

## Steps to complete the process of printing and binding your Thesis/Project.

### Signatures on the Form 4:

You must not print multiple copies for binding until you have finished your oral defense and your committee and advisor have approved all changes to your paper. Once the committee and your advisor are satisfied with your paper, the Advisor/Committee Chair **and** the Program Coordinator will sign your Form 4.

### Requirements for Thesis Format

The following are minimum requirements for binding:

**Margins (including appendices):** One inch margin on the top, right, bottom; and one and one half inches on the left margin.

**Table placement:** Tables placed lengthwise on the paper should be placed so that the top of the table is at the left margin.

**Paper quality:** white, acid free, at least 25 % cotton fiber, watermarked, and 20 pound weight. The paper must **not contain recycled fibers.**

**Acceptable paper suppliers and brands:** The Print Shop (located in the CMU) carries the paper that meets all of the above requirements. If you are going to purchase the paper at a supply store, look for Southworth Acid Free Thesis Paper or Southworth Fine Laser Paper or any other paper that meets all of the paper quality requirements.

**The minimum number of copies to bind:** Once your committee chair and the Program Coordinator have approved your final paper you may make your copies. (You may print as many as you wish to bind.)

Thesis – 3 copies – For the Library, Program Coordinator & Student

Project – 2 copies – For the Program Coordinator & Student.

### Bring to the Library

- Your signed Form 4.** We cannot accept thesis/projects for binding without the signed Form 4. It must be signed by **both** the Advisor/Committee Chair **and** the Program Coordinator before bringing your printed thesis/project to the library.
- 2 or 3 Copies of your printed Thesis/Project using the following guidelines (or more if desired):**

Standards for the preparation of a research paper must conform to the manual of style required by the discipline in which the degree is taken. Students must work closely with their advisors and committees in the preparation of their research paper.

The thesis, research or project paper must be reproduced using high quality printing. The paper is to be printed on one side only. The paper should not be bound in any permanent form prior to the oral examination.
- There is a \$ 15.00 charge for each copy to be bound.** This is paid at the time your thesis/project is brought into the Library. We can only accept cash or checks. This charge includes mailing your personal copy via United States Postal Service.

### Who do I bring my printed copies to?

Lori Wallace in Library 120 – Monday thru Friday – 8:00 am – 4:15 pm.

If Lori is not available you may ask at the Circulation Desk for Christy Boyer, Dianne Schmidt or Peggy Bremer.

Thesis/Projects are not accepted after regular office hours. If you have special needs please call (218-477-2461) or email ([wallacel@mnstate.edu](mailto:wallacel@mnstate.edu)) and we will do our best to help you finish your final steps.

### What happens after I turn in my thesis/project for binding?

Upon receipt of copies to be bound and the payment for binding, the library personnel will sign your Form 4. You may then take your Form 4 to the Graduate Studies Office or have it sent via campus mail to the Graduate Studies Office.

Our bindery is located in Nebraska. Once a month they pick up the new shipment and deliver the last month's finished shipment. Depending on when your thesis is turned in it will take 1 ½ - 2 ½ months to receive your final bound copy.

Once returned from the bindery, the copies will be distributed to the campus addresses such as: the library, program directors and other committee members you indicated when you dropped off the thesis/project.

Your copy will arrive via United States Postal Service at the address provided by you.