Dissertation and Thesis Personal Copies: Bindery Contact Information

As a courtesy to those graduate students who wish to order personal copies of their thesis or dissertation, the Graduate School has compiled a brief list of binderies we know will accept single- or short-run thesis and dissertation orders. *Note: The Graduate School has not worked with these binderies directly, and we would appreciate any feedback you may have for future students.*

Please keep in mind that the student must work directly with their bindery of choice to obtain price and procedural information. In some cases, the bindery may require that you send them printed manuscripts or arrange to have manuscripts printed and delivered by a local print shop. If the bindery does not have its own print press, ask for print shop recommendations.

Acme Bookbinding
PO Box 290699
100 Cambridge Street
Charlestown, MA 02129-0212
Phone: 800-242-1821
Email: info@acmebook.com
Web: http://www.acmebook.com

Bohemio Bookbindery
4115 Jackson Rd.
Ann Arbor, MI 48103
Phone: (734) 904-3554
Email: bohemiobookbindery@gmail.com
Web: http://www.bohemiobookbindery.com/

C & H
One Forte Avenue
Medford, NY 11763
Phone: 800- 871-8980
Email: chbook@optonline.net
Web: http://www.chbook.com

Dixon Graphics
105 W John
Champaign, IL 61820
Phone: 217-351-6100
Email: prepress@dixongraphics.com
Web: http://www.dixongraphics.com/

The HF Group/Thesis on Demand
1010 North Sycamore Street
North Manchester, IN 46962-0089
Phone: 800- 334-3628
Web: http://www.thesisondemand.com

Longs-Roullet *
2800 Monticello Avenue
Norfolk, VA 23504
Phone: 757-623-4244
Web: http://www.longs-roullet.com/

National Library Bindery Co.*
55 South State Avenue #100
Indianapolis, IN 46201-3876
Phone: 317-636-5606
Email: nlbco@nlbco.com
Web: http://www.nlbco.com

PHD Book Binding
2025 Guadalupe, Suite 140
Austin, TX 78705
Phone: 512-279-0909
Email: mail@phdbookbinding.com
Web: http://www.phdbookbinding.com/

Smith-Shattuck Bookbinding
759 State Rd., Rte 206 North
Princeton, NJ 08540
Phone: 609-497-1445
Email: shattuckbook@att.net
Web: http://www.thesisbookbinding.com/

Trappist Abbey Book Bindery
9200 NE Abbey Road
Carlton, OR 97111-9666
Phone: 503-852-0106
Email: bindery@trappistabbey.org
Web: https://www.bookbindery.org

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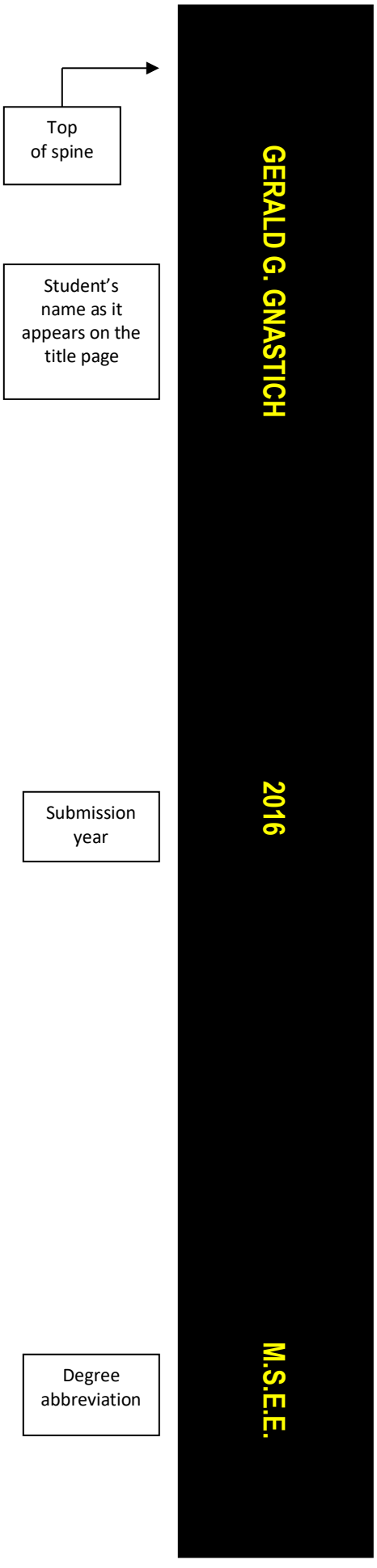
* *Indicates the Graduate School has received notably positive feedback from students or other customers who have used these binderies*



D/T Personal Copies: Using Library Bindings as a Guide

The following information refers to the pre-2011 requirements for the binding of official printed submission copies. These guidelines are meant as a reference for students who are having personal copies printed and bound. You are not required to follow these instructions for your personal copies unless you *want* your personal copies to resemble an official submission copy.

Casing:

Size and type: 8.5" x 11" black buckram with adhesive binding. Official copies do not include any stamping on the front or back cover (see below for the spine).

Interior:

The ND dissertation/thesis format requires the document to be set up for single-sided printing. If you prefer double-sided, you may need to change the file's margin/gutter options before printing your hardcopies.

White or off-white endsheets; single-sided, white, 20 lb. (or higher) acid-free pages; and adhesive binding to hold it all together. Sewn bindings are more durable (but also more expensive). If your document is large (more than 350 sheets) or if you use paper heavier than 20 lb. weight, we recommend you ask the bindery whether they will be able to fit your manuscript into a single volume.

Spine:

The gold foil stamping on the spine is the only stamping on an official copy. The elements stamped on the spine, from top to bottom, include:

- The student's name, exactly as it appears on the title page (without degrees or titles);
- The submission year as it appears at the bottom of the title page;
- The formal abbreviation of the degree awarded (e.g., Ph.D. or M.F.A.).

If you have questions or need additional information, contact:

Laura Patzschke
The Graduate School
117 Bond Hall
Phone: (574) 631-7544
Email: dteditor@nd.edu