



FAQs FOR PREPARING YOUR THESIS FOR BINDING

Can I photocopy or print the book myself?

We are happy for you to arrange the printing yourself, but it is important to remember the following things:

- Avoid a printer or copier that warps or bubbles the paper. This is more important than you think. If you are printing it yourself, check the first copy to ensure it lies flat. If using a copying firm, ask to see a sample of their work in the same paper to ensure it lies flat.
- If your copy has a small wave from printing, flatten it immediately by putting a weight the same size as the paper on it. This will not fix itself. If you cannot avoid this, it would be better to ask us to print it for you.
- Avoid using ink-jet printers or copiers. The books go into a press during the binding process, and you do not want your pages to stick together. If you must use an ink-jet printer, please let us know that you have done so and that your pages are completely dry.
- Check (then re-check) the printing before sending your work to us. Make sure the printing has been done completely and correctly, there are no obvious formatting errors and that colour pages are exactly as you require.
- Your University or supervisor should be able to recommend a printer or photocopier.

What margins should I allow?

- You should make sure you've allowed the correct margins as per your University's requirements. We suggest you allow a **minimum** of 25mm on the left hand side and a **minimum** of 15mm on the other three edges. Contact us if you plan your margins to be smaller.
- **NB:** you will need to mirror margins if your pages are to be double-sided.

What paper should I use?

Ordinary photocopy paper (80gsm) binds well. However, slightly heavier paper (100gsm) is nicer to touch and information doesn't bleed through the pages (very important if you are printing double sided).

120gsm should be regarded as the absolute heaviest. Avoid smooth, glossy paper which will reduce the strength of your binding.

If you require other types of paper, please contact us.

If you plan to use A3 (and other size) pages which will be folded please talk to us first – we can help ensure you have folded them correctly. If you have a lot of these pages, please let us know.

We can supply CD pockets or make special pockets for you. If you have something especially large to fit in a pocket, do make sure it will fit in your work without bending the cover.

What format is the best to send my work to you?

Please send it to us as a PDF, then none of your formatting gets ruined. This is especially important if you have special characters, tables or diagrams.

What do I need to do before I send my work to you?

Ensure that any changes you have made to your work since marking do not upset your formatting.

Ensure the form you have filled out matches your University's requirements. These should be on your University's web page or your supervisor should be able to tell you what they are.

Ensure you have all the pages you need to be bound – including title page, dedication page, appendices and any consent or declaration forms required by your University.

Ensure all your pages are in the correct order and the right way round (we do not check this)

Ensure all titles have the correct spelling – this is especially important if you are using Te Reo Maori.

I have another question, can I contact you?

Yes, please do. All our contact details are on these pages.