**Thesis Binding/Reproduction Instructions**

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* 1. an E-copy thesis
  2. 200 Word abstract
  3. Reproduction form
  4. indicate PhD, ScD, SM, or Engineers degree and date of degree list

For example: Lea Fraser is a PhD candidate on the February 2023 degree list. Please see the attachments (letters a-c).

In the notes section of the Reproduction Form, indicate the total number of unbound copies needed to be printed and mark in the notes section of the form.

2.Linda Skiba prepares files and contacts WB Mason (Rick Kelleher) to submit order. She will charge WHOI project numbers noted on the reproduction form for softbinding and hardbinding for WB Mason.

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3. Linda Skiba will email proofs of the cover page and spine for your review. See samples.

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6.Box up theses by author, separate with a colored piece of paper and put cover page on top. Keep a list of what is boxed up (names, #of copies) to be picked up by Pam Talin and note date of pickup. She will email you when she is going to be in Woods Hole. Alternatively, you could meet her at a location that works for the both of you. Her email address is Talin Bookbindery ([talinbookbindery@yahoo.com](mailto:talinbookbindery@yahoo.com)).

7.Submit a purchase requisition form. As of Oct 2022, hardbinding cost $45 each. You will need to charge the correct WHOI project numbers. See sample of purchase req form here:

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**NOTES:**

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