

## **The Design and Print Consultancy – The Gatehouse**

### **Submitting your Theses or Dissertations for Printing and/or Binding.**

You can submit your thesis/dissertation for soft binding in two ways, either by supplying the hard copy or digital copy for us to print for you. Please note, initial Word documents should be set up as A4 and not Letter, page setup, pagination and fonts are inconsistent between machines so therefore **digital copy should be supplied to us as a PDF file**. The full specification for Thesis submission including details pertaining to the page set up, Text, Printed Format and Title Page can be obtained by opening the following link.

<http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-regulations>

*Schedule 6.1 of Regulation A6: Research Degrees*

#### **Printing your PDF:**

We can offer a choice of black and white or colour printing, all files will be printed and charged in accordance with the pages presented.

Black and white: 10p per A4 side (price subject to change).

Colour print: 40p per A4 side (price subject to change).

#### **We offer Soft Cover Binding only:**

Glue or Perfect Bound Finish: a heat sealed adhesive glue strip on the spine of the book. Particularly used for binding reports, thesis submissions, dissertations, modules, lecture notes and hand outs for easier access and use. Approximately 420 sheets of A4 (depending on thickness of paper) can be bound into each volume.

Price per volume £25.00 set up charge and £5 each copy thereafter (price subject to change).

*Please Note: For research degree students only, the softbound thesis (pre-viva examination) is paid for by providing an appropriate School/Research Institute budget code. Taught students are normally expected to cover the costs of their printing requirements, unless the School specifies otherwise and provides an appropriately authorised budget code.*

#### **Comb and Wire Binding:**

Comb (plastic) + wire binding with acetate front cover and white card back cover - first copy @ £6 with any additional copies @ £4.

#### **Hardback Binding is only available from Uniprint Services:**

Hardback only occurs after the examiners have confirmed their approval with the required final corrections being put in place. For further information contact Printing Services on 272593.

#### **Timescale:**

You should endeavour to check with us in advance of your deadline the required timescale at that time for binding/printing of your thesis/dissertation. The normal production schedule would be 3 working days- subject to work loading at the time. Same day service (files being supplied before 10am) will be subject to a higher charge rate of 25% on final work.

#### **Placing of your Order:**

The Gatehouse work order forms are available from the following link [www.rgu.ac.uk/gandp](http://www.rgu.ac.uk/gandp) and when completed should be accompanied with files and sent to our dedicated e-mail address [orderform@rgu.ac.uk](mailto:orderform@rgu.ac.uk) . Alternatively work can be accepted at the main reception desk between the hours of 8am – 4pm.

Should you require further information or assistance regarding this matter then please contact  
The Design and Print Consultancy – The Gatehouse on 262945.

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