

How To Smoothly, I Repeat *Smoothly*, Get From A Finished Thesis To Your Defense

Acknowledgement

This document has been carefully and thoroughly compiled by Dr. Hanneke Scholten (currently post-doc at the Developmental Psychopathology program of the BSI) and provided to the PhD Platform in February 2020.

Overview

1. Finishing your thesis for the manuscript committee
2. Waiting, waiting, waiting
3. Once your thesis has been approved
4. Thesis printing
5. Last preparations before defense
6. Actual defense

Disclaimer

You can find information about the process from finished thesis to your defense on the website of the RU (<https://www.ru.nl/phd/phd-related-affairs/manuscript-promotion/>). This website gives an overview of all the to be taken steps from thesis to defense (see appendix A), yet this overview is very brief and not complete. Therefore, this document was written (22 January 2020) to give you all the information about the steps to take at the end of your PhD project. Please still always check the website of the Radboud University, as regulations might change over time.
Good luck!

1. FINISHING YOUR THESIS FOR THE MANUSCRIPT COMMITTEE

Obviously, make a planning about when you will approximately finish your thesis.

Make this planning at least four weeks before your preferred end date a.k.a. the date that you want to submit the thesis to the manuscript committee. In these 4 weeks, you have to:

1. Come up with a list of **three or five people** that will **form your manuscript committee**. This number needs to be an odd number. For your actual defense you can invite more people if you want, but for the manuscript committee you need a number of 3 or 5. One of the manuscript committee members should be **appointed as the chair** and this person should be a **full professor at the Radboud University**. The majority of this committee should be a full professor.

2. Ask those preferred committee members as soon as possible whether they would want to be part of your manuscript committee, see example email in **Appendix B**.
3. Check the **Hora Est** system whether you are registered correctly in this system, correct meaning that they have **all information about your history** (diploma's etc.), personal details, and details about your (co-)promotors. If your record in this system is not complete, get in touch with the contact person of Hora Est system for our faculty (**Jan van Schijndel** at this moment for Social Sciences; horaest@socsci.ru.nl) and make sure the system's records are completed.
4. **When all proposed members have agreed to be in your manuscript committee**, send an email to the Hora Est contact person of your faculty. This email should include your name, the names of your promotors/co-promotors, the title of your manuscript and the list of people constituting the manuscript committee (see example email in **Appendix B**).

This email is necessary to officially appoint your manuscript committee: this means that the dean needs to approve the list of people in your committee (they check whether your committee has the right number of people, whether there are any conflict of interests with you and/or your (co)promotors etc.).

When the committee members have been officially appointed by the dean, the Hora Est system itself will automatically send an email to all the manuscript committee members with the message they are officially appointed as manuscript committee. **Only when you receive an email from the Hora Est system that your manuscript committee has been appointed, your (co-)promotors may send your thesis to the committee, not before.**

5. Once your manuscript is finished and your promotors/co-promotors have approved it, and the manuscript committee was successfully appointed, **your (co)promotors can send your thesis to the committee** (see example email in **Appendix B**).
6. Your **finished manuscript** should include
 - a. a title page
 - b. funding information
 - c. table of contents
 - d. all chapters (general intro, articles, general discussion)
 - e. references

In the manuscript that is sent to the manuscript committee, you are not obliged to include the **Dutch summary, Acknowledgements, CV, and List of Publications**, although you still could do that of course. Make **one PDF** that can be sent to the manuscript committee.

7. Your **title page** should be made using a **specific format**. Examples can be found at the website of the university (<https://www.ru.nl/phd/phd-relatedaffairs/manuscript-promotion/>), but they are also attached as **Appendix C and D** (Dutch and English title pages respectively). **A Dutch title page is obligatory, an English one is not.**

2. WAITING, WAITING, WAITING

The manuscript committee has **five weeks to decide** whether they find your thesis worthy of a PhD title. In the mail that your supervisors sent with your manuscript (see **Appendix B**) you have specified the exact date all manuscript committee members should report back to the chair of the committee with a yes or no answer.

Once the chair has received all answers from all committee members, he or she reports back to the Dean about the committee's decision. This decision is sent through the Hora Est system to the (co-)promotors and they will inform you whether your manuscript has been approved or not.

3. ONCE YOUR THESIS HAS BEEN APPROVED

- a. With the approval of the manuscript committee (sent through the Hora Est system) you go to or call the registrar ("pedel" in Dutch) to **find a suitable date for your defense**. You should do this **within five weeks after approval** (i.e. finding the date, not the defense itself).

Tip: get multiple dates and times, such that you have a few options to offer to the manuscript committee. Since they're likely senior researchers, their schedules will be tight, and finding a date that suits everyone might prove difficult. In the best-case scenario, you find a date and time at which all manuscript committee members are able to join.

Once a consensus has been reached, **secure the final date and time of your defense with the registrar**.

- b. **Important!** Normally your *defense committee* (i.e., the people that sit opposite you during your defense and ask you the questions) consists of all the members of your *manuscript committee* (i.e., who are the people who – at a distance – have decided whether or not your thesis is worthy of a PhD). However, **when not all manuscript committee members can be present at your defense** to be part of the defense committee, you will have to invite others to replace the manuscript committee members who cannot be present. These other seniors will thus ask you questions during the defense but will not have been part of approving of your thesis as a whole.

Make sure you invite these 'supplementary' members of your defense committee as soon as it becomes apparent that not all members of your manuscript committee can be present at your defense.

In your title page, however, you always refer to **the original manuscript committee**.

- c. Once your defense committee is also complete, your (co-)promotors should send this information to the Hora Est system **at least 8 weeks before the defense date**.
- d. **Send your official title page to the office of the registrar**; this title page should also be separately approved before your defense (send it to promoties@ru.nl).

4. THESIS PRINTING

- a. Ask **multiple publishers** for a quotation to print your thesis. It is recommended to do this **as soon as you have received approval for your thesis**, or even earlier. The earlier you know which publisher you will go with, the earlier you know what their specific layout guidelines are, and you can start working on your layout.

When asking for quotations, think about **how many copies** of your thesis you want printed, **how many pages** you probably will have in your thesis, and how many pages you want in **color**. Choose the most attractive offer!

- b. The university pays for your printing costs **if you incorporate the BSI corporate ID** in the thesis cover. Compensation for printing costs goes up to an amount of **€2200**. This is for the printing of your thesis and your cover design. Most publishers also offer cover design, but you could of course also find someone else (maybe a friend?) to make your cover design.

If you thus want your printing costs reimbursed, use the BSI template which you can find here: <https://www.radboudnet.nl/bsi/phd-project/last-year/phd-thesis/bsi-thesiscover/>

- c. Each publisher has other guidelines and timelines for the layout of your thesis and the timeline regarding printing. **Make sure to secure a rough planning with your publisher**, so you will receive your printed theses in time.
- d. Write the last parts of your thesis:
 - i. **Colophon**
See **Appendix H** for an example of a Colophon and what should be in it.
 - ii. **Dutch summary**
 - iii. **List of publications** iv. **CV**
 - iv. **Acknowledgements**
It helps a lot if you **make a list of the people** that you want to mention in your Acknowledgements **while you are still writing/preparing** your thesis. Probably, you will only write your Acknowledgements at the last moment and having a list of people you don't want to forget and maybe even memories you want to talk about is very valuable.
 - v. **ISBN code**
If you want to, you can request a ISBN code for your thesis. Your publisher knows how to do this and will arrange this for you if you ask this.
 - vi. **Cover + bookmark**
This bookmark is also often used as invitation to your defense and/or party.
- e. **Reserve enough time for the layout** of your thesis. This is always more work than you think and you don't want to be stressed out about **margins, text fonts, page numbers** etc. in the weeks before your defense. Use **examples of your (former) colleagues** to inspire you about the layout of your thesis.

- f. The registrar wants to have **15 printed copies of your thesis, a month before your defense**. They are **not flexible** about this at all, so make sure you will have your theses printed and delivered at the university at least five weeks before your defense data (then you will have a bit extra time in case of unforeseen events).

5. LAST PREPARATIONS BEFORE DEFENSE

You will receive a list of to-dos from the office of the registrar, so most of the points below are covered in that to-do list. In this list we'd like to also specify *how* to do most of these points.

- a. Make an appointment with the office of the registrar to **bring the 15 hard copies** of your thesis. They should have these theses at least a month before your defense.
- b. **Send hard copies** of your thesis to the whole manuscript committee, even if they are not part of the corona (i.e., defense committee) and, if necessary, to the additional members in the corona (which might be the case if not everyone in your manuscript committee is able to be present at your actual defense). Do this also **at the latest one month before your defense**. Go to your department's secretariat for envelopes and information about how to send your theses.
- c. Give 3 hard copies to the **BSI management team**: Toon Cillessen, Meta van den Eng and Sander Berends.
- d. Think about who you want to be your **paranymphs** and ask them for this special role.
- e. **Disseminate** your thesis to your family, friends, colleagues, and anyone who will have it!
- f. **Invite** family, friends, colleagues, etc. to your defense and/or party (see also **point M**). If you're smart, you ask your paranymphs to take care of most of this.
- g. Prepare your **layperson talk** (i.e., PowerPoint and written text) and practice it well!
- h. Schedule a **mock defense** approximately **4-6 weeks before your defense**, such that you will walk through the whole procedure once before your actual defense. This mock defense will probably be the best preparation you will get before your defense. Invite people to your mock defense that 'resemble' members of your defense committee, such that the questions in the mock defense will probably match some of the questions during the actual defense.
- i. Send an **official PDF version of your thesis to the university library** (Radboud Repository; repository@ubn.ru.nl). This version will be made by your publisher. You should also do this **at the latest a month before your defense date**.

Once sent, you should make sure you get two forms which you will need to get reimbursed for the layout/printing costs (you need one from the repository for the PDF version and

from the office of the registrar for the 15 hard copies (see below)).

- j. The registrar will send you an email with **information about your defense for you to check** (name, date of birth, title thesis, date and time of defense, etc.) for your diploma and for the website. Check this information carefully and let them know if something is incorrect!
- k. The **science communication office** of the Radboud University (www.ru.nl/promovendi/publiciteit) will also ask you for a short Dutch and English bio about yourself and summary of your thesis (see **Appendix G**). You should send this information **at least four weeks before your defense**. They use this information to send to a list of journalists etc. to try to get media attention for your work.
- l. **Data management:** Rob Gommans will send you an email requesting the status of your data management. Make sure this is all finished before your defense!
- m. Think about the **language in which you want to do your defense**; English or Dutch, you can choose!
- n. Think about whether you want to **plan a party after your defense and arrange this (or have your paranymphs arrange this)**. Think about a location, drinks, food, DJ, etc. You can do a reception at the aula of the university. However, know that you need to **pay for this yourself**.
- o. It is your own choice of course, but it is kind of a tradition to **invite your committee to your reception/diner/party**.
- p. Think about whether you want to have a **photographer** for your defense and/or your party.
- q. Go shopping for an **awesome outfit** for your defense and/or party.
- r. **Children younger than 8 are not allowed during the defense**, make sure this is clear in your invitation to family and friends.

6. ACTUAL DEFENSE

- a. When you bring your 15 hard copies of your thesis to the registrar, they will also inform you about the procedures around the actual defense.
 - i. You need to **choose the language** that will be used during the defense.
 - ii. You get a **signed form that you handed in 15 hard copies**; this form is needed to get reimbursed for the printing costs.
 - iii. You can **schedule a meeting with the media people of the aula to test your PowerPoint presentation** before the defense date. You can then also discuss the possibility of a **livestream and a video registration** of your defense.

- b. The official text that you need to read during your defense can be found at the website of the Radboud University but can also be found in **Appendices E** (English) and **F** (Dutch).
- c. Be at the aula **30 minutes prior to your defense**, together with your paranympths, to ensure that the registrar can once again walk you through the protocol.

Appendix A

Overview steps to take end of PhD project

(Source: Radboud University website)

Step 1: Promotor approves manuscript

> To requirements manuscript

- The supervisor files a request for an appointment of the doctoral thesis committee with the Dean of the Faculty.
- The Dean of the Faculty appoints, together with the (co-)supervisors, the doctoral thesis committee.

Step 2: Manuscript is sent to manuscript committee

- The doctoral thesis committee provides a positive or negative judgement (within 5 weeks) to the Dean of the Faculty and the supervisor.
- The Dean of the Faculty confirms that both the committee and the supervisor agree on approving the manuscript.
- The supervisor informs you of the outcome in writing.

Step 3: After approval of manuscript

- Set a date for public defence with the Registrar (pedel), within 5 weeks of receiving the manuscript.
- Get approval for the title page from the Registrar.
- The supervisor proposes the members of the Doctoral Examination Board to the Dean of the Faculty (at least 8 weeks before defence).

Step 4: Final preparations

- Finalize your thesis (at least 8 weeks before public defence)
- Lay-out
- Summary
- Colofon
- Cover
- Acknowledgements • Propositions (optional)
- Submit your thesis to a printer.
- At least 1 month before defence, set up an appointment with the Registrar to hand in 15 copies of your thesis and to discuss final topics about your defence, i.e. protocol and main language.
- Distribute your thesis (at least 1 month before defence) to:

- Printed copies to the members of the Doctoral Examination Board
- Printed copies to the designated professors (decided by Registrar)
- A digital copy to the University Library (Radboud Repository)

Appendix B

Emails for inviting and appointing the manuscript committee

Email inviting reading/manuscript committee

Dear Dr [last name], dear [first name],

Considering your research interests and expertise we would like to ask you whether you would be willing to become a member of the reading and defense committee of the PhD dissertation of [insert name]'s , titled '[insert title]'.

The thesis involves the development and effectiveness of a smoking cessation game for adolescents and young adults, and includes four empirical studies, a systematic review paper and a viewpoint paper, of which four are already published/in press and one is under review (for a list of thesis chapters see below).

We would be delighted if you would be willing to accept. In case you do accept, we will send you the dissertation in [month of sending thesis] and you will then have a 5 week period to read and evaluate the manuscript. The evaluation of the thesis only requires a yes/no decision.

We also would like to invite you to act as an opponent during the defense that will be somewhere in [rough estimation month defense date]. Please let us know whether you foresee any problems concerning your availability during that period. *Hanneke also would like to organize a symposium with multiple speakers related to her thesis topic. We have a budget to compensate travel costs if you could be one of the speakers.*

Looking forward to hearing back from you.

With kind regards, also on behalf of the promotor [name promotor],

[name co-promotor]

Overview chapters

Chapter 1: General introduction

Chapter 2: Do Smokers Devalue Smoking Cues after Go/No-Go Training? Published in Psychology and Health (2019)

Chapter 3: Behavioral Trainings and Manipulations to Reduce Delay Discounting: A Systematic Review. Published in Psychonomic Bulletin and Review (2019)

Chapter 4: Mechanisms of Change in a Go/No-Go Training Game for Young Adult Smokers. Under review in Health Psychology (2019)

Chapter 5: When Winning is Losing: a Randomized Controlled Trial Testing a Video Game to Train Food-Specific Inhibitory Control. Published in Appetite (2018). Hanneke is second author on this paper.

Chapter 6: Use of the Principles of Design Thinking to Address Limitations of Digital Mental Health Interventions for Youth: Viewpoint. Published in Journal of Medical Internet Research (2019)

Chapter 7: A randomized controlled trial to test the effectiveness of a peer-based social mobile game intervention to reduce smoking in youth.

Published in *Development and Psychopathology* (2019)

Chapter 8: General discussion

Email sending thesis to manuscript committee

Dear Professor [last name], dear [first name],

Thank you again for being willing to be a member of the reading committee of [insert name] PhD dissertation, titled '[insert title]'.

Please find attached a PDF of the thesis. We are very happy to provide you with a paper version. If you would like to receive a paper version, please let me know. We prefer to first check this with you before printing it, as it is a waste of paper in case you won't use the printed version. Of course you will receive a printed version of the thesis in book format before the defense.

We would like to ask you to report your final evaluation of the thesis (which is a yes/no evaluation) to the head of the reading committee Prof Dr [insert head of reading committee] (see cc, [e-mail address]), by [5 weeks after sending the manuscript]. Please let us know if you foresee that you may have difficulties meeting this deadline.

Many thanks for your time and effort.

With best regards, also on behalf of [other supervisor],

[Promotor or co-promotor, whoever sends the e-mail]

Email request for appointing manuscript committee in hora est system (manuscript committee should be accepted by dean and rector)

Dear [Hora Est person],

[insert name], a PhD student of [promotors and co-promotors] has completed her thesis titled '[insert title]'. Could you designate [name promotor] as her promotor and [name co-promotor] as co-promotor?

In addition, we would like to appoint the manuscript committee. The five people below have accepted the invitation to be part of the manuscript committee of [insert name]:

Prof. dr. [name] (RU-FSW/BSI) ⚙️ this is the chair and should be a BSI person

Prof. dr. [name] (Name of University; if this university is outside the Netherlands, also specify city and country)

Prof. dr. [name] (Name of University)

Prof. dr. [name] (Name of University)

Dr. ing. [name] (Name of University)

Thank you,

Kind regards,

[name promotor or co-promotor]

Appendix C

Example Dutch title page

Nederlandse titelpagina is verplicht, Engels optioneel. Lettertype mag je zelf bepalen.

PS-PIAT Polymersomes for enzyme immobilization

Titel zelf mag in Engels

Proefschrift

ter verkrijging van de graad van doctor

aan de Radboud Universiteit Nijmegen

op gezag van de rector magnificus prof. dr. J.H.J.M. van Krieken,

volgens besluit van het college van decanen in het

openbaar te verdedigen op dinsdag 11 november 2014

om 13.30 uur precies

door

Anna Maria Piratoeri geboren

op 4 januari 1975

te Laren

Promotor(en): Prof. dr. ir. M. Verhast

Copromotor(en): Dr. M. Quintos

Manuscriptcommissie:

Prof. dr. J.C.J.M. de Laboerdije

Prof. dr. ir. J.S. Jansen

Prof. dr. A. Zertro (Universidad de Granada, Spanje)

Appendix D

Example English title page (*optional*)

Nederlandse titelpagina is verplicht, Engelse titelpagina optioneel

PS-PIAT Polymersomes for enzyme immobilization

Doctoral Thesis

to obtain the degree of doctor from

Radboud University Nijmegen

on the authority of the Rector Magnificus prof. dr. J.H.J.M. van Krieken,

according to the decision of the Council of Deans to be

defended in public on Tuesday, November 11, 2014

at 13.30 hours

by

Anna Maria Piratoeri

born on January 4, 1975 in

Laren (the Netherlands)

Supervisor(s):

Prof. dr. ir. M. Verhasten

Co-supervisor(s):

Dr. M. Quintos

Doctoral Thesis Committee:

Prof. dr. J.C.J.M. de Laboerdije

Prof. dr. ir. J.S. Jansen

Prof. dr. A. Zertro (Universidad de Granada, Spain)

Appendix E

Graduation ceremony directions (Dutch)

1. The candidate should stand in front of the podium, with the two defense assistants (paranymphs) at his/her side, at the moment when the professors and the other members of the Doctoral Examination Board (the experts holding a doctor's degree) enter the auditorium.
2. As soon as the professors and other experts indicated above have taken their seats, the candidate moves behind the lectern. Thereafter the Rector will open the meeting with prayer and give the floor to the candidate. The candidate then recites the following opening words:

“With the permission of the Council of Deans and in order to obtain the degree of doctor from Radboud University Nijmegen, I would like to defend in public my doctoral thesis entitled:

TITEL PROEFSCHRIFT

The candidate then provides a summary of the content of the doctoral thesis which is not to exceed 10 minutes. The summary is closed with the following words:

“Having presented this summary of my doctoral thesis, I return the floor to the Rector.”

3. Then the Rector gives the floor consecutively to the members of the Doctoral Examination Board. The candidate responds to each member of the Doctoral Examination Board. All members of the Doctoral Examination Board are addressed as ‘Honoured Sir/Madam’.
4. One hour after the commencement of the public meeting, the Registrar enters the auditorium and utters the phrase “Hora est”.
5. The Rector then requests that the candidate recite the closing formula. The candidate recites:

“Having defended my doctoral thesis to the best of my ability, I would like to thank the Rector and my supervisor(s), as well as all those who have honoured this ceremony with their presence.”

After the recitation of this phrase, the Rector adjourns the meeting.

The candidate remains standing behind the lectern until the members of the Doctoral Examination Board have left the auditorium.

6. The candidate should stand in front of the podium with the two defense assistants at his/her side, again at the moment when the members of the Doctoral Examination Board return from their deliberations. As soon as they have taken their seats, the candidate moves behind the lectern. The Rector stands to announce the decision of the Doctoral Examination Board, which is taken in the name of the Council of Deans. If the doctorate is awarded, the Rector requests that the doctoral thesis supervisor carry out this decision. The doctoral thesis supervisor stands to read out the formula for awarding the degree of doctor and present the doctoral diploma. As soon as the doctoral thesis supervisor leaves his position, the new doctor comes forward from the left-hand side of the podium in order to receive the diploma, and then moves back behind the lectern.

7. Thereupon he is addressed by the doctoral thesis supervisor. After the supervisor's speech (laudatio), the Rector congratulates the new doctor on behalf of the Council of Deans.
8. Thereupon the members of the Doctoral Examination Board and the other professors rise. The Rector closes the meeting with prayer. Preceded by the registrar ("pedel" in Dutch), the professors and the other experts proceed out of the auditorium with the new doctor immediately following the Rector

Appendix F

Graduation ceremony directions (Dutch)

1. Op het ogenblik dat het cortège de Academiezaal betreedt, staat de promovendus vóór het podium met de beide paranimfen naast zich.
2. Zodra de leden van de promotiecommissie hun zitplaats in de corona hebben ingenomen neemt de promovendus plaats achter de kathedr. Daarna opent de fungerend rector de zitting met gebed, en geeft het woord aan de promovendus.
De promovendus spreekt de volgende openingsformule uit:

"Met toestemming van het College van Decanen wil ik ter verkrijging van de graad van doctor aan de Radboud Universiteit Nijmegen mijn proefschrift, getiteld:

TITEL PROEFSCHRIFT

in het openbaar verdedigen".

Vervolgens geeft hij/zij een samenvatting van maximaal tien minuten van de inhoud van de dissertatie.
Hij/Zij sluit de samenvatting af met de woorden:

"Na deze samenvatting van mijn proefschrift gegeven te hebben, geef ik het woord terug aan u, rector".

3. Vervolgens verleent de rector het woord aan de opposenten.
De promovendus antwoordt na elke oppositie. Bij het antwoord spreekt de promovendus de opposerende hoogleraren aan met "hooggeleerde opposent" en de overige opposenten door "hooggeachte opposent". De promotor wordt aangesproken met "hooggeleerde promotor"
4. Eén uur na aanvang van de openbare zitting treedt de pedel de Academiezaal binnen en zegt: "Hora est".
5. De fungerend rector verzoekt dan de promovendus de slotformule uit te spreken.

"Na de verdediging van mijn proefschrift naar vermogen te hebben volbracht, dank ik u, rector, en u, hooggeleerde promotor(en), alsmede allen die deze plechtigheid met hun aanwezigheid hebben vereerd".

De Rector schorst vervolgens de vergadering.

De promovendus blijft achter de kathedr staan totdat de promotiecommissie de Academiezaal heeft verlaten.

6. De promovendus zorgt dat hij/zij zich vóór het podium bevindt op het moment dat de promotiecommissie na de beraadslaging terugkeert. Zodra de leden van de promotiecommissie hun plaatsen staande innemen, gaat de promovendus achter de kathedr staan. De fungerend rector deelt het besluit van de promotiecommissie mee. De rector vraagt aan de promotor uitvoering te geven aan dit besluit.

De promotor leest staande de promotieformule voor en reikt vervolgens de doctorsbul midden op het podium uit. De promovendus/promovenda neemt daarna weer plaats achter de katheders.

7. Hij/Zij wordt vervolgens toegesproken door de promotor. Na de laudatio feliciteert de fungerend rector de promovendus namens het college van decanen.
8. Vervolgens gaan de leden van de promotiecommissie en de overige hoogleraren staan. De fungerend rector sluit de zitting met gebed. Voorafgegaan door de pedel verlaten de promotiecommissie, de overige hoogleraren en de nieuwe doctor de Academiezaal.

Appendix G

Information that you need to send to the science communication office

Dear Madam, Sir,

You are going to defend your doctoral thesis. For our list of academic events, which we send to approximately 500 media contacts once a month, we would like to receive some information regarding your thesis, such as:

- a concise summary of your thesis IN DUTCH and in ENGLISH, approximately 150 words (*);
- a concise CV, approximately 50 words (*);
- a brief CV (like the one in your thesis);
- the Summary (in Dutch, preferably) that will be included in your thesis.

This information can be filled in on the questionnaire you will find on the website www.ru.nl/doctoral/publicity.

(*) The concise summary requested should be brief, arouse curiosity, and be written in a journalese style. It should have a short and striking title, be phrased in active and comprehensible Dutch, and contain as little jargon as possible. Its emphasis should lie on the results and conclusions of your research.

We would like to receive the requested information, preferably by e-mail at media@ru.nl

The Marketing & Communications Department is here to give you the support you need. If you have any questions or comments, do not hesitate to contact me (see details below).

Thank you in advance.

Bets Berntsen

Corporate Communications | Marketing & Communications Department - Radboud University | tel. +31 (0)24 361 59 61 | Comeniuslaan 6 | open Mon-Tue-Thu-Fri

Appendix H

Colophon

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