

Temp or Soft Bound Thesis / Dissertation Printing FAQ

PDF formats

Q. Do you always print the cover single sided?

A. yes so it is important to insert a blank page into your original document or into the PDF.

Q. Do you always print the first title page single sided?

A. The title page and new chapter pages must always be on the right hand side page. We will print your PDF on both sides as a default (if Back to Back printing is requested) so for title and new chapter pages, like the cover, you will need to insert a blank page into your original document (if hard copy supplied) or into the PDF to ensure the correct placing of these pages.

Q. Why only PDFs?

A. Whilst not 100% error free the PDF format is the most reliable and common format which can be produced on most native software and platforms.

Q. Do you accept other formats of file rather than PDF?

A. Yes but we will need to process this via our pre-press section and send you a PDF proof, there is an extra charge on this depending on time taken, see our price lists for charges.

Q. My thesis has more than one PDF file, what can I do?

A. We can only accept one PDF per thesis order. You can combine multiple PDFs into one document using Acrobat professional

Q. I think I am using a non standard font which may cause issues?

A. You must always ensure that your PDF creation software embeds ALL fonts and that no fonts are listed in a "never embed" list. In particular be careful when using Arabic or other characters that it has embedded correctly. It is worth taking the PDF to another computer, opening and checking it on screen to make sure the fonts are not being picked up locally.

Document Setup

Q. What size is a standard Thesis?

A. the standard is A4 portrait (210mm wide by 297mm tall). If you have any pull out sections these are normally done in A3 (420mm wide by 297mm tall) and should be set up as landscape. We can bind this in the correct position. Note that you must put a blank page after any A3 inserts to ensure the next A4 page doesn't print on the back of the A3.

Q. How much margin should I leave?

A. Each college has a set of instructions and many differ, please check your local college guidance. You should leave at least 4cm from edge of paper on the left to the left of the text, to allow for the binding. You should leave at least 2cm on top, right and bottom edges.

Q. Do you always print the cover single sided?

A. Yes so it is important to insert a blank page after the cover page in your original document or into the PDF.

Q. Do you always print the first title page single sided?

A. We will print all documents either single sided or on both sides depending on what you have specified in your order. If you want the any specific pages to be on the right hand facing page you must ensure that they sit on an even number. And if any specific pages must be single sided you may need to insert a blank page after that page. Please note is you indicate single sided on your order we will print all on single sides. If you select both sides on the order it will print back to back. As it is set in the file.

Binding

Q. What binding options do you offer for temporary Thesis and Dissertations Binding?

A. We can use fastback which is a type of square back/tape binding and "Wire O" binding which is similar to calendar style looped wire. Both options are bound on long A4 edge (297mm).

Q. Do you always include clear acetate on front and back?

A. Yes we include acetate front and back unless specifically requested to do other wise, on both Wire O and Fast Back.

Q. Do you do permanent hard back final thesis binding?

A. No, we do not currently offer this service. There are options available on the Information Services web site and via the Library helpdesk.

Q. What is the minimum number of pages for a bound thesis?

A. We can bind documents with as few as 15 sheets of A4 paper

Q. What is the maximum number of pages for a bound thesis?

A. We can bind up to 300 sheets, if you have more than 300 we would recommend splitting your document into multiple volumes, and binding each volume separately.

Other Order Enquiries

Q. Can I get my Thesis delivered?

A. It is preferred and recommended to collect due to the obvious value and risk of the parcel getting lost. If you need it delivered you will need to arrange for a collection by Courier company of your choice so you can check and apply the relevant delivery type/standard you require to ensure delivery.

Q. How long does it take?

A. We like to work on a 24hr basis. However if we are quiet we can turnaround on-demand. Please don't leave it until the last minute, we will do all we can but please don't take the risk.

Q. How do I pay for my print/binding?

A. We can only accept cash currently. This must be paid at time of order.