

MASTER OF ARTS IN TEACHING THESIS GUIDELINES

TABLE OF CONTENTS

Table of Contents	1
The M.A.T. Thesis	2
Timeline	3-6
Registering for the Thesis	3
Proposal Checklist	4
Working on the Thesis	4-5
Completing the Thesis	5-6
The Thesis Process Checklist	6-7
Thesis Rubric	8-9
Citing References	10-11
Format	9-10
Submitting the Final Copy	11-12
Title Page Specifications	13
Example of Title Page	14
Table of Contents Sample	15
Thesis Proposal Form	16
Thesis & Essay Processing Form	17
Checklist	18
Options for Binding Your Personal Copy	18
Permission for Duplication Form	19
Intent to Graduate	20
Diploma and Commencement Program Information Form	20

THE M.A.T. THESIS

The central purpose of the thesis is to provide an opportunity to draw from your total experience in the M.A.T. program, to explore in depth some subject of interest to you, and to **demonstrate your capabilities as a graduate student.**

Your thesis can take many forms, ranging from academic research to creative work. Previous theses have included research papers, curriculum guides, interdisciplinary units of study, etc. Choose a topic that is meaningful to you and will be useful in your future work, something that will impact your teaching in a positive way.

Keep in mind this thesis is a graduate level project. Given the interdisciplinary approach of the M.A.T. program, we expect your work will exhibit a breadth of knowledge and a significant level of research. The thesis may build on work done in previous courses, however, **you must produce a significant amount of new work (35-50 pages).** All students are required to include an introduction as well as a reference list. The introduction does not have a specific page requirement. At a minimum, it should present a definition of the project, the motivation for doing it, and its overall purpose or goal. The reference list should include works the student consulted for direct use; **NO MORE** than half your sources should be Web-based. **The minimum requirement for the thesis is 35-50 pages of your own writing or the equivalent if it takes another form.**

You will work with a Directing Professor best suited to the topic you are pursuing, and the two of you must agree on the requirements. Your thesis will also be read and approved by a second reader. In addition, **all theses must be read and approved by the MAT Director before final acceptance by the Graduate Studies Office.** Your Directing Professor will determine your final grade. You have four (4) semesters to complete the thesis.

TIMELINE

Where do I start? What do I do?

REGISTERING FOR THE THESIS

- **MAT 1 STUDENTS:** You must register for the thesis the semester following the end of your course work. You have four (4) semesters to complete your thesis. You may choose to work with a professor in your selected discipline.

- **MAT 2 STUDENTS:** You must register for the thesis the semester following the end of your student teaching. Your thesis may be completed with a Directing Professor from the education faculty or liberal arts faculty in your selected discipline.

- If you need 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.

- **Schedule a conference** with a faculty member in the field of your topic or with your education department advisor. This conference is to help you define your topic and discover a possible Directing Professor.

- **Make contact with your potential Directing Professor** before the registration deadline to be sure he/she is willing to supervise your thesis. Keep in mind your Directing Professor is someone with whom you will work closely and who will be responsible for submitting a grade for your thesis. Reach an agreement with the Directing Professor concerning:

- subject matter of the thesis and/or the scope of the project;
- the methodology and general approach;
- details of the thesis (length, use of other materials, style, etc.); and
- schedule for completion.

- **Type** your thesis proposal using the form provided; be sure to follow the timeline specified on the form. Your Directing Professor must approve your proposal. When he/she has done so, it will be reviewed by the Director of Education Programs for approval.

- If you student teach in the **fall**, your thesis proposal is due before the following **February 1**.
- If you student teach in the **spring**, your thesis proposal is due before **June 20**.

You should be aware that if your proposal is not submitted on time, your final grade will be impacted. If the proposal is more than 10 days late, you will receive a letter withdrawing you from the program; at that time, you will be billed for the student teaching grant you were given conditional upon completion of the degree. **You need to take deadlines for the thesis extremely seriously.**

Proposal Checklist

Your *directing professor* is the primary professor with whom you will be working most closely and who will give you the “okay” to submit work to the Director of Education Programs.

- Introduction:** should cover why you decided to explore this topic, the importance of your project, and provide an overview of the research which has already been conducted on the topic
 - Methods:** should explain how you will pursue your research: will you conduct interviews?, design a project?, do a statistical analysis?, conduct an extensive literature review?, etc.
 - Scope of Project:** should explain, based on a preliminary review of the literature, what some of the main topics you plan to explore are, how many pages will be devoted to the literature review and to a project if you choose to do one
 - Length of Project:** should explain your timeframe for completing your project: when you plan to do the literature review, submit materials to your directing professor, and plan to graduate
 - Avoid grammatical errors:** refer to commonly made mistakes handout and avoid them!
 - Check formatting:** be sure the title of thesis matches proposal form, APA style has been consistently and correctly used, and length is at least two pages
 - Reference List:** a working reference list should include at least five references in your paper and in a reference list at the end of your proposal; use APA formatting
 - Proposal Draft Due to Directing Professor:** _____
 - Revised Draft Due to Directing Professor:** _____ **Be aware you may need to submit multiple drafts.**
 - Proposal Deadline:** _____ **AGAIN,** you should be aware that **proposals submitted late** will impact your final thesis grade; students who submit the proposal late are not entitled to the same final grade as students who meet all deadlines.
 - Proposal Approval:** Approximately two weeks after your proposal has been approved, you will receive an e-mail from the Director of Education Programs acknowledging receipt of your proposal and approval of it.
- **Note:** If, at the end of your time limit your thesis is incomplete, you must withdraw. (If you do not complete a *formal withdrawal form*, your grade will be converted to an “F.”) To continue you will need to re-register and pay tuition a second time which entitles you to three (3) additional semesters to complete your thesis. However, you are still subject to the five (5) year limit from matriculation to complete the M.A.T. degree, as stated in the M.A.T. Academic Policy Statement.

WORKING ON THE THESIS

- ◆ Keep in regular contact with your Directing Professor, updating him or her as to your progress at least every 3 – 4 weeks. If you fail to comply with this requirement, your directing professor may choose to discontinue working with you and you will have to seek another directing professor; if your directing professor **does not hear from you for 90 consecutive days**, he/she has the **option to drop you from his/her advising roster** in order to devote time to students who are in compliance.

- ◆ If you need help with writing, the **Writing Center** is available to assist with all aspects of the writing process from focusing your ideas to organizing your thesis to format and documentation questions. The Writing Center has hours during the day and in the evenings. To make an appointment, call them at 362-6387.
- ◆ If you have any particular problems, contact your Directing Professor.

COMPLETING THE THESIS

- ◆ The final draft must be submitted to your Directing Professor according to the dates on the timeline. These deadlines are not negotiable. Failure to meet deadlines will result in a delayed graduation.
- ◆ Once you have received your Directing Professor's verbal approval signified by his/her initials on the paper, he/she will submit the document to the Director of Education Programs for a final check. At this point, the thesis should NOT be on acid-free paper.
- ◆ The Director of Education Programs will inform you of any changes or corrections you need to make. If you have any questions, you may call the Education Department Secretary (362-7460) to make an appointment with the Director of Education Programs. Once you have received approval by e-mail, you should submit the final copy of your thesis on acid-free paper with your Directing Professor's signature on the title page to the Graduate Center.
- ◆ The final copy, **approved by both** your Directing Professor and the Director of Education Programs, **MUST** be submitted to the Graduate Center **no later than the last day of classes.** (See timeline.)
- ◆ *Any student failing to have the thesis in by the due date will have her/his name removed from the graduation list. (Candidates for graduation are voted on at the last faculty meeting prior to graduation. No exceptions to this policy can be made.)*
- Summary of **Schedule for Completion:**
 - Touch base with your Directing Professor at least every 3–4 weeks.
 - Submit final draft to your Directing Professor according to the deadlines on the timeline. 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.**)
 - After the thesis is approved by the directing professor, it will be subject to a second reading by another professor in the education department. Your directing professor will submit it to the second reader for you. After the thesis is approved by the second reader, it will be reviewed for final approval by the Director of Education Programs.
 - After receiving approval from the Director of Education Programs, print on acid-free paper and have your Directing Professor sign it.
 - Submit the final thesis to Graduate Center no later than the last day of classes (see Timeline).

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.

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.)**

The Thesis Process Checklist

- **Step 1:** Attend the **thesis meeting** and sign the **thesis agreement**. Complete a **registration form**. NOTE: Registration forms cannot be processed without a directing professor's name; once a directing professor has been secured, notify the education department secretary so the registration form can be processed. Keep in mind the registration deadline date to **avoid late fee**. (Deadline: prior to the end of registration)
- **Step 2:** Secure a **directing professor**. (Deadline: prior to the end of registration)
- **Step 3:** Complete your **proposal** and have your directing professor sign off on it; include **contact information** when you submit your proposal. **Expect to have to do two to three drafts** (or more if necessary) of your proposal before approval is secured. (Deadline: see deadlines on the thesis proposal form)
- **Step 4:** Submit the proposal by the **due date; failure to submit the proposal by the deadline will impact your final grade**. You can submit it to your directing professor who will then see it is submitted to the Director of Education Programs for final approval. (Deadlines for submitting the thesis proposal: Fall, September 1; Spring, February 1; Summer, June 20)
- **Step 5: Complete** your thesis, maintaining communication with your directing professor. (Deadlines: Follow timeline you were given at the thesis meeting. In addition, you will check in with your directing professor at least every 90 days and you will respond to requests for updates from the Director of Education Programs, at the beginning of each semester.)
- **Step 6:** Submit your completed thesis to your directing professor, by the **deadline** specified on the **Thesis Timeline** in your Thesis Guidelines packet, for the **first round of edits**. Include your **contact information** when you submit your completed thesis. **Failure to meet deadlines will impact your final grade and may delay graduation**.
- **Step 7:** When your directing professor returns the thesis to you, promptly complete the suggested **revisions/edits**. (Deadline: within 7 days of its return to you)
- **Step 8:** Return the thesis, with completed edits, to your directing professor who will then examine **both the first draft and the second** to make sure all corrections were made. A **second round of edits** with your directing professor will likely be necessary unless you have been exceptionally careful in making ALL suggested revisions. In many cases a **third round of edits** is necessary and sometimes more; you should **expect a minimum of three revisions and five is not unusual**. Include your **contact information** with your revised thesis.

- **Step 9:** Submit the draft approved by your directing professor to the Director of Education Programs. The director will see that your thesis is submitted to the **second reader**. Include your **contact information**. (Deadline: refer to date on thesis timeline)
- **Step 10:** The second reader will contact you directly to pick up your thesis for the **second or third round of revisions**.
- **Step 11:** Make those revisions promptly, then return both the first and second drafts to the second reader so he/she can examine both drafts to **ensure all revisions have been made**. Include your **contact information**. (Deadline: complete and return edits within 7 days)
- **Step 12:** When the second reader has approved your thesis, he/she will submit your revised draft to the Director of Education Programs. **The Director of Education Programs will suggest any final edits or give your thesis final approval**. Include your **contact information** in case final edits are necessary.
- **Step 13:** When you have secured the approval of the Director of Education Programs, you should copy your thesis on the **appropriate paper** and submit it and **all forms and fees** to the **Graduate Center by the deadline specified on your thesis timeline**.
- **Step 14:** Give yourself a big pat on the back and **celebrate!!!** You have earned your Master's in the Art of Teaching.

Please note: AT ANY POINT IN THE ABOVE PROCESS, YOU MAY BE **REQUIRED** TO WORK WITH A TUTOR AT THE WRITING CENTER TO MAKE NECESSARY CORRECTIONS. Call to make an appointment: 362-6387



Thesis Rubric

Student Name: _____

Final Grade: _____

Expectation	Poor (D)	Satisfactory (C)	Good (B)	Excellent (A)
proposal was submitted on time				
number of drafts necessary to meet criteria for graduate level, scholarly research were presented, revised, and completed				
grammar & mechanics were of high quality				
voice and style were present				
structure, organization, and "flow" were present				
resources of sufficient number and quality were used				
APA format followed correctly and consistently				
communication was prompt and				

ongoing throughout the process				
initiative was demonstrated throughout the process				
ability to work independently was demonstrated throughout the process				
all deadlines were met				
final version was submitted, on time, to Graduate Center				

Comments:

Directing Professor (printed): _____

Directing Professor (signature): _____

Date: _____

CITING REFERENCES

- ❖ All theses will use the APA for the social sciences (including education).
- ❖ You should purchase the style manual for APA, available in the Hollins Bookstore. You can also purchase the manual elsewhere but be careful to purchase the most recent edition because changes in style occur.
- ❖ Follow the guidelines for documentation carefully. If your references are incorrect, your thesis will be returned and you will be asked to make the necessary corrections. Check with your Directing Professor for requirements.
- ❖ The **Writing Center** has excellent handouts on documentation. These materials are available at the Center and also on Hollins Intranet which can be accessed from on-campus computers.

FORMAT

Title Page: Your title page should mirror the sample included in this packet. **Be sure your capitalization, spacing, and line breaks are the same as the example. The easiest way to check your title page is to print it out and lay it on top of the sample provided, then hold up to the light.** If yours is spaced exactly as recommended or is off, you will immediately be able to see what you must fix. All final essays/theses, regardless of format, require a title page. For videotaped projects without accompanying text, a label can function as a title page substitute, provided all title page information is included on the label. If the label does not have enough room 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. Reference List (required)

Page Numbers: The front pages (Dedication, Acknowledgments, Table of Contents) must be numbered with lower case 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 (possibly the introduction) should be numbered 1. Number your pages consecutively including endnotes and bibliography. Number all pages, including those having 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 the style you are using).

Typing: Theses must be typed and double-spaced.

Margins: 1 ½ inch left margin, 1 inch right, 1 inch top and bottom margins. Your paper should use justified alignment rather than left margin alignment.

Font Size: You should use 12pt. font (Times New Roman **ONLY**).

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

Correction Fluids: Use of “white-out” is not acceptable for archival copies.

RUNNING HEAD: PLEASE DO NOT USE.

SUBMITTING THE FINAL COPY

❖ After your essay has been approved by your directing professor, the second reader, and the Director of Education Programs, deliver your copy to the Graduate Center, 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:

- a. 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.
- b. 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.
- c. 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 should be 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 archival 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 important information on photocopied inserts will not be covered up.

Slides: Place 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 the Special Collections & Government Information Librarian at 362-6237 or e-mail at bharris@hollins.edu.

APPENDIX A: TITLE PAGE SPECIFICATIONS

(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 Teaching

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

(7 spaces) Director of Thesis: (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 Teaching

Hollins University
Roanoke, Virginia
May, 2003

Director of Thesis: _____
Professor John Jones

Department: History

APPENDIX B: Table of Contents Sample

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



P.O. Box 9603, Roanoke, VA 24020-1603

**MASTER OF ARTS IN TEACHING
THESIS PROPOSAL FORM**

Deadlines for submitting the thesis proposal: Fall – September 1 Spring - February 1 Summer - June 20

Student Name _____

Student e-mail _____

Thesis Title _____

Directing Professor _____

Anticipated Graduation Date: _____

Type your thesis 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.

- Week 1: Select and define your topic; explain it fully and submit it to your directing professor for approval.
- Week 2: Submit an outline detailing the sections of your thesis and content to your directing professor.
- Week 3: Identify and explain the purpose/rationale of the topic and select five to six sources for your working bibliography.
- Week 4: Provide a brief review of the literature and draft the first version of it. Visit the WRITING CENTER to iron out any problems with structure/grammar/style. Have them send a report to your directing professor for documentation purposes. Submit the draft to your directing professor.
- Week 5: Complete the revisions suggested by your directing professor.
- Week 6: Submit your final draft to your directing professor who will sign off on it and forward it to the Director of Education Programs for final approval.

Please sign and date:

Student Signature _____ Date _____

Directing Professor Signature _____ Date _____

MAT Director Signature _____ Date _____

Manager of Graduate Services Signature _____ Date _____

Please notify the Education Department Secretary at 362-7460 if any of this information changes.

**** Hollins University reserves the right to change the directing professor at any time during the student's program.***

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:	

Checklist:

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

- 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 same 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 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



Wyndham Robertson Library








Permission For Duplication Form

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 check out 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 you do not sign this form, the library staff assumes it has your permission to copy.
-  Please return this form with your thesis.

I do not give my permission for Wyndham Robertson Library to make a copy of my thesis and I have discussed my concerns with Beth Harris, Special Collections Management Librarian.

Name (signed) Date

Name (printed) _____

Wyndham Robertson Library
P.O. Box 9000 Roanoke, VA 24020
(540) 362-6237 • Fax: (540) 362-6756
E-mail: bharris@hollins.edu

