Submitting the Final Biology Thesis

By the last day of exams you must have completed the following:

- Print final copies* of your thesis, including title page. (see example, page 2)
- Obtain signatures of all committee members on the title pages.
- Turn in at least three copies of your final thesis to Joanna Shipley, Biology Coordinator, MBH 375. (2 for the department, 1 for you)
- If your thesis title is over 60 characters including spaces, e-mail Joanna with an abbreviated title that is no more than 60 characters long (including punctuation and spaces). This is for the spine of the clothbound copy only.
- Email Joanna with the address to send your personal bound copy (allow 2-4 weeks).

*How many copies do you need to print?

Probably at least four:
- Two for the Department. (One stays here, one sent to the Library Archives.)
- One personal copy for you -- clothbound for you at no charge.
- One for your Thesis Advisor (you can give it to him/her directly, or to Joanna)

Additional copies:
- If requested, copies to your other committee members
- If you’d like additional personal copies clothbound, the cost is $13 each.

Printing COLOR pages: If you have questions about where on campus to print color pages, please ask Joanna.

Format Review:
- Margins: One-inch margins are fine for all copies, including the cloth-bound copy.
- Print the copies of your final thesis double-sided (see exceptions below).
- Start all new sections on a new page: Abstract, Intro, Methods and Materials, Results, Discussion, Bibliography, Appendices. These are still double-sided, but each section should start on the right hand page.
- Charts, graphs, and photos should be single-sided (This is not necessary if they are embedded within text.)
- Your personal copy can be single-sided if you prefer.

For a sample title page, see below
Sample format for the title page of your final paper for a senior thesis

Title of Thesis

Your Name

A Thesis Submitted in Partial Fulfillment of the Requirements for Honors

Department of Biology
Middlebury College
Middlebury, Vermont

Date Submitted

Approved by:

[Typed name of thesis adviser here], Thesis Chair

[Typed name of Committee Member here]

[Typed name of Committee Member here]