

## PAPER REQUIREMENTS

One copy of the thesis will reside in the permanent collection of the University Archives and the other in the circulating collection of the University Libraries. The paper on which the work is printed must meet the standards for durability and permanence suitable for a work that will reside in the Library and Archives. See American National Standards Institute (ANSI) /National Information Standards Organization (NISO) Z39.48-1992; *Permanence of Paper for Publications and Documents in Libraries and Archives*.

The requirements for dissertation papers are:

- 8 ½ x 11 inches
- Acid- and lignin-free
- Alkaline-buffered (such papers will usually register on a pH scale between 7.5 and 8.5)
- Durable
- Only 20 lb. bond weight and 25% Cotton
- White

Paper that does not meet these requirements, such as erasable and recycled paper, should not be used. Acceptable dissertation paper may be purchased at campus bookstores or other local copy and office stores, or ordered directly from the manufacturers (see list of suppliers on page 15).

Acid-free papers should have a **watermark** to confirm that the standards are met; watermarks will indicate a brand name and/or state that the paper is “acid free,” or “chemically stable.”

Students are required to submit the label or end-panel from the original paper box to the Dean’s Office at the time of final submission in order to demonstrate that the paper used meets these standards.

The following 8 ½ x 11” papers meet the standards listed above:

- **Neenah Laser** (Neenah Paper Company. DISTRIBUTOR: Kimberly-Clark)
- **Perma/Dur Buffered Bond** (DISTRIBUTOR: University Products)
- **Crane’s Thesis Paper** (DISTRIBUTOR: Crane and Company)
- **Xerox Image Elite** (DISTRIBUTOR: Xerox Corporation)
- **Hollinger Permanent Bond** (DISTRIBUTOR: Hollinger Corporation)

*We suggest that you order your paper well in advance of the deadline to allow for shipping, printing, etc. Please go to the following link if you wish to purchase the paper from the internet.*

[http://www.southworth.com/catalog/product\\_info.php?products\\_id=103](http://www.southworth.com/catalog/product_info.php?products_id=103)

Please note that all of the paper used in a given copy of the dissertation must be from the same source, and must be of the same whiteness.

## PRINTING REQUIREMENTS

ACCEPTED:

- Laser printing (impact printing); minimum resolution of 300 dpi
- Professional-quality photocopying

NOT ACCEPTED:

- Ink-jet or dot-matrix printing, as the ink is water soluble.
- Printing with a resolution below 300 dpi.

The same typeface (font) must be used throughout the body of the dissertation. The type must be clear, even and free of visible correction. No form of erasure fluid or correction tape is acceptable. Printing should be on one side, only. All copies must be clean and free of dark lines, smudges, and shadows. The printing must be even, clear, and *dense*.