**Binding and submission of your final Thesis**

Binding of the Thesis

After examination all copies of the thesis for library storage are to be permanently bound.

Following a successful examination and/or the satisfactory completion of revisions to the thesis, the thesis must be permanently bound for library deposition.

Permanent binding requires that the thesis is sewn with thread and bound in a fixed binding of boards with cloth, or in full cloth, in the manner of a hardback book. The boards shall have sufficient rigidity to support the weight of the work when it is standing upon a shelf.

For University of Wales students the covering must be black, for Cardiff Metropolitan University students the covering must be navy blue (pantone 296).



In the case of all works which are to be deposited in libraries, the permanently bound volumes shall bear on the spine the surname and initials of the candidate, the full or abbreviated title of the work, the name of the degree for which it was submitted and the date of submission. This information shall be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine shall also bear the number of each volume.

The same information shall appear on the front cover of the thesis.

Lettering on the spine and front cover shall be in gold. Stickers and labels are not accepted on the thesis

Please note that the National Library of Wales will not accept any thesis that has a blank spine.

Submission of the Thesis

Once the final thesis has been completed, the candidate shall submit to the Academic Registry:

* One copy of the thesis in permanent binding including a signed statement regarding the availability of the thesis. (A candidate may not amend, add to, or delete from the thesis after it has been submitted).
* A PDF Electronic copy of the thesis (this must be in one document).