

THESIS & DISSERTATION BINDING INSTRUCTIONS

Appalachian State no longer requires students to submit a bound copy of their thesis or dissertation. These documents are now only maintained digitally, through the NC Docks platform available through the App State Library. However, some programs may require a bound copy, or you may wish to get your own personal bound copies. There are two options for binding.

OPTION 1: Binding through Appalachian State Library

We have an arrangement with the bindery used by Appalachian's library. The cost per bound copy is \$16. Once your manuscript is "cleared for binding," if you wish to order bound copies follow these steps:

1. Determine how many bound copies you want to order. Print copies of the full manuscript, single sided. (Some people like to use archival print paper, but this is not required.)
 - a. The Dean of the Graduate School will sign each copy prior to binding
2. Place each full copy of the manuscript into a separate manila envelope with your name, department, and degree written on the outside of each.
3. Go to the Cashier's window of Student Accounts on the second floor of John E. Thomas Hall and tell them you wish to pay for thesis binding and the number of copies you are paying for. (As noted above, the cost per bound copy is \$16. Credit cards are not accepted. Please note that the Cashier's window is open Monday through Friday but closes each day at 4:00 pm.)
4. Bring a copy of your receipt showing payment along with the copy(ies) of your manuscript as described in item 2 above to the Stefanie Heinrich in the Graduate School, 232 John E. Thomas.

The binding process can take several weeks. When the bound copies are ready they will be sent to your department office, which will be responsible for mailing them to you.

OPTION 2: Use a commercial bindery

One commercial service is [Thesis on Demand](#). There is an easy-to-use interface through which you place your order. **Please use the following specifications for the bound copy(ies) that you will send to your program and/or to your thesis/dissertation advisor(s).** If you are only getting a bound copy for your own purposes, you may select other printing and binding options.

- COVER MATERIAL: select Black Buckram
- COVER/SPINE PRINTING: select spine printing only, in gold; provide Title and Last Name
- PRINTING: single-sided
- PRINTING: select color printing IF you have graphical elements that do not show up well in black and white printing; otherwise, select black and white
- PAPER: the default 60# paper in white or off-white is acceptable; conventional thesis/dissertations are often printed on 25% cotton paper, but this costs more per sheet
- SIGNATURE PAGES: There is an additional charge to include "wet" signature pages. You may simply include your unsigned signature page in the PDF that you upload for printing

You will be responsible for mailing bound copies to your program/adviser if these are required by your program. Please communicate directly with your program director for instructions on where to mail your bound document.

If you have any questions, please direct them toward Stefanie Heinrich (thesis@appstate.edu) in the School of Graduate Studies.