

Flaxman Library
THESIS SUBMISSION GUIDELINES

1. **STUDENTS:** If, after reading these instructions, you have questions or suggestions, please direct them to your Thesis Advisor and/or Program staff. **DESIGNATED STAFF** will coordinate issues for each Program and will work with the Flaxman Library Acquisitions Assistant to resolve them.
2. **TWO COPIES:** Students are required to provide their Program with two complete copies of their thesis. Program staff (not students) will deliver both copies of the approved theses of their graduating students to the Flaxman Library. Each copy must be clean, complete, and collated. Copies containing obvious omissions will be returned to the submitting Program.
3. **WORKSHEETS: EACH COPY** must be accompanied by a completed Thesis Submission Worksheet, available on the web at http://www.saic.edu/pdf/degrees/pdf_files/library_thesiswksht2.pdf .
 - a. A worksheet is required for each thesis copy submitted in any format (e.g., print, video, digital, etc.).
 - b. Enter information on the Worksheets exactly as it appears on the thesis title page.
4. **TITLE PAGE:** A title page is required for theses submitted in any format. If your thesis is in print format, the title page will be the first page of your text and will be bound into the volume. If your thesis is in any other format, simply attach a title page to each Worksheet. In all cases, you must include the following data:
 - a. DEGREE PROGRAM
 - b. SEMESTER & YEAR of graduation
 - c. STUDENT NAME *
 - d. THESIS ADVISOR
 - e. THESIS READER(S)

Consult your Thesis Advisor for document and page layout requirements specific to your Program. A generic, sample Thesis Title Page is provided on the web at http://www.saic.edu/pdf/degrees/pdf_files/library_thesis_titlepg.pdf .

5. **BINDING OF PRINTED THESES:** If you are submitting a thesis in print form to be bound, please note...
 - a. If your Program requires an abstract, please include the printed abstract within your text to be bound.
 - b. Only white paper, 8.5" by 11", will be accepted.
 - c. The finished size of the bound volume will be 13.5" high and 8.75" wide.
 - d. Theses are hard-bound with black cloth and gold lettering only.
 - e. The bindery will automatically divide any text that is over 4" thick into smaller volumes. If your thesis is over 4" thick, specify on the Worksheet where the volume separation(s) should occur.
 - f. Paper inclusions (illustrations, graphs, maps, charts, etc.) 8.5" x 11" or smaller will be bound in place, at the spot where you add them in the collation. Odd-sized inclusions will be aligned evenly at the bottom of the text block unless you supply instructions to do otherwise. Inclusions larger than 8.5" by 11" will be placed at the back of the volume in a cloth pocket, unless otherwise requested.
 - g. Photographs or other illustrations that require mounting should be **archivally mounted with dry-mount tissue** to the same type of paper as used for the text. **Do not use:** spray-mount; photo corners; plastic sleeves; rubber cement; etc.
 - h. Two copies of any accompanying materials (CDs, DVDs, etc.) must be submitted -- one per thesis copy. These will be cataloged by the libraries as a supplement to the thesis, and will be stored according to the requirements of the medium.
 - i. Flaxman Library is responsible for all bindery costs and shipment details for the library copies. Bindery shipments are sent/received on a once-monthly schedule.
6. **NON-PRINT THESES:** If you are submitting a thesis in any format other than a standard text, follow steps 1-4 above. Some formats and media may require unique treatment in a library environment. Program staff should discuss the treatment and placement of non-print theses within the library with the Flaxman Library Acquisitions Assistant (preferably before delivery).
7. **LIBRARY COLLECTIONS:** One copy of your thesis will be placed in the Flaxman Library. The other copy will be placed in either the Ryerson & Burnham Libraries or the AIC Institutional Archives. Cataloging records will appear in our local, state, and international online catalogs. Our goal is to ensure continued access to and preservation of your thesis as an intellectual and artistic product of The School. Thank you for your contribution.

*** Please verify and/or update your name and other contact information in PeopleSoft Self-Service (on the Tools tab in the portal).**