

Ready to Submit your Hard bound Thesis.

A full thesis printing and hard binding service is available at both our copying sites.

We have collated the relevant information below which we have found to be helpful to many of our customers, and may prove useful.

Can I use Printing Services for Hard binding my Thesis?

Yes. Printing Services can offer you our full experience and knowledge in providing you with a finished product which complies with University of Edinburgh submission specifications. We provide you with a strong, waterproof, hardback bind with a black finish and complete with gold foil lettering. Samples are available at our offices at Infirmary Street and King's Buildings.

What are your binding and copying prices?

Hard binding prices start from £19.00 and includes the gold foil lettering on the spine. The cost of copying per side is £0.05 per mono print, and £0.40 per colour print. In order to keep the costs low for you, we would recommend listing all the pages you wish to be in colour, and allowing the remainder to be printed greyscale: we use a high quality 100gsm laser paper to enhance either option. If the file could also be saved as a PDF, this helps to maintain the image/colour quality, and can subsequently give you good value for money.

I have multiple colour pages and mono pages. Can I keep the costs down?

Yes. We like to keep the costs as low as possible for you and there is an easy way of ensuring you are only charged for the colour pages you require. Please indicate to us the pages you wish to be reproduced in full colour. The information we need is the actual specific sheet number in the PDF you wish in colour. Sheet numbers to be in colour should be a simple list of numbers, separated with a comma (or dash for larger colour sections).

For example:

"I would like to order a hard bound thesis. It is 250 pages in length and the pages I would wish to be in colour are 1,2,3,8-23,24,32-42,88,157-163"

Please note, these are the electronic file pages, and not necessarily the numbers you have allocated within your written text.

We input these specific numbers into our software to indicate which sheets should be colour, and leave the remaining sheets in mono.

Is there a preferential file format for printing?

Yes. Please save your file as PDF. This helps with file to print compatibility. To convert to PDF from a Microsoft file, choose 'Save As' in the File menu and select PDF from the file-type option drop-down box. Once you have converted into PDF, please double check that all the pages have converted correctly.

For example:

- Page breaks are placed where you intended them to be located.
- All landscape pages are rotated correctly to accommodate the binding edge.

My files are ready to print, so how does Printing Services receive them?

There are very easy ways you can submit your PDFs to us, and we are happy to help you find your most convenient method.

For example:

- Many students like to e-mail their files directly to our contact details below, attaching the PDF. If the file is too large for secure e-mailing, we accept links e-mailed to us using sites like 'MailBigFile'. Our contact e-mails are: central.copy@ed.ac.uk for Infirmary Street, and kbcopy@ed.ac.uk for King's Buildings
- You could visit us with the PDF on USB and we are always happy to discuss your requirements face to face.

How many sheets can I have in a Hard Bound book?

We can bind 250 sheets of 100gsm laser stock paper within each hard bound volume.

When the page limit exceeds the 250 sheet threshold, we recommend that the document is divided into two volumes. If you find you need more than one volume, we gold foil the relevant details of each volume at the bottom of the spine (eg. Vol.1, Vol.2 etc). This is a standard practice. Any division of the whole document should be at appropriate point (eg. between chapters, or before appendices). It is helpful if you could indicate to us the page numbers you wish any division to occur.

Single-Sided or Double-Sided?

This is customer preference. We are happy to guide you through either option but a simple note to remember is that single-sided is a convenient method with regard to setting your margins but it may result in more sheets of paper than would fit into one volume. Double-sided printing does reduce the quantity of sheets of paper and may keep the document to one volume, but attention should be made to the mirrored margins.

What margins do I need?

A binding margin of 4cm is recommended, with a 2.5cm fore-edge margin. Single-sided has a generic margin throughout the document. Double-sided requires the margins to be mirrored ie facing pages should have a margin of 4cm on the left of the sheet and 2.5cm on the right. Please remember non-facing pages have the mirrored equivalent: they should have 4cm on the right, and 2.5cm on the left.

Checking double sided copies have correct mirrored margins?

Within the page thumbnails on the left hand column of the PDF file, the first page (as sheet '1') the margin should be larger on the left, sheet 2 the margin larger on the right. Therefore on each odd numbered sheet the margin is larger on the left, evens to the right, throughout the page thumbnails.

Facing Chapters for Double-sided Documents! Where do I place blank sheets?

Within the page thumbnails on the left hand column of the PDF file, the first page (as sheet '1') will be the facing page, therefore each odd number sheet within the thumbnail is a facing page. Single blank sheets, if required, should be an even numbered sheet.

Can you include a CD in my Thesis?

Yes. Please email a signed copy of the 'Electronic Access to your Thesis' document, and we can arrange to include a CD with the PDF. Please note: a Word file of the document is also required to be supplied on the CD.

What details do I need to supply for the spine?

We would need the details of the lettering you wish to appear in gold foil on the spine. The standard text would be the degree, followed by the name of the author (initials and surname), and followed by the year of Graduation. For example,

PhD J.Doe 2016

If the thesis is running into two volumes, an example of the type of format for the spine is:

PhD J.Doe 2016 Vol.1

Please note that there are other variations of the degree.

For example: MPhil, EdD, EngD, DCLinPsychol.

What are Printing Services Payment arrangements?

There are various ways to arrange payment for the books. You can pay on collection with cash or card, alternatively, we can send you the link for our secure University online epay system which allows you to make payment directly to Printing Services. Please contact us for the specific link for Theses. Please note: for your own security, we do not take card payments over the telephone.

Away from Edinburgh?

If you are unavailable to collect in person, Printing Services can help arrange the printing, binding and delivery your thesis on your behalf. The declaration and/or the electronic access to your thesis document can be signed electronically and we can include all your requirements within the submission.

Printing Services will arrange for your hard bound copies to be delivered through University distribution. All we would need would be the relevant Post Graduate Office address details. It is also helpful if you could supply a contact name at the PG Office. This service is free of charge.