

CAPSTONE PRINTING/BINDING/PURCHASING:

Printing:

Paper: Students are required to provide a hard copy of the final capstone project printed on **acid free 25% cotton bond 24 # paper** and with the original signatures of their faculty mentor(s). The paper can be purchased at UCR Printing and Reprographics or at most office supply stores. Pages should be printed single-sided (not double-sided).

Printer type: Please print using a laser printer or comparable quality printer.

Electronic copy: Students are also required to provide a pdf electronic copy emailed to their designated Honors counselor.

Binding:

The submitted capstone will be bound as-is. Students should not bind or staple the thesis in any way. It is the student's responsibility to include all illustrations, tables, etc. in the body of the paper, ensuring that they are not cut off the page. Appropriate references to the illustrations, tables, etc. should be included in the body of the paper. Students should avoid having one or two lines of a paragraph left alone on the top or bottom of a page.

University Honors will collect all completed capstone projects and will pay for binding the university copy. The completed capstone projects will be stored in Special Collections (4TH floor) at the Rivera Library under the academic year that the capstone projects were completed (call# **Y2R5H6**).

Purchasing:

Students wishing to print personal copy(ies) of their capstone projects can inquire with UCR's Printing and Reprographics (P&R) about prices www.printing.ucr.edu. Students are not required to use P&R, and should feel free to look into other possible printing places.

Students can purchase the entire Honors capstone book or a bound copy of just their capstone project. Prices will vary depending on how many copies are ordered, type of binding, type of paper, and if color is used. Generally, prices for the entire capstone book is around \$60.00 per book (pending how many copies you order), and cost for binding just your capstone project is around \$0.06 to \$0.50 (pending on paper type, black & white vs. color printing, and binding). These P&R prices are based on Fall 2012 and are subject to change at any time.