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University of Groningen Press

Your inaugural lecture
in print



Oratie / Inaugural lecture

2022



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt and invoice should be properly filed and indexed for easy retrieval. This is particularly crucial for businesses that deal with a large volume of transactions, as it helps in identifying discrepancies and ensuring compliance with tax regulations.

In addition, the document highlights the need for regular audits. By conducting periodic reviews of financial records, management can detect errors or fraud early on, preventing significant losses. It also notes that maintaining clear records is essential for providing transparency to stakeholders and investors.

The second section focuses on the role of technology in modern accounting. It describes how software solutions have revolutionized the way financial data is processed and analyzed. These tools not only speed up calculations but also reduce the risk of human error. The document suggests that businesses should invest in reliable accounting software to streamline their operations and improve decision-making.

Furthermore, it discusses the importance of data security. With the increasing reliance on digital systems, protecting financial information from cyber threats has become a top priority. Implementing robust security protocols, such as encryption and access controls, is necessary to safeguard sensitive data and maintain the integrity of the organization's financial records.

Finally, the document concludes by emphasizing the value of professional expertise. While technology and automation are powerful tools, they cannot replace the judgment and insight provided by experienced accountants. Hiring qualified professionals ensures that the organization's financial affairs are managed with precision and adherence to the highest standards of accuracy and ethics.

Your inaugural lecture in print

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Dear colleague,

Congratulations on your appointment as a professor at our university.

As of now, University of Groningen Press (UGP) – a service of the University Library – offers UG professors the option to publish their inaugural lecture within a UGP book series.

In this brochure, you will read all about the process related to the publication of your lecture. If you have any questions, please contact us via ugp@rug.nl.

We wish you the best of luck preparing your inaugural lecture.

With kind regards,
on behalf of University of Groningen Press
Margreet Nieborg
Publishing Consultant UGP

Your inaugural lecture in print and digital

Your lecture will be made into both a printed publication and a PDF file.

We strive to make the printed product available on the day of your inaugural lecture. To make this happen, we ask you to provide your text within the timeframe of this brochure's planning.

The printed version of your lecture will be added to the UG collection. The digital version will be published by University of Groningen Press as a PDF file in the *Inaugural lectures* series.

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We understand that you want to keep working on your lecture until the last moment. Therefore, your text for publication doesn't need to be identical to your inaugural lecture, although it naturally needs to be broadly the same. If you would like your publication to contain photographs, diagrams, images etc., make sure that you have arranged for the reuse of these.

After you have provided the text and illustrations, we will further process those. You may indicate the size of the circulation. UG will take care of the production costs (including delivery) of 50 copies. Ordering additional copies is possible but will be at your own expense. Please contact us for a price quote relevant to additional printed copies (typically approx. € 5.00 per book).

We at University of Groningen Press would like to receive your text, images, and other materials five weeks before your inaugural speech at the latest. Contact address: ugp@rug.nl.

At least 2 months before the Inaugural lecture

First contact with UGP

Planning, print run, agreements, support

At least 5 weeks before the Inaugural lecture

Supplying content to UGP

- Text
- Images
- Cover photos
- Short biography for back cover

Provide via WeTransfer, UniShare, or Google Drive
(ugp@rug.nl)

Check of text and images by UGP

At least 4 weeks before the Inaugural lecture

Intake by LINE UP boek en media b.v.

Lay-out

First proof

At least 3 weeks before the Inaugural lecture

Author revision

Correct layout, correct colours, typos and/or spelling mistakes, correct use of images

At least 2 weeks before the Inaugural lecture

Final check UGP

In production

Week of the Inaugural lecture

Distribution print run

Distribution of books to UGP

UGP delivers to the address indicated

Figure 1 Workflow publishing Inaugural lectures

General points of attention

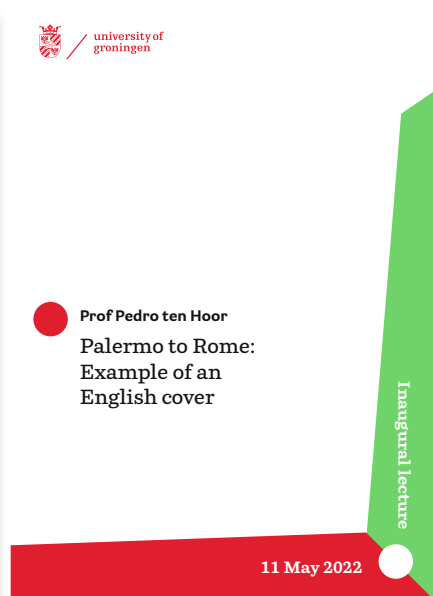
To make sure the production process (typesetting, lay-out) runs as smoothly as possible, we give you several points of attention:

- Please provide an indication of the word count at first contact, so we can give you an estimate of the volume (and costs).
- Supply your text preferably as a .doc file (Word).
- Keep your lay-out as tidy as possible. Don't use more than three Header levels. Avoid the use of Styles as much as possible. *Italics* and **bold** types are both allowed, but preferably **not combined**.
- Start each chapter with Header level 1.
- Start a new paragraph with a hard return (Enter).
- Do not use manual hyphenation. Your text will be reformat-
ted, which could cause hyphenations to appear in different
locations within the text.
- You can include images with a caption in the text. NB Make
sure to use the correct source references with any image.
- While formatting the text, images can end up in a different
location. Be aware of this issue when creating your refer-
ence. So please don't use a reference such as "see figure 1
below", but rather use "see figure 1".
- Please provide original images separately. Preferably as .tiff
or .jpg files, resolution 300 dpi or higher, minimum size of
10 x 15 cm or 1180 x 1700 pixels.

- During the production of the book, images, charts and schedules could be redrawn in a uniform style at the production company.
- Provide the files through WeTransfer, UniShare, or Google Drive.
- A digital print proof will be made, in which you can indicate final amendments. NB Substantive changes are no longer a possibility at this stage.
- Logically, you can elaborate on the subject in the book and thank more people than might be possible during your inaugural lecture.
- We can offer support in processing references and (foot) notes within the text.
- We recommend the use of software such as RefWorks to easily create a reference list.

Execution

- Size: 14.5 x 21 cm (A5). This brochure is made in the size and style of the printed inaugural lectures.
- Volume: on average 24 to 32 pages, approx. 5,000 – 10,000 words.
- Colour: Full-colour cover / options for the use of colour images in the interior are available.
- Cover: photo/image on the front cover and a (portrait) photo on the back cover.



Production

The company LINE UP boek en media bv provides a uniform lay-out and production based on a template in which the UG corporate identity is used.

**Palermo to Rome:
Example of an English title page**

Inaugural lecture by

Prof Pedro ten Hoor

May 26 2022

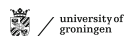
On acceptance of the post of professor

Innovation Management

at the

Faculty of Economics and Business Economics

University of Groningen



Cover / author bio / author photo / colours

On the cover, we would like to make use of a photo. You are free to use any design for this cover photo. Per request, we can provide a typographical cover. For the back cover, we would like to receive a portrait photo and a short bio (approx. 150 words). Costs for taking a photo or the redemption of rights won't be reimbursed by UG.

For the cover template we use three spot colours: pink for all UMCG/medical inaugural lectures, green for FSE lectures, and blue for SSH lectures.

Jan van Gils heeft een levenslange fascinatie voor trekvogels. Momenteel vliegen zijn studieobjecten een wereld over die razendsnel aan het veranderen is. Het is in deze context waarin Van Gils zijn onderzoek uitvoert, waarbij de nadruk ligt op de voedsel­ecologie van wadvogels die overwinteren rond de evenaar en broeden in het snel­opwarmende Noordpoolgebied. Hij is sinds 2020 verbonden als honorair hoogleraar aan de Rijksuniversiteit Groningen en sinds 2014 als senior onderzoeker op het Koninklijk Nederlands Instituut voor Onderzoek der Zee (NIOZ) op Texel.



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Prof. dr. Arthur ten Cate is militair-historisch onderzoeker en wetenschappelijk programma-manager bij het Nederlands Instituut voor Militaire Historie (NIMH) in Den Haag. Tevens is hij sinds september 2019 bijzonder hoogleraar Militaire Geschiedenis aan de Rijksuniversiteit Groningen. Hij onderzoekt contemporaine crisisbeheersingsoperaties, vredesmissies en internationale interventies, en publiceerde de afgelopen jaren onder andere artikelen en boeken over gewapende conflicten in het Midden-Oosten, op de Balkan, in Afrika en in Afghanistan.

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Frequently used resources

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Contact

University of Groningen Press: ugp@rug.nl

UG liason for inaugural lectures: Monique Peperkamp:

m.a.s.peperkamp@rug.nl

Copyright Information Point UL: copyright@rug.nl

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and indexed for easy retrieval. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the company's revenue streams. This includes sales from various product lines, licensing fees, and royalties. Each category is analyzed to identify trends and opportunities for growth.

The third section focuses on the company's operational costs. It details expenses related to manufacturing, distribution, and administrative functions. The goal is to identify areas where costs can be reduced without compromising the quality of the products or services.

Finally, the document concludes with a summary of the overall financial performance. It highlights the company's strengths and areas for improvement, providing a clear picture of the current financial state and future prospects.



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