



## Notes for preparing your thesis for binding

NOTE: these tips are general in nature and no responsibility is accepted by 'The Bookbindery' for any loss or damage, of any kind, should you choose to follow these guidelines.

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**MARGINS** - Make sure you've followed any minimum guidelines from your university. For A4 pages of text, 'The Bookbindery' recommends that you allow a **minimum** of 25mm on the left hand side (binding edge) and a **minimum** of 15mm on the other 3 edges. Contact us if for any reason you can't allow this much. Note that you will need mirror margins if your pages are to be double sided.

**PAPER** - Ordinary photocopying paper (80 gsm) actually binds very well and very strongly. When we arrange the printing, we normally use 100gsm, though. The slightly heavier paper is generally regarded as nicer to touch, and information doesn't show through the page as much (especially important when printing double sided).

However, it is also important to avoid using any paper that is too heavy - 120 gsm should be regarded as a absolute maximum for standard binding. Also avoid a smooth, glossy paper, which will reduce the strength of your binding. Should you wish to use glossy paper or very heavy paper in your book, contact us first.

**PHOTOCOPYING / PRINTING** - (1) If you are arranging the printing yourself, it is important to avoid any printer/copier that warps your pages. This is a common problem and a much more important one than you may think. (If printing it yourself, check the first copy you print out and see if it lies flat on the table. If having it produced by a photocopying firm, ask to see a volume they've just produced in the same paper and make sure it lies flat). N.B. If you are limited to using a particular machine and there is a small wave in the paper from printing, flatten it out **immediately** (it is unlikely to work if you try doing it later) by putting a weight on it.

(2) Avoid any printer that allows ink to smudge. Quite a lot of pressure is applied during the binding process, and no-one wants pages to stick together! Inkjet printers are more likely to do this - ensure your pages are completely dry.

(3) If at all possible it is a very good idea to check the printing before the binding starts - this helps ensure the printing has been done correctly, that no obvious formatting errors have occurred, that colouring is correct for photos/figures, and so on.

**A3 (AND OTHER) FOLDED PAGES** - talk to us before folding larger format sheets that are to be included like ordinary pages. This will help ensure you have folded them in the ideal manner. Also, if you have a lot of these pages allow extra time if you are coming to 'The Bookbindery', in case it is necessary to insert 'guard sheets'.

**BEFORE PRINTING YOUR FINAL COPIES** - (1) Ensure that any changes that have been required, do not upset your formatting.

(2) **Auckland University.** There is at least one change that you do need to make before having your final copies printed and bound. On the title page of your initial 'marking' copies of your thesis, you have a statement - "This thesis is for examination purposes only and is confidential to the examination process." It is important to remove this before printing your final copies.

(3) Don't forget to include any CONSENT FORMS or DECLARATION FORMS required by your university.

**POCKETS** - 'The Bookbindery' can supply CD Pockets and also custom make special pockets for you. If you have something specially large to fit in a pocket do make sure it is going to fit sensibly in your thesis. (E.g. fold up a very large sheet, before you come to our shop, so that you can see how thick it will be).