

FAQ's LOT Dissertation Series

QUESTION	ANSWER
Can anyone publish in the LOT series?	No, this is only possible for those who have a supervisor in a LOT institute in the Netherlands. For Belgium this is only the case in Leuven.
Procedure	
What after having been accepted as a LOT author?	You will receive a questionnaire by mail. On the basis of these data LOT will set up a production schedule (including deadlines for handing in files.).
What does 'pedel date' mean?	The pedel date is the day your books have to be taken to the pedel (Beadle) of your university. The Pedel date is usually 3 to 4 weeks before the defence ceremony.
Contract	LOT will prepare a contract which includes the rights and duties of both the author and LOT and in which the number of books and the date of delivery of the books is recorded.
LOT number	LOT will give you a number in the Dissertation Series.
Can I leave for my holidays after the files have been sent to the printer by LOT?	This is not possible. After the files have been handed in, they will be sent to the printer. The printer will produce a Proof print which will be sent to the author within 2 weeks after handing in the files. This Proof print must be commented on for the Printer before the deadline!
What if I have planned my holidays already?	You may appoint a colleague to check the Proof print and send comments to the printer. Fill in the details (name/address) of this person in the Questionnaire.
Technical details for the dissertation	
Margins	Printed on <u>A4</u> the margins are as follows: Header: 4,8 cm Top: 5,8 cm Bottom: 4,8 cm Left: 4,5 cm Right: 4,5 cm You can also use the template of LOT (attached to the information mail) or if you want to use LaTeX , see this link for more information: http://www.hum.uu.nl/medewerkers/a.dimitriadis/latex/lotdiss/
Page size	Page size: 16 x 24 cm Size text block: 12x 20 cm (so a margin of 2 cm all around)

Maximum number of pages	750 pages In case of more pages the book will be divided into two (or more) volumes, which will raise the costs. Contact LOT.
Cover Picture	Quality needs to be at least 150 DPI. Dimensions: 9x9 cm. Cover picture may be printed in colour or black/white (same price).
Landscape or Portrait	All pages must be in Portrait, page numbers must be in accordance with Portrait view even if the text on the page has been turned.
ISBN number	LOT will take care of the ISBN number and implements this on page 2, which will be sent to you.
Font type	We recommend 'Times 10', but the choice is yours. Important: fonts have to be embedded in the PDF-file .
Page numbers	Page number should be inserted in the header, alternating left and right aligned. All chapters/appendices should start on a right (odd) page.
Additional resources	Additional resources can be sent to webshop@lotpublications.nl . For larger files (over 10 MB) we recommend you to use WeTransfer. Include in your email the title or the LOT number of your book. You can deliver audio and video files into different audio and video formats. When the file is large or a file type that is not suitable, we will edit this file in consultation with you to a more suitable format for the website. If you provide separate files, such as a complete website or a report / book in parts, we recommend that you place these files in a ZIP file.
Copyright-issues	
What copyright issues are there for me and my publisher?	Generally speaking, authors are allowed to offer the thesis online in their own institute library. Publication at any other publisher can be done freely after two years. For more information on Copyright, see: http://libguides.library.uu.nl/content.php?pid=551223
What do I do if I would like to have my dissertation in other libraries?	Having your dissertation in other libraries is no problem according to LOT, as long as the form in which the book is published is retained and the link to the LOT site (www.lotpublications.nl) is referred to. If this is not the case, contact LOT.

Contact LOT	
E-mail	lot@uu.nl
Postal address (for returning the proof print with your signature)	Utrecht University LOT Office Graduate School of Linguistics Trans 6 (Room 0.30) 3512 JK Utrecht
Tel.	T. +31 (0) 30 253 6111
Website	http://www.lotschool.nl http://www.lotpublications.nl