

## 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.

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

Longs-Roulet \*  
2800 Monticello Avenue  
Norfolk, VA 23504  
Phone: 757-623-4244  
Web: <http://www.longs-roulet.com/>

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

National Library Bindery Co.\*  
55 South State Avenue #100  
Indianapolis, IN 46201-3876  
Phone: 317-636-5606  
Email: [nlbco@nlbco.com](mailto:nlbco@nlbco.com)  
Web: <http://www.nlbco.com>

C & H  
One Forte Avenue  
Medford, NY 11763  
Phone: 800- 871-8980  
Email: [chbook@optonline.net](mailto:chbook@optonline.net)  
Web: <http://www.chbook.com>

PHD Book Binding  
2025 Guadalupe, Suite 140  
Austin, TX 78705  
Phone: 512-279-0909  
Email: [mail@phdbookbinding.com](mailto:mail@phdbookbinding.com)  
Web: <http://www.phdbookbinding.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>

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

Lincoln Book Bindery \*  
1601 North Coler  
Urbana, IL 61801  
Phone: 217-328-2613  
Email: [info@lincolnbindery.com](mailto:info@lincolnbindery.com)  
Web: <http://www.lincolnbindery.com/>

Trappist Abbey Book Bindery  
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Carlton, OR 97111-9666  
Phone: 503-852-0106  
Email: [bindery@trappistabbey.org](mailto: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

Top  
of spine

Student's  
name as it  
appears on the  
title page

Submission  
year

Degree  
abbreviation

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2016

M.S.E.E.

## 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*