

MPhil, PhD& DBA Thesis  
**Submission Guide**



INPRINT+DESIGN

This Guide aims to assist  
MPhil, PhD, DBA Students  
submitting their thesis  
for printing and binding.

This should be used in conjunction with the  
**Universities Notes of Guidance on the Submission  
of thesis available to view here. Or go to:**  
[http://www.brad.ac.uk/research/supporting-our-  
researchers/research-students/submission/](http://www.brad.ac.uk/research/supporting-our-researchers/research-students/submission/)

**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

## 1st Submission

This is a semi permanent binding for marking and viva, which adheres to the University Regulations.

The maximum pages which can be bound into 1 volume is 500. If your thesis is above it will have to be divided into 2 volumes.

You are advised to use this binding as it allows corrections to be made later, and reduces the expense.

## How many do you have to submit

**3 x 1st submission:** You may need to submit more this is dependent upon the number of examiners and supervisors you have always check with The Hub.

You are also advised to have a personal copy bound for your viva.

**Time Scale:** You MUST allow 1 to 2 working days

**Cost:** £10 per binding



1st Submission

## Final Submission

After your examiners have confirmed your award and this has been approved by Research Degrees Committee.

This is a permanent bound book, in black buckram with gold lettering and adheres to the University Regulations.

If your 1st submission has only minor corrections and alterations which does not affect the page no's we will be able to debind this and replace the corrected pages.

It has to be bound in the same number of volumes as your 1st submission.

## How many do you have to submit

**1 x Final submission** This is the minimum requirement for the University submission and does not include any copies for your department/supervisors.

**1 x electronic version supplied on CD**

**Time Scales:** 1 working week minimum

**Cost:** £30 per binding up to 500 pages  
£30 per binding 500 - 1000 pages



Final Submission

## Personal Copies

Are available in any amount you require and can be bound in either of the above bindings.

For support call:

01274 088806

# What you have to submit to Student Print

## Thesis

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

- ✓ Check that your Thesis 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 **Thesis** 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 MPhil - PhD - DBA **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 Thesis in **BOTH** Microsoft Word and PDF format on either a USB memory stick or CD.
- ✓ Download and complete the MPhil - PhD - DBA **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 thesis 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 MPhil - PhD - DBA **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.

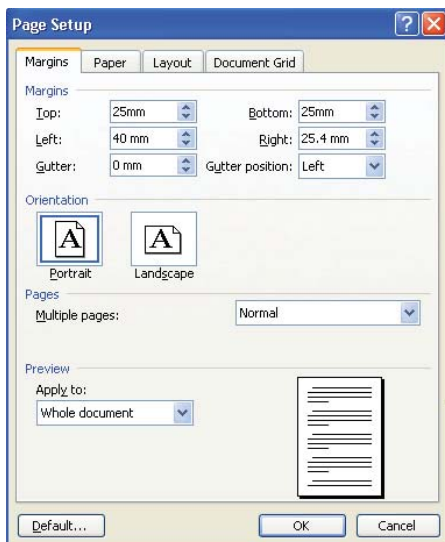
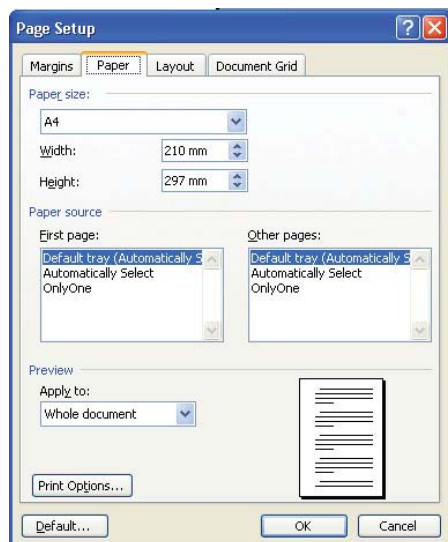
Student Print will not accept responsibility for any thesis printed if these guidelines have not been followed correctly.

## Word 2003

Before you start typing your thesis:

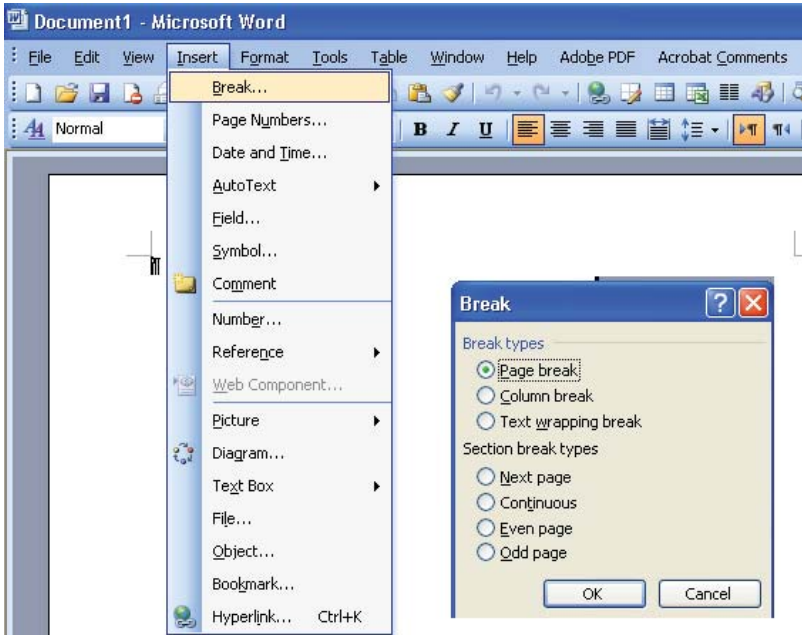
**Step 1** Ensure that the document units are in mm's not inches

**Step 2** Page Setup and Margins

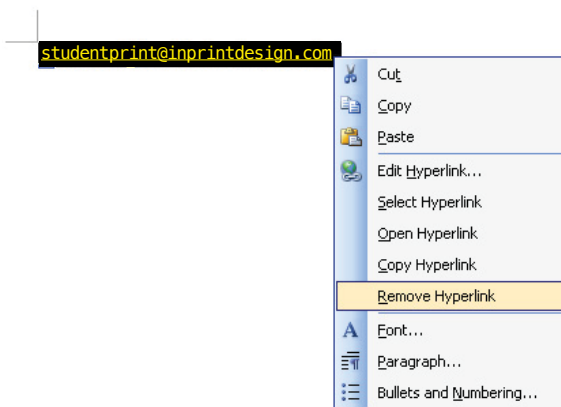


## During typing

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



Step 4 - Remove Hyperlinks

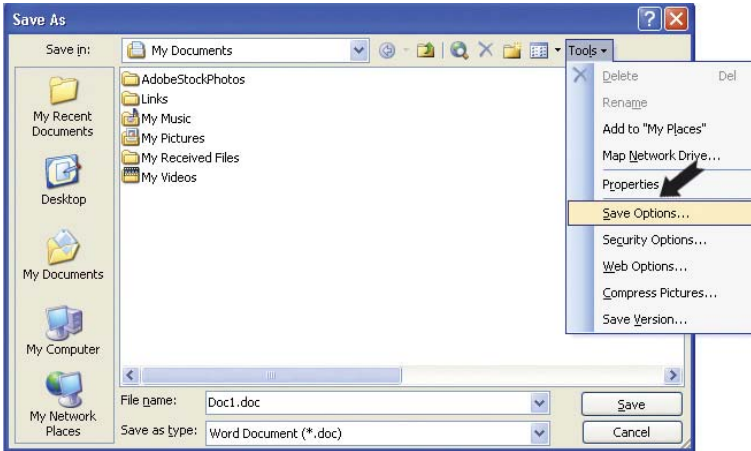


For support call:

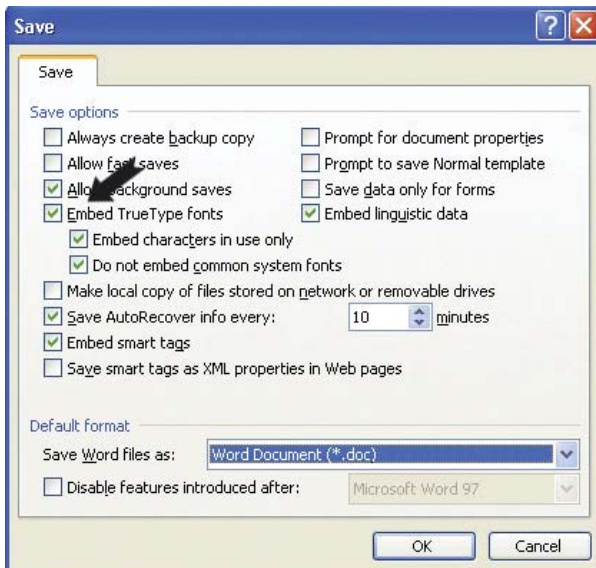
01274 088806

## 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.

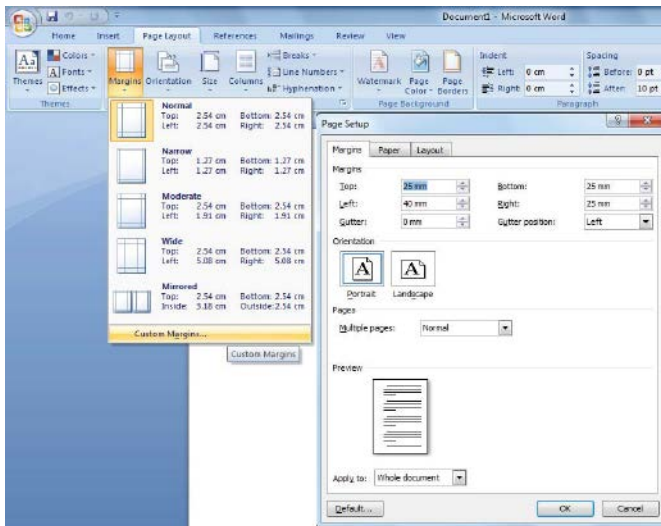
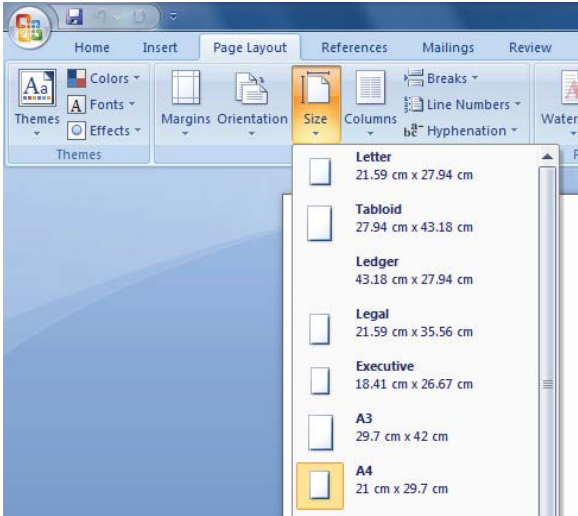


# Word 2007

Before you start typing your thesis:

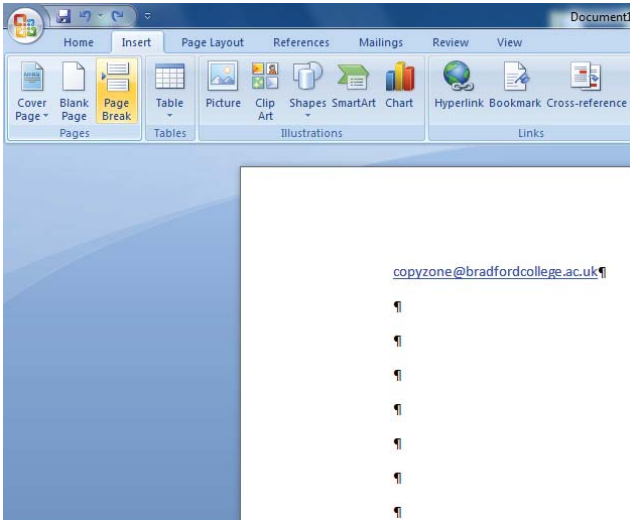
**Step 1** Ensure that the document units are in mm's not inches

**Step 2** Page Setup and Margins

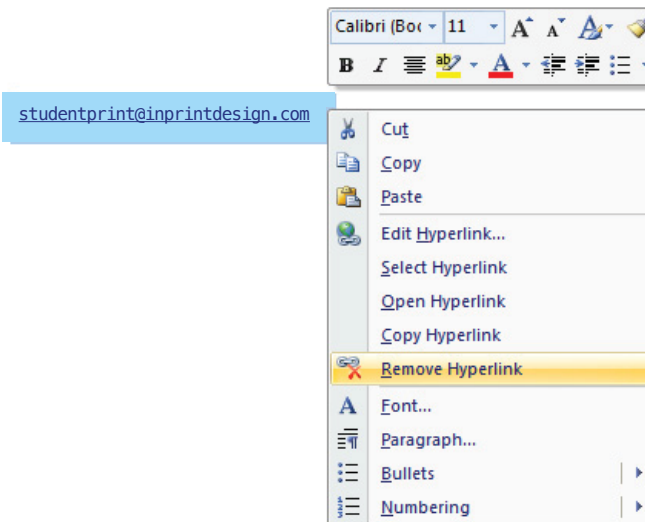


## During typing

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

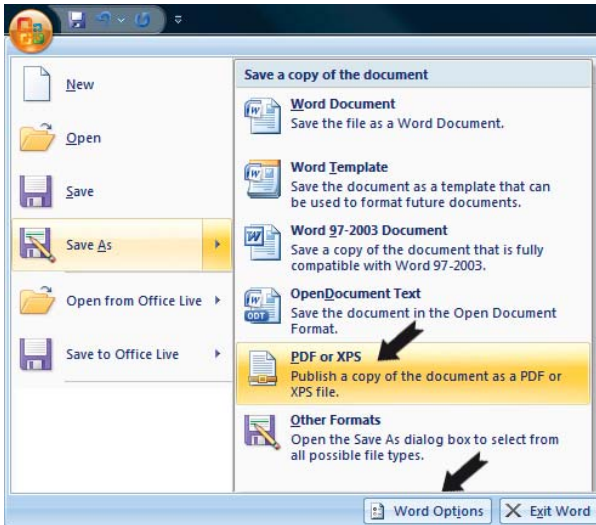


Step 4 - Remove Hyperlinks

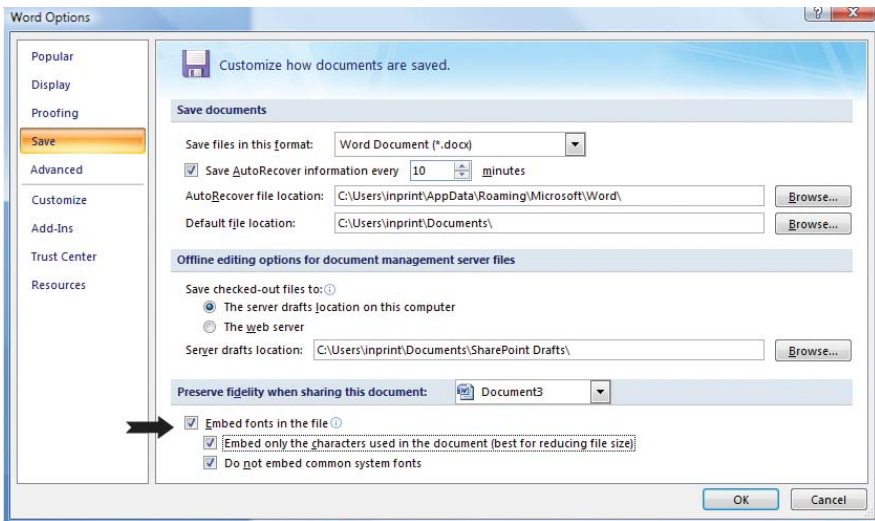


## Step 5 - Saving files for print

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

1st Submission > £10 per bind

## Final submission

£30 upto 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)
- ✓ Cheque – made payable to Inprint+Design Ltd  
(Name and address must be written on the reverse)

## Example

200 pages thesis of which 20 pages are colour

### Ist Submission

Print costs    20 x40p = £8.00

                  180 x5p = £9.00

Binding        1 x£10 = £10.00

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Total cost per thesis = £27.00

### Final Binding

print costs    20 x40p = £8.00

                  180 x5p = £9.00

Binding        1 x£30 = £30.00

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Total cost per thesis = £47.00

## Example of Cover Template

**WHEN YOU HAVE TO SUBMIT TO  
UNIVERSITY REGULATIONS.  
USE STUDENT PRINT**

**J. BLOGGS**

**Ph.D**

**UNIVERSITY OF BRADFORD**

**2014**

# Example of Completed 1st Submission Order Form

Please email: [studentprint@inprintdesign.com](mailto:studentprint@inprintdesign.com) for electronic copies of this order form and any other information.

Alternatively download the form [here](#) and submit following the 'How to submit instructions' on pages 4 & 5.

<b>ORDER FORM - MPhil, PhD &amp; DBA</b>			<b>*Auto Calculation</b>					
<b>Degree:</b>	<input type="text" value="PhD"/>	<i>select</i>						
<b>Name as on University ID/Registration Card:</b>	<input type="text" value="J. BLOGGS"/>							
<b>UB No.:</b>	<input type="text" value="08000224162"/>							
<b>Full Name:</b>	<input type="text" value="JOE BLOGGS"/>							
<b>Contact Details:</b>								
<b>Email:</b>	<input type="text" value="j.bloggs@bradford.ac.uk"/>							
<b>Telephone:</b>	<input type="text" value="07123456789"/>							
<b>Postal Address:</b>	<input type="text"/>							
<b>YOUR ORDER</b>								
<b>Total No. of bound theses required:</b>	<input type="text" value="3"/>	<i>select</i>						
<b>Total number of pages</b>	<input type="text" value="290"/>	<b>of which are:</b>						
<b>Black &amp; White</b>	<input type="text" value="280"/>	<b>Total B&amp;W:</b>	<input type="text" value="840"/>	@ 5p =	<input type="text" value="42.00"/>			
<b>Colour</b>	<input type="text" value="10"/>	<b>Total Col:</b>	<input type="text" value="30"/>	@ 40p =	<input type="text" value="12.00"/>			
<b>Please list colour page no's below, as in PDF document:</b>								
<input type="text" value="17"/>	<input type="text" value="25"/>	<input type="text" value="40"/>	<input type="text" value="41"/>	<input type="text" value="43"/>	<input type="text" value="75"/>	<input type="text" value="76"/>	<input type="text" value="90"/>	<input type="text" value="126"/>
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<b>Hard Bound</b> (>300 pages)	<input type="text"/>	<b>How many?</b> ←Select→	<input type="text"/>	@ £27 =	<input type="text" value="0.00"/>			
<b>Hard Bound</b> (300-400 pages)	<input type="text"/>	<b>How many?</b> ←Select→	<input type="text"/>	@ £30 =	<input type="text" value="0.00"/>			
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<b>Payment Type</b>	<input type="text" value="Cash"/>	<i>select</i>		<b>TOTAL COST</b>	<input type="text" value="84.00"/>			

# Example of Completed Final Submission Order Form

Please email: [studentprint@inprintdesign.com](mailto:studentprint@inprintdesign.com) for electronic copies of this order form and any other information.

Alternatively download the form [here](#) and submit following the 'How to submit instructions' on pages 4 & 5.

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For support call: ☎ 01274 088806

