

# Guide to printing a publication in the X-position series

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## **Preparation**

Once the researcher has been authorised to produce a publication in the X-position series, the researcher is responsible for the following points:

- That there is a budget for the cost of printing\*. *Estimated printing costs: 10 000–80 000 SEK depending on the number of pages and volume.*
- The text of the publication has been peer-reviewed and proof-read.
- Make sure that you own or have cleared the rights to all material in the publication, and correctly indicate the author. The author or rightholder may authorise certain uses of a work with a licence. The most common are CC licences. If no licence or agreement exists for the material, contact the copyright owner to ask for permission.
- That the publication is marked with the SKH logo, ISBN, ISSN and number in the series. Contact the Library.

*\*The researcher/PhD candidate must have budgeted for the costs himself/herself. The Research Centre does not cover printing costs.*

## **Publication design**

### **Book block**

The researcher designs his/her own publication using a Word template provided by the Communications Department.

The Communications Department provides a 30-minute introduction for the Word template and provides the required typefaces.

Once the researcher has finalised the disposition and typesetting, the Word document is sent to the Communications Department to ensure that the template has been followed correctly.

*Estimated time: depending on Word skills and volume, approximately 10 pages per hour. The Communications Department needs to receive the finished documents at least 3 weeks before printing.*

## **Cover**

The researcher provides the publication title, cover image, and back cover abstract to the Communications Department, who designs the cover using an InDesign template. The researcher proofreads before signing off.

*Time estimate: The Communication Department needs to receive the material at least 3 weeks before printing.*

## **Printing**

1. The Communications Department will obtain the quotes from the printer based on information from the researcher about the number of pages, images, etc. The quotes will be sent to the researcher for confirmation.

2. After the researcher has accepted the quotes, the Communications Department sends the insert and cover to the printer, who will in return send the finished printed publication to SKH.

*Estimated printing cost: SEK 10 000 - 80 000 depending on number of pages and print run.*

*Printing time: about 3 weeks*

## **After printing**

At least twelve printed copies of the publication must be submitted to the Library and Archives at SKH. SKH reserves the right to sell any number of copies that exceeds twelve.