

Submitting your final thesis:

DUE BY 5 PM (Eastern Time) on the last day of exams Fall/Spring terms

1. Email the coordinator a PDF of your final thesis. It should be formatted so that it's ready to print double sided. Include any color pages and for any pages that should be printed single-sided, be sure to insert a blank page to keep with double-sided printing.
2. Include the title page: Please get electronic signatures from your committee members if in person connection is not possible.
3. **Fill out the [google form](#) with the required information.**
 - **Department/Program**
 - **Name (Last/First)**
 - **Abbreviated title** if it's over 50 characters including spaces & punctuation – this is for the spine of the clothbound copy only.
 - **Key Words:** This is used when I upload it to the college repository.
 - **Your home mailing address** to send your personal cloth bound copy (usually August arrival)
 - **Additional copies:** Please indicate to who and where they should be mailed. Each additional copy is \$100.00 payable to Middlebury College, please give to the department coordinator before graduation.

THESIS FORMAT: Check with your adviser for any format preferences. Below are general guidelines.

- **Margins:** One-inch margins are fine. On clothbound copies, the bindery trims 1/8" on all sides.
- **Line Spacing:** Set to 1.5 for all sections except the Bibliography, which can be single-spaced.
- **Print 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** (although not necessary if they are embedded within text).
 - Your personal copy can be single-sided if you prefer.
- **Citation format** is at the discretion of your adviser.

***TITLE PAGE:** There are three versions of a title page, reflecting honors, high honors, or no honors. Your adviser will tell you which level of honors you're receiving (sometime after your defense). With that, you can create the appropriate title page for your final thesis.

We will cover the cost of binding your thesis. They're sent to a bindery in Indiana each June and can take a few weeks. We'll mail it to you sometime during the summer!

Winter Term theses: Instructions are above, however please email the PDF to the coordinator by the last day of classes, or by a date agreed upon by you and your adviser.

TITLE PAGE: There are three versions of the thesis title page: one for high honors, one for honors, and one without honors. **BIOL majors:** Once you know which level of honors you're receiving (sometime after your defense), create the appropriate title page to accompany your final thesis and add to PDF. **MBB Majors:** Since your final thesis is due before final honors decisions are made, we ask that you print multiple versions of your title page (with either no honors, honors, or high honors), have all of them signed by your committee members and include them with your final thesis copies. Once the honors decisions have been made, we'll use the appropriate title page for your thesis!

If you have any questions - don't hesitate to ask the coordinator or your thesis adviser!

PLEASE LOOK THROUGH YOUR PDF TO BE SURE ALL PAGES ARE PRESENT. BE SURE EVERYTHING IS FORMATTED CORRECTLY. BE SURE TO FILL OUT THE GOOGLE FORM.