REQUIRED BINDERY GUIDELINES FOR THESIS AND DISSERTATIONS

As a degree expectation, you must arrange for an official copy of your thesis or dissertation to be submitted to the Akamai University library.

The manuscript must be double spaced and bound using Library Standard Binding (buckram); hardback binding with gold lettering. This binding is machine over sewn, with a black buckram cover binding of acid-free construction for preservation.

The paper should be of archival quality, acid free and may be letter or A4 size, uniform throughout. It is required that the spine of the bound manuscript show in gold lettering the name of the author, the degree, and the year of completion.

BLACK & WHITE AND COLOR PAGES

If you have color photos, convert them to CMYK before you place then in your document. For an all black & white manuscript we recommend 60# white or cream paper. For a mix of black & white and color pages we recommend 80# matte coated white paper. Specify the number of B&W pages and color pages.

PREP YOUR MANUSCRIPT FOR PRINT

You can print your thesis or dissertation single sided (simplex) or double sided (duplex). If single sided (all right hand pages), the left margin should be .75 inch (minimum to accommodate the binding). Top, bottom and right margins should be .5 inch minimum. If printing double sided the left hand page (even number pages) should have a right margin of .75 inch (minimum to accommodate the binding). Top, bottom and left margins should be .5 inch minimum. Before you begin check for different requirements of your chosen publisher.

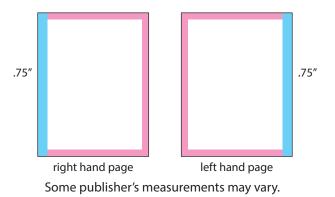
Gold lettering on the front cover is not required and is left to the discretion of the graduate.

To qualify for free gold foil lettering different publishers have different requirements; commonly, the front cover and/or spine are each limited to two lines of text only. Submit up to 2 lines of basic formatted text on the front cover and spine (standard fonts like Times New Roman, Helvetica, Arial, etc.) to qualify for Free Foil Stamping.

Some publishing companies will add a die cost for a custom cover. You can download and use the Akamai University seal for this purpose.



Mail your dissertation to: Akamai University Library 3211 Gibson Road Durham, NC 27703-4766



Your print ready file must have fonts embedded.

Convert your file from WORD (single pages) to a PDF/A file under PDF Options.

Convert your file from Mac in InDesign (single pages) to PDF/X-1a: 2001 file

under Adobe PDF Presets

Akamai University has used <u>book1one.com</u> (NY) and <u>phdbookbinding.com</u> (TX) for digital printing and bindery. These publishers have different requirements. If you wish to send a PDF file with fonts embedded (single pages PDF/A) to <u>mj.bulbrook@akamai.university</u> we can review your file for pre-press compliance and submit it to the printer of your choice for a \$75 fee. Please specify number of books and cloth or leatherette cover. You must approve a quote in writing before we proceed.