The Guide to Theses and Dissertations sets out specifications for the presentation and layout of theses, including general binding requirements and the number of copies to be submitted.

- A minimum 19 millimetre left margin is required for the spine.
- A minimum 15 millimetre margin is required on the three remaining sides.
- The maximum thickness for one copy is seven centimetres, or approximately 600 sheets.
- Pricing is detailed on page 2. Prices vary depending on the type of binding you request.
- Masters theses and doctoral theses for final submission must be hard bound.

  - **Hard bound**: Lumbeck binding is used to create a particularly durable product. Items may be covered in buckram (available in 12 colours) or leather (available in navy or black).
  - **Limp bound**: Uses the Lumbeck process. Items may have a flexible cover of any material, and a spine covered with binding cloth.
  - **Quarter bound (QBD)**: Uses the Lumbeck process and features a hard cover, with a spine covered with binding cloth.

The Bindery can also provide for special requirements such as photo guard sheets, CD sleeves and pockets. Contact the Bindery if you have additional or complicated requirements.

To request binding using the offline order form:

- Complete the Thesis Consent form and the following Thesis Binding offline order form.
- If your department has agreed to pay for the binding of your thesis, your head of department or supervisor must complete the Department Payment of Thesis section on the Thesis Binding offline order form.
- Take non-urgent theses for binding to the General Library service desk clientservices@auckland.ac.nz, along with your completed forms. Allow at least one week for completion.
- Take urgent or complicated binding directly to the Bindery, along with your completed forms. Allow at least 2-3 working days for completion. Note that urgent binding may not be available during periods of high demand, such as prior to graduation ceremonies.
- Collect and pay for your bound theses at the General Library service desk. To make other collection and payment arrangements, contact the Bindery.
- Please use the Bindery website if you prefer the Bindery to print, bind and deliver your thesis. Do not use this form. The Bindery will require a print-ready pdf of your thesis and consent form to be uploaded.

Offline order form on the next page
The University Bindery – BINDING ONLY
Offline order form

Please use this form if you prefer to print your own thesis and deliver it to the Bindery for binding.

Application for Thesis Binding / Job No (office use only): ______________________

Author: ____________________________ Name of depositor: _______________________

Email: ___________________________________ Phone: ___________________________

Collect from: □ General Library  □ University Bindery, 4 Neilpark Drive, East Tamaki

Please ensure the pages are in the correct order and around the right way, the Bindery does NOT check this.

THESES (Buckram) please tick appropriate box

<table>
<thead>
<tr>
<th>Title Spine &amp; Front</th>
<th>Title Spine only</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1x = $70</td>
<td>□ 1x = $58</td>
<td>□ Black</td>
</tr>
<tr>
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<td>□ Blue</td>
</tr>
<tr>
<td>□ 3x = $185</td>
<td>□ 3x = $159</td>
<td>□ Brown</td>
</tr>
<tr>
<td>□ 4x = $243</td>
<td>□ 4x = $209</td>
<td>□ Green</td>
</tr>
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<td>□ 5x = $301</td>
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<tr>
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<td>□ Purple</td>
</tr>
<tr>
<td>□ 10x = $590</td>
<td>□ 10x = $512</td>
<td>□ Red</td>
</tr>
</tbody>
</table>

Other BINDING (no. required)

Leather Bound $94: Navy or Black

CD sleeves $4:

Limp Bind $10.50: Navy or Black

QBD $25 (with spine title $40):

TOTAL COST: $_____________________ (GST inclusive) See next page for payment information.

Pricing is for binding standard A4 theses. Contact the Bindery for additional requirements.

Author Name for Spine:

Spine Title (Normal font maximum: 50 characters; Small Font maximum: 120 characters):

________________________________________________________________________

________________________________________________________________________

Front Title / Name (if required and if different to title page):

________________________________________________________________________

________________________________________________________________________

Other Comments:

Service Desk / Office use only

Date deposited: ____________________________ Staff sign: ____________________________

Date returned: ____________________________ Staff sign: ____________________________

Service Desk: Thesis/Theses authorised to be picked up by:
PAYMENT METHODS:

☐ Payment by Department (including Student Press Accounts), complete the form below

☐ Payment by Cash, cheque, EFTPOS and Credit Card (Mastercard/VISA) can be made at the Bindery or at the General Library service desk or by emailing credit/debit card details to unibindery@auckland.ac.nz

☐ Payment by Internet Banking at least 3 days before collection of binding. University of Auckland ANZ Bank Account 01-1839-0818777-00 Reference 650012_5003 and your name. Please bring bank proof of the transaction when collecting your binding.

DEPARTMENT PAYMENT OF THESIS

If your department has agreed to pay for the binding of your thesis, you and your Supervisor or Head Of Department (HOD) must complete the following sections.

To the University Bindery:

The ........................................................................................................department agrees to pay the binding costs for ............................................................copy/copies of the thesis or binding costs up to $ .........................
..........................................................................................................................(title),
by ................................................................. (Author).

HOD/Supervisor to complete this section

Failure to complete this section correctly will result in a delay completing the binding of the thesis

Please charge:

Account code number: ........................................

Activity Centre number (4 digit dept. ID code): ........................................

Project code number (if required) .........................................................

PRESS Account code number (if required) ................................................

HOD/Supervisor

Signed: ................................................................. Contact phone number.................................................................

Printed name: ........................................ Email address.................................................................@auckland.ac.nz

Department/Faculty.................................................................

May 2019 3 Thesis binding offline order form The University of Auckland Bindery