

# Guidelines

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For Binding Senior Honors and Master's Theses

*To be used by*

The G. R. Little Library

The Honors Program

The Office of Graduate Education

Of

Elizabeth City State University

The information below is designed to be utilized by students in the ECSU Honors Program and the Office of Graduate Education. There are criteria that must be adhered to by both areas, and due to the differences between undergraduate theses and graduate theses, there are separate criteria. Those criteria will be delineated as such.

## **I. Preparation for Thesis Binding**

### **For Honors Theses**

- Follow the guidelines of the ECSU Honors Program
- Reproduce the number of copies to be bound

### **For Master's Theses**

- Follow the guidelines of the Office of Graduate Education
- Reproduce the number of copies to be bound

## **II. In order to be bound the Thesis must meet the following conditions:**

1. All duplicating must be done before the document is submitted for binding.
2. The ECSU library does not do duplicating of Honors/Masters theses.
3. The thesis must be printed on acid-free paper, 8 pound rag, un-ruled, and contain appropriate signatures and date.
4. Copies should come to the library in a folder, envelope, or other suitable container; no holes should be punched in the paper.
5. If the thesis contains something other than printed pages, such as collages, hand-written journal pages, please consult with the library before the thesis is submitted.
6. Items stuffed into a plastic page cover will not be accepted for binding.
7. Photographs or illustrations should be scanned and added to original document file.
8. The thesis will be bound exactly as it is turned in, i.e. if pages are out of order, backward, or upside down, they will not be corrected.

**III. Under this policy, the ECSU library will produce five copies of the Honors thesis. The distribution will be as follows:**

One copy for each:

- Student\*
- Library
- Honors Program
- Thesis Advisor
- Student's Department

**IV. Under this policy, the ECSU library will produce three copies of the Master's thesis. The distribution will be as follows:**

One copy for each:

- Student\*
- Library
- Student's Department

Any additional bound theses requested by the student, will be bound for the cost of \$10 per copy. This fee should be paid to the university cashier, with the receipt presented to the Honors Program or Office of Graduate Education before additional binding will be done. The \$10 fee will apply to each additional copy requested.

\*Both the Honors Program and the Office of Graduate Education receive digital copies of the thesis and it is kept on file in the respective offices. Digital copies of the theses will be provided to the library by the Office of Graduate Education and the Honors Program.

## **V. HONORS THESIS BINDING INSTRUCTIONS:**

G. R. Little Library retains one copy of each undergraduate honors thesis. The Library does not retain other types of undergraduate papers, such as independent studies or directed projects. Before an Honors thesis is accepted for binding, the document must be cleared by the ECSU Honors Program and the department where the student is receiving his/her degree. The paper must conform to certain minimum standards in order to be accepted for binding. These standards include:

- The title page must be arranged in the prescribed manner with all the pertinent information included. **(See example) *Theses with incomplete title pages will not be accepted for binding. It is the department's responsibility to ensure each thesis has a complete title page before it is released and conforms to all formatting requirements. All copies must be in correct page order with completed signature pages, copyright pages, abstract, etc. The Honors Program does not check page order.***
- The copies of the thesis sent to the library for binding should be on good quality paper. (See item II. 3 above).
- In order to be bound properly, the thesis should have at least a one-inch margin on the left side. Charts, graphs, photographs, and other illustrations should also have adequate margins. If materials such as maps, diskettes, or audio tapes need inclusion, arrangements can be made to have special enclosures made for these items
- The student or his/her designee must call and make an appointment to deliver the final copy of the thesis to the ECSU Honors Program Office, located in Johnson Hall.
- The copy delivered to the Honors Program Office for binding must be loose pages, correctly collated in a box, manila envelope, or other protective enclosure. Do not use rubber bands, paper clips, grommets, spiral binders, or any method that requires punching holes in the paper. (See item II. 4 above).
- The Honors thesis is bound in **black with gold lettering**. Additional copies will be bound identically.
- If extra copies are to be mailed off campus and/or delivered to departments, a complete name, address, and phone number is to be provided at the time the thesis is delivered to the Honors Office.
- Academic departments, Schools, or students desiring extra copies of a student's thesis must pay for these copies at \$10 per copy. If these copies are requested with

the initial binding order, please present a “paid” receipt to the Honors Program office when the theses are delivered to the Honors Program office.

\*Completed theses are delivered to the G. R. Little Library for binding. The student will be notified when personal copies are ready for pick up. Student copies can be picked up at the Honors Program office or the Honors Program will mail copies that need mailing and will deliver departmental copies.

Additional questions may be referred to the ECSU Honors Program office, 252-335-3352.

Shipments will be made to the binder from the Library and from the binder to the Library.

### ***GRADUATE STUDENT THESIS BINDING INSTRUCTIONS:***

G. R. Little Library retains one copy of each graduate thesis. The Library does not retain other types of graduate papers, such as independent studies or directed projects. Before a graduate thesis is accepted for binding, the document must be cleared by the Office of Graduate Education and the department where the student is receiving his/her degree. The paper must conform to certain minimum standards in order to be accepted for binding. These standards include:

- The Title page must be arranged in the prescribed manner with all the pertinent information included. (See Example) ***Theses with incomplete title pages will not be accepted for binding. It is the Department’s responsibility to ensure that each thesis has a complete title page before it is released and conforms to all formatting requirements. Each Graduate student is responsible for having copies of his/her thesis made. All copies must be in correct page order with completed signature pages, copyright pages, abstract, etc. The Office of Graduate Education does not check page -order.***
- The copies of the thesis sent to the library for binding should be on good quality paper (See item II. 3 above).
- In order to be bound properly, the thesis should have at least a one-inch margin on the left side. Charts, graphs, photographs, and other illustrations should also have adequate margins. If materials such as maps, diskettes, or audio tapes need inclusion, arrangements can be made to have special enclosures made for these items.
- Provide the Office of Graduate Education with your permanent mailing address and phone numbers by completing the Graduate Thesis form (see form below). Personal copies can be mailed to you at your expense or you can be notified when they are finished so that you can pick them up. (You need to complete only

Section 1 of the form--if you wish to pick up your copies. Personal copies of bound theses may be picked up between 8:00 a.m. and 5:00 p.m., Monday through Friday.)

- The official ECSU graduate thesis color is **blue with the spine lettered in gold**. Spines are lettered with the title and the author's last name.
- Academic departments, Schools, or students desiring extra copies of a student's thesis must pay for these copies at \$10 per copy. If these copies are requested with the initial binding order, please present a “paid” receipt to the Office of Graduate Education when the thesis is delivered to the Office of Graduate Education.

Thesis shipments will be made to the binder from the Library and from the binder to the Library.

The Office of Graduate Education will distribute the official copies of the thesis to the department and the student.

<b>Contacts:</b>	<b>University Honors Program</b>	<b>(252) 335-3352</b>
	<b>G. R. Little Library</b>	<b>(252) 335-3432</b>
	<b>Office of Graduate Education</b>	<b>(252) 335-3497</b>

\*The Honors Program or Office of Graduate Education will be responsible for distributing the documents to all involved areas, except the library’s copy, which will remain in the library’s Reference section.

**ELIZABETH CITY STATE UNIVERSITY**  
**HONORS/GRADUATE THESES FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Last)

(First)

(M.I.)

Phone # (where student can be reached): (\_\_\_\_) \_\_\_\_\_

**BOUND COPIES TO BE DISTRIBUTED AS FOLLOWS:**

Student Address (Must include street address for delivery)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor \_\_\_\_\_

Department \_\_\_\_\_

Honors/ Graduate Program \_\_\_\_\_

Additional Copies:

Prices:

# of copies

**Graduate** (Blue w/Gold lettering)      \$10.00x\_\_\_\_\_ = \$\_\_\_\_\_

**Honors** (Black w/Gold lettering)      \$10.00x\_\_\_\_\_ = \$\_\_\_\_\_