

HC Thesis Printing & Binding Specifications

The HC recommends that your final bound thesis be printed at MU Xpress Stop in the Memorial Union (Rm 109). They are familiar with HC thesis regulations and have all required materials in stock.

Additional Services: Student Media Services (SMS) in the Valley Library offers two free black-and-white and/or color copies of your thesis, as well as free binding for one of those copies; HOWEVER, the binding from SMS does not currently meet HC requirements. This resource is best used for personal or additional copies.

Tip: Submit your thesis for printing as a .pdf to prevent inadvertent changes.

HC Bound Thesis Printing Specifications

Cover:

- 80 lb., Royal Marble Cover Stock, Desert Onyx **OR** 80 lb., Royal Sundance Linen, Gray
- Front and back cover required
- Front cover text should be an exact replication of the inside title page

Paper:

- White paper, 16-20 pound, standard size (8.5x11)
- Same paper for entire thesis
- 25% or higher cotton rag content and uniform watermark.
- Photocopies must be clear, straight, and free of copy spotting or smudges
- The MU Xpress Stop has the proper paper available for printing and purchase

Layout & Binding:

- Set the left margin on the entire document to 1.5" to accommodate binding
- Print single-sided only
- Include blank front and back flyleaves
- Use black tape binding only

Deadlines

Your HC thesis is due by Friday at 5:00 p.m. of week 10.

Be sure to plan your defense a minimum of *five days before* the due date to allow enough time to make all revisions requested by your committee, print and bind the final copy of your thesis, and collect any required signatures and approvals.

Allow at least 48 hours for printing and binding, and be aware that turnaround time can be longer during high-demand periods.

Important Contacts

MU Xpress Stop

541.737.5907

printmail.oregonstate.edu/xpress-stop

Student Multimedia Services

2nd Floor Valley Library

541.737.3332

<http://oregonstate.edu/is/mediaservices/sms/>

For Thesis/Poster printing, follow
"Services for Graduate Students"

For other services, follow "Services for Undergraduates"

HC Office

LInC 450

541.737.6400

HC Thesis Archive

Browse Previous HC Theses

<http://honors.oregonstate.edu/thesis-search-form>