



Colorado College
Tutt Library

Thesis Bindery Information Form

Name: _____

Title of Thesis: _____

Graduation Date: _____

Department: _____

Personal Copy: _____ Payment or requisition attached? _____

Library Copy: _____

Department Copy: _____

Final Thesis Checklist

- My thesis is an original PRINTED copy (not a photocopy) printed on acid free, white, normal weight paper
- My thesis is double-spaced on 8-1/2 x 11 acid free paper
- The margins are 1 inch at top, bottom, and right side, and 1-1/2 inches on the left side
- My thesis has color illustrations

The library will need a copy with color illustrations.

My thesis has a title page stating the following information (also see attached sample title page)

- Your name as the author, as you wish for it to appear in the TIGER catalog
- The complete title of the thesis (including subtitle)
- The academic department this thesis was submitted to
- Your graduation date (month and year)

- I have checked for completeness (pages in order no, missing pages)
- My thesis is submitted in a manila folder so it will be protected during processing

Student Permanent Address and Phone Number

(where we can contact you or leave a message for you after you have graduated)

Street Address _____ City _____

State _____ Zip _____ Phone _____

Email address after graduation _____