GUIDELINES FOR THE PRINTING OF THESIS BY CRH-EME

OVERALL INSTRUCTIONS

1. **Compulsory** = Respect A4 portrait mode for all the pages (even if parts of appendices have a different mode). Do not mix portrait and landscape modes in a same pdf file. All pages must be in portrait mode and landscape modes must be integrated with a counter-clockwise rotation of 90°.

2. **Compulsory** = The number of color pages is reduced to 10 (5 pages printed in color on both sides or 10 pages printed on one side only, front or back). If you can manage putting 2 figures on the same side of a page you duplicate the color printings. If a figure turns out to be difficult to convert from color to grey scale, do not hesitate to ask for infographic services in Sète. Be careful not to leave such things as an hyperlink (in blue) on a black-printed page. Technically it’s possible to convert a pdf file generated in color (eg. Editing file) in greyscale with a viewer software (as “Aperçu” on mac) by doing a “save as” with pdf format and greytone filter options. Contact me in case of difficulties.

3. **Compulsory** = The first page is laid down by the University (including: the logotype of the registration university, the title of the thesis and its speciality, the time and place of oral presentation, the members of the panel with their organisms and role in this panel). It is a black-printed page.

4. **Compulsory** = A type thesis contains the different parts as follows: the first-page of the university, the abstract in the language of the thesis, this abstract translated to French (one of the two abstracts is always in French), the acknowledgements, the table of contents (plus possibly the table of figures and the table of charts), the introduction, the thesis and its chapters, the conclusion, the bibliography and possibly an appendix (eg. Publications in papers). You have the opportunity to insert a dedication between the second abstract and the acknowledgements (usually on a right page).

5. **Compulsory** = Each subdivision = chapter or introduction, appendix, conclusion, etc.) must start on a right page (front side), adding if necessary a white page face to face (on the left), if the previous subdivision ends on a right page.

6. **Possibly** = For technical conveniences of reprography, restrict to 330 pages the complete pdf file.

7. **Possibly** = Pay attention to pdf quality (especially for identification of characters and symbols in case of mathematical formulae) and be careful of graphs and figures to assure the best high resolution possible (lowest 200 or 300 dpi). The weight of the file must not be a problem because of the possibility to send it through different ways: hosting in a Ifremer or IRD FTP (your supervisors know the process), downloading with Free, sending by mail service on a engraved CD (adressed to: CRH Pierre Lopez, avenue Jean Monnet – BP 171 – 34203 Sète, cedex, France) or entrusted to anyone from IRD coming to France, Montpellier or Sète.

PAGE SETTING

1. **Compulsory** = Margins have fixed and precise values.

Upper margin (from the edge to the line of the current-title): 20 mm.

Upper margin (from the edge to the text): 35 mm.

Lower margin (from the edge to the text): 25 mm.

Outer margin (from the edge to the text): 25 mm.

Inner margin (from the edge to the text): 25 mm.

160 mm in width and 237 mm in height are planned for writing the corpus of thesis. Respect this width, even for bottom-page notes and figures’ captions.

2. **Compulsory** = Main font, size of characters, size of single space must be the same for all the thesis printed not only for rationalization reasons but for the purpose of reduction of the costs (depending on the whole number of pages). Actual typographic specifications are :

Main font = Times or family (serif), size = 12 pt, single space (calculate by adding 25 % besides the value of the characters, eg. 12 + 3 = 15 pt).

3. **Possibly** = Appearance in the scale of secondary titles (T1, T2, T3, T4, avoid increasing titles beyond 4 or 5…) and management of spaces between before / after the titles are selected by the author, but remember that a space before is always bigger than a space after.

4. **Possibly** = Try to manage your text to prevent single and incomplete lines remaining in the bottom or top of your pages (also called “widows” and “orphans” in printing jargon). So relate the 2-3 ultimate or first lines in your paragraphs, or adapt the spaces planned for the insertion of figures.

5. **Compulsory** = Numbering of pages are on top, above the line of the current-title and in the outer side of the pages.

6. **Compulsory** = 2 kinds of numbering are allowed: first one in Roman numeral for the abstracts, acknowledgements, etc. and second one in Arabic numeral for the introduction, all the chapters of the thesis, conclusion and bibliography. There is no numbering in the parts of appendix. Not numbering all the parts before the introduction of thesis is also possible. Pay attention that the number doesnot appear on the white pages as well as the first page of each part (abstracts, table of contents, introduction, chapters, etc.). No current-titles on this kind of pages.

FRONT COVER

1. **Compulsory** = A digital color picture (photograph, not a scheme) is used as illustration on the front cover. If you provide this document, please make sure that:

(1) the illustration has something to do with your thesis.

(2) it presents the finest technical quality (sharpness, framing, colors, 300 dpi high resolution, no scan, etc.) and last,

(3) it’s free of rights (do not download a picture from Internet) and then specify the author and/or organism owner of the document.

If conditions in (1), (2) or (3) are not fulfilled, I’ll select a picture from IRD photobase Indigo, before submitting it for further agreement.

2. **Compulsory** = The other elements to be provided for the setting of the front and back covers are:

Logo of registration University (color mode and in high resolution), complete titles, abstracts and key-words, in two languages, one in which you write your thesis, the second one compulsorily in French (ask yours supervisors for reading or translation).

If all these conditions are fulfilled, one month is required to print a thesis. From the number of printings (30), half is the property of the author, half remains the property of EME who can deal with distribution to the members of the panel if these are European and the student native of a far country. On request, I can send you a medium quality pdf file including the.

Let me know your e-mail address for further exchanges.

Thanks for your attention

Pierre Lopez