

## Protocol 1028 Thesis Publishing

Protocol Number: 1028

Effective Date: 6/1/16

Revised Date: 5/25/18; 07/29/2025

### Protocol

GSSIMR will bind and print, at no cost to the graduate, four or more copies of the thesis paper. Bound copies will be distributed to the graduate, the thesis advisor(s), GSSIMR, and SRM Library Services. GSSIMR uses the binding company Houchen for thesis binding. The following protocol will be followed:

**Book Cover Color:** Group F Buckram – 798 Tan

**Book Cover Lettering Color:** Black

**Book Cover Font:** Standard. Capitalize instead of italics or underline.

### **Cover Contents Layout:**

TITLE
Name
The Graduate School of the Stowers Institute for Medical Research
Month Year

### **Spine Contents Layout:**

TITLE . . .	LastName	Year
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**Size:** 8.5"x 11"

**Printing:** 2-sided for text. Color figures on separate sheets. 24 lb. bright white paper.

GSSIMR will print and provide printed pages to Library Services to send to the binding company.

**Committee Members' Signature Page:** Instead of including the signature page, the committee members' names are to be listed in acknowledgements.

### **Copies:**

1. Student
2. Thesis advisor(s)
3. GSSIMR
4. Library Services

**Electronic Copy:** GSSIMR will provide Library Services with a PDF copy of the thesis. One year following the date of the thesis, Library Services will upload the thesis into the online SIMR Library Catalog that can be accessed only internally by Stowers members.