

Dear Senior Sociology Student,

I know you are involved in writing your thesis this year so I would like to share some information regarding submitting it for binding. (Much of this information is also available through the Tutt Library.

<http://www.coloradocollege.edu/library/index.php/Policies/thesis-binding-policy> )

#### THESIS LAYOUT:

Theses should be printed single-sided and double-spaced on 8 1/2 × 11-inch paper. The margins should be: 1 inch at top, bottom, and right side, 1-1/2 inches on the left side for binding purposes.

Each Thesis must have a **title page** stating author, title, department, and graduation date. <http://www.coloradocollege.edu/library/index.php/policies/thesis-sample-title-page> Lengthy titles will be printed up to the colon or the first 65 characters (the maximum number of characters allowed by the bindery).

Every thesis must have a **Thesis Bindery Information Form** attached to it.

<http://www.coloradocollege.edu/library/forms/thesis-bindery-form.pdf>

**Please note:** The year printed on the title page must be the same as your graduation year on the Thesis Bindery Information Form. (This is important for the binding to proceed.)

#### SUBMISSION OF THESIS TO BE BOUND:

Submit to sociology staff assistant, Laura Foster, two complete copies of your thesis, laser-printed on standard weight, white, acid-free paper. Your thesis can be printed at Tutt Library. The printers there all are stocked with the appropriate weight, acid-free paper. If you wish to order a copy for yourself, please submit an additional copy (same as above) along with a check made out to Colorado College. There is a \$10 binding charge for each copy. Student copies must be paid for before they are sent to the binder. If you are unable to pick up your thesis before you leave for the summer please provide Laura with a mailing address and \$10.00 to cover shipping and handling.

Bindery shipments are sent out once a month and will be returned about 4-5 weeks later. Ask Laura if you want exact dates of when the bindings will be ready.

Good luck! Let me know if you have questions.

Laura Foster

Sociology Staff Assistant

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