

Graduate Binding Information

• Follow the listed specifications below to have your thesis, project, literature review and analysis or doctoral dissertation bound. Any deviation from the specified format will not be accepted. It is recommended that you have your binding done at Bethel University's Print Services department (see order form). If you have any questions about this process, please contact your advisor.

• To submit your order, fill out the order form (online version available at: "<https://bethelnet.bethel.edu/gs-students/documents/forms/thesis-binding-form.pdf>") and e-mail it to Print Services or drop it off in person. You should also include a digital version of your document with the order (PDF strongly preferred). Once received, staff will verify the price and details with you. Students are responsible for any formatting of the inside pages.

• You may pay in person via cash or check when you pick up your order, or you can have it shipped to you. If you choose to have it shipped, you will need to send a check to Print Services before the order can be released. If signatures are required, check with your advisor to see if you should have Print Services route it to them.

• Standard turnaround time is 2 weeks, let Print Services know if you will need it faster.

Bethel Graduate binding requirements include: *(See samples below)*

1. A black hard bound cover.
2. Duplication on 100 percent cotton bond, single sided.
3. Gold letters on the spine.
4. The spine must include the following information in the order listed:
 - a) The words: "M.A. THESIS," "M.A. PROJECT," or "M.A. LITERATURE REVIEW & ANALYSIS" (for Master of Arts), or "M.S. PROJECT," "M.S. PHYSICIAN ASSISTANT PROJECT," "M.S. PHYSICIAN ASSISTANT THESIS," or "M.S. THESIS" (for Master of Science), "Ed.D Bethel University" or "M.Ed. THESIS" (for Master of Education).
 - b) The year of completion.
 - c) The student's legal first and last name in appropriate upper and lower case letters, and initial of middle name.
5. Orientation of print on spine should be from top to bottom.

M.A. THESIS	M.A. PROJECT	M.S. PROJECT	Ed.D Bethel University	M.A. LITERATURE REVIEW AND ANALYSIS	M.S. Physician Assistant Project	M.S. Physician Assistant Thesis	M.S. THESIS	•Type of degree
2014	2014	2014	The Title of your Dissertation here	2012	2014	2014	2014	•Thesis or project
Yuri R. Dunn	Yuri R. Dunn	Yuri R. Dunn	Your Name	Yuri R. Dunn	Your Name	Your Name	Yuri R. Dunn	•Year of completion
			2014		2014	2014		•Name of student

Graduate Binding Order Form

Customer Information:

Date Received: ___ / ___ / ___ **Date Due:** ___ / ___ / ___

(Please fill out all sections)

CUSTOMER NAME	NAME TO BE PRINTED ON SPINE <i>(Please print in format "John Q. Smith")</i>	
ADDRESS	PLEASE SELECT A SPINE TEMPLATE <i>(see samples below)</i>	YEAR COMPLETED
PHONE NUMBER	<input type="checkbox"/> M.A. THESIS <input type="checkbox"/> M.A. PROJECT <input type="checkbox"/> M.S. PROJECT <input type="checkbox"/> Ed.D DISSERTATION <input type="checkbox"/> M.A. LITERATURE REVIEW & ANALYSIS <input type="checkbox"/> M.S. PHYSICIAN ASSISTANT PROJECT <input type="checkbox"/> M.S. PHYSICIAN ASSISTANT THESIS <input type="checkbox"/> M.S. THESIS	
E-MAIL ADDRESS		

Special Instructions:

M.A. THESIS	M.A. PROJECT	M.S. PROJECT	Ed.D	M.A. LITERATURE REVIEW AND ANALYSIS	M.S. Physician Assistant Project	M.S. Physician Assistant Thesis	M.S. THESIS	
2014	2014	2014	Bethel University	2012	2014	2014	2014	•Type of degree
Yuri R. Dunn	Yuri R. Dunn	Yuri R. Dunn	The Title of your Dissertation here	Yuri R. Dunn	Yuri R. Dunn	Yuri R. Dunn	Yuri R. Dunn	•Thesis or project
			Your Name	Yuri R. Dunn	Your Name	Your Name	Your Name	•Year of completion
			2014		2014	2014	2014	•Name of student

Itemized charges:

(To be filled out by Print Services)

QUANTITY	PRODUCT DESCRIPTION	COST PER UNIT	TOTAL
	Hardcover with spine size: ___ Up to 1 inch \$26 -or- ___ 1.25 -1.5 inches \$28		
	___ x \$.20 each Inside pages printed on 100% Cotton paper		
	___ x \$.65 each Color inside pages on 100% Cotton paper		
	EXTRAS		
	Thermal bound with cardstock covers (\$2.00 per book)		
	Spiral bound with cardstock covers (\$2.50 per book)		
	___ x \$.08 each Inside pages printed on 24lb. bond		
	___ x \$.06 each Inside pages printed on 20lb. bond		
	Black cardstock back \$.75 each		
	Plastic covers \$.50 each		
	Cover cardstock color:		

Method of payment: Cash ___ Check ___ # _____

Route/Ship to:

Sub Total _____

State Tax 7.125% _____

Shipping _____

Grand Total: \$ _____