

## Instructions for printing and binding the M.A. Thesis

Please print and bind only the **final version** of your thesis, the one **which was approved for printing** by us. For the purposes of completing the deposition process you will need to print only **One copy**. You may want or need to print and bind additional copies for your personal use or for your department.

The printed copy should be brought to building 401, entrance floor, the circulation services hall, to one of the representatives of our office. [Printing and binding options](#).

Only after receiving the printed copy, we will approve your request to Registrar Office.

The order in which parts of your thesis should appear after binding:

Part of thesis written in the primary language (in your case mostly in English)

*Transparent PVC binding cover*

*Title page (on Bristol)*

*Title page (on regular paper)*

*Supervisor's info page*

*And so forth, according to the order in the digital version of your work*

Part of thesis written in the secondary language

If the secondary language is Hebrew, bind it so the part will open from right to left, according to the normal reading order in Hebrew. And if the secondary language is English, bind it so the part will open from left to right, according to the normal reading order in English.

*Transparent PVC binding cover*

*Title page (on Bristol)*

*Title page (on regular paper)*

*Supervisor's info page*

*First page of the Abstract and so forth*

**Binding type:** Adhesive binding only. Spiral binding is not acceptable.

## Double sided?

Default is one-sided.

If two-sided is desired, then it is only for table of contents, abstracts and body of work. Cover pages, supervisor pages, acknowledgments - will be printed on one side only.

## Color printing?

There is no obligation to print in color. Subject to your personal considerations (due to a significantly higher cost of color printing than black-and-white printing)

## Printing and binding options

### First option:

If you have a familiar to you printing house and you have no problem getting to the campus, you can print and bind there. Just note that the order of the pages in the bound copy will be in accordance with the requirements and that the form of the binding also complies with the requirements (for example: with a *Transparent PVC binding cover* on each side and Adhesive binding). **If the copy is not bound as required, we will not be able to accept it, and it will have to be rebound.**

### Second option:

You can print and bind at an on-campus printing provider – **Tzilumatik** – But **it requires you/your representative to physically come to the provider, to explain them the instructions, and to bring the copy by yourself/ by your representative to the library.**

**If the copy is not bound as required, we will not be able to accept it, and it will have to be rebound.**

### Third option:

You can use the services of the "La-student" which are outside the campus in Ramat Ilan. **They are familiar with the process.**

- ❖ Send them an email to: [Lastudent25@gmail.com](mailto:Lastudent25@gmail.com)
- ❖ Write down what you want: double-sided, single-sided, colored or black and white
- ❖ Attach the file of your work which we have approved for printing

- ❖ Write additional contact info, especially a phone number so that they will be able to contact you regarding payment. If you are abroad, better call them yourself.
- ❖ They will print and bind, and you/ your representative will come and collect, or it is also possible for them to put your work in the lecturer's booth/in the library at a nominal cost of NIS 10

Prices:

Printing NIS 0.15 per page

Color printing 2 NIS per page

Cover up to 100 pages 10 NIS

Cover over 100 pages 15 NIS

**Tel: 03-5320561 or 050-3238788**

I recommend attaching [this printing instructions in hebrew](#) to the email with the file of your work