



Thesis / Dissertation Binding Request Form (rev. 1/2020)

(Please Print Clearly)

Last Name: _____

First Name: _____

Official Thesis/Dissertation Title: _____

Home Address: _____

Business Address: _____

Home Phone Number: () _____

Other Phone Number: () _____

(Non-UB) E-mail Address: _____

UB E-mail Address: _____

Department of Study: _____

Faculty Advisor's Name: _____

Faculty Advisor's Email: _____

The University requires students to provide the Library with one (1) print copy of all Master's theses and Doctoral dissertations. The Library covers the cost of binding the official archival copy for the Library. The copy must include a sign-off page with the original signatures of the student's thesis/dissertation committee to be considered an official copy.

Students should *contact their program director* to see if they are required to submit a copy to their program. This copy may be submitted for binding at an additional cost (see **Additional Copies** below).

Guidelines for printing (unless otherwise specified by the department):

- Library copy must be submitted on acid free **cotton paper** (sometimes labeled “archival”, “dissertation or thesis” paper) for preservation purposes. It is suggested that additional copies are also printed on acid free cotton paper for preservation purposes. If the photocopy center does not know what brand to use, an example is Southworth 100% Cotton Paper.
- The left page margin should be 1.5 inches to accommodate binding;
- The text should be left-justified with 1.5 line spacing;
- Pages should be single-sided;
- There should be a title page which includes the title of the thesis/dissertation, your name, the name of the degree, the name of the program or school, and the date (month and year);
- Your name and the name of the thesis/dissertation should be written on any supplementary material (CD-ROM, DVD, etc.) submitted.

Library Copy

	Staff Initial
Thesis/dissertation is printed on cotton paper	
Thesis/dissertation has signature page	
1 copy of thesis/dissertation submitted	

Additional Copies

Each additional copy is \$20, payable by **cash or check** in advance. Checks should be payable to “University of Baltimore.” The student will be notified via email after the theses have been bound. Departmental copies or copies for faculty advisors will be delivered via intercampus mail. For all other personal copies, if the student requests them to be mailed, there is an additional cost of \$3 per copy, otherwise they can be picked up at the library.

Number of additional copies	
Form of payment and amount	
Do any of these copies go to a department? If so, please provide contact information (name and email)	

_____/_____/_____
TODAY'S DATE

(LIBRARY STAFF MEMBER'S SIGNATURE)