

your

# 4 step guide

## to Dissertation/Thesis printing and binding

### 1 **Preparing your finished Dissertation/Thesis**

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Printing and binding requirements are dependent on your course and are not all the same. Please check with your Academic Unit to make sure you have the correct specifications.

Most importantly, check your final file carefully before you go to print!

### 2 **Printing**

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You could take your PDF file to one of the copy rooms on campus where they can print them for you (charges apply, please allow at least 5 working days for printing, and longer at peak times).

Alternatively, you can print your file at home or in one of the computer workstation rooms at the University.

### 3 **Binding**

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Make sure you know your academic unit's binding specifications before submitting your work for binding.

Soft binding, comb binding and channel binding can be done at on campus copy rooms (usually within 1-2 days). Hard Binding with gold lettering is produced by the University's external suppliers (Caromar or GB Bookbinding), please contact them directly.

### 4 **Hand In**

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Check what is needed for hand in with your Academic Unit and make sure you have prepared it in advance. If someone else is handing in your dissertation/thesis for you make sure they have all the things they need and you have given them the correct location for hand in.