

*Master of Arts in
Liberal Studies*

**Final Essay
Guidelines and Procedures**

Hollins University Graduate Center
PO Box 9603, Roanoke, VA 24020-1603
Phone: (540) 362-6326 * Fax: (540) 362-6288
E-mail: ckoon@hollins.edu

MASTER OF ARTS IN LIBERAL STUDIES

Essay Guidelines

TABLE OF CONTENTS

Table of contents	2
Example	3
The M.A.L.S. Final Essay	4
Timeline	5
Registering for the Essay	5
Working on the Essay	6
Completing the Essay	6
Bibliography and Citations	7
Common Parenthetical Citation Errors	7
Common Bibliography Errors	7
Format	8
Submitting the Final Copy	9
Title Pages	10
Example	11
Registration Form	12
Essay Proposal Form	13
Essay Processing & Bindery Form	14
Permission for Duplication Form	15
Essay/Thesis/Project Timeline	16
Checklist for MALS Essay Submission	17
Options for Binding Personal Copies of the Essay	18
Intent to Graduate	19

(Example Table of Contents)

Introduction	1
The Reality of Public Education: The Struggle with Varying Demands	2
The Unique Challenges of Special Populations	3
Examining the Demands of the Gifted Population	4
The Local Plan: Addressing the Needs of Roanoke City’s Gifted Students	6
Differentiation: A Viable Solution	9
Common Concerns About Differentiation	12
The Resource Consultation-Collaboration Approach	14
A Real-World Example	14
Collaboration and Consultation: Applying it to the field of Education	15
An Overview of the Consultation-Collaboration Approach:	
Tenets and Goals	17
Specific Benefits of this Approach	19
Applying the Consultation-Collaboration Model to RCPS	21
Matching the Model to the Philosophy, Goals, and Instructional Practices of RCPS	21
Further Reasons to Employ the Consultation-Collaboration Approach	23
The Differentiation Specialist: The Resource Consultation-Collaboration Approach at Work	26
The Differentiation Specialist: General Terms of the Role	26
The Differentiation Specialist: Getting Specific	27
Adopting the Resource Consultation-Collaboration Model: The Pilot Study	29
The Pilot Study: Steps to be Taken	29
The Pilot Study: Budgetary Implications	31
The Pilot Study: Is it Worth It?	31
Conclusion	33
References	35

THE M.A.L.S. FINAL ESSAY

The M.A.L.S. Essay is the culminating project of your M.A.L.S. degree. The central purpose of the essay is to provide an opportunity to draw from your total experience in the M.A.L.S. program, to explore in depth some subject of interest to you, and to demonstrate your capabilities as a graduate student.

Your essay can take many forms, ranging from academic research to creative work. Previous essays have included research papers; a collection of creative writing such as poetry, fiction, or creative nonfiction; a series of visual art pieces such as paintings, drawings, or photographs; a performance such as a film, play or dance; a computer program; a web site; or work that brings together more than one form, such as a series of drawings and creative essays. Try to choose a topic that is meaningful to you and will be useful in your future work.

Keep in mind that this is a graduate level project. Given the interdisciplinary approach of the M.A.L.S. program, we expect that your work will exhibit a breadth of knowledge and a significant level of research. It is possible for the final essay to build on work done in previous M.A.L.S. courses. However, in the final essay, the student must produce a significant amount of new work. All students are required to include an Introduction or Artist's Statement as well as a Bibliography. There is no page requirement for the introduction. At a minimum, it should present a definition of the project, the motivation for doing it, and its overall purpose or goal. The Bibliography should include works that the student consulted either for direct use or for inspiration (which is particularly relevant to creative projects). **The minimum requirement for the final Essay is 35-50 pages of your own writing or the equivalent if it takes another form.**

For the final essay or creative project, you work with a Directing Professor of your choosing, and the two of you must agree on the requirements. In addition, **all essays/projects must be approved by the M.A.L.S. Program Director before final acceptance by the Graduate Studies Office.** The Directing Professor will determine the final grade. You have one full year to complete the essay (three semesters including the summer term).

TIMELINE

REGISTERING FOR THE ESSAY

- ◆ Call the Graduate Center (362-6326) to schedule a conference with the M.A.L.S. Program Director **during the semester before you plan to register for the essay.** This conference is to help you define your topic and discover a possible Directing Professor.
- ◆ For essay/thesis ideas, try the library's online catalog. Conduct a search using "Hollins University Dissertations" or make an appointment with the University Archives office (ext. 6237) to look at theses.
- ◆ Meet with your potential Directing Professor before the registration deadline to be sure he/she is willing to supervise your essay. Keep in mind that your Directing Professor is someone with whom you will work closely and who will be responsible for submitting a grade for your essay. Reach an agreement with the Directing Professor concerning:
 - subject matter of the essay and/or the scope of the project
 - the methodology and general approach
 - details of the essay (length, use of other materials, style, etc.)
 - style of documentation for bibliography and citations (e.g. MLA, APA, Turabian)
 - schedule for completion
- ◆ **Type** your essay proposal using the form provided and ask your Directing Professor to sign it. The original should be sent to the Graduate Center at Hollins University, P.O. Box 9603, Roanoke, VA 24020-1603. The Graduate Center will present it to the M.A.L.S. Program Director for approval. Send a photocopy of the proposal to your Directing Professor.
- ◆ Once your proposal is approved, register for the essay. You cannot register for the essay online. To register, use the form provided in these guidelines. For the subject, list the area in which you are doing your essay (e.g. History) and the course number 600. **Submitting your proposal and registering for the essay are separate procedures and both must be done.**
- ◆ You have three semesters (e.g. summer, fall, spring) in which to complete your essay. If at the end of the third semester the essay is incomplete, you must withdraw. To continue, you will need to re-register and pay tuition a second time.

WORKING ON THE ESSAY

- ◆ Be sure to meet with your Directing Professor on a regular basis (a minimum of 6 times). Show him/her your work in progress to receive feedback and suggestions.
- ◆ If you have any particular problems, contact the M.A.L.S. Program Director.
- ◆ If you need help with writing, the **Writing Center** is available to assist you with all aspects of the writing process from focusing your ideas to organizing your essay. The Writing Center has hours during the day and in the evenings. To make an appointment call them at 362-6387.

COMPLETING THE ESSAY

- ◆ You should finish a complete draft of the essay **at least** six (6) weeks before the end of the semester in which you plan to graduate.
- ◆ Once you have received your Directing Professor's approval signified by his/her initials on the paper, submit a copy of your essay to the Graduate Center for review **at least** three weeks before the end of the semester. The essay submitted to the Graduate Center should be a clean (no edit marks), **complete** (all title pages, table of contents, and other supporting materials), and **correctly formatted** (both in terms of margins/pagination and in terms of consistent use of APA, MLA, or Turabian writing style). Essays not meeting these standards will be returned to the student and may cause a delay in graduation. At this point, the essay should NOT be on acid-free paper.
- ◆ The M.A.L.S. Program Director will inform you of any changes or corrections that you need to make. If you have any questions, you may call the M.A.L.S. director (362-6475) to schedule an appointment.
- ◆ Once you have received approval from the M.A.L.S. Program Director by email or telephone, you should submit the final copy of your essay on acid-free paper with your Directing Professor's signature on the title page to the Graduate Center.
- ◆ This final copy, approved by both your Directing Professor and the M.A.L.S. Program Director, **MUST** be submitted to the Graduate Center **no later than the last day of classes. (See Timeline).**
- ◆ *Any student failing to have the essay in by the due date will have his/her name removed from the graduation list. (Candidates for graduation are voted on at the last faculty meeting prior to graduation).*

BIBLIOGRAPHY AND CITATIONS

- ❖ In your first conference with your Directing Professor, determine which style of documentation you should use. The most common ones are MLA, APA, and Turabian (History). Also, determine whether to use parenthetical citations, endnotes or footnotes. Use the proper citations, bibliography, etc. for your style of documentation.
- ❖ The Style Manuals for MLA, APA, and Turabian are available in the Hollins Bookstore. Please purchase the appropriate manual and follow the guidelines for documentation carefully. If your citations or bibliography are incorrect, your essay will be returned and you will be asked to make the necessary corrections.
- ❖ The **Writing Center** has excellent handouts on the three main styles. These are available at the Center and also on Hollins Intranet, which can be accessed from on-campus computers.

COMMON PARENTHETICAL CITATION ERRORS

- Remember that the citations and bibliography must correspond with each other. This means that the word in your citation must lead the reader to the correct bibliographic entry by looking down the list and finding the same word at the beginning of the entry.
- For the MLA style, quotation marks go at the end of the quote followed by the citation information in parentheses **then** the period. e.g. “....” (Smith 23). Please place the author’s last name and the page number with only a space between them (no comma). If you refer to the author’s name in introducing the quote, put only the page number in the parenthetical citation.
- For the APA style, you need the author’s last name, the publication date, and the page number in the citation with a comma between each item. If you refer to the author’s name in introducing the quote, put only the date and page number in the citation. e.g. “....” (Smith, 1993, p. 23) or Smith (1993) said “....” (p. 23).

COMMON BIBLIOGRAPHY ERRORS

- Alphabetize your entire bibliography by the first word of the entry. Do not create separate lists of magazines, books, etc.; integrate the entire list of sources.
- The place of publication followed by a colon goes before the publisher’s name. Put down only the name of the city. Include the state if the city is small or not well known.
- For magazine articles, you need to put the inclusive page numbers of the entire article.
- There are appropriate abbreviations required for publishers’ names. A list of those abbreviations is included in each style manual. Please abbreviate the names correctly.
- There are formats for online sources. Those are explained and examples are given in the manuals. Please follow the format carefully.

FORMAT

Title Page: Your title page should follow the example of the attached sample. **Be sure that your capitalization, spacing, and line breaks are the same as the example.** All final essays, regardless of format, require a title page. For videotaped projects without accompanying text, a label can function as a title page substitute, provided that all title page information is included on the label. If there is not enough room on the label to include all information, the information can be included on a piece of paper and tucked into the video container.

Page Order:

1. Title Page (required)
2. Dedication (optional)
3. Acknowledgments (optional)
4. Table of Contents, including page numbers (required)
5. Introduction or Artist's Statement (required)
6. Body of Text
7. Appendix (optional)
8. Endnotes (if applicable)
9. Slide List (if applicable)
10. Bibliography (required)

Page Numbers: The front pages (Dedication, Acknowledgments, Table of Contents) must be numbered with Roman numerals. Consider the title page to be the first page but do not put a page number on it. Therefore, the page that follows the title page is numbered ii. The first ten numbers in Roman numerals are i, ii, iii, iv, v, vi, vii, viii, ix, x.

The first page of your text (this may be the introduction) should be numbered 1. Number your pages consecutively including endnotes and bibliography. Number all the pages even those that have drawings, figures, or photos.

Page Number Placement: Page numbers can be placed in the upper right hand corner, ½ inch from the top, or in the bottom center, ½ inch from the bottom (depending on style you are using).

Typing: Essays must be typed and double-spaced.

Margins: 1 ½ inch left margin, 1 inch right, 1 inch top and bottom margins.

Font Size: You should use a 12pt. serifed font (Times Roman or Courier).

Print Quality: The final copy of the essay must be clear and legible.

Corrections: No strike-overs are permissible.

SUBMITTING THE FINAL COPY

- ❖ After your essay has been approved and graded, bring your copy to the Graduate Studies Office or appropriate departmental office, along with a completed *Thesis Processing & Bindery Form*. You must fill out a form, even if your essay isn't going to be bound. A copy of this form is included with these guidelines. Your essay will be sent to the University Archives for accessioning and binding. Once bound, it will remain in the Archives.

Binding vs. Notebooks:

- Projects or essays with slides, actual photographs*, or ephemera (i.e. programs, tickets, or other inserts) should be submitted in a black 3-ring notebook. Text should be on archival paper; other material in archival plastic pages. Please note that the notebook needs to fit the size of the project – do not submit one that is too big. Ephemera or special inserts too large to fit in a pocket page should be submitted in a separate envelope.
*Projects or Essays with “photographs” photocopied or scanned and printed on paper should be submitted for binding. Do not submit in a notebook.
- All other projects or essays should be submitted for binding. Accompanying material, such as CDs or DVDs will be kept separate from the text and not bound in with it.
- No divider tabs should be used.

Binding Process: The library binds one copy of each student's essay for the University Archives collection for a fee of \$12. Checks are made out to Hollins University.

Paper: You can purchase the required type of paper at the Hollins Bookstore, office supply stores, or Kinkos. Please note that paper labeled “archival” or “acid-free” is not necessarily an indicator of quality as these terms are freely used with no industry-wide standards. The paper must have the following specifications:

- Acid-free (acid-free AND lignon-free is even better)
- Pure white
- 20-24 lb.
- 25% or more cotton content

Correction Fluids: Do not use “white-out” or correction tape on the archival copy. If you must use “white-out” to correct a mistake, please re-copy the corrected page onto acid-free paper and submit the copy to the archives. White-out tends to discolor and flake off over time.

Adhesives: Please do not use adhesives (post-it notes, tape, glue, etc.) on the archives copy. Scan the item, copy onto acid-free paper, or use archival quality plastic pocket pages.

Inserts: Approximately 3/8 inch is cut off in the binding process. Please make sure that important information on photocopied inserts will not be covered up.

Slides: These should be placed in archival quality plastic pocket pages. Submit text and slides in a black 3-ring binder with a rigid cover. Please use the smallest notebook in which the essay will fit but still allow pages to be turned easily.

Photographs and Ephemera (clippings, programs, etc.): These items may be scanned or copied and submitted as part of the text for binding. Alternatively, if originals are used, please note the following guidelines:

- Photographs, programs, tickets, etc. should be placed in archival quality plastic pocket pages.
- If you must write on the backs of photographs, write only on the edge of the photo with an archival quality pen.
- Do not submit original newspaper clippings – copy onto acid-free paper.

Electronic Formats: Submit text and CDs/DVDs in separate envelopes. Please include a written summary of the CD/DVD contents, including length, if applicable, and any information needed for a patron to view the project.

Questions?

Call Beth Harris, Special Collections & Government Information Librarian at 362-6237 or bharris@hollins.edu.

(SAMPLE TITLE PAGE)

(10 spaces) **TITLE/UNTITLED** (14 pt. font)

(3 spaces) **by**

(2 spaces) **Your Name**

(2 spaces) **Undergraduate degree (e.g., BA in Psychology), Institution (your college),
Year (when you received undergraduate degree)**

(7 spaces) **Presented in**
partial fulfillment of the requirements for
the degree of Master of Arts in Liberal Studies
in (your area of concentration – remember there are five areas of concentration available through
the M.A.L.S. program. List only one of them [humanities, social sciences, visual and performing arts,
justice and legal studies, or interdisciplinary studies]).

(2 spaces) **Hollins University**
Roanoke, Virginia
Month, Year (receiving M.A.L.S. degree)

(7 spaces) **Director of Essay: (Must have signature of Directing Professor)**
(Directing Professor's name)

(2 spaces) **Department: (in which the professor teaches)**

NOTE: Colons must be aligned.

**DO NOT PUT A PAGE NUMBER ON YOUR TITLE PAGE.

(EXAMPLE OF TITLE PAGE)

THE HISTORY OF ROANOKE

by

Mary Smith

BA in History, Roanoke College
1995

Presented in
partial fulfillment of the requirements for
the degree of Master of Arts in Liberal Studies
in Humanities

Hollins University
Roanoke, Virginia
May, 2003

Director of Essay: _____
Professor John Jones

Department: History



Graduate Course Registration Form

Name: _____
 (Last) (First) (Middle)

Hollins University ID: _____

Address: _____
 (Street) (City) (State) (Zip Code)

Please indicate if an address change has occurred since your last registration so that we may update our records.

Telephone: Home: _____ Work: _____

Place of employment: _____ E-mail address: _____

Degree candidate: yes no New student: yes no

Degree level: Circle the program that applies. Graduate – C.A.S./CHLIT/ENGL/FILM/M.A.L.S.
 M.A.T.: Track 1/M.A.T.: Track 2/Special
 Undergraduate – Adult Horizon/Special

Subject	Course #	Section	Title	Instructor	Credits	CRN#
***	600		The Essay	****	4	

*** The subject is the department in which your directing professor teaches.
 **** We cannot register you for the essay without knowing who has agreed to act as your directing professor.

Signature _____ Date _____

By signing, student agrees that he/she understands and accepts policies regarding enrollment at Hollins University.

The Graduate Center
 P.O. Box 9603, Roanoke, VA 24020-1603
 Phone: (540) 362-6326 Fax: (540)362-6288
 E-mail: hugrad@hollins.edu
 Web site: www.hollins.edu



Master of Arts in Liberal Studies

Deadlines for submitting the essay proposal:

Fall – August 1

Spring – January 4

Summer – May 1

Student Name _____

Hollins University ID _____

Essay Title _____

Directing Professor _____

Essay Field (e.g., History) _____

Essay Style APA MLA Turabian Other _____

Degree Concentration: Humanities Social Sciences Visual & Performing Arts

Interdisciplinary Studies Computer Studies

Anticipated Graduation Date: _____

Type your essay proposal on a separate sheet of paper and attach to this form. Your proposal must include a detailed description of your subject matter, the methodology and general approach, details such as length and style, a schedule for completion, and an initial bibliography of works related to your subject. Any significant changes in the project need to be identified and agreed to by the student and professor with a copy of the changes filed in the Graduate Center at Hollins.

Please sign and date:

Student Signature _____ Date: _____


Directing Professor Signature _____ Date: _____

M.A.L.S. Program Director _____ Date: _____

Manager of Graduate Services Signature _____ Date: _____

***Hollins University reserves the right to change the directing professor at any time during the student’s program. Please notify the Graduate Studies Office at 362-6326 if any of this information changes.**

THESIS & ESSAY PROCESSING FORM

Last Name:		First Name:	
Middle Name(spell out):		DOB(m/d/y):	
Name AS IT APPEARS on your TITLE Page:			
Street Address:			
City:		State:	Zip:
Phone:		Email:	
Degree/Area of Concentration that appears on your diploma & title page:			
<input type="checkbox"/> MALS: Interdisciplinary Studies		<input type="checkbox"/> MAT: Teaching	
<input type="checkbox"/> MALS: Humanities		<input type="checkbox"/> MA or MFA: Children's Literature (circle one)	
<input type="checkbox"/> MALS: Social Sciences		<input type="checkbox"/> MFA: Dance	
<input type="checkbox"/> MALS: Visual & Performing Arts		<input type="checkbox"/> MFA: Creative Writing	
<input type="checkbox"/> MALS: Justice and Legal Studies		<input type="checkbox"/> MFA: Playwriting	
<input type="checkbox"/> MA or MFA: Screenwriting & Film Studies (circle one)			
Year you are receiving your degree:			
 <input type="checkbox"/> I have read & signed the form on the back of this page.			
Format (check one)			
<input type="checkbox"/> Text only	OR	<input type="checkbox"/> Text with accompanying materials. Please check all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> CDs, length: _____ <input type="checkbox"/> DVDs, length: _____ <input type="checkbox"/> Slides <input type="checkbox"/> Photographs (actual photos—not scanned images incorporated into text) <input type="checkbox"/> Other: _____ 	
Departmental & Library Use Only			
* Fee \$12.00 payable to Hollins University Date Received by Dept.: Check / Cash /		Date Received by Library: Binding / Notebook / Other: <input type="checkbox"/> Permission Form signed?	
Date Shipped to Bindery: Date Returned/Checked in:		Corrections Needed: Date Returned to Bindery for Correction: Dated received:	











Wyndham Robertson Library
Permission For Duplication Form

The Wyndham Robertson Library does not allow the archival copy of your thesis to circulate. However, it does receive requests from both Interlibrary Loan patrons and local patrons to checkout theses from time to time.

I give my permission for Wyndham Robertson Library to make a copy of my thesis in its entirety for circulation purposes.

Name (signed) _____ Date _____

Name (printed) _____

-  Please remember that you as a student may have benefited from Interlibrary Loan Services and that the ability to have access to the latest research as well as literary works, from manuscript form to the final published form, is extremely important to the academic community.
-  By granting permission, you are not endangering your ability to publish your work in the future.
-  Your thesis is protected by copyright, whether or not you register your paper with the copyright office. If you wish to register your paper, please see <http://lcweb.loc.gov> (Click on the Copyright Office Icon).
-  All copies will bear the stamp "This material may be protected by copyright law (title 17 U.S. code)."
-  If you have any questions or concerns, please contact Beth Harris at x6237.
-  If form is not signed, the library assumes that we have your permission to copy.
-  Please return this form in with your thesis
-  If you do not give permission to have your thesis copied, check this box and initial

Essay/Thesis/Project Timeline

Anticipated Graduation	Final Draft Due to Directing Professor	Final Draft (with directing professor's approval) to the Essay/Thesis Advisor in the Graduate Center	Final Document, <u>ready for binding</u> , due in Graduate Center by 4:30 p.m.
May, 2009 (but essay is due at the end of fall term 2008)	October 15, 2008	November 12, 2008	December 10, 2008
May, 2009	March 18, 2009	April 8, 2009	May 6, 2009
October 1, 2009	July 22, 2009	August 12, 2009	September 9, 2009
May, 2010 (but essay is due at end of fall term 2009)	October 14, 2009	November 11, 2009	December 9, 2009
May, 2010	March 19, 2010	April 9, 2010	May 7, 2010
October 1, 2010	July 23, 2010	August 13, 2010	September 10, 2010
May, 2011 (but essay is due at the end of fall term 2010)	October 15, 2010	November 12, 2010	December 10, 2010
May, 2011	March 18, 2011	April 8, 2011	May 6, 2011

Note regarding all deadlines: **Earlier is better.**

- **It is important to complete your Essay/Thesis/Creative Project as early as possible to avoid the end of the semester rush.** It is your responsibility to get your work to your directing professor in time to receive feedback, make corrections, etc. before the final submission date.
- When you submit the final draft of your Essay/Thesis/Creative Project to your directing professor, you will have been meeting with him/her on a regular basis for feedback, so the draft should be in good shape. **(Note: DO NOT just drop in with the final draft and assume it will be accepted if you have not been meeting with your directing professor regularly; usually it will be rejected and may cause a delay in your graduation.)** Upon receiving his/her final comments, make any corrections/changes and return to your directing professor for approval.
- Submit final draft (with your directing professor's initialed approval) to the Essay/Thesis Advisor in the Graduate Center. At this point, your work should still be on regular paper. The Essay/Thesis Advisor will review your work for proper formatting *and any minor problems your directing professor might have missed*. (Your directing professor will have reviewed it for content, spelling, and grammatical errors.) You will be contacted when your work has been reviewed. You will be advised whether or not it is ready to print as is on archival paper or if you need to pick it up to make corrections.
- The final document with all corrections made, printed on acid-free paper, and with your directing professor's signature is due in the Graduate Center **by 4:30 p.m. (No essays, theses, projects will be accepted after this time for the upcoming graduation. Names will be deleted from the graduation roster. Students will remain liable, however, for the graduation fee and will be required to pay it once again at the time of actual graduation.)**

CHECKLIST FOR MALS ESSAY SUBMISSION

Major Issues

- _____ 1. The Essay is double-spaced and printed in 12 pt Times Roman or Courier font.
- _____ 2. The left margin is 1 ½ inches throughout the Essay.
- _____ 3. The Essay is a clean and unmarked copy, printed on plain paper.
- _____ 4. The Essay consistently follows the MLA, APA, or Turabian writing style for all text, references, bibliography, and footnotes (if any).
Check One _____ MLA _____ APA _____ Turabian
- _____ 5. Run a spell-check and/or grammar check on the document
- _____ 6. The Essay is approved and initialed by your Essay Director.

Specific Issues

- _____ 7. Title page is exactly like the model in the Guidelines and Procedures.
Title capitalized - wording and spacing – signature line, etc
- _____ 8. Front pages (Dedication page through the Table of Contents) are numbered using Roman numerals (i.e., i, ii, iii, iv, v...) which are centered at the bottom of the page.
- _____ 9. The body of the text is numbered with Arabic numerals. These are printed at the top right corner of the page (See the Guidelines for spacing of these).

Before submitting to the Graduate Studies Office, make sure you have complied with the following:

One copy of your thesis will be sent to the bindery and added to the University Archives collection (library). Please make sure that:

- all pages are in order as the bindery will bind your text exactly as you submit it ;
- the correct degree (and for MALS graduates, the concentration) is in your thesis statement on the title page (for sample, refer to your thesis guidelines);
- the date at the bottom of your thesis is your graduation date and not the date you finished your thesis ;
- the title page is signed ;
- the processing form is filled out completely and correctly—the information on the thesis spine will come from your form ; and
- your thesis is placed in a manila envelope with the processing form secured on top with a rubber band.

Options for Binding Your Personal Copy

The library sends the archival copy of your thesis to a commercial bindery. Students wishing to have personal copies bound may choose from the list of options below.

The HF Group's "thesis on demand" online service: <http://www.thesisondemand.com/>. The HF group is a nationwide library binding and information services company which provides an archival quality binding. Time: 6 weeks. Cost \$35.00 printing/binding per copy (up to 150 p.) + shipping & handling.

Off campus copy and print services. Most stores should have a sample on hand. Prices vary, depending on the type of binding, number of pages, and number of copies needed. The library doesn't endorse one copier service over another. This list is provided for your convenience only.

FedEx Kinkos. (Towers Mall, 344-5000). Styles: spiral/coil black plastic (\$4.99), comb (\$3.99), strip binding (\$3.45). All styles include clear front and black vinyl back.

Alphagraphics (Electric Rd., 776-3042) Styles: twin-loop wire, steel back plastic comb, coil. All bindings are \$2.50.

Curry Copy Center (Campbell—downtown Roanoke, 345-2865). Prices vary depending on how many pages and type of cover. For a 75 page thesis, price is about \$3.00. Styles: plastic spiral, velo, tape (edge glued with tape covering spine). Cover options: clear plastic, or heavy black.

UPS Store (Electric Rd., 772-7300). Comb binding (\$1.35 up to 1")

Southern Print (Franklin Rd., 342-7774). Styles: GBC/comb (\$1.00), "perfect binding" (i.e. glued with cover). \$1.25 per copy with a minimum 2 copies.

Staples (Valley View, 265-4860). Price depends on number of pages. For a 75 page thesis: spiral (\$2.40 + \$1.00 for covers), comb (\$1.99 + \$1.00 for covers), wire (\$2.49 + \$1.00 for covers), cover bind with clear front and black back.

T & T Copy & Print (Williamson Rd., 362-1511). comb binding. Price depends on size. For a ½ inch thesis (approx 75 pages), \$1.45

Prices as of January 2008

