

Application for Submission of Master's Thesis / Project

Name: _____

Address: _____

E-mail Address: _____

Campus ID #: _____

Daytime Phone: _____

Number of Copies Submitted: _____

Number of Pages: _____

Full Title: _____

Spine Lettering:

Write your last name, skip two spaces, and write your truncated (spine) title. Use one letter per space. Skip a space between words. The last name and the truncated title must fit into 57 spaces below. A longer title will not fit on the spine.

___	___	___	___	___	___	___	___	___	___	___	___	___
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___	___	___	___	___	___	___	___	___	___	___	___	___

Certification:

I hereby certify that I have carefully checked each copy of my thesis/project
To ensure that all pages are complete and in proper order and that the
Document is ready for binding.

Date

Student Signature

(For Office Use Only)

#Copies received: _____

Date received: _____

Fee paid: \$ _____

Received by: _____

Number sent to Bindery: _____

Original to Library: _____
(Thesis only) (Date)

Returned from Bindery: _____
(Date)

Copy sent to Department: _____
(Thesis only) (Date)

Bound copy to Library: _____
(Thesis only) (Date)

Department copy bound? Yes ___ No ___

Bound copy to student: _____
(if applicable) (Date)

Master's Thesis*

General Information/Guidelines

1. Basic Requirements*

- **Paper** - The thesis containing original signatures and all additional copies to be bound (at least 2 additional copies) must be printed on 100% rag cotton -- available at the campus bookstore.
- **Margins** - Margins must be 1-1/4" on the left side and 1" on the other three sides.
- **Copies** - Students must submit **a minimum of 3 copies***** to the Library
 - 1) The unbound original will be forwarded for the Library archives;
 - 2) One copy is bound and made available to the public through Library circulation;
 - 3) The third copy is sent back to the department. If desired, the department may elect to pay for binding of its copy. Alternatively, the student may pay an additional \$28.75 for binding the department copy. *If the student wishes to have a copy bound for personal use, an additional binding fee of \$28.75 must be paid.*

***The original and one copy of all accompanying materials (e.g., video/audio cassettes, etc.) must be submitted. The original will be housed with the original written copy in the archives and the copy will be placed on reserve for student checkout in the Library.
- **Format** - Contact your graduate coordinator for instructions on format (MLA, APA, etc.) Use laser quality printer for final printing.
- **Deadline** - The thesis and all required copies must be submitted to the Library for binding **no later than the last day of regularly scheduled classes** during the quarter in which you plan to graduate.

**Procedures for non-thesis projects may differ. Please contact your department for specific information.*

2. **Payment for Binding.** Students must go to Accounting to pay for binding of the thesis (projects are not required to be bound). The student must pay an initial \$28.75 for binding of the copy to be housed in the Library. If the student wishes to have more copies bound, an additional charge of \$28.75 per copy must be paid at that time.
3. **Application/Submission of Thesis to the Library.** Once you have paid for the binding, contact Monica Ibarra at 654-3249 to make an appointment to turn in your thesis. Take the accounting receipt, along with the completed Application for Submission of Thesis and at least three copies of your thesis.

At least three (3) copies of the thesis (one with original signatures of Thesis Committee members and two with copies of signatures) must be submitted. Each copy of the thesis must be in a separate manila envelope with a label affixed to the front of the envelope which states the last name, first name, and truncated title (see application). Please identify the original on the envelope label.

4. **Certification.** At the time the thesis is submitted to the Library, the student must certify that he/she has carefully checked each copy and that the copies are complete and all pages are in order. This certification is at the bottom of the Application for Submission of Thesis. **If the pages are out of order, they will be bound that way!**
5. **Receipt for Master's Thesis.** The Library will issue a receipt for the master's thesis. Payment of fees will be verified by the student's receipt from Accounting. One copy of the receipt will go to Evaluations and one copy will be given to the student.
6. **Distribution of Thesis Copies.** Upon receipt of the thesis copies, the Library will send the appropriate number of copies to the bindery. When the bound copies are returned, the unbound copy and one bound copy will remain in the Library, another to the department (if applicable). If the student has paid for an additional copy to be bound for their personal use, it will be returned to the appropriate department to be picked up by the student. Turn-around time for binding is 2-3 months.