

Binding specifications for theses/dissertations submitted for H.K.U. higher degrees

1. Bookcloth

- a) Type: PVC coated bookcloth (fine grain)
- b) Colour: Black (for M.A, M.P.A., M. Med. Sc., M. Res (Med))
Dark Blue (for M.S.W., M.B.A.)
Green (for other Degrees)

2. Boards

- a) 32 oz straw-board for front and back boards appropriate to A4 paper size (297mm x 210mm)
- b) 120 lbs white printing paper for endpapers

3. All pages to be sewn and glued. A left hand margin of about 38mm must be kept when typing the thesis/dissertation to allow for binding.

4. Lettering

A) Cover

- i) Upright gilt lettering on front cover, reading from left to right, indicating title proper, sub-title, title in Chinese (if any), author's full name, degree; and at the bottom "The University of Hong Kong and the year." To facilitate the production of front cover, authors are advised to provide a title page with the information listed above.
- ii) Type size:
 - a) 12 pt. - 18 pt. Cheltenham wide type or Cheltenham wide condensed type for title proper, sub-title. Chinese type (二號楷書) for title in Chinese (if any).
 - b) 12 pt. Cheltenham wide type for author's full name and degree.
 - c) 12 pt. Cheltenham wide condensed type for The University of Hong Kong and the date.
- iii) Detailed layout & spacing please see Appendix 1.

B) Spine

- i) Upright gilt lettering on spine, reading from top to bottom, indicating surname and initials (or Christian name) and,
 - a) title proper for PhD and MPhil theses, or
 - b) degree and year for dissertations of other degrees.
- ii) Type size:
 - a) 18 pt. Cheltenham wide type for degree and year.
 - b) 12 pt. Cheltenham wide type for author's name
- iii) Detailed layout & spacing please see Appendix 1.

Appendix 1

