**Thesis Binding/Reproduction Instructions**

1.Email Linda Skiba and Debbie Roth the following:

* 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.

Doctoral Degrees are yellow softbound by WB Mason.

Master’s Degrees are light blue softbound by WB Mason.

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

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Check the title for spelling, author name, degree month and year and compare to Reproduction Form. Let her know if any edits are needed. Print 1 copy that will be used for markups for hard binding.

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Payment options includes cash, credit card, or check made out to WHOI.

WB Mason ships softbound copies back to you. Distribute one to the Student Center (stamped and filed), dept chair, and the data library (MS#8). As applicable, ONR (get address from student), additional author or advisor copies.

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Mark up cover page (from Linda Skiba) for Talin Bookbindery (number of copies, note PhD/ScD/SM, spine last name, SHORTENED spine title). See sample.

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Pam Talin will always try to use the original title on the spine but depending on the thickness of the book she may have to use the SHORTENED spine title from the student’s Reproduction Form that you write on the cover page.

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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).

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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Hard binding takes about 1-2 months and Pam will contact you to let you know when she will be in Woods Hole to deliver theses. She includes a paper invoice. Compare the invoice to your list (author and number of copies).

**NOTES:**

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