

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 typesetting requirements

- *Page Size* : 16 x 24 cm
- *Text-setting* (maximal printed area on page, including page-numbering): 12 x 19 cm, centered on page
- *Margins*: left- and right margins are identical
- *Fonttype 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 blanc 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. Final file should be in pdf-format. If you want to use an image on the front cover, please supply as pdf or jpg format with resolution of 300 dpi

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

Procopia
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3001 Heverlee - Leuven

Contactpersoon: Lieze Everaerts
016 38 36 34
print@procopia.be

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 of the publication. We will send you an internal orderform which you need to forward to the SAP responsible (financial secretary) of your department requesting 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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- 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 in order for him to finish the books. Handling of the print proof of the manuscript itself 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
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