

## Completing your Thesis

Completion of your thesis will require attention to paper type, layout, file printing and deposit preparations, copying, and binding. This support information is covered within this document.

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### 1. Paper and Layout

The paper should be of good heavy quality A4 (80-120 gms). For the best binding results the paper grain must run from head to tail, not across the page. If coated papers are to be used discuss details with the copying operators and binders beforehand. It is recommended that theses be printed double-sided on 100gsm paper if over 200 pages.

A blank sheet of paper should be placed at the beginning and end of the thesis.

Care should be taken over presentation of the text so that the thesis can be easily read and space provided for examiners' comments. One-and-a-half spacing is recommended between lines. A 12 pt. serif font such as Palatino or Times should be used.

The page binding margin must be no less than 30 mm. For the [recto pages](#)<sup>i</sup> (right hand pages of an open book), the left margin must be no less than 30 mm. For the [verso pages](#)<sup>ii</sup> (left hand pages of an open book), the right margin must be no less than 30 mm. Verso margins apply when a thesis is presented with double-sided text. All other margins should be uniform, no less than 20 mm. Any appendices, table, photographs, or other illustrative matter, plus pagination, should allow the same binding margin. It is important to keep within these margins, otherwise text and page numbers can be lost in trimming during the binding process.

Pages (together with any interpolated sheets, tables, maps, appendices, etc.) should be numbered consecutively within the binding margins, either centered at the top of the page, or flush with the outer text margin. Preliminary pages should have page numbers in lower case Roman numerals. The main text should have page numbers in Arabic numerals. Inserted figures should have a specific identification of their location (e.g. facing p. 42 or between pp. 42 and 43).

Extra large maps, e.g. A3 landscape, should be folded so that they open outwards to the right. If there are a number of maps, it is recommended that they be included in a pocket or specially made case.

It is recommended that if images are being used, digital files or scans should be placed on the A4 page in the final position. If only hard copy photos are available, these should first be

scanned to final size at 300dpi then placed in the final position.

## **2. Preparing your files for printing and digital deposit**

The final electronic version of your thesis which has been approved can be used for multiple purposes. The main purpose is to fulfil the requirement to print and bind multiple copies of your thesis. Whether you chose to print your thesis yourself or make use of someone like [Uniprint](#)<sup>iii</sup>, those same file(s) can also be the ones you use when depositing your thesis electronically.

When writing your thesis you will most likely do so in separate chapters. This will mean you are more able to protect each file and also be able to write each chapter independently. When working in each chapter you should use built-in Heading Styles and you can create new styles as required. If you created a Style Set then you can re-use these in each chapter document.

Create your final document to hold all the chapter sub-documents. Create a Title page and a Table of Contents page. (Do not use Heading 1 or Heading 2 styles on these pages unless you want them added to the Table of Contents.) Insert a section break and on the next new page, insert the file. When you are at the stage of creating the final document, you can format the citations. Once each of the chapter sub-documents have been added to the final thesis document creating the Table of Contents becomes an automated process. To receive assistance in how to prepare the structure of your thesis then you should attend an ITS Training "Thesis Writing" course. ITS yellow jackets can also provide assistance with the final stage of combining your thesis chapters into a single document.

Once you have created a single thesis file converting your file to PDF, in order to retain your formatting including macrons and/or scientific symbols, it often requires simply saving the file to PDF. The easiest way to check that you have converted your files is if you can copy and paste words from the text.

There are software options that convert a word processed documents to PDF, such as Adobe Acrobat Professional; [CutePDF Writer](#)<sup>iv</sup>, which is installed on student desktops; and Open Office also provides an option to save your document into PDF. If you require support and/or advice about converting files to PDF then please get in touch with the [ITS Helpdesk](#)<sup>v</sup>. The option also exists to deposit the original word processed file(s) along with the PDF file(s) to make sure that the content within your thesis continues to be accessible.

## **3. Copying**

Consult your departmental administrator about local printing arrangements, especially for soft-bound copies.

Uniprint has copying facilities for reproducing quality copies from clear, dark, black and white masters and from colour. Early advice should be sought from Uniprint staff. A week's notice is required before copying can be undertaken. Ensure that pages are in the correct order prior to copying.

Uniprint staff can assist in the transfer of digital files and the preparation of photographs. For reproduction all figures should be prepared in actual size, allowing for margins. Assistance with photographic matter should be discussed with Uniprint staff at an early stage.

Colour and black and white scanning is available at Information Technology Services (ITS), in the Computer Resource Rooms and at Uniprint which also offers high quality colour photocopying.

From the Otago Calendar 2012 p218, 2b (ii): A refund or waiver of costs incurred in the printing and binding of two hard-bound copies of the thesis shall be provided to every doctoral candidate whose thesis is submitted after no more than four years of study, or the equivalent in part-time study, and to every candidate for a master's degree whose thesis is submitted after no more than 18 months of full-time study, or the equivalent in part-time study.

#### **4. Binding**

The [Library Bindery](#)<sup>vi</sup> provides a high quality service with discounted rates for theses. It will endeavour to complete bound copies within *two weeks*. An extra charge may be made for copies required in less than two weeks.

The cost of binding a thesis varies, depending on the number of copies required and the time taken to complete the job, including any special features, e.g. separate pockets for folded maps. A quotation should be sought from the binders.

It is recommended that theses are placed in a temporary soft binding if candidates do not wish to have their thesis fully bound before marking (See [Presentation of Theses Regulations](#), 2a). Temporary binding is available at the Library Bindery or the Uniprint Shop. Spiral binding should not be considered as a temporary binding because items cannot be rebound without destroying the margins.

An Otago thesis must be bound in woven cloth (over sewn, rounded and backed) by a bindery and not stapled or glued together. If a thesis is to be bound by the University Library Bindery, the author is responsible for the correct order of pages, and for taking copies of the thesis to the Bindery with binding instructions.

When choosing the spine title, please keep within 50 characters for theses under 50 mm thick (spaces between words count as characters). The spine title, reading head to tail, should include the author's surname, the balance of characters to be used for the title exactly as given on the title page, or an appropriate abbreviated title that will fit. Theses over 50mm will be titled horizontally across the spine with a maximum of 65 characters. University of Otago does not require a title on the thesis front cover.

For more information consult *Bindery Services* or visit staff at 109 Leith St, Dunedin.

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## Links

i Recto page (right hand pages – binding template):

[http://library.otago.ac.nz/pdf/BindingTemplate\\_RectoPage.pdf](http://library.otago.ac.nz/pdf/BindingTemplate_RectoPage.pdf)

ii Verso page (left hand pages – binding template):

[http://library.otago.ac.nz/pdf/BindingTemplate\\_VersoPage.pdf](http://library.otago.ac.nz/pdf/BindingTemplate_VersoPage.pdf)

iii Uniprint: <http://uniprint.otago.ac.nz/>

iv CutePDF Writer: <http://www.cutepdf.com/Products/CutePDF/Default.asp>

v ITS Helpdesk: <http://www.otago.ac.nz/its/services/help/otago028345.html>

vi Bindery Services: <http://www.library.otago.ac.nz/services/bindery.html>

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