

MSc Dissertation & MBA
Management Project
Submission Guide



INPRINT+DESIGN

This Guide aims to assist
MSc and MBA Students
submitting their dissertations 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

Email: 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

1 x Bound project or dissertation

This is a wire bound document with a transparency & card covers, front & back which adheres to the School of Management 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 **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

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 **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 **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.

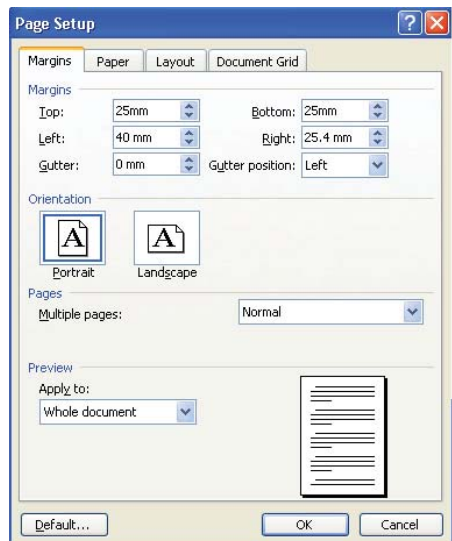
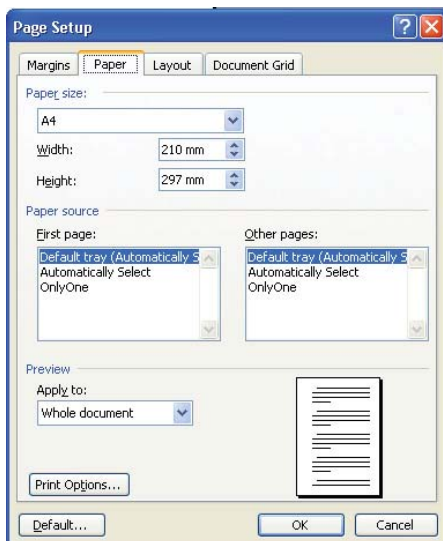
Student Print will not accept responsibility for any Dissertation printed if these guidelines have not been followed correctly.

Word 2003

Before you start typing your Dissertation:

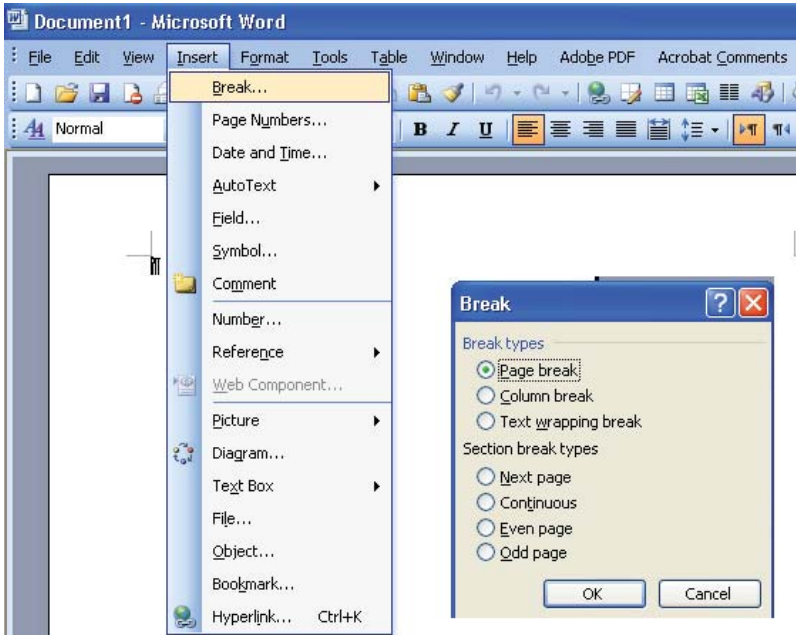
Step 1 Ensure that the document units are in mm's not inches

Step 2 Page Setup and Margins

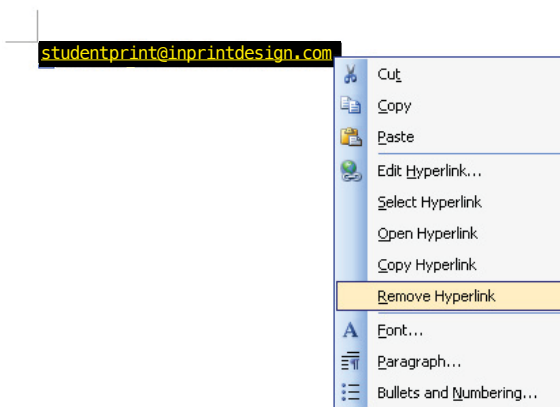


During typing

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



Step 4 - Remove Hyperlinks

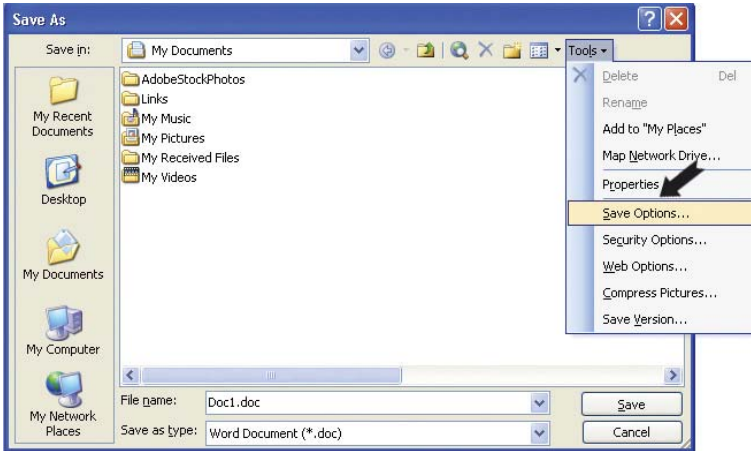


For support call:

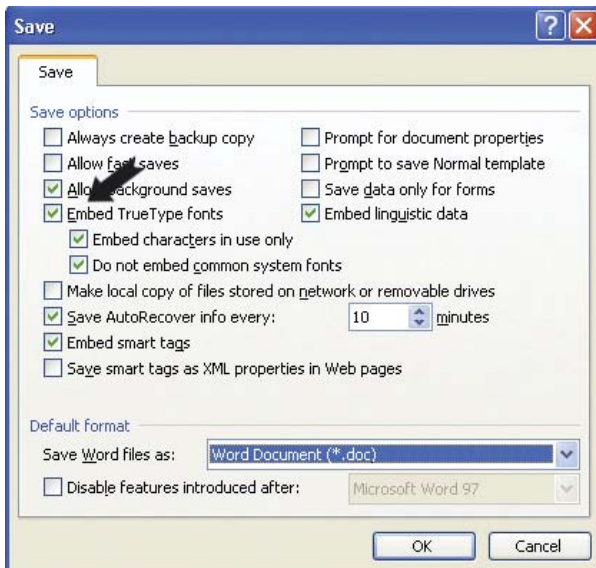
01274 088806

Step 5 - Saving files for print

Use save as. Go to tools, save options



Step 6 - Check Embed TrueType fonts



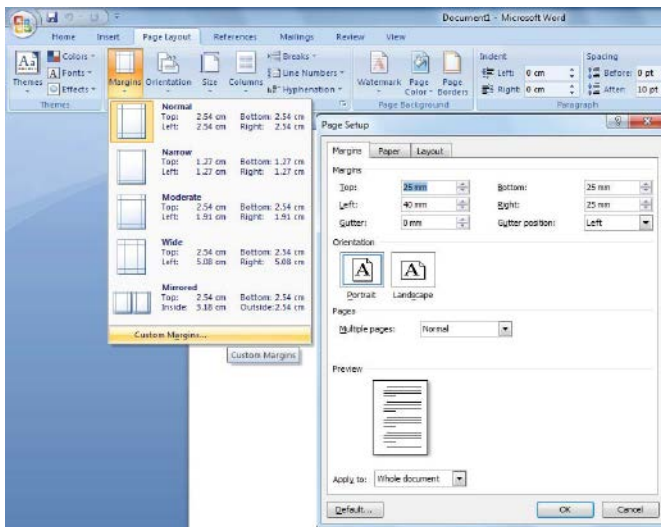
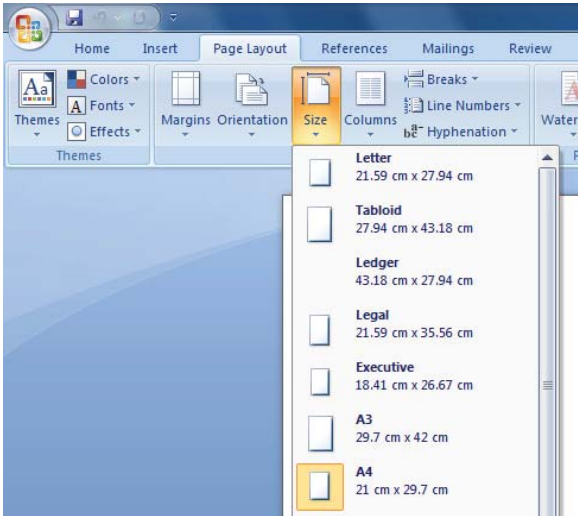
Step 7 - This is now ready to submit to Student Print.

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

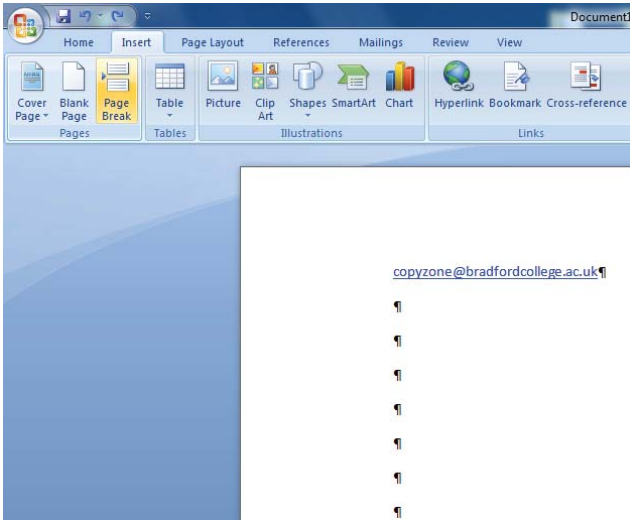


For support call:

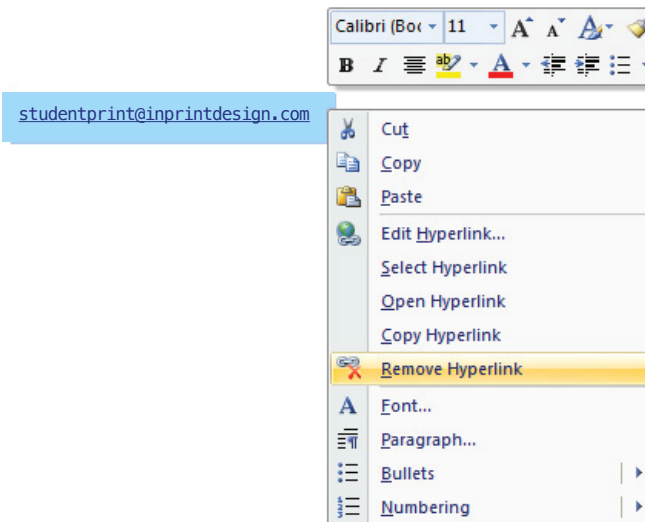
01274 088806

During typing

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

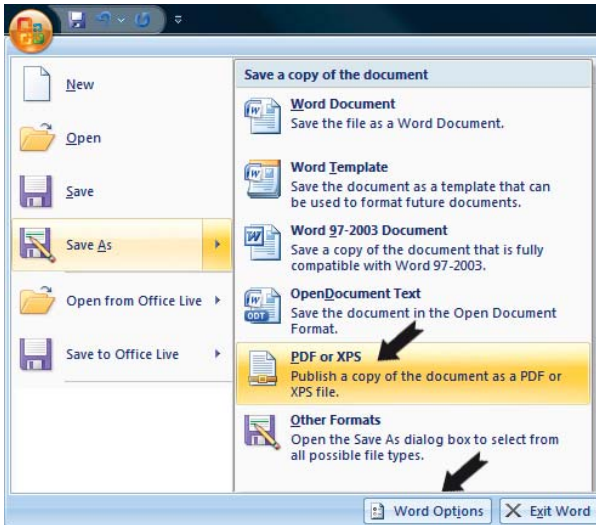


Step 4 - Remove Hyperlinks

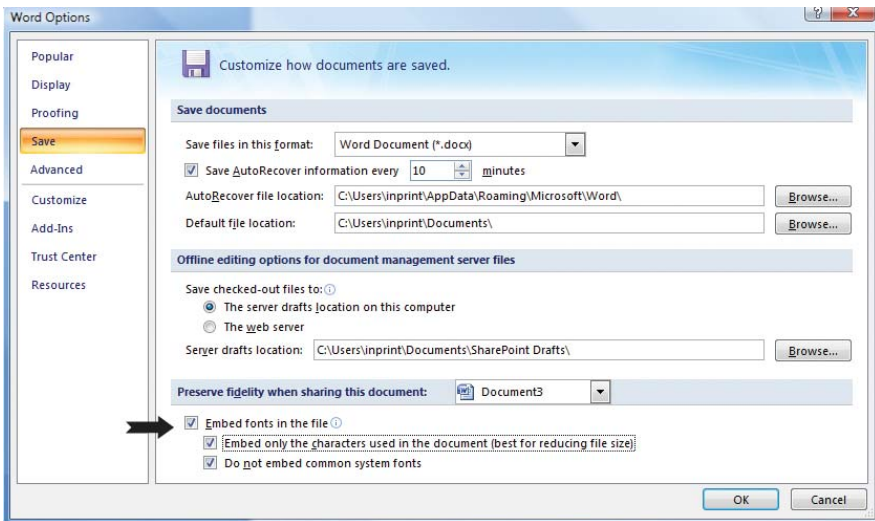


Step 5 - Saving files for print

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 > £4 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 x40p = £8.00

 80 x5p = £4.00

Binding 1 x£4 = £4.00

Total cost per Dissertation = £16.00

Examples of Completed Binding Cover Templates

<p>WHY YOU SHOULD USE STUDENT PRINT AT INPRINT+DESIGN</p> <p>WHEN YOU NEED TO GIVE THE BEST IMPRESSION</p> <p>J. BLOGGS</p> <p>M.Sc DISSERTATION</p> <p>2013</p>	<p>WHY YOU SHOULD USE STUDENT PRINT AT INPRINT+DESIGN</p> <p>WHEN YOU NEED TO GIVE THE BEST IMPRESSION</p> <p>J. BLOGGS</p> <p>MBA MANAGEMENT PROJECT</p> <p>2013</p>
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Example of Completed Order Form

ORDER FORM - M.Sc and MBA

*Auto Calculation

Degree: select

Name as on University ID/Registration Card:
 UB No.:
 Full Name:

Contact Details:
 Email:
 Telephone:
 Postal Address:
 Delivery Address:

YOUR ORDER

Total No. of bound theses required: select
 Total number of pages of which are:
 Black & White Total B&W: @ 5p =
 Colour Total Col: @ 40p =

Please list colour page no's below, as in PDF document:

1	5	25	26	40				

School Bind How many? ←Select→ @ £4 =
As per regulations
 CD Required How many? ←Select→ @ £5 =
 Personal Copies
 Soft Bound How many? ←Select→ @ £10 =
 Hard Bound How many? ←Select→ @ £27 =
 (<300 pages)
 Hard Bound How many? ←Select→ @ £30 =
 (300-400 pages)
 Postage & Delivery
 UK How many? ←Select→ @ £8 =
 Overseas on Request How many? ←Select→ @£
 Delivery to Department How many? ←Select→
 Payment Type select TOTAL COST

