

Lay-out

The interior

Preliminary pages

A standard text (in Dutch) must be used for the title page of the theses (including the reverse of this page), in line with the given model in the Doctorate Regulations of the University. *Always check the regulations of your university for the latest up-dates!*

- Page I: title of the thesis and name of the author
Page II: blank page or mentioning of:
'Cover illustration: (name)' and/or 'Cover design: (name)' and/or
brief mentioning of institutions or persons who have contributed to the promotion
research (no ads!), always in consultation with your promoter and the beadle.
Page III: title of the thesis, text: Proefschrift ter verkrijging van de graad van doctor etc.
This page has to be approved by the beadle.
Page IV: text: Dit proefschrift is goed gekeurd door de promotor(en): (name)
if applicable mentioning of the adjunct supervisor
examination committee
if desired an expression of gratitude to institutions/persons (in consultation with your
promoter and the beadle)
TRAIL Thesis Series nr. T200x/x, The Netherlands TRAIL Research School
Address details TRAIL Research School
ISBN number
Keywords: (at least 3)
Copyright:© 200x by <name of the author>
All rights reserved. etc.
This page has to be approved by the beadle
Page V: Preface (footer with Roman number i)
Page VI: continuation of the preface or insert a blank page (header with Roman number ii)
Page VI: Contents (footer with Roman number iii)
Page VII: continuation of the Contents or insert a blank page (header with Roman numbering)

The preliminary pages are numbered with Roman numerals, with exception of the first four pages: these have no page number!

Lay out of the preliminary pages

Use paper size A4, the printer will reduce this to the correct size.

General page setup	
Margins left/right	2,5 cm/2,5 cm
Margins top/bottom	2,54 cm/2,54 cm
Header/footer	1,25 cm/1,25 cm
Font	Times New Roman, 12 pt
Header and footer	Times New Roman, 10 pt, tab at 16 cm (aligned to the right)
Gutter	none
Paper size	A4
Title page	
Title	Times New Roman, 20 pt, bold
Subtitle	Times New Roman, 14 pt, bold
Contents	
Text 'Contents'	Times New Roman, 20 pt, bold, after 24 pt
Chapter	Times New Roman, 12 pt, bold, tab at 1,25 cm (left, no dots), tab at 16 cm (right, with dots)

Paragraph	Times New Roman, 12 pt, tab at 1,25 cm (left, no dots), tab at 16 cm (right, with dots)
Sub-paragraph	Times New Roman, 12 pt, tab at 1,25 cm (left, no dots), tab at 16 cm (right, with dots)
Appendix	Times New Roman, 12 pt, bold, tab at 16 cm (right, with)

Lay out as from Chapter 1

General	
Margins left/right	2,5 cm/2,5 cm
Margins top/bottom	2,54 cm/2,54 cm
Header/footer	1,25 cm/1,25 cm
Font	Times New Roman, 12 pt
Gutter	none
Paper size	A4
Font	
Font	Times New Roman
Size	12 pt
Size header/footer	10 pt
Line spacing	1 of 1,1
Headings	
Heading 1	Times New Roman, 20 pt, bold, before page end, before and after 10 white lines, tab at 1,25 cm, first letter starts with a capital
Heading 2	Times New Roman, 14 pt, bold, tab at 1,25 cm, before 12 pt, after 8 pt, first word starts with a capital
Heading 3	Times New Roman, 12 pt, bold, tab at 1,25 cm, before 12 pt, first word starts with a capital
Summary, references etc.	Times New Roman, 20 pt, bold, before page end, before and after 10 white lines, first word starts with a capital
Titles of figures/tables	
Figures: under the figure	Times New Roman, 12 pt, bold, before 12 pt, after 12 pt (Figure 1: First word starts with a capital)
Tables: above the table	Times New Roman, 12 pt, bold, before 12 pt, after 12 pt (Table 1: First word starts with a capital)
Equations	Number between brackets after the equation (aligned to the right)
Page numbering: header and footer	
Header and footer	Times New Roman, 10 pt, tab at 16 cm (aligned to the right)
General	<ul style="list-style-type: none"> • From chapter 1 numbering in Arabic style; • Chapter 1 starts with page 1; • All pages in the book should be numbered, also blank pages; • Each new chapter starts at an odd page, if necessary insert a white page (with a header); • First page of each new chapter: footer with a page number under the line, page number aligned to the right; • Second page of a chapter: header with the page number aligned to the left, title of the thesis aligned to the right; • Third page of a chapter: header with the text "Chapter (nr. hoofdstuk) - title chapter" aligned to the left and page number aligned to the right; • Right pages always have an odd number; left pages always have an even number.

References

The references list should be in accordance with the following format:

References (Times New Roman, 20 pt, bold, before and after 10 white lines)

Start references [Times New Roman, 12 pt, before 6 pt]

Author1, Initials1, Initials2 Author2 (year) *Title of book*, Publisher, Place of publication.

Author1 Initials, Initials2 Author2 (year) Title of article, in: *Title of book*, Publisher, Place of publication, pp. first page - last page.

Author1 Initials1, Initials2 Author2 (year) Title of paper, in: Editor Initials Editor (eds.) *Title of book*, Publisher, Place of publication, pp. first page - last page.

Author1 Initials1, Initials2 Author2 (year) *Title of webpage*, [www.webpage]

End Matter (last pages of the interior)

The end matter can contain several components:

- A bibliography;
- Appendices;
- An English and/or Dutch summary;
- CV of the author.

An overview of the TRAIL Thesis Series concludes the interior of the book. These pages will be send to you by the TRAIL office.

The cover

The cover is the front piece of the thesis. The design and lay out are fixed, but the author is free to choose the picture (photo or drawing). If you like, TRAIL can put you in contact with a designer (costs are for the expense of the author).

The picture should be in accordance with the following details:

- 300 dpi
- portrait: h 10,5 cm x b 8,5 cm
- landscape: h 8,5 cm x b 12 cm
- format: .jpg/ .tif/ .eps

The printer will place the picture at the right place in the design.

The cover consists of five parts:

- Page 1 - front cover: title, name of the author and picture;
- Page 2 – inside front cover: no print;
- Page 3 – inside back cover: no print;
- Page 4 – back cover: address of TRAIL, logos of the participating universities, an ISBN number and/or a bar code. It is possible to place a brief summary on the back cover;
- Spine: from top to bottom: serial number, name series, name author and the title of the thesis.

The printer will send a proof of the cover to the author and TRAIL. This proof will give a good indication of what the final result will look like. Both the author and TRAIL give their approval for the cover.

Propositions

Propositions are appended to the thesis. At least six of the propositions should concern topics not related to the subject of the thesis. All propositions shall be academically sound, shall lend themselves to opposition and be defensible by the candidate, and shall be approved by the thesis supervisor. The propositions should show that the candidate's academic knowledge is broadly based and not limited to the subject of the thesis.

Propositions should preferably be provided with references to the literature, or mention of sources. The propositions shall be written in Dutch and, if appropriate, in the language in which the thesis is written.

Lay-out:

- Type page: 155 mm (w) and 230 mm (h);
- Type area: 128 x 200 mm (in case of A4: 160 mm x 250 mm);
- Four pages maximum.
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The invitation

The invitation has the form of a bookmark and will usually be printed without any additional charges. Since the cover and the invitation are printed together, the same colors and design are used. The text for the invitation and the design for the cover have to be delivered at the same time. The size of the bookmark is 60 x 23 mm (approximately).