

**Guidelines for Submission and Printing of the Doctoral
Dissertation**

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Layout:

- A front page;
- An abstract, which shall be an executive summary of a maximum of four pages;
- A table of contents;
- The necessary references and bibliography;
- Relevant exhibits and appendices.

Brief curriculum vitae of the participant, which mentions:

- Date and place of birth;
- The period he or she attended secondary education;
- The period and type of education (university, etc.);
- Grades of qualification on certificates;
- Information on professional experience after finalizing the education mentioned in clause iii) of this article;

Further the thesis shall include:

- The name of the institution where the research has been carried out;
- A declaration that the same dissertation has not been submitted to any university for a degree or any award.

On the reverse page of the front page only the following is mentioned:

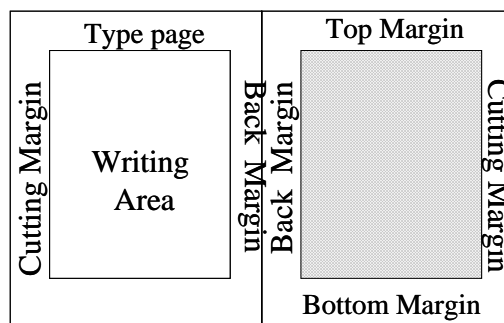
- The Supervisor(s);
- The Internal Reader
- The External Examiners
- Organizations that have contributed financially to the realization of the dissertation.

1 The layout of the dissertation

The standard format of the Dissertation is custom size format (17 x 24 cm or 6.693 x 9.449 inches). The inside of the dissertation is bound in sets of 16 pages, so-called quires. If the total number of pages cannot be divided by 16, this will result in one or more white pages at the end of the book. The indicated margins in figure 1 are an indication; you may deviate from these measurements. If you use the indicated margins, make sure you mirror the page (even and odd pages).

With the layout of the page a difference is made between the type page and the writing area. (See fig. 1). The type page is the format of the full page. The writing area is the part of the page which will be printed; the part between the margins. In this format dissertation, the type page is 17 x 24 cm. The format of the writing area depends on the white margins. We advise a writing area of 12,8 x 19,5 cm.

Figure 1:



Type page: 17 x 24 cm
Writing area: 12,8 x 19,5 cm

Top margin: 2,0 cm
Bottom margin: 2,5 cm
Back Margin: 2,2 cm
Cutting Margin: 2,0 cm

1.1 The text

The layout of the dissertation is often done by means of a text-editor. We advise you to use Desktop Publishing software for the layout. This works more easily and gives better results. Examples of good desktop publishing software are QuarkXpress and Adobe

Indesign. If you use these programs for the layout, we cannot make direct use of the files generated by these programs. In all cases, whether you use Word or any other software program, in the end we want to receive a PDF file. How to make a PDF file is explained in the annex.

1.2 Graphs and line-drawings

Graphs are often generated from a spreadsheet program. By means of cutting and pasting the graphs are inserted in the Word file. If graphs are delivered separately, we'd like to receive them as a Windows Metafile (WMF).

Also line drawings can best be exported to the text in this format. At least make sure that both graphs as well as line drawings are stored in a vector format and not as a bitmap format such as TIF, JPG or BMP. Storing the line drawing in this format will increase the quality tremendously.

1.3 PowerPoint

PowerPoint is often used for making full-color drawings. For further processing it is however not very suitable. This is mainly due to the fact that PowerPoint works with a R(ed)G(reen)B(lue) color schedule. This is not interchangeable with the C(yan)M(agenta)Y(ellow)B(lac)k color scheme used by the printer. The printer can convert RGB files to CMYK, but a great shift in colors take place in this process. Because the slides of PowerPoint are made for projection on a screen the resolution is often only 72 dpi, while for printing at least 300 dpi is required. Therefore it isn't possible to print PowerPoint slides on a high resolution (1200 of 2400 dpi). Exporting slides from PowerPoint as a WMF-file can solve part of this problem.

1.4 Bitmap files

Photos and drawings (color or black-and-white) are bitmap files. These files can best be stored as TIFF or JPG files. If you store them as JPG-file make sure you use as little compression as possible. With compression of files you lose information, which later on in the printing process cannot be restored.

1.5 Font size

We look at this from a 1:1 layout perspective. If the layout of your dissertation is according to the previously mentioned margins, then it is best to use a 10-point font size for flat text and 1 line spacing. For marginal note of figures and tables, footnotes, etc. a point size of 6-7 will do.

1.6 Font

You have different possibilities to use different fonts in your dissertation. Most used fonts are Regular, *Italic*, **Bold** and ***Bold italic***. Clicking for instance the bold-icon in the toolbar of your text editor might cause problems in converting the text to a postscript file. Instead you might use the bold-version of your font (select from the font list).

1.7 *Thickness of the Border*

The border of graphs and the lines in line drawings should be thick enough to print them in a visible way (0.10 point). Thin lines can be well visible when printed on a line or laser printer, but they disappear in the lighting of the printing process. This is the result of the high resolution (2400-3600 dpi), which is used for printing. This is not only applicable to lines in graphs, but also for the axes of the graph, the scaling and all indications of the standard deviation. Also horizontal lines in tables may not be too thin. A proper line width for an illustration, graph or table is at least 0.10 points thick.

If you use a different program to make the illustration than the one used for layout of the text, please mind to apply a diminishing factor. If you reduce the size of a figure, the lines also get thinner. Therefore we recommend that you design your figures in the format you use it later on in your dissertation. That way you have the best control over the line width.

1.8 *Grayscale*

Many dissertations contain illustration and graphs with grayscale. To print a grayscale image with a laser printer properly, a clear dotted screen should be visible in the original. You must make sure that the grayscale tone is created with a dotted screen. You choose a filling pattern that consists of dots with a filling of for instance 25% or a grid pattern (diagonal lines) with a filling of for instance 25%. A negative effect is that the text in a grayscale area becomes hardly readable. If you define the grayscale tone as a percentage of black, as you would normally do, and then print the page gives a much finer screen as when you print it on a laser printer. If you want to apply more grayscale tones in black, make sure that they are at least 7% apart from each other in filling. For a clear visibility the percentage should be no lower than 7% and not darker than 95%. Everything lower than 7% will appear as white, everything above 95% as black.

2 Submission of the dissertation

Because of the digitalization of the printing process you should submit your dissertation in a digital format. Digital submission has its advantages. The quality of the text and figures with grayscale tones is much better, because it is printed in a much higher resolution.

Your dissertation can only be delivered as a pdf file. Because the layout is embedded in a pdf-file, the result of printing a good pdf-file is independent of the printer used. Please note that you have to check all digital files before you submit them. The best way to check the pdf file is to open it with the Acrobat Reader and print it on your own laser printer. That print should be reviewed for mistakes. This laser printer printout without mistakes is submitted together with the digital file. This way the prepress department of the Printer can control their printout in quires (they check the order of the pages).

Because nothing can be changed in pdf-file, take care of the following when preparing the file:

- Is the full dissertation (including all annexes and tables) submitted in one single pdf-file? (More than one file is not acceptable)
- Paper size is 17 x 24 cm (or 6.693 x 9.449 inches)
- Photo resolution is at least 300 dpi
- No changes can be made in the text after submission
- Are headers and footers aligned evenly on each page
- Chapters start on the right side page (odd numbered pages)

3 Technical Specs of your dissertation

The printing of the dissertation is two sided in black-and-white. The cover is printed one sided in full-color. The dissertation is printed on 90gr. Wood free offset paper. The cover is printed on 240 gr. Sulfate carton board. After printing the cover is glossy laminated. Binding is done by means of Perfobind.

4 The layout of the cover

The cover is the face of your dissertation. It should make the reader curious of the content. The cover is formatted according to a standard design (see annex 2). For the cover you should submit the following:

- The exact title of the dissertation (division between main title and subtitle)
- The exact spelling of the name of the participant as it should be displayed on the cover
- A summary of the content of the dissertation (max 250 words)
- A short biography of the participant
- A passport style picture (preferably in digital format) of the participant
- Any relevant (digital) pictures (max. two)

Example of the title page of the doctoral dissertation (Do not insert a logo)

The Influence of Business Ethics on Multinationals in Emerging Economies:

The Case of Ghana

Dissertation

To obtain the degree of
Doctor of Business Administration
at the Maastricht School of Management,
under authority of the Dean Director Prof. dr. W. A. Naudé,
to be defended in public on Thursday April 8, 2004

by

Felix Rex Amofa, MBA
born in Kumasi (Ghana).

Published by:

Maastricht School of Management
P.O. Box 1203
6201 BE Maastricht
The Netherlands

F.R. Amofa, The Influence of Business Ethics on Multinationals in Emerging Economies: The Case of Ghana. DBA Dissertation, Maastricht School of Management, Maastricht 2004. – With references. – With summary in English.

Key words: business ethics, environmental management, multinational companies, mining, Ghana

ISBN: 90-70995-12-3

Cover: Stoerebinken, The Netherlands
Printing: Boekenplan, The Netherlands

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Southern Illinois University Carbondale, United States of America

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Maastricht School of Management, The Netherlands

Internal Reader:
Dr. Robert V. Goedegebuure
Maastricht School of Management, The Netherlands

Composition of the Dissertation Defense Committee:
Prof. Dr. Ir. E. J. de Bruijn
Twente University, The Netherlands

Prof. Dr. J. Chr. Van Dalen
Wageningen University, The Netherlands

Style sheet

The full text should be typeset as follows:

| | |
|------------------------|---|
| Font: | Times New Roman |
| Point Size: | 10 |
| Heading 1: | Times New Roman Bold |
| Heading 2 and further: | Times New Roman (no bold, italics, underlined etc.) |
| Line spacing: | Single |
| Spacing before line: | 0 |
| Spacing after line: | 0 |
| Alignment: | Left |

The text

The main text of the paper has to be separated into well-defined divisions, such as parts, chapters, subchapters, sections, and subsections. The text may also include parenthetical references, footnotes, or subscript numbers keyed to a reference list or list of endnotes.

The words PART, CHAPTER, SECTION, etc should not appear. The generic heading of a part/chapter consists of the number of the chapter, followed by the title of the chapter, section etc. The number should be given in the form of an Arabic number. The form in which the chapter number is expressed should be different from the form in which the part number is expressed. The regular text has to be written in full lines. In case you started a chapter/subchapter at the end of the page and only two lines can fit, then you should insert a page break. Subchapters, subsections, etc should not be placed one tab to the inside, and so forth (no indention!).

Example:

- 1. Introduction
 - 1.1 Research Focus
 - 1.2 Problem Statement (Research Question)
 - 1.2.1 Major Research Question
 - 1.2.2 Minor Research Questions
 - 1.3 Research Objectives

Tables/Sources under Tables

Tables efficiently organize and compress data into standardized form. Every table should be given an Arabic number and a title. All text references to a table should be by number, not by an introductory phrase. It is necessary to give each numbered table a title. A table may occupy the full width of the page or, if the number and width of columns permit, less than the full width. In either case each the table must be centered horizontally upon the page. When a table is long and narrow, then double it up in equal parts and place them

side by side. Separate the two parts by a vertical double line. If a table is too wide for the page, it should be turned lengthwise. No text should be placed on a page containing a broadside table (landscape). In the list of tables, the table numbers should be placed in a column flush left under the heading “Table”, and the page numbers should be listed flush right under the heading “Page”. For each table the source should be mentioned under the table.

Footnotes

The place in the text at which a note is introduced, is a footnote, should be marked with an Arabic numeral typed slightly above the line (superscript). The note number should always follow the passage to which it refers. Notes should be arranged in numerical order at the foot of the page.

Page numbering and abbreviations

The page numbers have to be centered at the bottom of the page.

It is preferred not to use abbreviations, other than those that are commonly accepted. When using abbreviations, a list of abbreviations should be arranged in alphabetical order of the abbreviation, not of the spelled out term.

Appendices

An appendix is a group of related items. It is a useful device to make available to the reader material related to the text but not suitable for inclusion in the text. All appendices go at the end of the paper, never at the end of the chapters to which they may belong. Materials of different categories should be placed in separate appendices. Where there is more than one appendix, each appendix should be given a number or a letter. The word “Appendix” should be written and should not be abbreviated.

Abstract

The dissertation will include an Abstract presenting a synopsis including research question, scope of research and main conclusions. Five key words describing the knowledge fields and domains of the dissertation must also be added for ISBN reference.

References

The dissertation should use APA style references and APA style in-text citation and the reference list should be complete. The Candidate should use information ethically, i.e., there should be no evidence of plagiarism. All ideas, text, graphics, tables and media should be credited to the source. Useful sources explaining APA include:

- <http://www.apastyle.org/>
- <https://owl.english.purdue.edu/owl/resource/560/01/>
- <http://blog.apastyle.org/apastyle/>
- <http://owl.massey.ac.nz/referencing/apa-style.php>

Registration for the ISBN code

ISBN

The International Standard Book Number (ISBN) is a unique title identification system, which is used on a worldwide scale to store information about books and related products in computers of libraries, wholesalers, book importers and bookshops. The purpose of the ISBN is that each title can be easily retrieved in databases. It also has a function as a standardized purchasing number. The ISBN and the extended title description from the database of the bureau of ISBN is being published in the information and purchasing system of wholesalers. That way bookshops can easily find your book and thus know where to purchase it. The ISBN system is not only in place for professional publishers. Also Universities, companies, associations, foundations and individuals can use the ISBN system to make it possible to find their publications.

Bureau

The Dutch Bureau ISBN is part of the International ISBN Agency in Berlin. The Bureau ISBN manages the application of the ISBN for titles published in the Netherlands. The main task is the bibliographical registration of all titles within the Netherlands. Bureau ISBN describes these titles according to the International Standard Bibliographic Description (ISBD), stores the titles in a database and carries the responsibility to maintain this information according to the international set of standards and to make them available to possible users.

ISBN

Registration of the ISBN

To register for the ISBN, you should fill in the following form and return this to MSM, research department:

* Required field

** Circle the applicable one

| | Family Name | Given Names | Middle Name |
|-------------------------|---|--|-------------|
| 1 st Author* | | | |
| Editor | | | |
| Illustrator | | | |
| Translator | | | |
| Main Title* | | | |
| Subtitle | | | |
| Section Title | | | |
| Series name | Maastricht School of Management Dissertations | | |
| Series number | To be designated by the Maastricht School of Management | | |
| Accompanying material | | | |
| Number of pages* | | | |
| Date of print* | | | |
| Illustrations | Yes/no** | | |
| More than one part? | Yes/no** | No. of Parts: | |
| Binding | Stitched | | |
| Subject code** | 780 | Economics and Business (General) | |
| | 781 | Economics (General) | |
| | 793 | Money /banking /loans and insurance | |
| | 782 | Business Administration | |
| | 786 | Accountancy and Administration | |
| | 765 | Creative Thinking | |
| | 801 | Management (General) | |
| | 807 | Human Resources Management | |
| | 808 | Leadership, coaching | |
| | 809 | Job application | |
| | 802 | Marketing | |
| | 803 | Advertising | |
| | 814 | Public Relations | |
| | 804 | Production, purchasing, logistics | |
| | 600 | Non-fiction informational/professional (General) | |