

LAST MINUTE TIPS FOR THESIS WRITERS

- **Embed fonts when creating your PDF so that the document looks the same on every computer and prints correctly when it is sent to the bindery.**
- **You are responsible for the accuracy of your title page and margin formatting.** Your title page format must follow that of your department(s)/program(s). Confirm that your title page is correct by reviewing the sample title pages at the end of the Jellybean Papers. http://www.wesleyan.edu/registrar/honors/jelly_bean_papers/index.html#jelly If you have any questions, check with Susan Krajewski. Margins should be as follows (all type, including page number, footnotes, and photos, must be within these margins):

Left:	1.5 inch
Right:	1.5 inch
Top:	1 inch
Bottom:	1 inch
Page #s:	At least ½ inch from the bottom of the page centered

- **Upload and register a PDF version of your thesis or essay through your portfolio before 4 pm on Thursday, April 14, 2022.** All associated fees for the printing and binding of your thesis will automatically be charged to your Student Account. You will also be asked to complete a Thesis Reproduction Agreement.
- **During registration the system will automatically calculate how many copies you are required to bind (Olin plus department copy when required). Personal copies are no longer coordinated by the University. Students will be provided with instructions on how to bind personal copies directly through the bindery as an on-demand customer. It is an easy process that students can access at any time.**
- Printed reader copies are likely suspended due to the COVID-19 pandemic. Contact your department to confirm.
- **Honors decisions are available directly from departments (not from the Registrar's Office) by 4pm on Thursday, April 28, 2022.**