

Honors College Thesis Printing & Binding Specifications

The Honors College requires digital submission, but if you choose to also submit a bound copy we recommend your thesis be printed at Printing and Mailing. They are familiar with HC thesis regulations and have all required materials in stock.

Printing and binding specifications for your honors thesis are requirements. If you turn in a thesis that is not printed according to specifications, you will be asked to reprint.

TIP: Submit your thesis for printing as a .PDF to prevent inadvertent changes.

Cover:

- 80 lb., Royal Marble **OR** 80 lb., Royal Sundance Linen, Gray Cover Stock
- Front and back cover required
- Front cover text should be an exact copy of the inside title page *Paper:*
- White paper, 16-20 lb., standard size 8.5 x 11
- Same paper for entire thesis; exceptions include oversize materials and photo paper
- 25% or higher cotton rag content and uniform watermark
- Photocopies must be clear, straight, and free of copy spotting or smudges

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 fly leaves
- Use black tape binding only

Deadlines

Your Honors College thesis and approval page are 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, upload a .pdf of the final copy of your thesis to Scholars Archive, and collect required signatures and approvals .

Important Contacts

Printing and Mailing

printmail.oregonstate.edu

541.737.4941

Digital Order Form:

printmail.oregonstate.edu/webform/digital-print-job-submission

Honors College Office

LInC 450

541.737.6400

Honors College Thesis Archive

Browse Previous Theses

<http://honors.oregonstate.edu/thesis>

