



This guide aims to assist

MA and MSc

Students submitting their projects
and dissertations for printing and
binding

**IMPORTANT INFORMATION
PLEASE READ CAREFULLY**

The Copyzone is Located In:

The Atrium, Richmond Building on the Main Campus.

Opening Hours

Monday to Friday, 9am - 5pm (term time) and
Monday to Friday, 10am - 4pm (outside term)

Contact Details

Postal Address

Copyzone
The Atrium
Richmond Building
Richmond Road
Bradford
BD7 1DP

E-Mail

m.cave@bradford.ac.uk



What You Have to Submit to the University

2 x Bound Project or Dissertation;

that conforms to University Regulations (leather look covers and spine with gold lettering).

1 x CD;

containing project or dissertation in either PDF or RTF format.

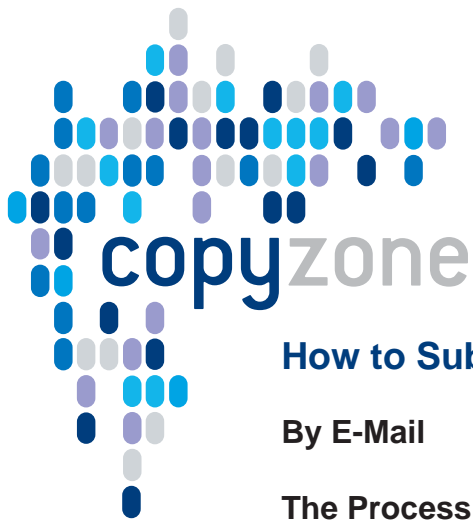
Personal Copies

Personal copies are available in any number you require finished in the above binding type or as hard bound leather.

When To Submit

For the 2 week period preceding September and March submissions you must allow 4 working days for this service.

For all other periods please allow one to two working days for this service.



How to Submit

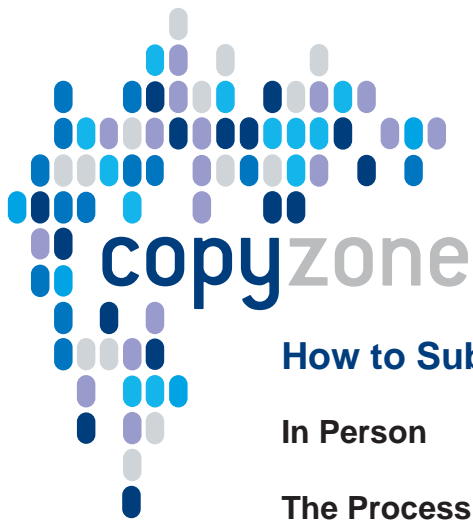
By E-Mail

The Process

- Send your project or dissertation as an attachment in either PDF or Word Format, see page seven for important information on correct formatting.
- If you send a Word document a PDF will be created from the original file and returned to you for proofing. We do not check these PDF documents.
- Complete and attach the cover template to your e-mail.
- Complete the order form and attach to your e-mail.
- You will then be e-mailed the total cost.
- Payment must be made via the telephone using a debit or credit card - your order will not be processed until payment is received.
- When the order is complete it will be sent to your department automatically. Any personal copies will then be mailed to your address.

Checklist of Attachments

- Project or dissertation (PDF or Word format)
- Cover Template (Word format) - See Examples on pages 10 & 11
- Completed order form - See Example on page 12



How to Submit

In Person

The Process

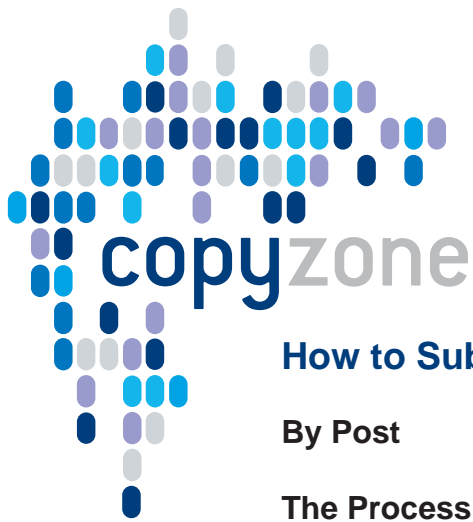
- Present your project or dissertation at the Copyzone on either USB Memory Stick, CD ROM, DVD ROM or 3.5" Floppy Diskette, see page seven for important information on correct formatting.

OR

- Present you pre-printed project or dissertation at the Copyzone.
- Your cover template **must** be submitted digitally on either USB Memory Stick, CD ROM, DVD ROM or 3.5" Floppy Diskette.
- You **must** bring a completed order form.

Checklist

- Project or dissertation (PDF Word format or pre-printed)
- Cover Template (Word format) - See Examples on pages 10 & 11
- Completed order form - See Example on page 12



How to Submit

By Post

The Process

- Your project or dissertation can be sent by post to the Copyzone on either USB Memory Stick, CD ROM, DVD ROM or 3.5" Floppy Diskette or in pre-printed format.
- Mark all parcels FAO M. Cave.
- Your cover template **must** be submitted digitally on either USB Memory Card, CD ROM, DVD ROM or 3.5" Floppy Diskette.
- You **must** include a completed order form with your work.
- All payments **must** received before your order will be processed and completed.

Checklist

- Project or dissertation (PDF Word format or pre-printed)
- Cover Template (Word format) - See Examples on pages 10 & 11
- Completed order form - See Example on page 12



Document Setup

Document Formats

PDF (preferred) or MS Word documents are the two accepted formats for digital submissions.

Important

The Copyzone cannot be held liable for misprints that occur as a result of work submitted as MS Word documents.

Page setup and pagination in Word is inconsistent between machines - please try to submit your thesis in PDF format.

See page eight for information regarding conversion to PDF.

Do Not send documents in RTF format.



MS Word Setup

Step 1 - Setting A4 Paper

Many installations of Word will set the paper size to 'US Letter' by default. You will need to ensure that your document is setup as A4.

- Menu/File/Page Setup
- Click on the "paper size" tab
- Select "A4", then OK

Step 2 - Changing Units of Measure

Before you set the margin sizes (step 3) it is essential to ensure that the document units are in cm and not inches.

- Menu/Tools/Options
- Click on the "General" tab
- Change "Measurements" to centimetres

Step 3 - Change the Margin Sizes

The University regulations state that the left margin should be at least 4 cm, and the right margin should be at least 2 cm. This is to allow for binding.

- Menu/File/Page Setup
- Click on the "Margin" tab
- Change the left margin to 4.0 cm (The right margin should be greater than 2 cm by default)

More notes on using MS Word In addition to the above setup, please ensure that you start a new page by using the Menu/Insert/Break command and choosing page break. **Do not** use carriage returns to begin a new page.



Creating a PDF document

Windows PC

To create PDF documents in Windows, you will need to have access to Adobe Acrobat Standard edition.

This program is very well documented, and is widely used in businesses and Universities.

It is also available to buy from www.adobe.com.

Apple Mac

All Macs running OS X have the ability to convert any document to PDF format built into the operating system.

In MS Word

- Menu/File/Print
- Click Save as PDF at the bottom of the Print menu
- Uncheck the hide extension box
- Choose where to save your file; then click Save



Pricing

Digital Print/Copy Costs

All prints are produced on 100gsm paper:

- Black/Grey scale prints 5p per copy
- Colour prints 40p per copy

Binding

2 x soft bound copy £20.

CD ROM

1 x CD ROM £5.00.

Hard Binding

Personal copies priced at only £17.00 per book.

Method of Payment

Payment can be made by:

Credit/debit card; excluding American express

Cheque - payable to Inprint+Design Ltd

Cash

Please note that payment must be received before your thesis will be released.

Example - See Example Order Form on page 12

60 page dissertation of which 55 pages are black/grey scale and 5 pages colour.

Black/Grey scale, 55 x 5p = £ 2.75

Colour, 5 x 40p = £ 2.00

Printing cost £4.75 Per Copy

Binding cost £20.00

CD cost £5.00

TOTAL COST £34.95



This is An example of a Completed MSc Cover Template

**A STUDY ON THE COMBINATION OF
SATELLITE AND RADAR IMAGES AVAILABLE
AT THE ROYAL OBSERVATORY FOR
RAINFALL FORECASTING**

M. SMITH

MSc DISSERTATION

2007



This is An Example of a Completed MA Cover Template

**PEACE THROUGH TOURISM:
HOW CAN TOURISM LEAD PEACE?**

M. SMITH

MA DISSERTATION

2007



This is An Example of a Completed Order Form

CopyZone			
Ma/MSc - ORDER FORM			
Degree	<input type="checkbox"/> MSc <input checked="" type="checkbox"/> MA	Please delete as appropriate	
Name as University	M. Smith		
Registration Card	M. Smith		
UB No:	01234560		
Full Name	Mark Smith		
Contact Details	01274635478		
Email	M.Smith@bradford.ac.uk		
Telephone	01274635478		
Address	9, Mount Lane, Bradford, BD7 1AJ		
Your Order Please tick or enter amounts in relevant box(s) * for office use only			
No of Thesis required	<input type="text" value=""/>		
Digital Prints			
Black/Greyscale	<input type="text" value="55"/>	Cost	 @ 5p £
Colour	<input type="text" value="5"/>	Cost	 @ 40p £
Please list colour page No: in Pdf version			
<input type="text" value="12"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="15"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="17"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="25"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="45"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Binding Required			
Soft Bound	No	<input type="text" value="2"/>	Cost @ £10.00 £
Hard Bound	No	<input type="text" value=""/>	Cost @ £17.00 £
CD Required	No	<input type="text" value="1"/>	Cost @ £5.00 £
Payment			
CREDIT/DEBIT/CHEQUE/CASH			TOTAL COST £
Taken By _____			