Students writing a thesis/dissertation should plan on printing and binding their own hard copy of the thesis, as the Seminary does not have the equipment to make a quality product.

**Draft for Format Check:**

Students submitting their thesis for format check should:

> Provide a one-sided hard copy (doesn't have to be good paper nor color) – either hand deliver or mail it to Karen Arvin at the Western Seminary Library.

> Or, send a PDF to Karen Arvin to have a copy printed. **$15** will be charged to the student account to cover printing and mailing the corrected hard copy back to the student.

If format corrections are minimal, the student will just receive an email noting/suggesting items to change or correct. If there are substantial changes, we will mail the document or scan the main affected pages back to the student.

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When you send Trappist Bindery a PDF of your thesis, the library will send to the Bindery a hard copy of your signed approval page. Trappist Bindery will print and bind a copy for the library and any personal copies you want according to your specifications online. They will charge you directly and send the finished library copy to Western and any personal copies to you.
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3- Fill out the online order form for the Library copy:
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   b- Paper type- 25% cotton, bright, white
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   d- Stamping code Gold
   e- Title printed on cover- No
   f- Pocket options- No pocket
   g- Process time- 4 weeks
   h- Signature page- Check "I wish to bind in a signed signature page"
   i- Special instructions- Indicate that “My signed signature page and title page will come via postal service from Western Seminary. Also, please send this copy directly to Western Seminary.”
   j- When you have completed the form, the cost will appear and you may pay at that time.
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