



PRINTING AND BINDING OF MASTER'S THESIS

The student is responsible for the printing and binding of all committee-signed copies of the thesis report. A minimum of three (3) copies of the thesis report are required to be hard-bound: Two for the Stewart Library Archives and Circulation, and one of the MSRS Library. In addition to the three required, students may produce as many hard-bound copies for themselves as they wish, and members of the thesis committee may request hard- or spiral-bound copies.

Preparing and Printing

Items to remember when preparing and printing your thesis reports for binding:

1. Include a title page for each copy to be bound, including signatures of approval from the chairperson and committee members. The student name and project title printed on the title page will be used as the names printed on the bound cover.
2. Copies for binding must be computer-generated, and be printed on a laser-quality printer on acid-free, non-yellowing paper.
3. Make sure the thesis is in order and no pages are upside down. The bindery will bind copies as submitted.
4. Separate each copy of the thesis report with a sheet of colored paper to distinguish where one copy begins and ends.

**Note: The WSU Copy Center in the Shepherd Union Building has paper and facilities to print the Master's project. Contact the Copy Center at 801.626.6738 for more information.*

Payment of Binding

Bound thesis reports are \$13 per copy. Payment for binding can be made online at library.weber.edu or at the Stewart Library Circulation Desk – do not submit bindery payment to the MSRS Office. Make a copy of the receipt and attach to the thesis reports to be bound.

**If paying online, click on 'My Library Account,' then 'Library Payment Center,' then select 'Master of Science in Radiologic Sciences Thesis.'*

Submitting Projects

Copies intended for hard-binding should not be bound in any fashion, rather placed in an envelope or box with each set separated by a colored sheet of paper. Along with all copies of the thesis report and receipt of bindery payment, submit your reports to the MSRS Enrollment Director, room 363 of the Marriott Health Science Building. If not able to submit copies to be bound in-person, mail the report to the following address:

Weber State University
Master of Science in Radiologic Sciences
3925 University Circle
Ogden, UT 84408-3925

Bound reports will be returned in about 6-8 weeks, when students will then be notified to pick them up in the MSRS Office.