

## Harvard University Archives' requirements for dissertations

These requirements ensure the long-term preservation of the record copy (bound paper copy) of your dissertation.

Your department or the GSAS may have additional specifications. The GSAS handbook supplement that addresses dissertation requirements can be found here: <http://www.gsas.harvard.edu/academic/thesis.html>

### Paper

Minimum requirements:

- Acid-free
- 20 lb. weight

Optimal specifications (ANSI/NISO standard):

- acid-free
- lignin-free
- durable (can withstand a specified fold test)

The following suppliers carry acid-free paper:

- Bob Slate Stationers (in Harvard Square on Mass Ave. and on Church St.)
- University Products (1-800-628-1912) carries PermaDur and PermaLife bond paper.  
<http://www.archivalsuppliers.com/shop/> on-line catalog.
- Gaylord (1-800-448-6160) carries PermaLife bond paper.  
<http://www.gaylord.com/> on-line catalog.
- Light Impressions (1-800-828-6216) carries PermaLife bond paper.  
<http://www.lightimpressionsdirect.com/servlet/OnlineShopping> on-line catalog.

### Page format

Margins:

- left-hand margin: 1.5 inches
- top, bottom, and right-hand margins: 1 inch

Text:

- Double-spaced on one side of page
- Typeface must be no smaller than 10-12 characters per inch.

### Digital prints

Black-and-white prints must be

- printed by electrophotographic processes (laser print, Docutech, not inkjet printer)
- printed on acid-free paper

Color prints must either be

- printed by electrophotographic (laser) processes from modern printers, or
- printed by inkjet printer with archival inksets and acid-free paper, insofar as possible

### Binding

The binding for your dissertation must meet the ANSI/NISO/LBI Z39.78-2000 standard.

Primary requirements for the binding:

- must be sewn or have a specified adhesive
- must have a cloth-spine lining.
- must use F-group buckram (the cloth used to cover the binding).

The following binderies provide services that meet these requirements:

- Acme Bookbinding in Charlestown, Mass.  
<http://www.acmebook.com/> on-line binding service
- Other binderies are listed on the Library Binding Institute web site  
<http://www.lbibinders.org/> members page.