

Format Specifications for Honors Theses for the College Archives

In order to facilitate the binding, cataloging, and preservation of honors theses for the Archives and Special Collections Department of the Dickinson College Library, the following guidelines should be followed:

1. One printed hard copy and one digital copy (Word.doc or PDF format) of the thesis should be provided to Debbie Ege in the Archives. An abstract should be included.
2. The digital copy should be the final thesis submitted for honors. This digital copy will be permanently preserved in the Archives, but it will not be shared with other researchers online or elsewhere unless express permission is obtained from the author.
3. The printed hard copy of the thesis will be bound, cataloged in the library's online catalog, and preserved in the Archives, where it will be made available to researchers upon request. It should be formatted as indicated below and printed by the College Print Center. The cost of printing will be the responsibility of the student or the department. The Archives will be responsible for the cost of binding.
4. If the department or the student wishes to have additional copies bound in the same manner that the Archives copy is bound, they need not be printed at the Print Center or formatted as the Archives copy. They should, however, be sent to the Archives along with the Archives copy. All binding costs of additional copies will be the responsibility of the department or the student. The cost of binding is \$34.00. These binding charges will not be posted to the department until the next fiscal year begins in July. If the department is paying for the binding, please include an internal requisition with the printed hard copy to be bound. (An example is included with these instructions.) If the student is paying for any binding, s/he will need to make payment arrangements with the Archives prior to leaving campus. Contact information, delivery, and mailing instructions should be provided. The bound copies of the thesis will be returned in July or August (depending on when they are received from the department).
5. Format specification for the Archives copy of the thesis
 - a. The thesis should be printed single-sided.
 - b. The top, bottom, and right hand margins should be 1". The left margin should be 1¼".
 - c. The thesis should be double-spaced.
 - d. The thesis should be fully paginated, including any forwards, prefaces, appendices, and bibliographies. Page numbers should be centered approximately one half inch from the bottom of each page.
 - e. The title page of the thesis should include the full title, author, date of submission, department for which the thesis is being submitted, the name of the thesis advisor, and any designated readers of the thesis, as applicable. (An example of a properly constructed title page is included with these instructions.)

If you have any questions, please do not hesitate to contact Debbie Ege in the College Archives at ege@dickinson.edu or 245-1399.

The Local and the Global of Andean Agriculture:
Technical Changes and Rural Economy in Coporaque, Peru

by

Amanda Jo E. Wildey

Submitted in partial fulfillment of the Honors Requirements
for the Latin American, Latino, and Caribbean Studies Department
Dickinson College

Professor Maria Bruno, Supervisor
Professor Marcelo Borges, Supervisor
Professor J. Mark Ruhl, Reader

Carlisle, Pennsylvania
May, 2013

**Dickinson College
Internal Requisition**

Department XYZ DEPARTMENT Date _____

Issuing Dept. or Suggested Supplier (List Complete Address) <u>Archives - LIS - Binding</u> <u>110100-401050-70411-400-1191</u>	Requested Delivery Date _____ Account Number <u>Dept. acct # to be charged</u>
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Quantity	Description	Cost
2	Honors binding - Joe Student - @ \$34 each	\$68.00
3	Honors binding - Sally Student - @ \$34 each	\$102.00
Total		\$170.00

*Retain only pink copy
for your records*

Approved by _____ Departmental signature