Thesis and Dissertation Binding Guidelines

General Information
This document is intended to assist students and college departments in the preparation of physical copies of theses/dissertations for binding as required by each graduate program. It does not provide specifications for content or format of text and introductory/cover pages. Please contact the appropriate college office for format and style guidelines.

Please Note: The University requires that the Bell Library retain two copies of all theses and dissertations that are brought for binding. One copy is kept in the circulating collection and the other in the University Archives. The student is responsible for paying for the copying and binding of these two copies.

All theses are bound in blue buckram with white lettering.

All dissertations are bound in black buckram with gold lettering.

If the thesis/dissertation has an accompanying CD, please notify the department dropping off the copies, or Periodicals staff directly. The Periodicals Department recommends the student buy flat adhesive CD holders to attach to the returned bound theses/dissertations.

Print & Paper Requirements
- All copies of theses and dissertations must be printed on only one side of the paper, unless otherwise approved by the thesis/dissertation committee.
- Print must be letter quality: dark, crisp, clear, and straight on the pages. A word processor should be used to produce the text. Dot matrix printers should not be used.
- The Periodicals Department recommends producing photocopies at a professional copy store.
- The student is responsible for ensuring that all pages are present and in order within each copy. Theses/Dissertations will be bound in the order and condition received.
- The University's required copies must be duplicated onto standard size (8 1/2" x 11") 25%, 50%, or 100% cotton, 20- or 24-pound acid-free white bond paper with a plain finish. This ensures that copies will not deteriorate rapidly.
- Students may submit personal copies for binding. Personal copies may be on any kind of paper. All copies not printed on 25%, 50%, or 100% cotton, 20- or 24-pound acid-free white bond paper with a plain finish must be clearly marked as personal copies.
- All copies must be delivered unpunched and unbound. The Periodicals Department recommends inserting a colored sheet of paper between each copy to better tell the copies apart.
- Theses/Dissertations more than 2 1/2 inches thick must be divided into two separate volumes.
  - The student must pay for each separated volume.
  - Each volume should be separated at the end of a major division.
  - Each volume must have its own title page, all of which are identical except for the designation Volume I, Volume II, etc., which is placed just below the title.
  - These title pages should not be counted or numbered.
  - The remaining preliminary pages (table of contents and acknowledgments) are part of Volume I only.
  - Text (including references and appendices) is numbered continuously from Volume I through all subsequent volumes.

Binding Theses

Back to Top
• Master’s candidates must contact the appropriate college official to determine any formatting and style
guidelines and how many copies will be required by the thesis committee or college department.
• All copies should be made according to the Print & Paper Requirements listed above.
• Students must go to the University Business Office (in the Round Building) to pay for the number of copies
that will be bound. This includes the two copies that Bell Library will be retaining, plus all personal and
departmental copies.
• A copy of the Business Office receipt and the copies of the thesis should be delivered to the Periodicals
Department in the Bell Library.
• Periodicals Department staff will ensure the number of copies matches the receipt. They will then prepare the
theses for shipment to the bindery. Shipments are sent to and returned from the bindery once per month.
• Periodicals Department staff will check the returned theses for quality and contact the person who delivered
the thesis to the Periodicals Department. Library staff will catalogue and add the two retained copies to the
appropriate library collections.

Back to Top

Binding Dissertations

• Doctoral candidates must contact the Office of Graduate Studies to determine the number of copies required
by their department.
• All copies should be made according to the Print & Paper Requirements listed above.
• Students must go to the University Business Office (in the Round Building) to pay for the number of copies
that will be bound. This includes the two copies that Bell Library will be retaining, plus all personal and
departmental copies.
• The student must return the copies and the receipt to the Office of Graduate Studies, who will then deliver the
copies and receipt to the Periodicals Department.
• Periodicals Department staff will ensure the number of copies matches the receipt. They will then prepare the
dissertations for shipment to the bindery. Shipments are sent to and returned from the bindery once per month.
• The Periodicals Department will check the returned dissertations for quality and contact the Office of
Graduate Studies that the dissertations are ready to be picked up. The Office of Graduate Studies will then
distribute the copies to the candidate. Library staff will catalogue and add the two retained copies to the
appropriate library collections.

Please Note: If the dissertation was written in conjunction with the Joint University Doctoral Program in
Educational Leadership with Texas A&M University-Kingsville, one additional copy will be designated for
the Jernigan Library at Texas A&M University-Kingsville.

Back to Top

Frequently Asked Questions

What style and format should I use?
Your graduate department is responsible for all style and formatting guidelines.

Can I just make photocopies of my thesis/dissertation to be bound?
For your personal copies, plain photocopies are fine. However, the two University copies must conform to the Paper
& Print Requirements listed above. The quality of your departmental copies is up to the discretion of your graduate
department.

How many copies should I make?
You should contact your graduate department (for Masters candidates) or the Office of Graduate Studies (for
Doctoral candidates) for the number of copies that will be required. Regardless of how many copies are presented
for binding, the Bell Library will always retain two of the copies for its collection. Make sure you factor these two
copies into the number of departmental and personal copies you will need.

Where do I pay for binding the copies?
Go to the University Business Office (in the Round Building) to pay for the copies. You will be paying for all
copies, including the two copies retained by Bell Library.

Where do I take the copies to be bound?
If you are a Masters candidate, find out from your department chair if the college department will deliver copies
to be bound to the Periodicals Department. If they do not, bring the copies and a copy of your Business Office receipt
to the Periodicals Department in Bell Library. If you are a Doctoral candidate, take your copies and a copy of your
Business Office receipt to the Office of Graduate Studies. They will then bring the copies to the Periodicals
Department.

Where is the Periodicals Department?
The Periodicals Department is located in the Bell Library, in Room 112. When you enter the library, head straight
past the Circulation Desk and the elevators through the double doors. The Periodicals Department is directly to your left as you pass through the double doors. You can see a map here.

**When will my thesis/dissertation be ready?**
Shipments are sent to and returned from the bindery once per month. Depending on when you deliver your thesis or dissertation to the Periodicals Department, your college department, or the Office of Graduate Studies, it can take between six and eight weeks for your thesis or dissertation to be bound and returned to you.

**When can I pick up my thesis/dissertation?**
If you dropped off the thesis/dissertation in the Periodicals Department of the Library, the Periodicals Department will contact you once the shipment is returned and checked for binding quality. If your college department or the Office of Graduate Studies dropped off the thesis/dissertation, the Periodicals Department will contact that department directly. They will then distribute the copies.

**My thesis/dissertation has a CD to accompany it. What do I need to do differently?**
The Periodicals Department recommends that you buy flat adhesive CD holders to be placed in the back of the returned bound thesis/dissertation. The bindery can provide a paper pocket, but Periodicals staff feels it is an inappropriate size and quality to properly store a CD. However, you are welcome to use this pocket. Let your department staff or the Periodicals staff know when you drop off your thesis/dissertation that you will require the bindery's CD pocket.

**Why does the Library keep two copies of my thesis/dissertation?**
The University requires that the Bell Library retain two copies of all theses and dissertations that are brought for binding. One copy is kept in the circulating collection and the other in the University Archives.

**Is binding my thesis/dissertation a requirement for graduation?**
The physical binding of a thesis/dissertation is not a requirement for graduation. However, do not bring your thesis/dissertation to be bound if you have not presented/defended with your graduate committee.

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**Contact Information**
A pamphlet version of this document was prepared and distributed by the Bell Library Periodicals Department, December 2006. You may print copies of the .pdf for your use here, or contact the Periodicals Department at 825-2356 for copies.

We invite questions and/or comments and look forward to hearing from you. Contact Sarah Sutton at sarah.sutton@tamucc.edu

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Mary and Jeff Bell Library -- Thesis and Dissertation Binding Guidelines

http://rattler.tamucc.edu/policy/binding.html