

COLLEGE OF GRADUATE STUDIES

Austin Peay State University

Instructions to Follow for Duplicating and Binding for Thesis and Field Study Papers

1. Take the original research paper to include the **Statement of Permission to Use** page (**exclude** the required four (4) original graduate committee signatures pages) to Printing Services located in the Library (room 124) and order a minimum of four (4) copies to be printed on APSU Watermark paper. You must inform the personnel in Printing Services if you wish additional copies printed for your personal use. **NOTE:** *The duplicating fees are due at the time of pick-up from Printing Services.*
2. There is a charge for duplicating on APSU watermark paper at \$.15 per page. You also have the option of purchasing APSU watermark paper at the rate of \$35.00 (per ream) for duplicating with another vendor.
3. The Graduate office will need a plain paper copy for file. **NOTE:** *College of Graduate Studies require four copies that will be distributed in the following manner: Two (2) copies to the APSU library (one copy in a locked file and the other will be stored on the shelf for public use); one (1) copy will be sent to your major graduate advisor; and the one (1) copy for you.*
4. After the copies are completed it is your responsibility to pick up the copies from Printing Services. Be sure to review each copy to ensure accuracy of your paper. This will be your assurance that all pages have been copied and all pages are in the correct order.
5. The binding fee is currently **\$14.00** for each copy produced. The binding fee should be paid in the Business Office at the cashier's window **before** the duplicated copies are submitted to the College of Graduate Studies. Please inform the cashier that you are paying the binding fee for the number of copies you will request. If you prefer to have your copy mailed please add \$9.00 per copy upon payment to the cashier. **NOTE:** *Please request a receipt for the binding cost.*
6. Take the receipt from the Business Office and your APSU Watermark copies to the College of Graduate Studies in KB 203. **NOTE:** *Each watermark copy must be in a file folder or envelope with your name clearly printed on the each set. Please be sure to bring a plain copy for our records as well.*
7. In an attempt to keep the rates low for binding, we must hold the thesis or field studies in the office until we have a sufficient number of orders for the binding company to pick-up. Please be aware that it may take several months before you are contacted to pick up your book(s). We'll notify you upon receipt of your order when it is ready for pick-up.
8. Your graduate advisor must ensure the completion of: **A) Four (4) original Graduate Council acceptance sheets; and B) Verification of Research and/or Oral/Written Exam Completion** as verification for graduation purposes.