Research Series of Lappeenranta University of Technology

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- Library makes sure that the manuscript qualifies for the series in terms of appearance.
- The author is supplied with a permission document and the other copy of the publication agreement.
- The author will receive the numbers required for the dissertation – a serial number, the ISBN, ISSN-L and ISSN numbers. After this, the manuscript is submitted by the dissertation maker him/herself to the University Press where it will be printed for proof reading. The author is responsible for the proof reading of the material. After proof reading and making the necessary corrections, University Press will print the entire edition.
- The University Press sends the final dissertation file to the library and the library staff submits the dissertation into the LUTPub repository.

If you are in urgent need to print the manuscript immediately after being granted permission to print, please contact library well before the Academic Council meeting.
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Layout

The publications in the Research Series are printed in size B5. The author sends the material to be published, ready for printing, to the University Press.

The cover material is coated cardboard. The cover pages (example enclosed) and the title page should include the following information:

1) front cover name of the series and serial number, copy of the university seal name of the author name of the publication

2) back cover name of the series and serial number, copy of the university seal lower part LUT logo and name of the university the ISBN, ISSN-L and ISSN codes name of the publishing location and year of publishing

3) back serial number, name of the publication, name of the author

4) title page top of page: LUT logo middle of page: author/s and title
bottom of page: name of the series including the serial number
aligning left additional information
concerning the nature of the publication:
thesis or other research material aligning left

5) title page overleaf bottom in the centre, the ISBN, ISSN-L and
ISSN codes name of the printing house and year of publishing
Doctoral theses may also include the names and working places of the
supervisor, reviewers and opponent (example in appendix 2)

The pages are numbered consecutively starting from the title page (page number 1),
and the numbers are visible only after the table of contents.

A list of publications that have been published earlier in the same series, will be
placed on a separate page after the main text.

It is recommended, that if an article, included in an article-based doctoral thesis, is
authored by several persons, the author of the thesis clearly clarifies his/her share of
the work. The clarification will be added to the list of publications.

When imposing the layout of the publication, attention should be paid to the fact that
the abstract, foreword, table of contents and other starting pages as well as the main
text start on the right-hand page.

A font has to be readable when the page is reduced to size B5. The most common font
is Times New Roman and size 12 points. Recommended margins at the top and at the
bottom of the A4 size page are 3 cm and at both sides of the page 2,5 cm.

**Distribution and sales**

The author is responsible for the distribution of the printed publication. The library
should receive an adequate number of copies for the library's own collections.

Publications are sold in the Aalef bookstore or through LUTShop
[https://lutshop.lut.fi](https://lutshop.lut.fi).

**References and bibliography**

It is recommended to use Harvard referencing system or practice that is established in
author's branch of science.

Supplementary reading

LUT final thesis instructions:
Appendices

1) Information about the thesis on the title page
2) Overleaf of title page in a thesis
3) Abstract
4) Cover model

Appendix 1

Information about the thesis on the title page

- Place for the public examination of the doctoral dissertation
- Time of the public examination of the doctoral dissertation

Example:

Thesis for the degree of Doctor of Science (Technology) to be presented with due permission for public examination and criticism in the Auditorium of the Student Union House at Lappeenranta University of Technology, Lappeenranta, Finland, on the 28th of May, 2014, at noon.

Appendix 2

The names and working places of the supervisor, reviewers and the opponent are printed on the overleaf of the title page.

Example:

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Professor N.N.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LUT School of Energy Systems</td>
</tr>
<tr>
<td></td>
<td>LUT Environmental Engineering</td>
</tr>
<tr>
<td></td>
<td>Lappeenranta University of Technology</td>
</tr>
<tr>
<td></td>
<td>Finland</td>
</tr>
</tbody>
</table>
Appendix 3

Abstract

Bibliographical information is inserted in the abstract, before the text part. Keywords and UDC codes are inserted after the text part.

ABSTRACT

Name of author
Name of publication
Lappeenranta XXXX
XXX p.
Acta Universitatis Lappennantaensis XX
Diss. Lappeenranta University of Technology
ISBN code, ISSN-L 1456-4491, ISSN 1456-4491

The text part of the abstract

Keywords:

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Etunimi Sukunimi

VÄITÖSKIRJAN NIMI LOREM IPSUM DOLOR SIT AMET CONSECTETUR