

Binding Your Thesis

Beginning in fall 2011, students are not required to submit a bound copy of their thesis to the Graduate School. Theses are uploaded to the Digital Commons at Buffalo State for review and preservation. Should you or your department wish for you to bind your thesis, you may want to consider the following suggestions:

- **Paper:** Use 8 ½” x 11” high quality, acid free, plain white bond paper with minimum 20-lb weight and 100% cotton content. This paper is ideal for thesis preservation.
- **Printing:** Print should be done through a laser printer
- **Margins:** Left margin – 1 ½ inches to allow for binding (top, right, & bottom should remain 1 inch)

Pagination

Copy must be typed on one side of page only. Follow the guidelines in your discipline’s style manual regarding pagination.

If your manual does not provide specific guidance regarding pagination, paginate as follows:

- The preliminary pages (pages up to the first page of the text) are numbered with lower-case Roman numerals (i, ii, iii, etc.); are placed at the top of the page, at the right margin (1” down from the top edge and 1” from the right edge).
- Beginning with the first page of the text and continuing to the end of the manuscript, number pages in sequence in Arabic numbers (1, 2, 3, etc.); are placed at the top of the page, at the right margin (1” down from the top edge and 1” from the right edge) or may be placed at the bottom of the page (centered and 1” from the bottom edge).

Spacing

Follow the guidelines in your discipline’s style manual regarding spacing.

If your manual does not provide specific guidance regarding spacing, space as follows:

- Double-space the main body of the thesis
- Single-space long quotations, tables, footnotes, endnotes, bibliography entries
- Double-space between entries

Corrections

Do not use correction fluid (“white out”) or correcting tape because these corrections can bleed or flake away.

Photographs and Drawings (inclusion of artwork)

For theses completed in the design or fine arts studio disciplines, photographs or digital images of at least 12 artworks must be included in the manuscript. Below are the guidelines if artwork is included within the thesis.

Photographs: Photographs should appear on 8 ½” x 11” pages, with standard margins. Color photocopied photos should appear on 100 percent cotton. In some instances you may substitute photographic paper but this is subject to the approval of your thesis adviser. Photographs should

be large enough for details to be easily discernible. Photos may appear within the text of the manuscript or may be presented in an Appendix. Captions must be within the standard margins **or** on a facing page immediately preceding the photographs. The facing page is **un-numbered** and printed so that the wider margin (1 ½”) is on the right-hand side of the page.

Drawings: Drawings such as charts, maps, graphs and diagrams, must be made either on thesis paper in permanent black ink, by copying or on single-weight photographic paper by photographic reproduction. Full-page drawing must be kept within the standard margins. The use of color is not prohibited, but should not be used as the sole source of presenting illustrative, statistical or other kinds of information since, if the thesis is microfilmed, it will not be in color.

Suggested format for bound theses

- Abstract of Thesis (narrative description of work –250 words or less – sample B)
- Title Page (see samples C or C2)
- Committee Signatory (see samples D)
- Dedication and/or Acknowledgment Pages (optional)
- Table of Contents
- List of Tables, Illustrations, Charts, or Graphs (must fit inside regular margins) – if necessary
- Text and footnotes if required by style manual
- Endnotes if required by style manual
- Bibliography or Works Cited
- Appendix (if applicable)
- Glossary (if applicable)
- Vita (optional – not numbered and not to exceed one typed page)

Student Checklist

Thesis Components

- Title of your Thesis (see Sample C or C2)
- Abstract of Thesis
 - You may wish to include an Abstract Title Page (Sample A or A2)
- Title Page (see attached sample) - You will need to type in each person’s name, academic title, and specific department
- Committee Signatory (see attached sample) – You will need to type in each person’s name, academic title, and specific department
- Dedication and/or Acknowledgment Pages (optional)
- Table of Contents (required)
- List of Tables, Illustrations, Charts, or Graphs (must fit inside regular margins)
- Text
- Footnotes/Endnotes
- Bibliography and/or References
- Appendix (if applicable)
- Glossary (if applicable)
- Vita (optional – not numbered and not to exceed one typed page)

SAMPLE A – Abstract Title Page

NOT NECESSARY FOR ELECTRONIC SUBMISSION

Behavioral Thermoregulation of the
Largemouth Bass, *Micropterus salmoides*

by

Claire J. Student

An Abstract of a Thesis
in
Biology

Submitted in Partial Fulfillment
of the Requirements
for the Degree of

Master of Arts

August 2001 (thesis completion – May, August or December and year of thesis completion)

State University of New York
College at Buffalo
Department of Biology

SAMPLE A2 – Abstract Title Page (Multidisciplinary Studies Majors)

NOT NECESSARY FOR ELECTRONIC SUBMISSION

Behavioral Thermoregulation of the
Largemouth Bass, *Micropterus salmoides*

by

Claire J. Student

An Abstract of a Thesis
in
Multidisciplinary Studies

Submitted in Partial Fulfillment
of the Requirements
for the Degree of

Master of Arts (or Science)

August 2001 (thesis completion - May, August or December and year of thesis completion)

State University of New York
College at Buffalo

SAMPLE B – Abstract of Thesis

NOT NECESSARY FOR ELECTRONIC SUBMISSION

ABSTRACT OF THESIS

Behavioral Thermoregulation of the
Largemouth Bass, *Micropterus salmoides*

Begin your abstract two lines following the abstract heading.

The abstract must not exceed 250 words.

Your Signature

Date

SAMPLE C – Title Page

State University of New York
College at Buffalo
Department of Biology

Behavioral Thermoregulation of the
Largemouth Bass, *Micropterus salmoides*

A Thesis in
Biology

by

Claire J. Student

Submitted in Partial Fulfillment
of the Requirements
for the Degree of

Master of Arts

August 2001 (thesis completion – May, August or December and year of thesis completion)

Dates of Approval:

[You may wish to indicate dates of approval]

[You may wish include reader's signature]

Christopher M. Pennuto, Ph.D. (Name of Adviser)
Professor of Biology (Academic Title)
Chairperson of the Committee/Thesis Adviser

[You may wish include reader's signature]

Gregory J. Wadsworth, Ph.D. (Name of Chairperson)
Chair and Associate Professor of Biology (Title)

[You may wish include reader's signature]

Kevin J. Miller, Ed.D. (Name of Graduate Dean)
Dean of the Graduate School

SAMPLE C2 – Title Page, Multidisciplinary Studies Majors

State University of New York
College at Buffalo

Behavioral Thermoregulation of the
Largemouth Bass, *Micropterus salmoides*

A Thesis in
Multidisciplinary Studies

by

Claire J. Student

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Christopher M. Pennuto, Ph.D. (Name of Adviser)
Professor of Biology (Academic Title)
Chairperson of the Committee/Thesis Adviser

[You may wish include reader's signature]

Kevin J. Miller, Ed.D. (Name of Graduate Dean)
Dean of the Graduate School

SAMPLE D – Committee Signatory

NOT NECESSARY FOR ELECTRONIC SUBMISSION

THESIS COMMITTEE SIGNATORY

Dates of Approval

[You may wish to indicate dates of approval]

[You may wish include reader's signature]

Christopher M. Pennuto, Ph.D. (Name of Adviser)
Professor of Biology (Academic Title)
Thesis Adviser

[You may wish include reader's signature]

Randal J. Snyder, Ph.D. (Name of Comm. Member)
Associate Professor of Biology (Academic Title)

[You may wish include reader's signature]

Thomas D. White, Ph.D. (Name of Comm. Member)
Professor of Biology (Academic Title)