

## Master's Thesis Guidelines for Library Copy Lawrence Technological University

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It is the student's responsibility to provide the library with one unbound copy of the thesis manuscript and to pay in advance for binding it. The student must also provide the library with an electronic copy of the manuscript as a PDF.

A student must bring a copy of the binding form **signed by his/her advisor** when the manuscript is delivered to the library. If the advisor is not available to sign the binding form, the advisor must contact the library by email, verifying that the student has completed the thesis and that it is ready for publication.

### Required Elements for Library Copy:

- Title page must include
  - Title of the thesis
  - Student name
  - Degree name in full
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  - Advisor's name
- Copyright statement should be at the bottom of the title page (or on a separate page following the title page)
  - E.g. ©2011 Dora Canine. All rights reserved.
  - In some instances, for example, if grant money was used to fund the research, the institution may be the copyright holder. Please check with your advisor.
- Abstract (generally less than 350 words) to follow the title page

Subsequent pages should follow the department standard or template.

### Physical Requirements

- 8.5 x 11 inches
- Print on one side of page only
- Acid free or archival quality paper (most printer & copy paper meets archival standards, but be sure to read the label if you are purchasing a ream, or check with the printer)
- Minimum paper weight of 20# - we recommend 24 to 28# weights; this reduces bleed through and tearing
- Inside margins of 1.5 inches. One half to three quarters of an inch may be "lost" in the spine after the manuscript is bound. Keep in mind that other students and faculty will be reading your publication and all content should be easily accessible for reading and photocopying