Steps to Binding Your Dissertation

☐ Doctoral candidates must contact the Office of Graduate Studies to determine the number of copies required by their department.

☐ Get the copies of the dissertation made following the listed Print & Paper Requirements.

☐ Go to the University Business Office to pay for the number of copies that will be bound. This includes the two copies that Bell Library will be retaining.

☐ Return the copies and receipt to the Office of Graduate Studies, who will then deliver the copies and receipt to the Periodicals Department.

☐ The Periodicals Department will ensure the number of copies matches the receipt. They will then prepare the dissertations for shipment to the bindery, which is located out of state. The binding process can take up to two months.

☐ 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.

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.

To Sum Up:

- Your graduate department is responsible for any formatting guidelines.
- The library will keep two copies of the thesis/dissertation. Factor this into the number of personal and departmental copies you will need!
- Pay for all copies at the University Business Office (the Round Building).
- Bring your receipt and copies to the Periodicals Department, unless your department does this for you.
- The binding process is done out of state and can take up to two months.
Steps to Binding Your Thesis

☐ Contact the appropriate college official to determine any formatting guidelines and how many copies will be required by the thesis committee or college department.

☐ Get the copies of the thesis made following the listed Print & Paper Requirements.

☐ Go to the University Business Office to pay for the number of copies that will be bound. This includes the two copies that Bell Library will be retaining.

☐ Bring a copy of the Business Office receipt and the copies of the thesis to the Periodicals Department in the Bell Library.

☐ The Periodicals Department will ensure the number of copies matches the receipt. They will then prepare the theses for shipment to the bindery, which is located out of state. This process can take up to two months.

☐ The Periodicals Department will check the returned theses for quality and contact either the department that delivered the copies or the author directly.

Print & Paper Requirements

☐ Copies 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.

☐ The University's required copies must be duplicated onto standard size (8½" 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.

☐ Theses/Dissertations more than 2½ inches thick must be divided into two separate volumes. Please contact the Periodicals Department if your thesis/dissertation is more than 2½ inches thick for additional instructions.

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.