting specifications.

Propositions

We print your propositions (black and white) along with your thesis 'free of charge'. Please submit them as a PDF file in A5 size (14,8 x 21 cm). This is the standard size we use for the propositions. This is smaller than the 17 x 24 cm format, so it fits easily into the book.

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 A6 size (10,5 x 14,8 cm) or A5 size (14,8 x 21 cm) and are printed on the same material as the cover.

All our additional invitations are standard printed in full colour single sided. If you are interested, please indicate this when you request an offer.

Thesis summary

Do you want to print your thesis summary separate? A summary is a condensed version of your thesis. The amount of pages should be always a multiple of four pages. The summary will be staple-bound with a cover.

Submitting the cover

The cover specification are the same as the softcover for your thesis but front and back against each other without the spine.



Cover Options

We have described some of the most common cover variations below. Of course there are many more. Did you have something in mind or saw something? please contact us to discuss the possibilities.

You can find the submitting specifications in your Ridderprint portal.

Printing the inside of the cover

You can have the inside of the cover printed. This can be done, for example, in a beautiful solid color, pattern or image, to give the book even more appearance. The cover of this booklet is printed on the inside.

Printing white

We can also provide the cover with white toner with our special printing machine. For example in combination with a Kraft (brown) cardboard. This gives your cover a unique look. This can also be combined with color.

Softcover with "French" flap"

There can be one or two French flaps. Flaps are functional as well as decorative. The flaps can have a maximum width of 14 cm per flap.

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 you will find in your Ridderprint portal.

Cover finishing options

We offer a number of finishing options that really make your cover “pop” and turn your cover into something really special: a feast for the eyes! Always have your design technically assessed by Ridderprint in advance. You can find the submitting specifications in your Ridderprint portal.

Laminating

A plastic layer is applied by laminating the cover. This protects the cover, makes it a lot sturdier and adds a certain look of the book. Lamination is only possible with cardboard with a smooth surface. The cover of this booklet is matte laminated.

We offer the following 3 types of laminate:

- Matte scratch resistant laminate
- Matte “soft-touch” laminate (This laminate has a matte appearance and a peach skin feel)
- Glossy laminate

Spot UV coating

Spot UV coating is used for applying a glossy layer at specific spots on a matte laminated cover.

Raised spot UV coating

We also have raised Spot UV coating. This raised version is better visible and also tactile.

Foil stamping

You can have foil applied to the cover for a luxurious look. Various colors of foil are possible such as gold, silver or bronze.

Embossing / Debossing

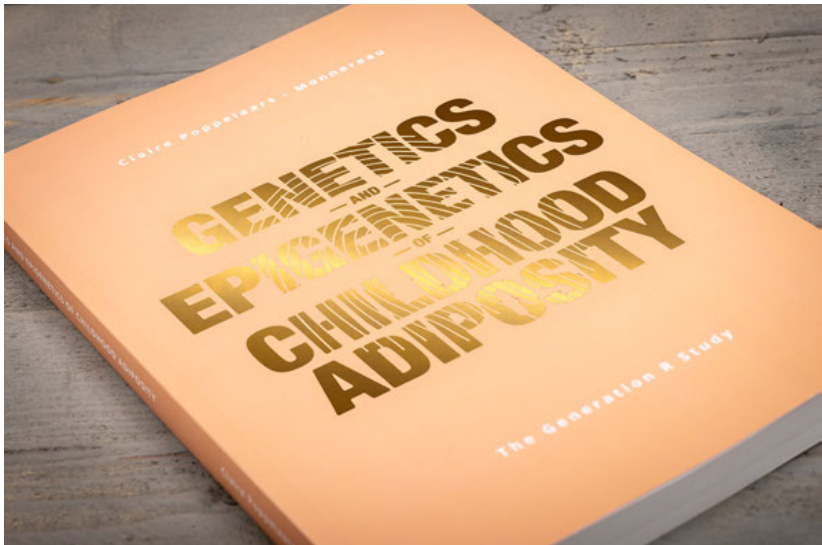
Text or image are applied in relief to the cover. These can be in high or low relief.

Die-cutting

With die-cutting you can have any desired shape cut out of the cover. You can also punch a specific design to a desired shape. Think of the invitation as a bookmark or the extra invitation for dinner or party.



Cover with gold foil stamping



wetransfer plus

Verstuur tot 20GB

+ Voeg bestanden toe

We geven je een downloadlink zodra je overdracht is voltooid.



Transfer





Submission | 6

“

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

#Ridderprint

”



Submitting PDFs

When you do the lay-out yourself, submit your files in print ready PDF files as much as you can. 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.
- 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.
- Do you submit the file in A4 format? We reduce your file to 81% to the format of 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 pictures 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.

How you create correct PDF files is explained on page 62.



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.

You can request an ISBN by indicating this in your quote request. You will then receive an online form. Only complete the form if all your details are known. Otherwise, request the ISBN via your portal as soon as your information is complete.

Ridderprint Listed on the Copyright Page

If you would like to list Ridderprint as your printer, we are very grateful. This is commercially very important to us. See the following options:

Dutch

Inside work and cover

- Druk: Ridderprint, www.ridderprint.nl
- Omslag lay-out: Ridderprint, www.ridderprint.nl

English

Inside work and cover

- Printing: Ridderprint, www.ridderprint.nl
- Cover layout: Ridderprint, www.ridderprint.nl



File submission

Files can be submitted in a number of different ways:

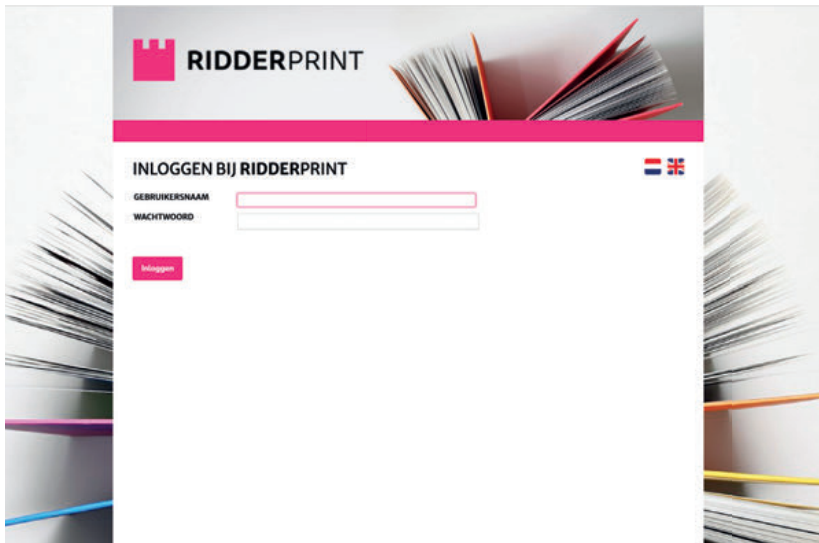
- Upload in your Ridderprint portal www.ridderprint-portal.com (preferred)
- Uploading through our WeTransfer channel: ridderprint.wetransfer.com
- By email, to a size of 10 MB: myorder@ridderprint.nl indicating you order number and name

File names for uploading

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

For example, use:

- "Orderno_yourlastname_insidework.pdf"
- "Orderno_yourlastname_cover.pdf"
- "Orderno_yourlastname_coverv2.pdf"
- "Orderno_complete.zip"

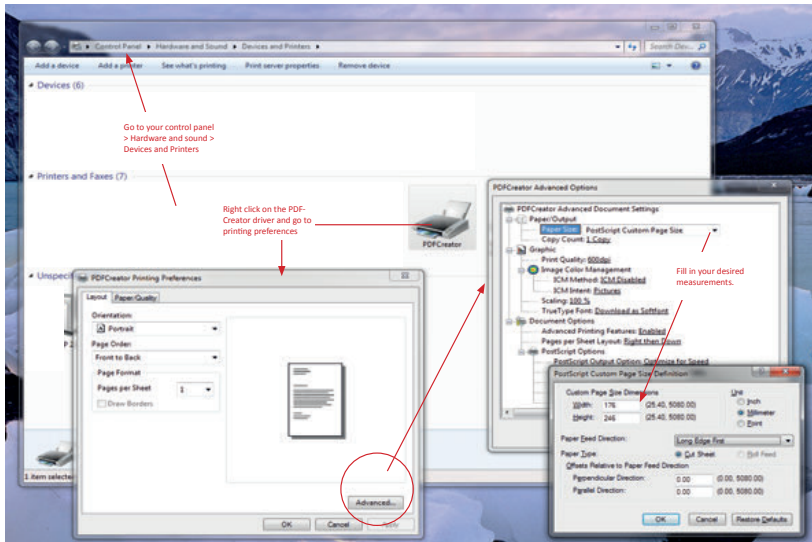


Creating a PDF File Using PDFCreator (Windows)

PDFCreator is a cost-free PDF creator. It can be downloaded from our website at 'Customer Service'. Unfortunately there is no Mac version.

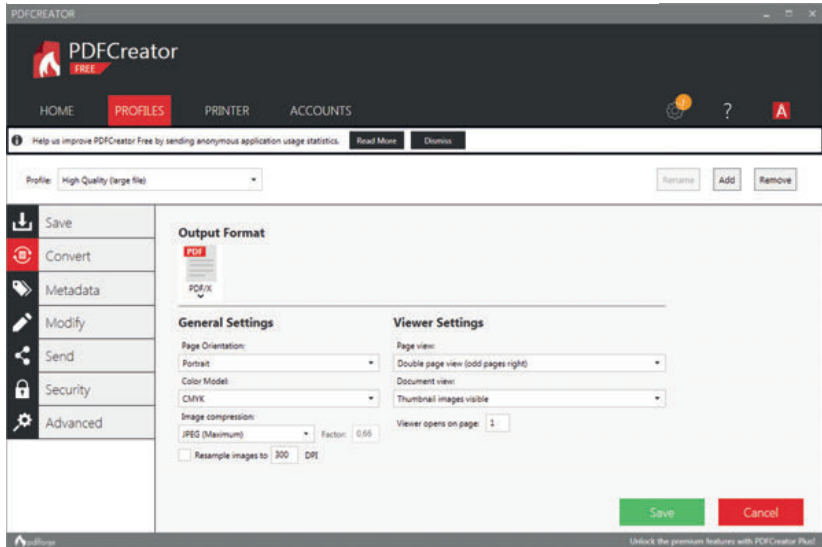
1. Start the installation of PDFCreator and follow the steps.
Select "**Compact Installation**" when asked to install components. After installation, PDFCreator can be used as a virtual printer.
2. Go to **control panel in Windows (devices and printers)**. Right click the PDFCreator virtual printer from your list of printers and go to **Printing preferences** and go to "**Advanced Settings**". Fill in the right paper (custom) size, which you used in the Word Page Setup. Click ok and apply.
3. Start PDFCreator if it's not started yet. Click the '**Profiles**' tab and choose the '**Convert**' tab on the left side. Choose the next preferences; **Profile 'High Quality'**. **Output format: 'PDF/X'**, **Page orientation: Portrait**, **Color model: CMYK**, **Image compression: JPG (Maximum)**, **Page view: Double page view (odd right)**, **Document view: Thumbnail images visible**. After this, click the "**Save**" button. The settings are now saved.

1





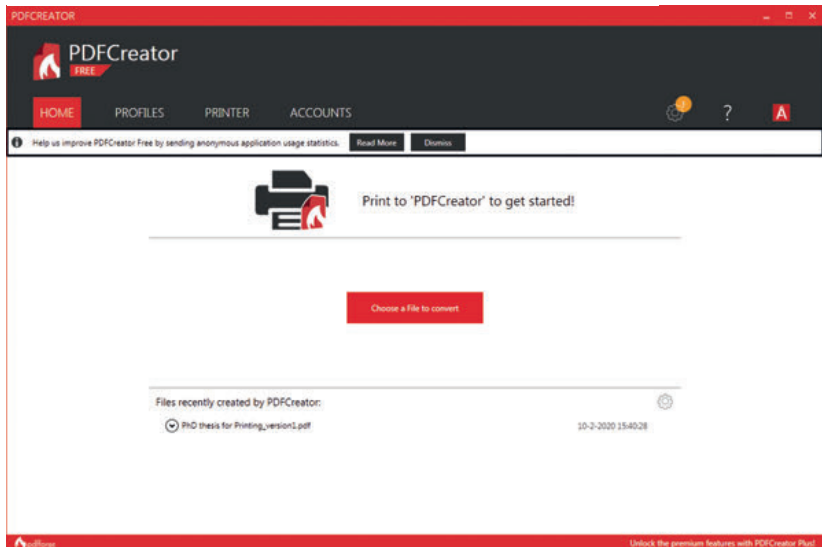
2



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

Search for your file and convert ...

3





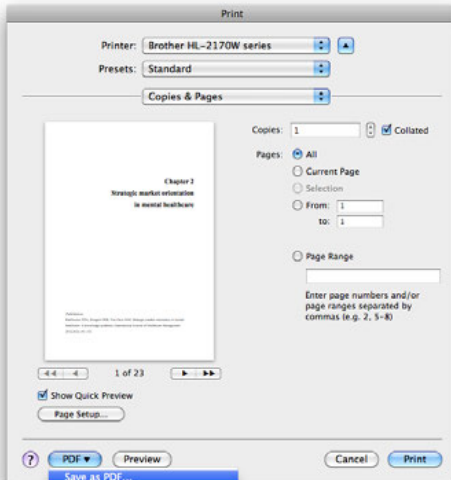
Creating a PDF File in Mac OS X

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

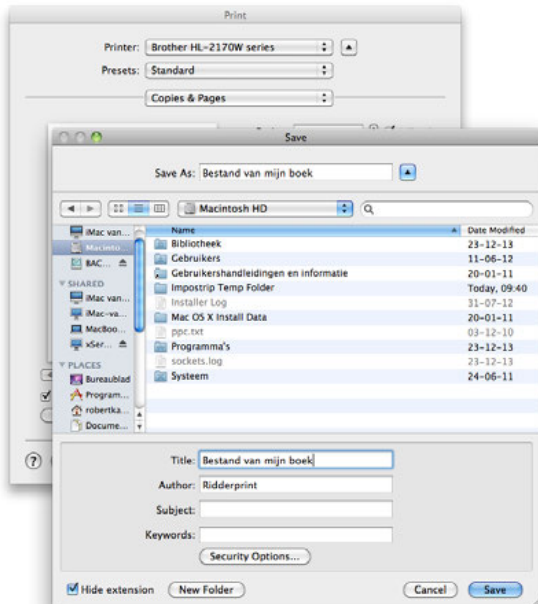
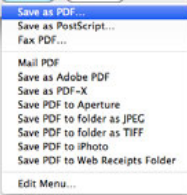
We will use Microsoft Word as an example.

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 in Mac OS X

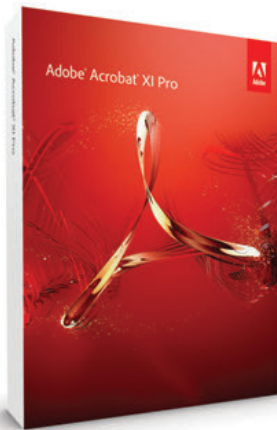


Creating a PDF File Using Adobe Acrobat Pro

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.adobe.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.

Checking proof files.

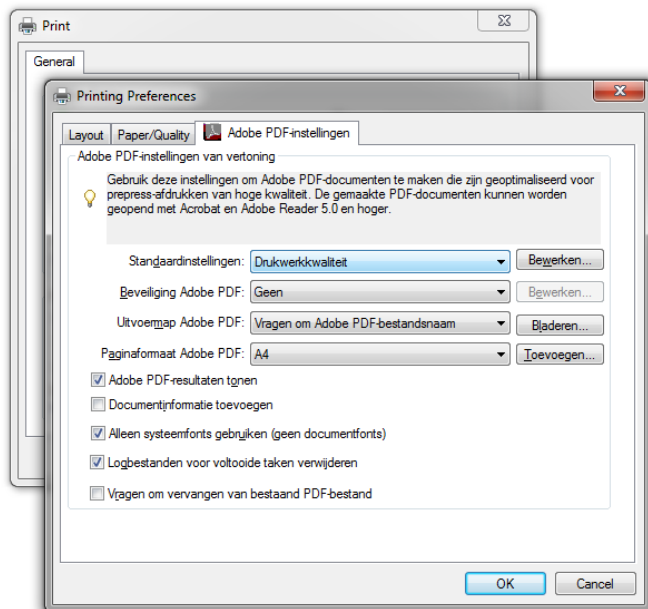
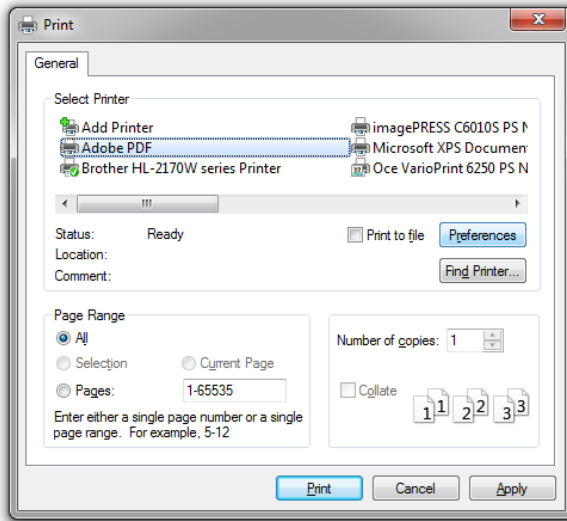
We regularly send you PDF proofs for checking. Do not rate these PDF files in a preview mode or in a browser environment. This does not always give an accurate picture. These are best viewed with Acrobat Pro or standard version. If this software is not available, a free version can be downloaded from the Acrobat website. This will be the 'reader' version.

Acrobat (Reader)

<http://www.adobe.com/products/reader.html>



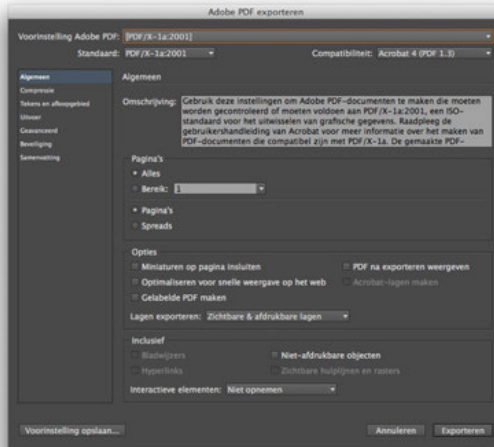
Creating a PDF using Adobe Acrobat Pro



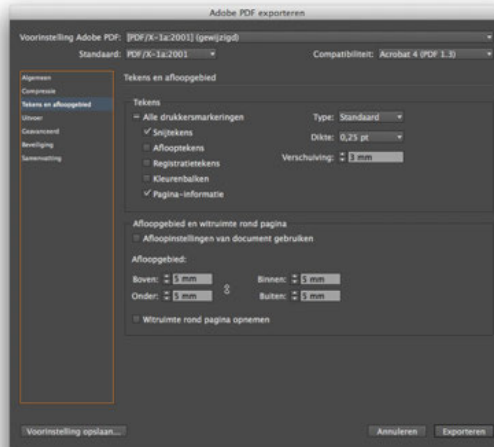
Creating a PDF File Using Adobe InDesign

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.

1

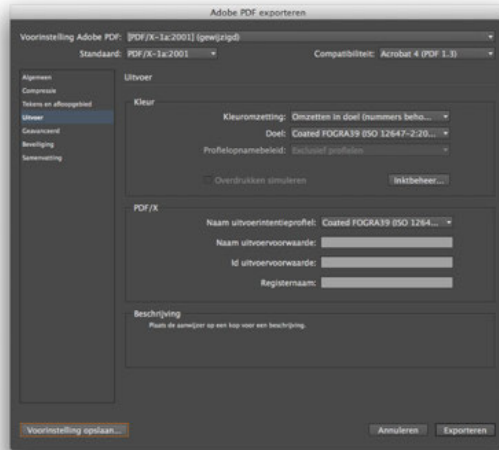


2





3



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

1. Under the “General” tab:

- Under “Adobe PDF presets” choose press quality or high quality
- select “PDF/X-4 2010” and Acrobat 7 (PDF 1.6).
- Make sure the “Spreads” option is not selected.

2. Go to the “Marks and Bleeds” tab:

- Select only the “Crop Marks” and “Page Information”.
- Set “Offset” to 3 mm.
- Under “Bleed”, set all fields to 3 mm.

3. Go to the “Export” tab:

- Under “Convert Colours”, select “Convert to Destination (Preserve Numbers)”
- Under “Destination”, select ‘ISO Coated v2 (ECI)’ or “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 there are problems with your pdf files, we can ask you to submit InDesign files. Go to **File > Package**. This 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

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