

Instructions for printing and binding the Ph.D. 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 Ph.D. 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 table of content and so forth

First page of the Abstract and so forth

Printing type: from the table of content in primary language till the table of content in secondary language the printing **must be double-sided**. Title pages, supervisor pages and acknowledgments – must be one-sided.

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

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 – currently unavailable:

The University's new printing supplier has not yet started its work on campus in an orderly manner and there is currently no clear outlook on the matter.

If there is no urgency for you to receive the eligibility for the degree, you can wait until then and we will inform you when the provider will be active. [There is a representative in the office there who still does not know our instructions – please do not contact him]

Third option:

You can use the services of the "La-student" which are outside the campus in Ramat Ilan and are also familiar with the process. Below is the information we received from them on this issue:

It is certainly possible to print your thesis and doctorate with us

All you have to do is send us an email to: Lastudent25@gmail.com

Write down what you want, double-sided, single-sided, colored or black and white

And we will print and bind, and you just come to collect

It is also possible for us 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

Have a wonderful day and for any question I am available 052-5597444 Daniel

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