To Sum Up:

- Your graduate department is responsible for any formatting guidelines.
- The library will keep two copies of the thesis/dissertation (unless you decide to submit one). Factor this into the number of personal and departmental copies you will need!
- Pay for all copies at the University Business Office (the Round Building).
- Bring your receipt and copies to the Periodicals Department unless your department (or Graduate Studies) does this for you.
- The binding process is done out of state and can take up to two months.
This document is intended to assist students in the preparation of physical copies of theses, dissertations, and graduate projects for binding. It does not provide specifications for content or format of text and introductory/cover pages. Contact the appropriate college office for format and style guidelines.

- Master's theses and graduate projects are bound in blue buckram with white lettering.
- Doctoral dissertations are bound in black buckram with gold lettering.
- Binding costs $15.00 per volume (documents that are more than 2 1/2 inches thick must be separated into two volumes).
- If your work includes a CD, map, or other loose items, you may purchase pockets and attach them to the bound volumes or request that pockets be added at the bindery (paper pockets cost $5.50 each, cloth pockets cost $8.50 each).

The Library retains two print copies of all theses, dissertations, and graduate projects that are brought for binding. One copy is kept in the circulating collection and the other in the University Archives. The student is responsible for making these copies and for paying binding fees for these two copies. In lieu providing a printed copy for circulation, you may deposit an electronic copy in the Texas A&M University-Corpus Christi Repository. For more information about this option, see http://tamucc.libguides.com/ETD. One printed and bound copy is still required for the archives.

Print & Paper Requirements

Please check with your department for print and paper requirements for official copies.

- Print must be letter quality: dark, crisp, clear, and straight on the pages. A word processor should be used to produce the text. Dot-matrix printers should not be used.
- We strongly recommend producing photocopies at a professional copy store.
- Library copies must be duplicated onto standard size (8½" x 11") 25%, 50%, or 100% cotton, 20- or 24-pound acid-free white bond paper with a plain finish. This ensures that copies will not deteriorate rapidly.
- Library copies and personal copies may be printed double-sided.
- Library copies do not require original signature pages (photocopies are fine).
- Unless they contain artwork, library copies may be made in black and white.
- The student is responsible for ensuring that all pages are present and in order within each copy.
- Students may submit personal copies for binding. Personal copies may be on any kind of paper.
- All copies must be delivered un-punched and unbound. A sheet of colored paper should be inserted between copies.
- All copies must be clearly labeled as to their purpose (e.g. library copies, personal copies, official copies).

Library Binding Checklist

- Contact the appropriate college official to determine any formatting guidelines and how many copies will be required by the thesis committee or college department.
- Determine the number of copies needed for your department, for the library, and for your personal use.
- Have the appropriate number of copies made following the Print & Paper Requirements and any department regulations.
- Go to the University Business Office to pay for the number of copies that will be bound. This includes the copies that Bell Library will be retaining.
- Bring a copy of the Business Office receipt and the copies of the thesis to the Periodicals Department in the Bell Library. Dissertations are delivered to the Graduate Studies Office. Graduate Studies will deliver them to the Library.
- The Periodicals Department will ensure the number of copies matches the receipt. They will then prepare the theses for shipment to the bindery, which is located out of state. This process can take up to two months.
- The Periodicals Department will check the returned theses for quality and contact either the department that delivered the copies or the author directly.
- Arrangements can be made to mail personal copies to students living out of state or to have someone else pick them up from the Library.