

Library and Information Services

APPLICATION FOR BINDING (2021) THESES, DISSERTATIONS OR MINI DISSERTATIONS

1 Higher Degree Administration Office

- Two (2) official copies, printed and bound in artificial leather, should be submitted to Higher Degree Administration Reception office, room 257 in the Joon van Rooy Building (Building F1) no later than 10 calendar days before the graduation ceremony.
- In addition to the two bound copies, one (1) electronic copy of the final proof in PDF format should be submitted via eFundi / CD / memory stick / email to your faculty advisor at Higher Degree Administration.

2 Library Binding Service

- All your copies for binding must be submitted 30 working days prior to the graduation ceremony, in order to be finished and available on time.
- The Library does the binding only and not the printing
- In case of any changes or corrections to the text, during or after the binding process, there will be additional charges. More information at the Cashier.
- In the event of an error being made by the Bindery, copies must be returned within seven days.
- Bound copies will NOT be posted. You are personally responsible for the collection of copies at the Ferdinand Postma Library and the submission of the official copies at Higher Degree Administration.
- If your binding is not collected within 6 months it will be destroyed.
- Binding cost:

Cost for binding only:	Per copy
Imitation leather A5 and A4	@ R260.00
Imitation leather A3	@ R310.00
Please note: 10% Administration fee applicable on refund request.	

3 Information regarding the binding process

- Copies will be bound in imitation leather and will be lettered in gold or silver.
- Please ensure that all the pages are in the correct order and ready for binding.
- Left, right and top margins must be at least 15 mm wide. Bottom margins must be 20 mm wide.
- The complete version of the theses, dissertation or mini-dissertation's registered title will be printed on the front cover and on the spine. However, if the book is too thin, the title will only be printed on the front cover.
- When the complete version of the thesis, dissertation or mini-dissertation's registered title is too long to print on the spine, it will be shortened by using ellipses (...).
- No punctuation will be placed between the initials of the researcher's name.
- Only the initials, surname and title (as registered by the student) will be printed on the front cover.
- Please ensure that your title, initials and surname on the title page are exactly the same as registered.

4 Information needed for the binding process

Proof of payment must be provided with application of binding

Payment can be made:

North-West University
 ABSA Bank
 Cheque Account No: 670 642 313
 Branch code: 632 005
 Reference: Your Name + Binding
 Fax: +27 (0)18 299 2807
 Attention: Asha Hembly
 Email: asha.hembly@nwu.ac.za

NWU Cashier
 Building F1
 Account combination: NW.3B01318.5606

Initials as registered:	Surname as registered:		Telephone/mobile number:		
University number:	Email:		Date of graduation:		
Lettering colour:	Gold	Silver			
Imitation leather colour:	Maroon	Blue	Green	Brown	Black
Number of official copies:			Number of personal copies:		

5 Library contact details

Physical address: North-West University: Potchefstroom, 11 Hoffman Street, Ferdinand Postma Library, Building E7a, Potchefstroom, 2531, South Africa

Telephone number: +27(0)18 299 2811

Fax: +27(0)18 299 2807

Email: asha.hembly@nwu.ac.za

SIGNATURE: _____ DATE: _____

Copies received

I hereby confirm that I have received and inspected all the copies and have found that they have been bound to my satisfaction.

Initials and surname: _____ Date: _____

Signature: _____

Original details: (10727248) C:\Users\10727248\Documents\application-for-binding-2018.docm
 26 September 2018

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