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THESIS SUBMISSION GUIDELINES

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 to scholarship, and congratulations on your thesis completion.**

1. **STUDENTS:** Please consult your Thesis Advisor for any document, page layout or other requirements specific to your Program. If, after reading these library 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 staff 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. A thesis deposited with the library becomes part of a student's academic record. No changes may be made to a thesis after deposit with the library.
3. **WORKSHEETS: EACH COPY** must be accompanied by a completed [Thesis Submission Worksheet](#). A worksheet is required for each thesis copy submitted in any format (e.g., print, video, 3D, etc.). Please enter information on the Worksheet exactly as it appears on your thesis title page.
4. **TITLE PAGE:** A title page is required for theses submitted in any format. A generic [Thesis Sample Title Page](#) is provided as a courtesy on the libraryguides.saic.edu web site.
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.
5. **ABSTRACT:** Please include the printed abstract immediately after the title page within your text.
6. **BINDING OF PRINTED THESES:** If you are submitting a thesis in print form to be bound, please note...
 - Only white paper, 8.5" wide by 11" high, will be accepted.
 - The finished size of the bound volume will be 8.75" wide and 13.5" high.
 - Theses are hard-bound with black cloth and gold lettering only.
 - 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.
 - 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.
 - 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.
7. **DIGITIZATION OF PRINTED THESES:** As of November 1, 2013, all printed theses received on 8.5" x 11" white paper will be scanned by library staff for inclusion in a digital thesis repository. The repository will be part of SAIC Digital Libraries. In the initial, developmental months of this project the full text of theses will be available only on campus, while metadata for theses will be available on the worldwide web.
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