

SUBMISSION DEADLINES

Honors manuscripts/artifacts should be submitted to the Commonwealth Honors College office **by the last day of classes for the semester**. This date can be found on the Undergraduate Registrar's academic calendar web page. Students should submit their materials in person in case there are problems or questions that need to be addressed.

Additional information regarding late submission can be found at:

www.honors.umass.edu/capstone/submission

Manuscripts must be accompanied by a completed, appropriate **"Honors Thesis/Project Completion"** form, available in the Commonwealth Honors College office or on our website:

www.honors.umass.edu/forms

Approved manuscripts and materials will be forwarded to the University Archives for inclusion in their collection of undergraduate honors research.

HONORS CREDENTIALS

Upon satisfactory completion of the Commonwealth Honors College full curriculum requirements, students will be assigned one of four levels of honors distinction at graduation:

- Honors
- Honors with distinction
- Honors with great distinction
- Honors with greatest distinction

Further Assistance:

- Thesis/Project Information: www.honors.umass.edu/capstone
- Departmental Honors:: www.honors.umass.edu/departmentalhonors
- Graduation with Honors: www.honors.umass.edu/graduation-honors

Honors

3.400 or higher overall GPA with a minimum of 45 graded, residence credits.

(Note: these students are not required to archive their honors manuscript/artifacts but are welcome to do so provided they earn a minimum grade of B for their honors thesis or project coursework.)

Honors with distinction

3.400 or higher overall GPA with a minimum of 45 graded, residence credits. Submission of honors manuscript/artifacts for archiving, with grade(s) of B+ or higher for the honors thesis or project coursework and manuscript.

Honors with great distinction

3.600 or higher overall GPA with a minimum of 45 graded, residence credits. Submission of honors manuscript/artifacts for archiving, with grade(s) of A- or A for the honors thesis or project coursework and manuscript.

Honors with greatest distinction

3.800 or higher overall GPA with a minimum of 45 graded, residence credits. Submission of honors manuscript/artifacts for archiving, with grade(s) of A- or A for honors thesis or project coursework and manuscript.

FINAL NOTES

- Students pursuing a Departmental Honors (DH) track should consult their DH track requirements for additional criteria which may affect their honors credentials.
- Latin honors are awarded by the Undergraduate Registrar's office based upon final GPA and class rank within the student's college. Students can find further details on the Undergraduate Registrar's website.

Honors Thesis or Project

Finishing Up

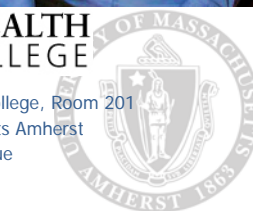
- Manuscript Submission
- Honors Credentials



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DOCUMENTATION

Students seeking to graduate from Commonwealth Honors College (CHC) “with distinction” must make their research public by providing an Honors thesis or project manuscript to Commonwealth Honors College for approval and forwarding to the W.E.B. DuBois Library archives. This manuscript must be accompanied by an appropriate “Honors Thesis or Project Completion” form. (www.honors.umass.edu/forms).

Honors Thesis Manuscript

Thesis manuscripts traditionally include the items noted below. However, the thesis instructor/committee may authorize adjustments to numbers 3 – 8 to meet professional standards set by the department.

1. Title Page
2. Abstract (2 copies)
3. Introduction
4. Review of the literature of previous researchers
5. Methodology or critical approach
6. Presentation and discussion of research results
7. Conclusions and implications for future study
8. Bibliography
9. Appendix (optional)

Honors Project Manuscript

A project manuscript must accompany artifacts produced from the student’s research, including written artifacts not in thesis form. The manuscript’s length and scope are determined by the project instructor/committee but it must fall within the 5-10 page range.

Artifact formats follow the standard of the discipline. Examples include collections of poetry, screenplays, slides/videotapes/CDs of creative work, case studies, engineering plans, landscape designs, photojournalistic essay, etc.

The manuscript which accompanies the artifact(s) should include:

1. Title Page
2. Abstract (2 copies)
3. Minimally two of these:
 - o Contextual Information, e.g., a literature review or a discussion of theoretical or artistic influences
 - o Process Information, e.g., what did you wish to achieve? How did you set out to achieve the goals?
 - o Reflections, e.g., what did you learn or contribute? What changes would you make in hindsight? Implications or suggestions for the future?
4. Appendix (optional)

FORMATTING REQUIREMENTS

Manuscript Body

Thesis and project manuscripts must meet minimum formatting standards for submission to the W.E.B. DuBois Library archives.

Manuscripts must:

- Be unbound
- Be printed on clean, white, 8.5 x 11 inch paper of consistent quality and weight
- Have a 1 inch margin on each side
- Have consistent font type and size throughout, e.g., Times Roman 12 pt (exception: Appendix contents)
- Have pages numbered consecutively (exception: no page numbers should appear on the title and abstract pages)
- Be double-spaced (exceptions: block quotes, footnotes, itemized or tabular material)
- Use a consistent style manual throughout (e.g., Psych APA, English MLA, Chicago, etc.)

See further details on our website:

www.honors.umass.edu/capstone/formatting

Title Page and Abstract

The title page and abstract must be formatted according to the examples provided on the Commonwealth Honors College website (see “formatting” link above). Additional title or abstract pages formatted according to the student’s department standards may be included after the required CHC title and abstract pages.

Project Artifact Label

Artifacts such as CDs or videotapes must have the following information noted on the artifact:

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