

BINDING YOUR THESIS OR DISSERTATION

Library Copies

Library copies are no longer required or accepted. However, some departments may request a bound copy for their records. Students should check with their departments to see if a thesis or dissertation needs to be bound for the department.

Personal & Departmental Copies

Should students want or need to have additional copies of a thesis or dissertation bound, they may submit manuscripts to a professional bindery or printing service.

The University of Akron has a contract with The HF Group that allows students to submit manuscripts for binding at a discounted rate. Should students wish to use The HF Group, they will submit directly to the bindery.

See the following page for the The HF Group.



HF Group - Indiana
 1010 North Sycamore Street
 North Manchester, IN 46962
 260-982-2107
 260-982-1130 Fax
 tkeef@hfgroup.com

University of Akron

**BINDING PERSONAL COPIES OF THESES AND DISSERTATIONS
 INFORMATION AND TRANSMITTAL FORM**

For \$35.00 per copy, students can order volumes hardbound with their names and date of graduation in gold lettering on the spine.

HF Group will mail the bound copies directly to the student. **ALL SHIPMENTS FROM THE BINDERY MUST BE MADE TO AN U.S. DOMESTIC STREET ADDRESS.** International students and students leaving the country upon graduation must make arrangements to provide a domestic U.S. address.

Typical delivery schedules for binding require from 4 to 6 weeks from the date that the binder receives the manuscript. Please complete the form below, including a check or money order, and ship to:

HF Group
 1010 North Sycamore St
 North Manchester, Indiana 46962

Please circle one: **Thesis (Black Cover Color)** or **Dissertation (Maroon Cover Color)**

DATE: _____ # of copies _____ x \$35.00 = \$ _____

Return Postage..... FREE

Amount Enclosed = \$ _____

Mailing Address (U.S. domestic only.) Copies cannot be delivered to post office boxes!

YEAR OF GRADUATION _____

(To be printed on spine – Example: 2008)

NAME _____

Print Legibly Please – (This will be printed on the spine)

ADDRESS _____

Phone _____ E-mail _____

- * **FRONT COVER LETTERING IS \$10.00 PER THESIS**
- * **PLEASE NOTE THERE IS A \$10.00 FEE PER THESIS FOR RUSH PROCESSING (Please mark the outside of box or envelope “Rush”)**