Name: _____

Senior Thesis Submission Instructions

- **Prepare the thesis (see Thesis Preparation Manual) and then convert your document to pdf**
  - Use the updated formatting instructions; they are available on the Departmental web site and have been e-mailed to you. Follow the formatting instructions carefully.
  - If you do not have access to Adobe to make pdf files, please see your advisor. Mac users can save to a pdf file instead of to a printer.

- **Submit one printed copy to your departmental mentor (as well as to outside mentors)**
  - Print out the copy that is submitted to your mentor as the final pdf – check all formatting, specialized fonts, figures and tables that they are reproduced correctly
  - It is no longer necessary to print this copy on bond paper (unless your mentor specifically requires this).

- **Upload the pdf onto Blackboard and answer the following questions:**
  - Are any of the pages laid out in landscape (11 × 8½) instead of portrait (8½ × 11)?
    - How many of the pages are in landscape? _____
    - Which pages? List all by page number _____
  - Are there pages to be copied in color?
    - If so, which pages? List all by page number _____

- **Do you want one or more bound personal copies? If so, please provide:**
  - $20 for each copy to cover page & binding charges as well as postage and materials for mailing
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- **Mentor's signature of acceptance of the thesis**

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