

Optional Thesis/Dissertation Binding

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 - a. The form of your name to be used on the binding, e.g. John Smith, John J. Smith, J.J. Smith, J. John Smith, Dr. John Smith, John Smith, PhD., etc.
 - b. The number of copies you would like to purchase.
 - i. The first copy is \$70; additional copies are \$40 each (shipping and insurance are included in these prices).
2. Based on the answer to 1b, your student account will be charged. Payment for the binding can be done at the Warrior Hub (by phone, online, or in person).
 - a. Proof of payment is required before manuscripts will be sent to the bindery (paper receipt, screen shot, scan of a receipt, or a forwarded email receipt are all acceptable).
3. You will need to provide a complete manuscript for each requested bound copy. Manuscripts are sent as-is to the bindery, so check that the print quality is at the standard you want.
 - a. Single or double-sided is your preference.
 - b. Standard MS Word margins are fine for binding.
 - c. No staples or holes punched.
 - d. Binder clips can leave marks, so an envelope or a folder is best to hold each copy.
4. Set up a time to drop off the manuscript(s) with Library Acquisitions (bohms@winona.edu).

Binding takes 4-6 weeks, depending on the bindery's workload. We will contact you for pick-up when we receive the return shipment from the bindery.