

Guide to DCE Latest News - templates

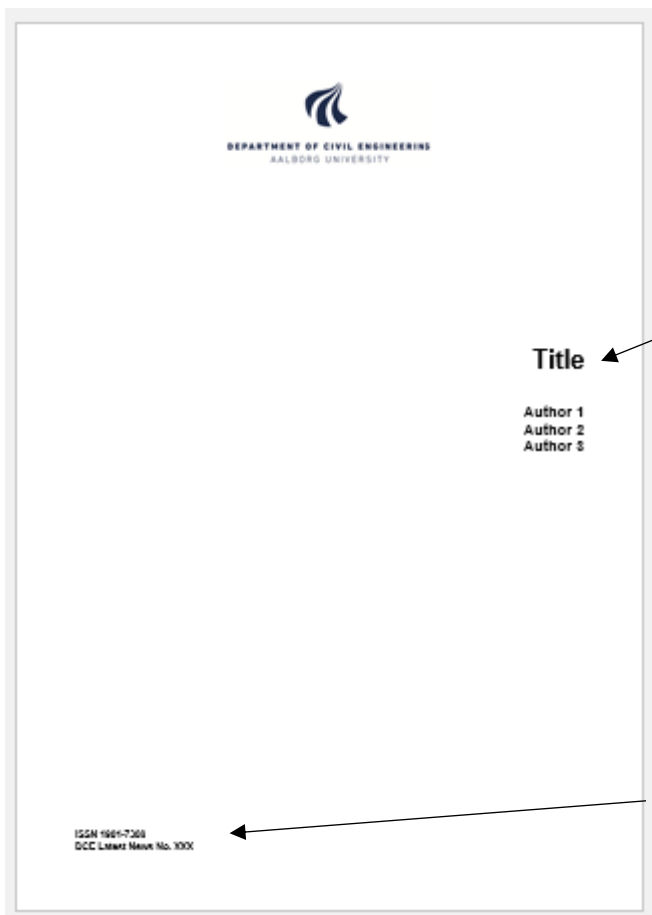
The templates include the following master pages:

- Front page
- Title page
- Back of title page
- Inner side of back page ("page 3" of cover)
- Back page
- Spine text

The font Verdana must be used.

The print format of the paper is optional, for example, A4, A5, B5 or other format.

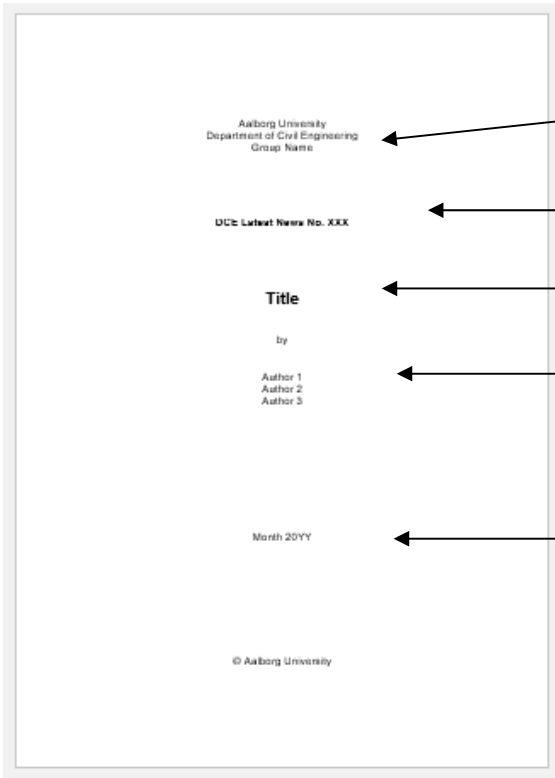
Front page:



- Insert title and author(s).

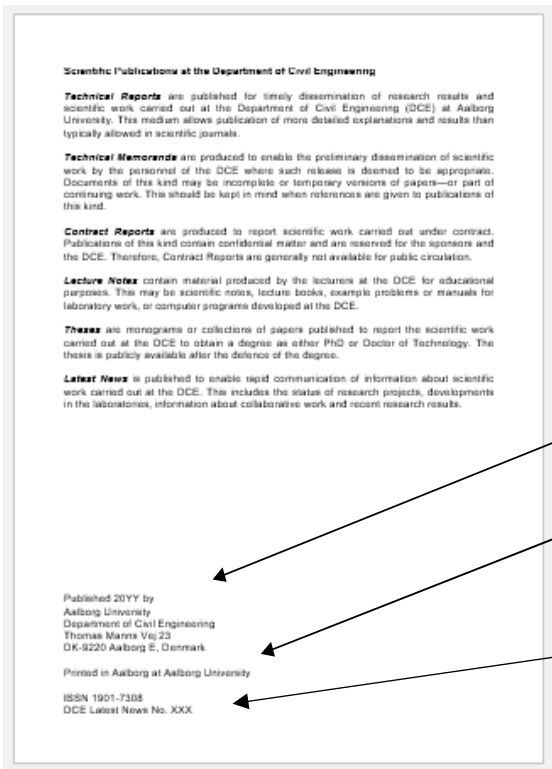
• You may want to insert an illustration. This shall be placed flush right after the name of the author(s).

- To get a serial number, please contact the information office (info@civil.aau.dk), replace XXX with this serial number.



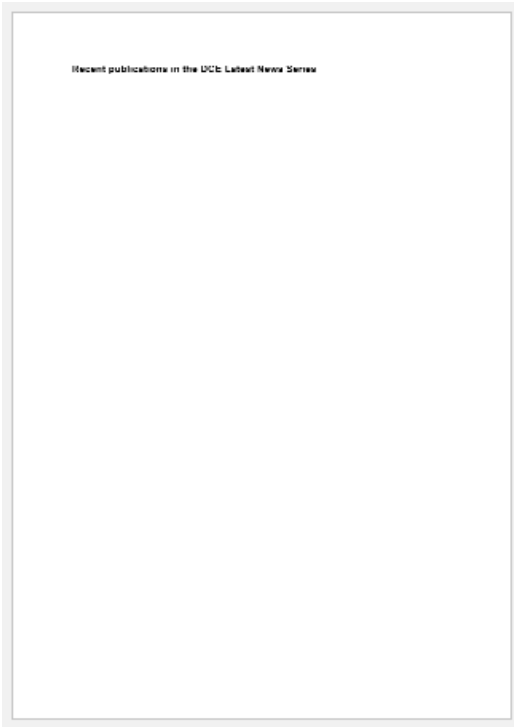
Title page:

- Insert Group/division name
- Replace XXX with the serial number.
- Insert title
- Insert author(s) name(s)
- Insert the correct month and year



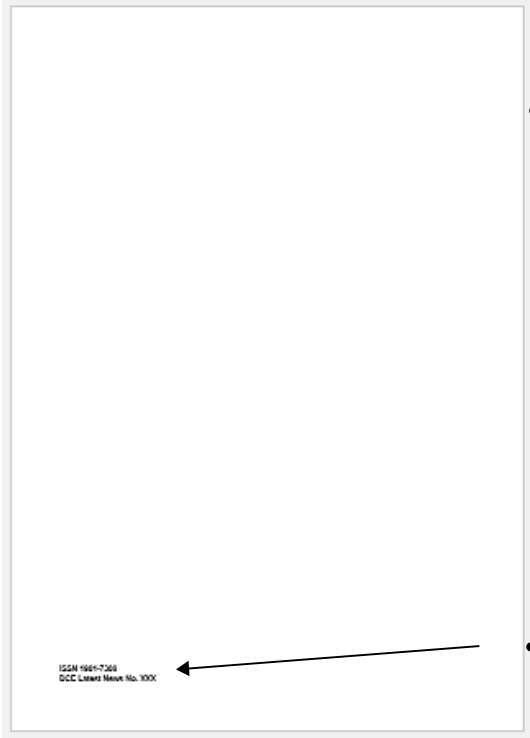
Back of title page:

- Insert year of publication
- Insert name of printing company (Aalborg University, if printed at the university)
- Replace XXX with the report serial number.



Inner side of back page ("page 3" of cover page):

- This page may be used to show previous issues in the series, for example, on the same subject or project, or by the same author(s) etc.



Back page:

- This page may be used as PR for the publication.

- Replace XXX with the report serial number.

Spine text (see link “Template for spine of latest news”):

- For theses of 120 pages and above, there is sufficient width on the spine to use a spine text (use preferably Verdana 12 pt.).
 - Replace XXX with the report serial number.

