

## **Binding specifications for theses/dissertations submitted for HKU higher degrees**

### **1. Bookcloth**

- a) Type: Bookcloth (fine grain)
- b) Colour: Black (for MA, MPA, M Med Sc, M Res (Med))  
Dark Blue (for MSW, MBA)  
Green (for other Degrees)

### **2. Boards**

- a) 2 or 2.5 point binders' board for front and back boards appropriate to A4 paper size (297mm x 210mm)
- b) 120 lbs white printing paper for endpapers

- 3. A margin of 35mm must be kept for both right- and left-hand edges of the page when printing the thesis/dissertation to allow for binding.

### **4. Lettering**

#### **A) Cover**

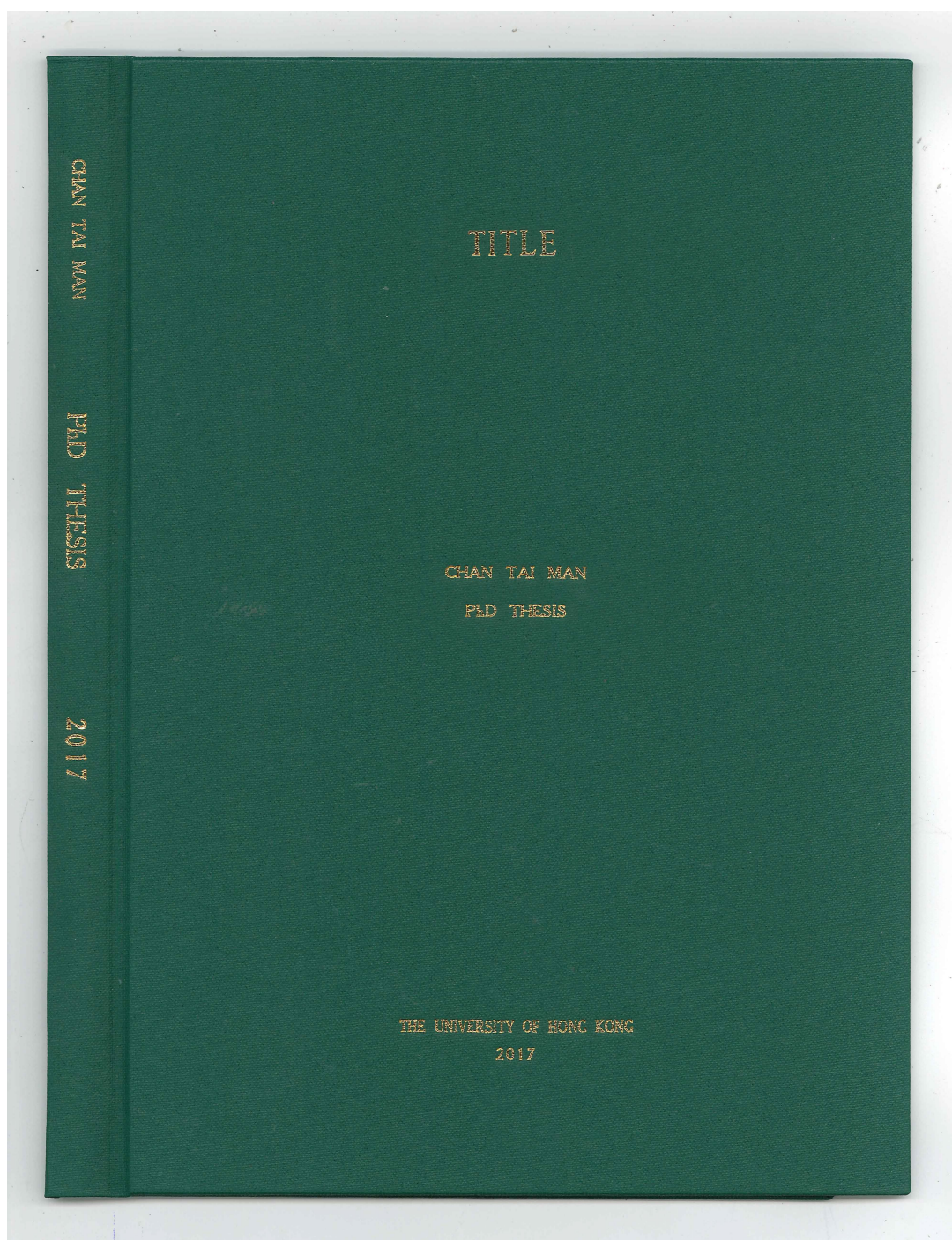
- i) Upright foil-stamped lettering on front cover, reading from left to right, indicating title proper, sub-title, optional title in Chinese (if any), author's full name, degree; and at the bottom "The University of Hong Kong and the year." To facilitate the production of the front cover, authors are advised to provide a title page with the information listed above.
- ii) Type size:
  - a) 12 pt. - 18 pt. Cheltenham type or 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.

### **5. Spine**

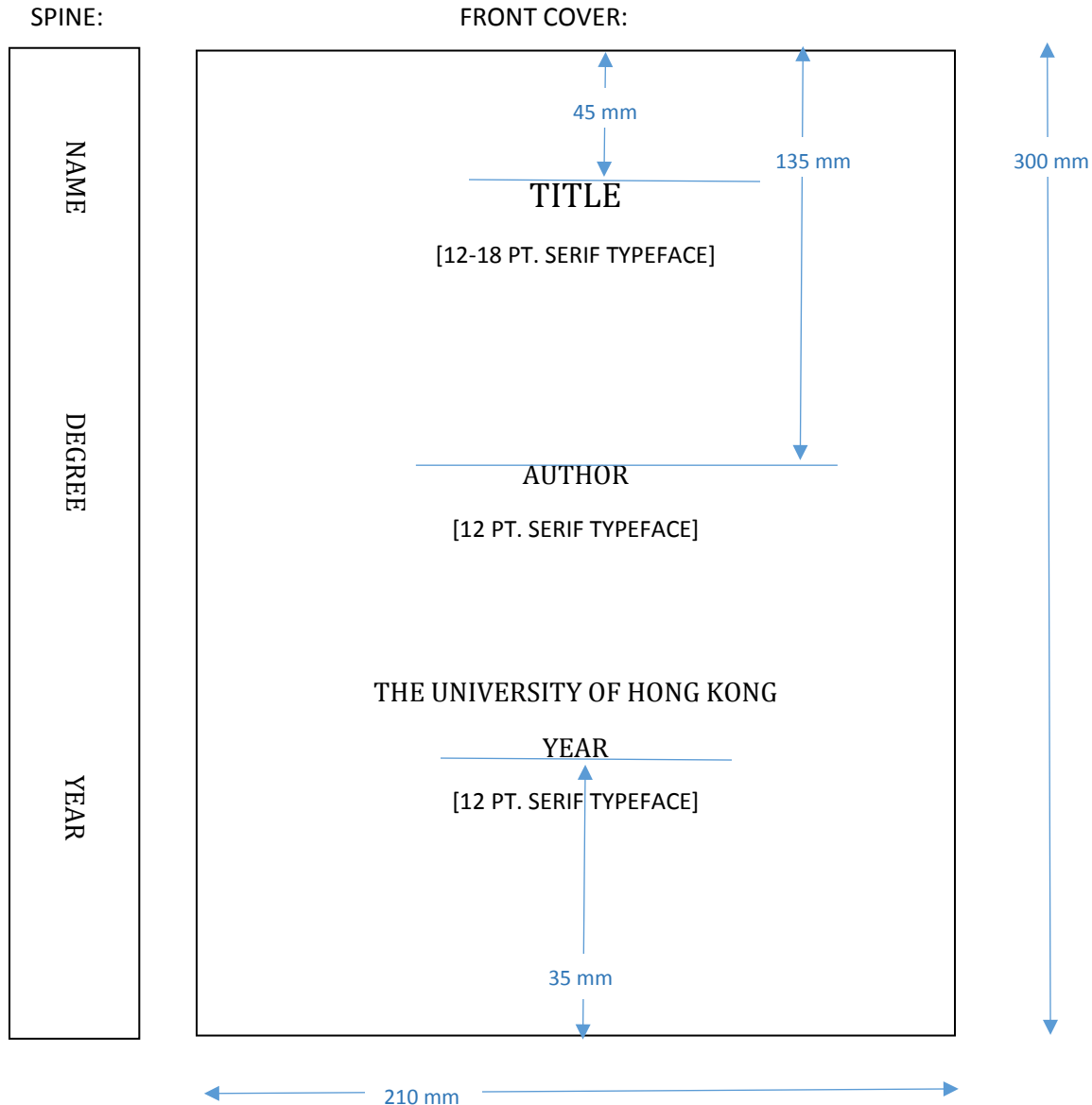
- i) Upright foil-stamped lettering on spine, reading from top to bottom, indicating:
  - a) author's name
  - b) degree
  - c) year

For an example of layout & spacing please see Appendix 1.

Appendix 1



## Standardization of Thesis Titling on Bindings



NOTE: The letter spacing on the spine will vary depending on the length of the author's name.

The serif typeface used by the HKU Libraries Preservation Centre is Cheltenham. Other similar serif typefaces are acceptable.