Required Thesis/Dissertation Binding

If your program/department requires you to have a bound thesis placed in the Winona State collection, please read the following:

- 1. The process starts with an email acknowledgement from the faculty advisor, or relevant department head, that your thesis has been accepted. The text needs to state your name, that the paper has been accepted, and the degree for which the paper was written. This acknowledgment should be sent to the Acquisitions department in the library (bohm@winona.edu).
- 2. You then need to contact the Library (<u>bohm@winona.edu</u>) with the following information:
 - a. The form of your name to be used on the binding of the thesis, 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 for yourself. Students are not obligated to purchase their own copies. WSU pays for the two institutional copies.
 - i. The first copy is \$70; additional copies are \$40 each. (shipping and insurance are included in these prices).
- 3. Based on the answer to 2b, your WSU account will be charged for the copies you want to purchase. These charges can be paid over the phone or online with the Warrior Hub, and proof of payment (paper receipt, screen shot, scan, or email) must be sent to the Acquisitions office (bohm@winona.edu or Library 124) before processing can begin.
- 4. You will need to provide the Acquisitions office with copies of the complete manuscript two copies for Winona State, plus however many copies you paid to be bound.
 - a. Manuscripts are sent as-is to the bindery: be sure the print quality is at the standard you want and no pages are missing.
 - b. Print single or double-sided per the preference of your advisor/department.
 - c. Standard MS Word margins are fine for binding.
 - d. No staples or holes punched.
 - e. Binder clips can leave marks on the paper, so the best way to ensure unmarked manuscripts is to use an envelope or a folder for each copy.
- 5. Set up a time to drop off the manuscripts with Library Acquisitions (bohm@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.