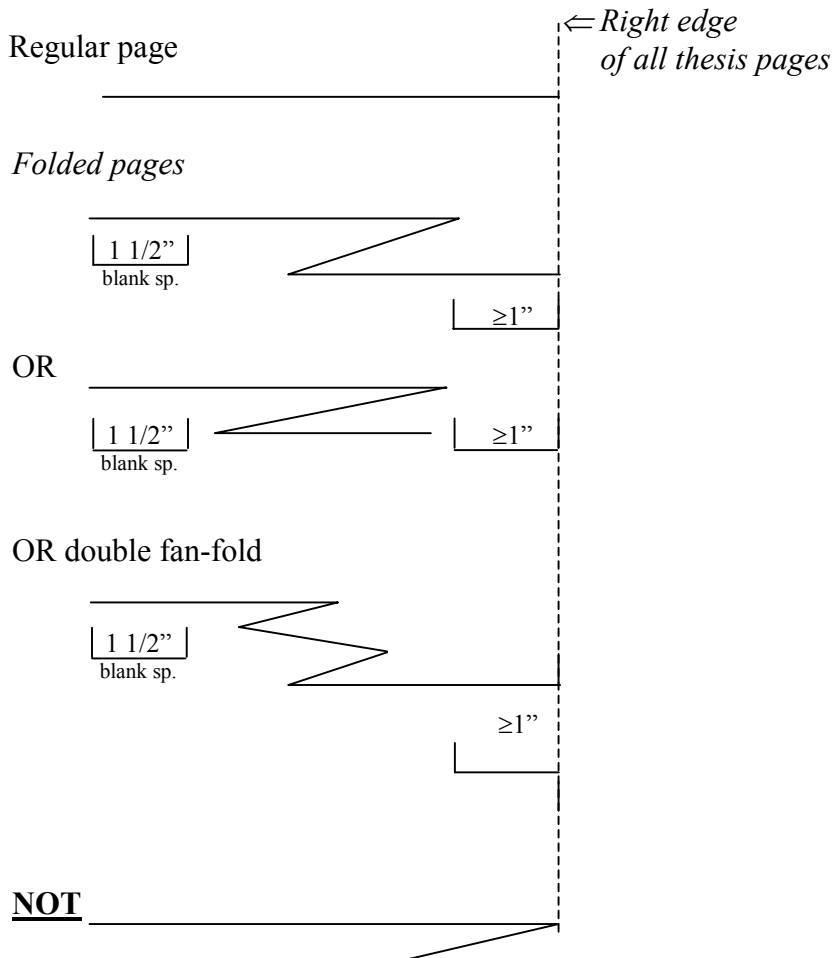


Folded Pages within Theses



There cannot be a fold at the right edge of your thesis. One way or another you must fold the page so that the folded edges are far away from the right edge.

The 1st and 3rd examples of the folded pages are best as you can put a page number in the right upper or lower corner. Page numbers are required on all fan-fold inserts, placed and oriented (i.e. "portrait-oriented") as for regular pages.

Suggestion: Consider putting appendices on a CD instead of printing large scale maps, coloured data, photographs, movies, and other material difficult to condense or reproduce on ordinary pages. It is possible to include a CD as an Appendix. Simply provide a page for those appendices, with your usual style of Appendix heading, and directing readers to the CD, i.e. "Appendix Z: See CD in inside back cover."

For the rules governing oversize pages, see page 2.

Rules governing oversize pages in SFU's Regulations and Guidelines for Theses.

This is particularly relevant to Earth Sciences and Geographystudents:

Oversize pages with dimensions of 43 cm by 28 cm (17 in X 11 in) may be folded down to a folded size of 19.5 cm by 28 cm (about 7 ¾ in X 11 in) without being mounted on a standard size sheet of paper. It is necessary in that event to accordion-fold the oversize page so that the outer edge of the oversize page is folded back to the right of the left margin. Please note: it is very important that oversize pages be folded so that the outer (right-hand) fold comes at least 2 cm to the left of the right edge of the page and that the page edge comes to the right of the left margin, since the bindery will trim the manuscript on the right edge and will bind it near the left margin. Like all other text pages, oversize pages must be numbered consecutively with the rest of the text. If you are uncertain about how to fold or number oversize pages, please consult the Assistant for Theses.

Very large oversize pages (such as large maps or computer generated geological profiles) which are too large to be folded and bound in to the thesis, must be folded down to a flat size no larger than 18 cm by 25.5 cm by 1.3 cm thick (7 in by 10 in by .5 in. [1/2 inch] thick). This folded size is necessary to allow the bindery to make a pocket for the oversize material; the pocket will then be attached to the inside back cover of the finished binding. Material which when folded down is larger than these dimensions, or several such oversize pages which together make a thickness which does not allow for them to be placed in a pocket, can only be accommodated by a box, for which the bindery requires an additional charge. **This additional charge for binding the Archival and Library copies of the thesis, together with any extra copies required by the student's department, will be passed on to the student's department.**