

Thesis Permanent Binding Instructions

Higher Degree by Research Students

BINDING INSTRUCTIONS:

| | |
|---|--|
| Number of loose-leaf copies supplied by student: | |
|---|--|

Foil colour: SILVER

Font size: 18 point

| | | | |
|--|--|-------------------------|--|
| Cloth colour: (<i>PhD = Green MPhil = Black DBA = Burgundy</i>) | | Number of copies | |
|--|--|-------------------------|--|

| | | | |
|--|--|-------------------------|--|
| Leather option (<i>Choose from Navy Blue, Dark Blue, Black, Red or Brown</i>) <i>N.B. leather binding includes complimentary marble end papers to suit the colour of leather chosen. If you prefer white end papers, please write 'white end papers only' in the adjacent box.</i> | | Number of copies | |
|--|--|-------------------------|--|

LETTERING INSTRUCTIONS

THESIS COVER

Logo: Positioned – 2.5cms from top right hand corner and spine.

Name: Upper case, 8cms from top, centred on cover, as follows:

Thesis Title: 1.5 line spacing. Upper case, 11cms from top side margins no less than 2.5cms

| |
|---|
| Please insert your FULL name above |
|---|

| |
|--|
| Please insert the FULL thesis title above |
|--|

THESIS SPINE

Beginning 7cms from top, lengthways, equal distance between name, award and year.

| | | | | | |
|--------------------------|--|--|--|--------------------|--|
| Author's Initials | | | | Family Name | |
|--------------------------|--|--|--|--------------------|--|

| | | | |
|-----------------------------------|--|---|--|
| Award (<i>e.g. PhD</i>): | | Year (of initial submission/resubmission): | |
|-----------------------------------|--|---|--|

STUDENT INSTRUCTIONS:

Students will receive an email (to the address nominated below) when the theses are ready for collection. Please ensure to collect your bound thesis copies within four (4) weeks of email receipt, as uncollected books will be securely disposed of after this time.

I verify all content of the Binding Instruction is correct and take full responsibility for this final approval:

| | | | |
|-----------------------|--|----------------|--|
| Student Email: | | Mobile: | |
|-----------------------|--|----------------|--|

| | | | |
|---------------------------|--|--------------|--|
| Student Signature: | | Date: | |
|---------------------------|--|--------------|--|