**Honors Thesis or Project: Manuscript Content & Guidelines**

Students enrolled in a honors thesis or project of any kind are expected to document their work. This documentation must take the form of a thesis or project manuscript conforming to Commonwealth Honors College content and formatting requirements below.

Students seeking honors distinction upon graduation are required to submit their manuscripts to the Honors College office for forwarding to the W.E.B. DuBois Library archives.

- **Manuscript Guidelines**
- **Manuscript Formatting**
- **Manuscript Submission**

**MANUSCRIPT GUIDELINES**

The honors thesis and project manuscripts traditionally include the components below. However, the thesis instructor/committee may authorize adjustments to number 3-8 to meet professional standards set by the department.

<table>
<thead>
<tr>
<th>Thesis Manuscript</th>
<th>Project Manuscript</th>
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</thead>
<tbody>
<tr>
<td>1. Title page with original approval signature(s)</td>
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</tr>
<tr>
<td>2. Abstract (2 copies)</td>
<td>2. Abstract (2 copies)</td>
</tr>
<tr>
<td>3. Introduction</td>
<td>3. Written component</td>
</tr>
<tr>
<td>4. Summary of work of previous researchers</td>
<td>Project manuscripts must be at least 5-10 pages in length* and contain at least two of these:</td>
</tr>
<tr>
<td>5. Explanation of current methodology and</td>
<td>- Contextual information: e.g., literature review or a discussion of theoretical or</td>
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*Minimum number of pages required for projects. Additional pages may be included as needed for comprehensive projects.
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<tr>
<td>6. Report and discussion of research results</td>
<td>artistic influences</td>
</tr>
<tr>
<td>7. Conclusions and implication for future research</td>
<td>• Process information: e.g., what did you wish to achieve and how did you set out to achieve the goals?</td>
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<tr>
<td>8. Bibliography</td>
<td>• Reflections: e.g., what did you learn or contribute? What changes would you make in hindsight? Implications or suggestions for the future?</td>
</tr>
<tr>
<td>9. Appendix (optional)</td>
<td>4. Artifact: artifact formats should follow the standard of the discipline. Artifact examples include collections of original poetry, screenplays, slides/videotapes/CDs of creative work, case studies, a manuscript submitted for publication through a collaborative effort, engineering plans, landscape designs, photojournalistic essay, etc.</td>
</tr>
</tbody>
</table>

*Project manuscripts can be a variety of styles depending upon the professional format appropriate to the field of study:*

- **Preface manuscripts:** e.g., a collection of original poetry which is preceded by a preface which addresses two of the three areas above
- **Integrated manuscripts:** e.g., a 40-page case study report which addresses two of the three areas above
- **Accompanying manuscripts:** e.g., a comparative study of three artists, accompanied by original artwork created to better understand their artistic styles and techniques

While manuscripts must be minimally in the 5-10 page range, actual length and scope are at the discretion of the instructor/committee.

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**MANUSCRIPT FORMATTING**

The honors thesis or project manuscripts must meet minimum quality standards for submission to the University Archives. These standards, along with some examples, are addressed in the sections below.
TITLE PAGE AND ABSTRACT PAGES

Please use the appropriate template from our FORMS page to format your title and abstract pages. Remember to have your 499 instructor(s) review your work and sign the title page with their approval.

MANUSCRIPT BODY

- Paper: clean, white, 8.5 x 11 inch, of consistent quality and weight
- Pages: loose and unbound; double-sided is acceptable if paper is not too transparent
- Margins: set to 1 inch on each side
- Page numbering: consecutively, beginning after the title and abstract pages
- Font: consistent type and size throughout (e.g., Times Roman 12 pt)
- Spacing: double-spaced (exceptions: block quotes, footnotes, itemized or tabular material)
- Style manual: if used, it must be used consistently throughout (e.g., Psych APA, English MLA, Chicago, etc.)

Note: the Appendix section is exempt from the requirements above

MS Word users: for helpful tips on formatting Table of Contents, page numbering, references, bibliographies, etc., refer to our handout "Formatting your 499 Manuscript using MS Word 2010."

ARTIFACT LABEL

Artifacts such as CDs or videotapes must be labeled with:

- Student's last name, first name
- Spire ID
- Date the manuscript is submitted

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SUBMITTING YOUR MANUSCRIPT TO THE HONORS COLLEGE

Please refer to our "499 Manuscript Submission" web page for info related to grading and submission deadlines as well as submission options.

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