

CMC Senior Thesis Tips

1. Collection takes place on the due date in the Bauer Center Founders Room from 8:00am until Noon. You are welcome to submit your thesis prior to the deadline at the Registrar's Office. We will record an electronic time-stamp on your thesis when you submit it. Any submissions with a recorded time-stamp later than 12:00pm on the due date will be penalized according to the rules listed in the senior thesis syllabus.
2. You need to submit your working papers along with your thesis. Working papers include your written notes, rough drafts, working bibliographies, etc. You may submit your working papers on a CD or thumb-drive, if you would prefer. Please do not include library books or any materials that do not belong to you. Place these papers in a manila envelope with your name on it. If you don't have an envelope, the Registrar's Office will provide you with one at collection.
3. Use the formatting guidelines in your style manual (MLA, APA, Turabian/Chicago, etc). Follow ALL of the formatting rules in that style manual and be consistent with them throughout your document. Be sure to include your bibliography: you may include a general bibliography (everything you have either cited or read) or a select bibliography (only what you have cited). Ask your reader what he/she would prefer and make an appointment at the Writing Center if you need help.
4. Please put a blank page right after the title page. This is a space for your reader to write in comments to you.
5. An example of title-page format is included in the senior thesis syllabus. Be sure to spell-check and proof-read your title page! You do not want to misspell your reader's name.
6. Bring an extra copy of your title page when you submit your thesis and working papers. We send this page to our printer, who will use it to transcribe your thesis title into the commencement program.
7. Your binding should include a black back cover, tape binding, and a clear top cover so that the title page is visible. You may have it bound at any copy center or stationery supplier. Please do NOT submit a thesis with a spiral binding unless your thesis is too thick for the copy center to bind any other way.
8. Remember that you must upload your thesis to Scholarship@Claremont after you submit the document to our office. The library's site is live and ready to accept your submission. You can find instructions on how to do that here:
http://www.claremontmckenna.edu/thesis/Upload_Instructions.pdf

Note that you need to create an account on the site before you can upload your document (details are included in the instructions).