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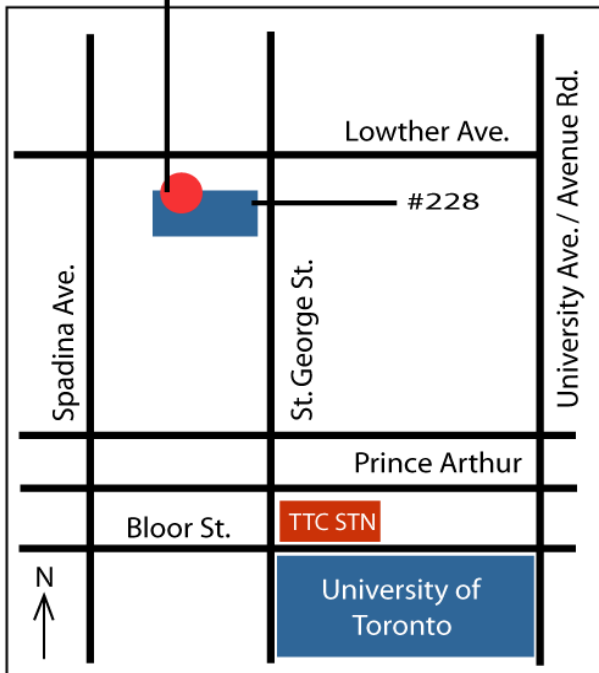
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THE SECRET OF HASSLE-FREE THESIS BINDING

The following tips can guarantee that your thesis will be bound with a minimum of trouble and a touch of creativity, allowing you to present with confidence.

Make sure that you have included your **Library Permission Sheets** in copies destined for Graduate Studies (unbound) or your departmental library (bound).

Always bring an **extra copy of your title page** to the binder. Engineering students should bring the template sheet supplied by the department outlining the gold lettering.

Double-check your **Table of Contents** against the rest of your thesis. Last minute changes or even printing the final copy on a different printer can throw off pagination.

Use a reliable photocopy shop when making copies. Auto-feeding machines, which can misalign or even skip pages, may not be better or cheaper in the long run.

Remember that your standards change once it is the final copy of your thesis that you are preparing. Lastly, **NEVER** hand your thesis over for binding straight from the copy machine without first taking it back to the lab or office to double check that all copies are truly in shape for binding. It is **NOT TRUE** that you only have to check one copy! This is the stage where you find those last typos, formatting glitches and copy problems. Those doing double-sided copies should be **ESPECIALLY** careful. Please feel free to call for copy shop recommendations. A good copy technician can save you time and money!

After making photocopies, page through each copy and check that:

- the page numbering is in order. Pages can become scrambled.
- no pages are missing, and that no blank static pages were picked up in copying
- the image is properly aligned and square on the page.
- that part of the thesis has not been accidentally turned upside down during copying.
- the copy shop has not accidentally copied extraneous material along with your thesis.
- the copying machine is working well and that the carbon has fused to the page.

It may be preferable to use colour photocopies instead of pasting photographs on blank pages for inclusion in your thesis for the following reasons:

- Using colour photocopies instead of photographs pasted in the text eliminates swell. This gives you a better looking, longer-lasting binding. The grain of photographic paper may be different to that of the rest of the binding, causing excess swelling and curling. Also NEVER use rubber cement for the adhesive, try to use an acid free glue stick. If you must use photos, have them printed on 8 1/2 by 11 photo paper.
- Coloured photocopies of B & W photos look as good or even better than the original B & W print. The full gray scale comes through.

For a more professional look, plan to sew a textblock that is larger than 125 pages - especially when 24lb laser paper is used. Case bindings, not properly rounded and backed, without the support of a sewn-in endpaper can break on the inside hinge with use. A properly sewn binding feels and looks more professional. Of the 174 ways to sew a book, the best one will be chosen for your binding project. A book that is sewn, rounded and backed can survive decades of use. The larger the textblock, the higher the spine arches when the book is opened causing more stress on the spine – this stress especially happens when a research text is being photocopied.

Allow yourself at least one and a half weeks for binding – especially at deadline time!

To ensure prompt and correct delivery, make sure that you provide the name, building, room and telephone number of your supervisor and colleagues you wish your thesis delivered to. You might also let your Professor/Graduate Secretary know the bindery that has your thesis so s/he can inquire about its status if it get close to deadline. Please call (or email) if you would like to send your thesis in by courier, so you only need return for convocation.

Congratulations!

Evening & weekend appointments welcome.

THESES & JOURNALS:

Grade-A buckram, 33 colours (+2 new custom col) gold/silver/black lettering, no page limit, sewn, or double fanned glued, rounded and backed. International A4 page size (and paper) available. Design elements such as decorated end-papers, endbands & satin bookmarkers, crests can be incorporated. U of T Graduate Studies' specifications met.

Sewn (with cotton thread), rounded and backed	\$38.00
Four or more.....	\$34.00 ea.
Glued (double fanned glued), rounded and backed	\$34.00
Four or more.....	\$32.00 ea.
Dura-binding	\$30.00 (Sewn an additional \$7.00ea.)
Basic Binding (rounded & backed, endpapers)	\$20.00
Cerlox & Customized Cerloxes	varies with size and materials
Journals/Reprints/Newsletters/Tabloids/Manuals/Music Scores	varies with size
Extra Imprints, Subtitles and book pockets (maps/disks etc)	\$1- \$10.00 ea.
Custom Thesis Binding (marbled/decorated end-papers, leather/cotton end bands, silk/satin bookmarkers, gold lettering (European endpapers extra))	approx. \$85.00
Standard Leather Thesis Binding, gold lettering	\$200.00
Redesign/rebinding of earlier dissertations	varies with repairs & design
Rush orders	approx. \$29.00 hr

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Typing/editing/copying (14¢ page/laser), paging, collating, adding photos	\$29.00 hr
A4 paper and copying.....	varies with order
Acid free paper (archival/museum quality, 300 year guarantee)25¢ page
Subject searches, information retrieval, pulling library material, checking references & photocopying material (focused on medical, dental & nursing students).....	\$29.00 hr
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THESIS RESTORATION, BOOK & PAPER REPAIRS:

Modification after theses has been bound (page changes, additional pages added, etc., with special attention focused on elimination of moisture warp & page buildup)...\$29.00 hr

CUSTOM & CORPORATE GIFT DESIGN:

Leather and design structures: Honorary degrees, intellectual histories/diaries, retirement gifts, remembrance books, internet diaries, guest books, letter and seed books, wine and recipe journals, archival sketch books & photograph albums, portfolios, photo or tea boxes, and presentation structures:

Designed Quarter Binding - leather spine/corners, raised bands, marbled paper cover, plain or decorated endpapers, leather/velum endbands, fine paper/leather labels...\$350.00+	
with sewn silk endbands (German or French style)	\$400.00+
Designed Fine Leather Binding - Morocco or Oasis leather, raised bands optionaal, marbeled or archival endpapers, sewn silk endbands, die made for title design, with leather label	\$1000 - 2000.00 +
Box Making - Museum quality slipcases, clamshell boxes & portfolios...varies with design	

PICKUP & DELIVERY: U OF T/RYERSON YORK

Graduate Studies: Supervisor, Office/Home etc.	\$25.00
Additional drop-offs (University vicinity)	\$5.00
Theses postage and handling: Within Canada and foreign	varies

BINDING TOOLS & SUPPLIES FOR SALE:

Archival PVA, pastes, photo corners, inks;
Papers: Richard De Bas handmade paper (France), Marbled/Decorated papers of International Artists, Oriental, Permalife, Ingres, Elephant Hide, Tyvec, Davey & Museum Board, Light Impressions Archival products: photo albums, mats, boxes. Leathers.