

## CRP/Dissertation Printing, Binding, and Final Library Submission

### Two bound copies of the CRP or dissertation are to be submitted to the library.

The final draft must be printed in laser or near laser (inkjet) print. Do not use colored ink (black & white only, including Figures and Tables). A standard font (type face) must be used (Times New Roman or Courier are excellent choices). The font size must be 11 or 12 pitch. Photocopy onto 20 weight paper (this is the standard weight), with **one-sided printing**. **A copy with the original signature page will be the Library's Reference copy.**

The library bound copies' colors are:

- black (Counseling and Clinical Psychology)
  - navy blue (Education)
  - maroon (Business)

They must be sewn cloth bound with stamped-in gold lettering on spine and cover. The spine should have the following information: Title, last name of student, year, and volume number (if more than one volume). The front cover should have the complete title, and underneath, your name as it appears on the title page.

**Binding:** The AU/SFBA Library recommends the following bindery:

### **Herring & Robinson Bookbinders**

100 No. Hill Dr., #5

Brisbane, CA 94005

415-468-0440

(You may use any bindery, but just make sure they have experience in binding academic dissertations.)

A ***Final Approval Form*** must be completed and submitted to the Registrar, attesting to the readiness of the CRP to be submitted to the library.

A ***Dissertation or CRP Submission Form*** must be completed and submitted to the Registrar, listing the terms the student was registered for the Dissertation or CRP course, and signed by the CRP/Dissertation Committee Chair, the **Program Chair** and the Library Director.

This form may be submitted with a bindery receipt, if time is short, and the bindery is backed up.

Although it is not a school requirement, it is strongly recommended that you submit a paper copy of your dissertation or CRP to UMI, Dissertation Publishing, Ann Arbor, Michigan, along with the two filled-out multi-paged forms available at [www.umi.com](http://www.umi.com) (800) 521-0600. UMI will also need an original signature page. UMI can also copyright your dissertation or CRP.