

MA & MSc Dissertations  
& Management Project  
**Submission Guide**



INPRINT+DESIGN

This Guide aims to assist School of Health MA & MSc Students submitting their Dissertations or Management project for printing and binding.

This should be used in conjunction with any guidance or information given to you by your School or Department.

**Student Print is located in:**

Inprint + Design  
WB07 Richmond Building on the main campus

**Opening Hours:**

Monday to Friday 9am - 1.00pm

**Contact Details:**

**Website:** [www.inprintdesign.com/studentprint](http://www.inprintdesign.com/studentprint)

**Email:** [studentprint@inprintdesign.com](mailto:studentprint@inprintdesign.com)

**Tel:** 01274 088806

**Postal Address:**

Student Print  
Inprint + Design Ltd  
WB07  
Richmond Building  
Richmond Road  
Bradford  
BD7 1DP

# What you have to submit to the University

## 2 x Bound Dissertation

This is a permanent bound book, in black leather look with gold lettering on the cover and spine and adheres to the University Regulations.

## 1 x CD

Containing project and any supporting material in both word or Pdf format.

**Time Scales:** 2 working days minimum, or by prior arrangements with your Department, this will be extended at times of high demand.

**Cost:** To view our current price list see page 12

## Personal Copies

Are available in any number you require and can be bound as the above or in a hardbound book.

# What you have to submit to Student Print

## Dissertation

You need to supply us with your Dissertation in **BOTH** Microsoft Word and PDF format.

- ✓ Check that your Dissertation in Microsoft Word is correct before you create your PDF.  
If you send us a Microsoft Word document only, we will generate your PDF for you and return it for you to check. (There will be a cost for creating your PDF for you therefore we strongly advise that you provide us with your own.)
- ✓ **Please note** it is your responsibility to check that BOTH your Microsoft Word and PDF files are correct, we cannot be held responsible for any errors noticed after printing.

For guidance on how to format your **Dissertation** see page 6-11

## Binding Cover

To view an example of a completed **Binding Cover Template** see page 13

## Order Form

To view an example of a correctly completed **Order Form** see page 14

## How to submit electronically

- ✓ Download and complete the MA & MSc Management **Binding Cover template** [Here](#)
- ✓ Download and complete the MA & MSc **Binding Cover template** [Here](#)
- ✓ Download and complete the **Order Form** [Here](#)

When you have downloaded and completed the above template and form, please submit them, along with your Microsoft Word document and PDF file [Here](#) or email us at [studentprint@inprintdesign.com](mailto:studentprint@inprintdesign.com)

Clicking on the above link will open up a new email window on your device, just attach all the requested files, with any other instructions you have and send the email back to us.

That's it!

An email will be sent to you confirming your order and requesting payment by credit/debit card via telephone.

Your order will not be completed until payment has been received.

When your order has been completed it will be delivered to the Hub or can be collected from Student Print.

Personal copies can be mailed within the UK for a cost of £8.00.

Overseas postage is by special arrangement.

## How to submit in person

- ✓ You need to supply us with your Dissertation in **BOTH** Microsoft Word and PDF format on either a USB memory stick or CD.
- ✓ Download and complete the MA & MSc Management **Binding Cover template** [Here](#)
- ✓ Download and complete the MA & MSc **Binding Cover template** [Here](#)
- ✓ Download and complete the **Order Form** [Here](#)

When you have downloaded and completed the above template and form, please copy them to your USB stick or CD and along with your Microsoft Word document and PDF file bring them to us.

That's it!

Your order will be checked and payment taken at this point.

Your order will not be completed until payment has been received.

When your order has been completed it will be delivered to the Hub or can be collected from Student Print.

Personal copies can be mailed within the UK for a cost of £8.00.

Overseas postage is by special arrangement.

### Alternatively –requiring binding only

Present your pre-printed Dissertation at Student Print, this must include the cover template. Please ensure that you use a good quality paper; Student Print only uses 100gsm as this will greatly affect the quality of your binding.

You must:

- ✓ Download and complete the MA & MSc Management **Binding Cover template** [Here](#)
- ✓ Download and complete the MA & MSc **Binding Cover template** [Here](#)
- ✓ Download and complete the **Order Form** [Here](#)

Please copy them to your USB stick or CD and along with your Microsoft Word document and PDF file and bring them to us. Payment details as above.

# Important information please read carefully...

Please ensure that you follow the guidelines relevant to the version of Word you are using correctly.

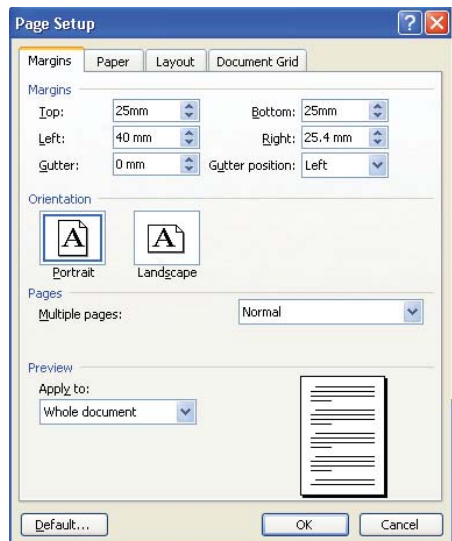
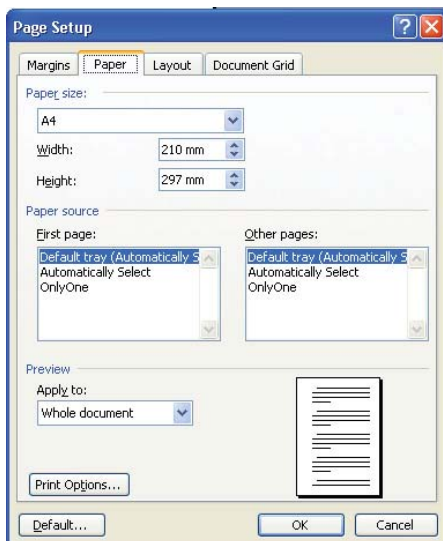
Student Print will not accept responsibility for any Dissertation printed if these guidelines have not been followed correctly.

## Word 2003

Before you start typing your Dissertation:

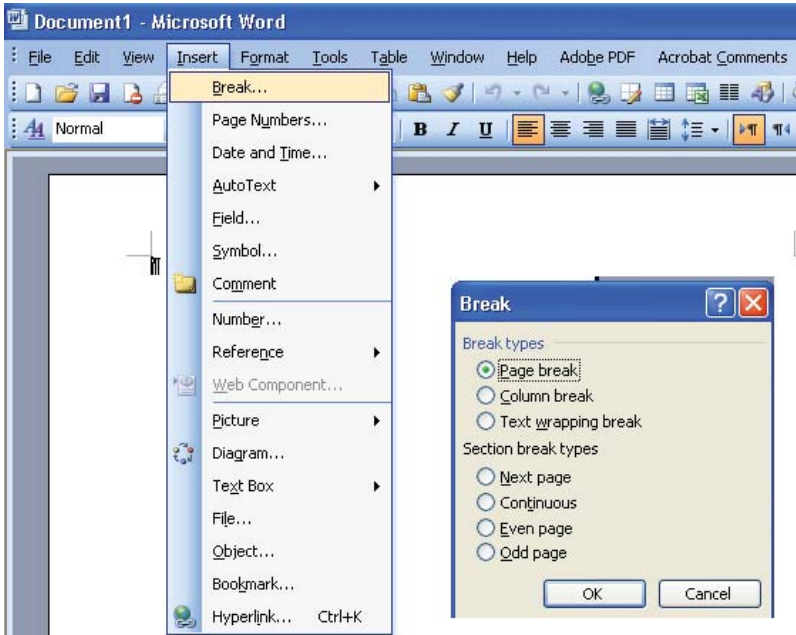
**Step 1** Ensure that the document units are in mm's not inches

**Step 2** Page Setup and Margins

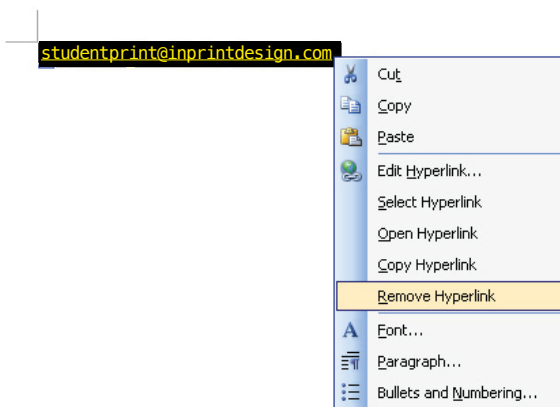


## During typing

Step 3 - Page Breaks must be inserted at the end of each page



Step 4 - Remove Hyperlinks

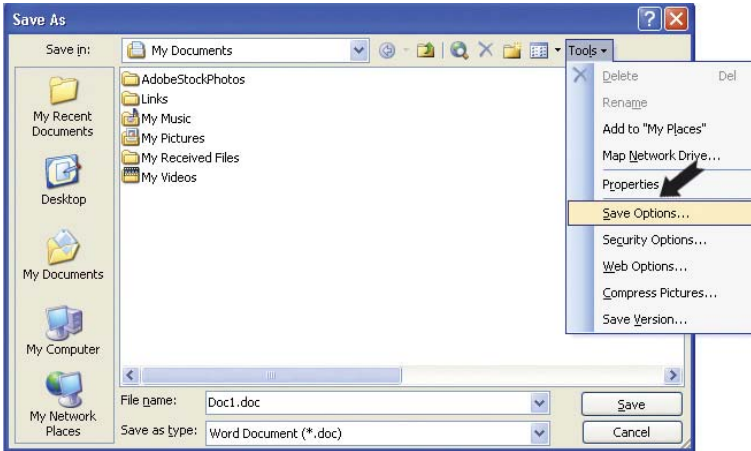


For support call:

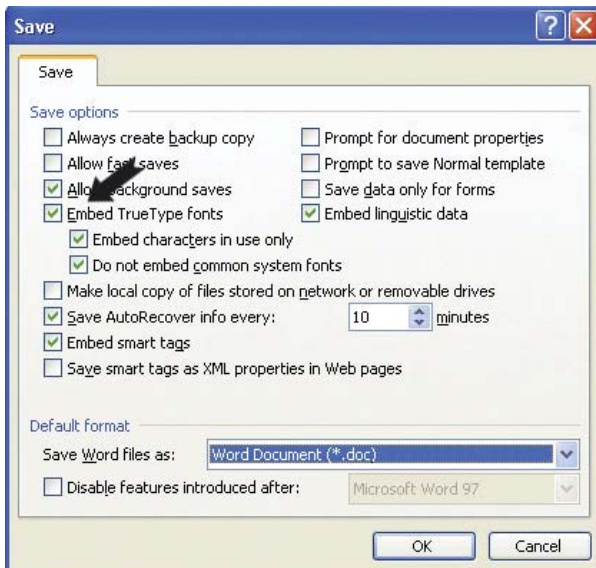
01274 088806

## Step 5 - Saving files for print

Use save as. Go to tools, save options



## Step 6 - Check Embed TrueType fonts



Step 7 - This is now ready to submit to Student Print.

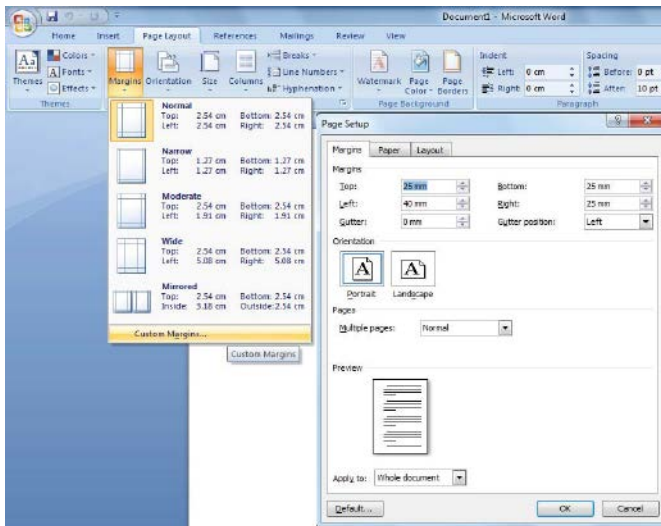
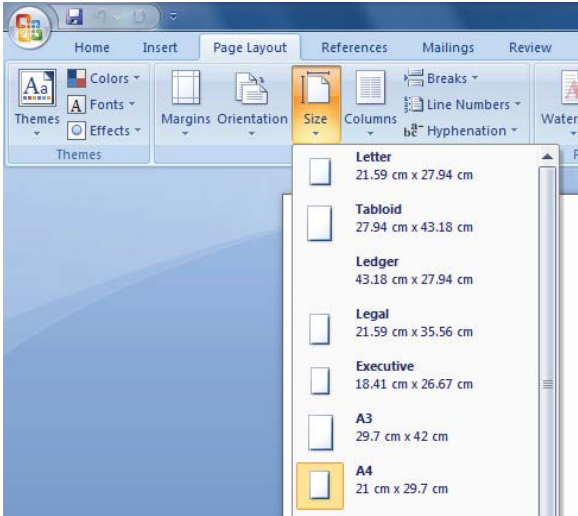


# Word 2007

Before you start typing your Dissertation:

**Step 1** Ensure that the document units are in mm's not inches

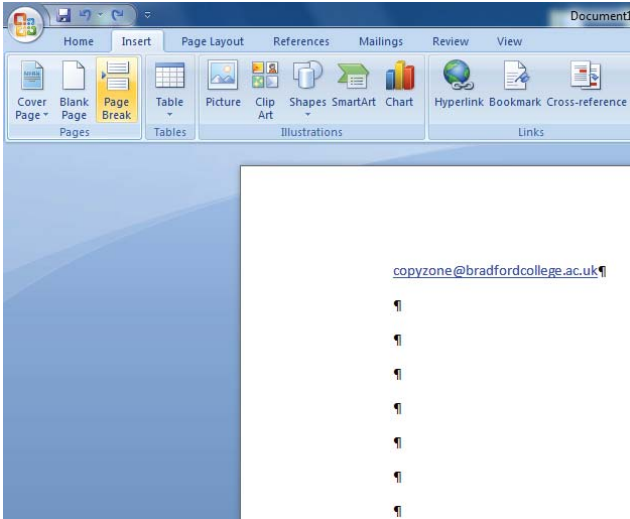
**Step 2** Page Setup and Margins



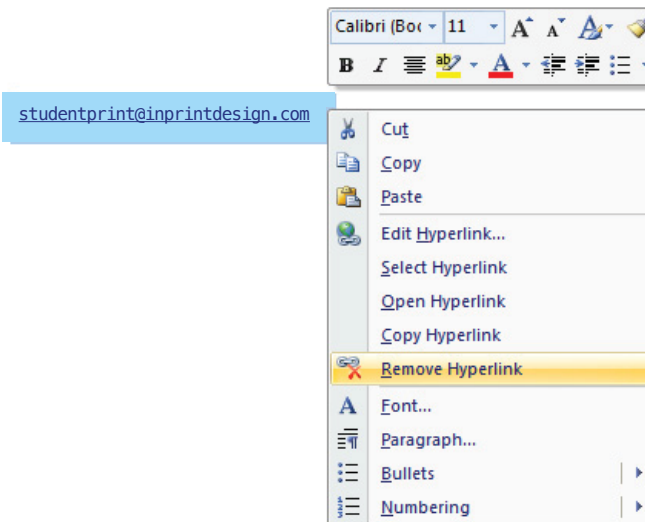
For support call: 01274 088806

## During typing

Step 3 - Page Breaks must be inserted at the end of each page

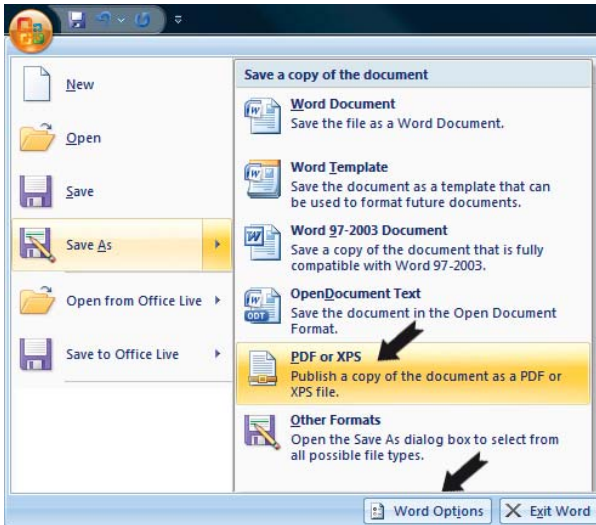


Step 4 - Remove Hyperlinks

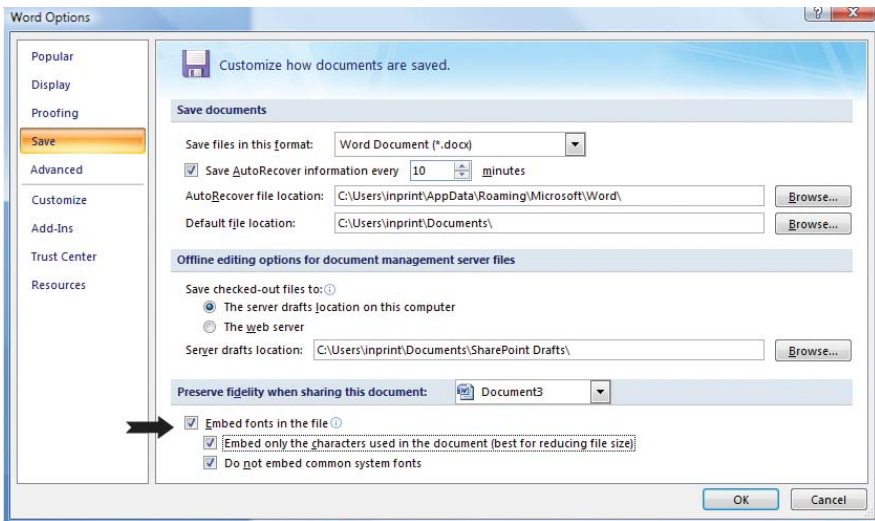


## Step 5 - Saving files for print

Use save as. Go to tools, save options



## Step 6 - Check Embed TrueType fonts



Step 7 - This is now ready to submit to Student Print.

For support call:

01274 088806

# Pricing

## Digital Print/Copy Costs

All prints are produced on 100gsm paper

Black/greyscale > 5p per print

Colour > 40p per print

## Binding

To University Regulations > £10 per bind

## Hard Bound

£30 up to 500 pages

£30 500 – 1000 pages

## Extras

CD Production £5 each

CD Pockets £1 each

Postage in UK £8.00

## Method of payment

Payment can be made by:

- ✓ Cash
- ✓ Credit/Debit card (excluding American Express)

## Example

100 pages Dissertation of which 20 pages are colour

Print costs    20 x 40p = £8.00

                  80 x 5p = £4.00

Binding        1 x £10 = £10.00

Total cost per Dissertation = £22.00

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# Examples of Completed Binding Cover Templates

