

Thesis Binding Graduate Studies & Libraries

Thank you for choosing Wallaceburg Bookbinding to bind your thesis!

Below are instructions for preparing and sending thesis to Wallaceburg Bookbinding. If you have questions after reviewing the information below, please feel free to contact us.

1. **A photocopy of the title page is required.**
This is in addition to the original title page being bound in the book.
If there are multiple copies of the same thesis, only 1 photocopy is required.
The photocopy is used as the binding ticket and provides the necessary information for the printing department.
2. **Material:** Write down on the title page photocopy, the colour number for the cover.
See the colour chart under resources to choose your colour
3. **Print Color:** Write down on the title page photocopy, the desired embossing colour.
Available colours are: gold, white, black
4. **Degree:** Write down on the title page photocopy, the exact degree abbreviation to be embossed.
i.e. M. Math. for Master of Mathematics
Note: Only the abbreviation is embossed on the cover
5. **Year:** Write down on the title page photocopy, the year that is to be embossed on the cover.
6. **Copies:** If more than one copy, write down the number of copies on the title page photocopy.
7. **Information embossed on the cover:**
Unless a custom print template is on file at the bindery for your Graduate Studies Department, the following standard thesis template will be used:

Spine

Author's Full Name
Degree
Year

Front Cover

Title
"By" Author's Full Name
Year

Note: The title will be printed on the front cover (not on the spine) and positioned using a standard template. Custom layouts incur an additional fee. The title information will be obtained from the thesis title page. Wallaceburg Bookbinding strives to put as much title information on the front cover as possible and will try to accommodate special symbols and formulas. However, we cannot guarantee a complete match of all title information. Font selection is not available. The font used is a plain type San Serif.