

THE GRADUATE SCHOOL  
SHIPPENSBURG UNIVERSITY  
Shippensburg, PA 17257-2299

## DISSERTATION DUPLICATION AND FORMAT INSTRUCTIONS

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FORM AND STYLE. Doctoral candidates must follow the most recent APA Style.

1. The left margin **MUST** be 1 ½ “
2. All paper shall be of the same quality and brand per copy.
3. Final Draft of your dissertation **MUST** be submitted for binding and must include the Signature Page indicating approval.

Binding Information:

### Shippensburg University

**Required:** Submission of Approved Dissertation for Binding

**Directions:** Students must submit 3 copies of their dissertations for distribution to the dissertation chair, department chair, and Provost’s Office. The dissertations will be bound at the candidate’s expense. Candidates may request additional copies for their personal use. **The copies must include the signature page.**

The cost for binding the dissertations is \$22.00 per copy.

Your total cost can be determined as follows:

3 bound copies for the university: \$66.00

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Checks should be made payable to **Shippensburg University** and must be included with the submission of the dissertation copies for binding. Payment and printed copies are to be submitted to the Registrar’s Office.

Students interested in having their dissertation copyrighted may obtain information from the Ezra Lehman Memorial Library, Shippensburg University, or by writing to the Copyright Office, Library of Congress, Washington, DC, 20559.

Note: Contact your dissertation chair to determine how the copies will be generated for binding.

Updated: 2/2/22