Honors Candidate Thesis Submission Checklist
Fall 2018/Spring 2019

(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 “2019.” Please do not write on disk.
- **CD gold disc for media, etc.** Disk should include a paper with name, title and “2019.” 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**
   - Please bring copies you wish to be bound.
   - Cash (exact) or check. Consult “Honors Thesis Information Form” for fees and more information.