Thesis/Dissertation Order Form

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Abbreviated Title:

Author’s Name:

Date (Month & Year):

Check One:

<table>
<thead>
<tr>
<th>Thesis Color: Dark Red 188</th>
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<td>Dissertation Color: Dark Green 490</td>
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Lettering: Gold

**Abbreviated Title:** The bindery places the author’s name, and date on the spine so spacing is limited to just 80 characters. You must leave three spaces between the abbreviated title and the author’s name and three spaces between the author’s name and the date of graduation, e.g. May, August, December (months are not abbreviated). The easiest way to determine how long the abbreviated title can be is to work backwards:

- **First:** count the characters in your full name plus spaces between your first name, middle initial, and last name.
- **Second:** count the characters in the date (month & year), plus the space between the month and year.
- **Third:** add six characters to the total to account for the three spaces between the abbreviated title and the author’s name and the three spaces between the author’s name and the date.
- **Finally:** subtract the total from 80 and that gives you how many characters you can use in the abbreviated title. **IMPORTANT:** Work with your thesis advisor on the abbreviated title.

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