

## Mercer University Binding Form for Thesis or Dissertation

Date

Thesis

Dissertation

Restricted

If Restricted, additional form required.

Due Date

Binding Color

Student's Name

ID

College/School

Campus Location

Dept/Program

Degree Granted

Graduation Date

Director of Graduate Program

Title  
of Thesis  
or Dissertation

Follow specifications found in the [Requirements & Guidelines Format Guide](#). For binding questions, contact Glen Williams-Grant Tarver Library ext. 2505; grant\_gw@mercer.edu.

*Binding Checklist:*

- 1.5 inch left hand margin on all pages
- All copies of equal graphic quality (i.e. colors, charts)
- Standard 12-point font
- White paper 8.5 x 11, Acid-free, at least 20 lb. weight, 100% cotton
- No paper clips, staples, or hole-punched paper
- Binding form completed with attached receipt from Bursar's Office
- Dissertations require applicable UMI agreement forms - [download current forms](#) from ProQuest

Prepare for campus mail/delivery to Dr. Keith Howard in the Provost Office, Godsey Administration Building, Room 307, Mercer University Macon Campus. Package copies securely, separating individually with colored paper/file folders &

- rubber bands. Bundle neatly in large box with proper packing materials for shipping off site to the bindery. Label outside boxes with your full name & college/school name.

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