Honors Candidate Thesis Submission Checklist
Spring 2018
(Links to forms and information referenced below are available at: http://libguides.bowdoin.edu/honors)

Required

☐ “Honors Approval and Acceptance Form” Signed by student and advisor
☐ “Honors Project Copying Permissions Form” Signed by student
☐ Two extra copies of title page (1 attached to thesis container, 1 for registrar)
☐ Thesis in box or envelope with one copy of title page, taped to front.

Please verify the following contents of your project submission:

☐ Margins
    Required: 1.0 inch minimum inside, left, margin.
    Recommended: At least 1.0 inch for outside, right, and top margins.
☐ Paper
    Clean, white, 8 ½ x 11 in. paper, of consistent quality and weight.
☐ Printed single-sided

Verify Title page information (Sample title page):

☐ Name, your official college record full name, or permutation of your full name, is acceptable, no nicknames unless approved by Registrar.
☐ Title that matches the title on “Honors Approval and Acceptance Form.” Substantive changes, arrangement of words, different words, etc. will require a new approval and acceptance form signed by the advisor.
☐ Department, must match Registrar’s “List of majors and their corresponding faculty department or program.”
☐ Copyright statement

Images, video, and other media (as applicable):

☐ Color images
    Must have either a B/W (grayscale) of color images in an appendix, or a CD gold disc with PDF of thesis. Disk should include a separate piece of paper with name, title and “2018.” Please do not write on disk.
☐ CD gold disc for media, etc.
    Disk should include a paper with name, title and “2018.” Please do not write on disk.

Optional

1. Digital Honors
   ☐ “Copyright Access and Embargo Form” Signed by student and instructor/advisor(s)

2. Personal copies form
   ☐ “Honors Thesis Binding Form” completed with, after graduation, mailing address and contact information. (We will have swatches so you may choose color of binding case.)
   ☐ Cash (exact) or check