

Submitting your final thesis:

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

1. Email the coordinator a finalized PDF of your thesis. It should be formatted so that it's ready to print double-sided. Each colored page (ie: photos/charts/graphs) should be followed by a blank page. This will keep the color copy from bleeding onto the next page of text and also keep the order with double-sided printing.
2. Include the title page: Please get electronic signatures from your committee members, it can be much easier than trying to see them in person.
3. **Fill out the [google form](#) with the required information.**

****Please Note:**

- **Abbreviated title** Limited to 48 characters (spaces and punctuation count) – this is for the spine of the clothbound copy only.
- **Your home mailing address** to send your personal cloth bound copy (*these are submitted to the bindery in July and you should receive the bound book in August*)
- **Additional copies and where to mail if applicable. Each additional copy is \$100.00. Checks are payable to Middlebury College and can be given to the coordinator.**

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 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).
- **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.

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. Theses are only bound once a year, so these too will go out for binding in July.

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!