



## Guidelines Acta Biomedica Lovaniensia

Dear Sir/Madam,

In order for us to give you a price offer for publishing and printing your thesis in the series *Acta Biomedica Lovaniensia*, we need the following information:

**Number of copies:** please take into account that Leuven University Press will use 8 copies for administration and limited sales

**Number of pages:** after implementing following the typesetting requirements

- Page Size : 16 x 24 cm
- Typesetting (maximal printed area on page, including page-numbering): 12 x 19 cm, centered on page
- Margins: left and right margins are identical
- Font type and size: free choice
- Page numbering: starts at “5” – the publisher will take care of the title pages “1-4”
- Every new chapter or section needs to start on an odd-page (right). If necessary, include a blank page

**Colour:** number of pages that include a full-colour image

As soon as we receive an agreement on the price offer, you can contact the printer. The final file should be in pdf format. If you want to use an image on the front cover, please supply this image in pdf or jpg format with a resolution of at least 300 dpi.

### Contact details printer (weekdays, 9h – 17h)

Procopia  
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Please note that the printer needs 6 weekdays to print and finish the books.

After receiving an agreement on the price offer, we will ask you to place an order for the purchase of your copies. We will send you an internal order form which you need to forward to your department's SAP responsible (financial secretary) with the request to fill in the marked fields and send the document back to us as soon as possible. In case you will be paying with non-KU Leuven funds, we only need general invoice data.



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For the lay-out of the cover, title pages and backlist, we need the following information:

- Full name (first name and last name) with the correct indication of capitals letters
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- Specify whether it is a PhD in medical or biomedical sciences
- Full name of department or lab, in English
- Optional: assembly of the jury, in English
- Specify:
  - Doctor of Kinesiology or
  - Doctor of Biomedical Sciences or
  - Doctor of Pharmaceutical Sciences or
  - Doctor of Rehabilitation Sciences and Physiotherapy

We will send this information, together with our publishing details, to a typesetter. You will receive a print proof of the cover, title pages and backlist and only after your “go-ahead”, we will send them to the printer to finish the books. Handling the print proof will take place directly between you and the printer.

If you need more information, do not hesitate to contact me.

Sincerely,

Patricia Di Costanzo  
Leuven University Press  
[patricia.dicostanzo@lup.be](mailto:patricia.dicostanzo@lup.be)