

**BOWDOIN COLLEGE
Brunswick, Maine**

**REQUIREMENTS FOR SUBMISSION OF HONORS PROJECTS
TO THE COLLEGE ARCHIVES, SPRING 2009**

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INTRODUCTION

“The honors project offers seniors the opportunity to engage in original work under the supervision of a faculty member in their major department or program. It allows qualified seniors to build a bridge from their coursework to advanced scholarship in their field of study through original, substantial, and sustained independent research. The honors project can be the culmination of a student's academic experience at Bowdoin and offers an unparalleled chance for intellectual and personal development.”

Bowdoin College Catalogue for 2008-2009

After an honors project is accepted by an academic department, the final requirement for a student to graduate with honors is the submission of the project to the Bowdoin College Library. All approved honors projects are retained permanently in the College Archives.

The following guidelines have been established to assist students in preparing honors projects and submitting them to the Library. You are encouraged to consult with librarians at any time for assistance with your research, writing, and preparation of your project. All honors projects must be submitted in person to the Librarian of the College, Sherrie Bergman, no later than **Friday, May 15, 2009, at 5:00 p.m.**

Final acceptance of honors projects by the Library is subject to fulfillment of the technical and stylistic requirements outlined in this document.

RECOMMENDED STYLE MANUALS

Different academic disciplines may follow different stylistic conventions for scholarly papers. The formatting of footnotes, endnotes, and lists of references, and the arrangement of the text all should follow the style recommended by your discipline. The following style manuals are a few examples of guides that you may be expected to follow; or you may use the Turabian manual for most disciplines. Please consult with your advisor or department Chair. All manuals are available at the Bowdoin Library or for purchase at the Bowdoin Bookstore. Online versions of style manuals usually are abridged; it's a good idea to invest in a print copy for your referral.

Please note that some conventions for articles to be published in a journal do not necessarily translate to an academic thesis; e.g., a running title on every page may be required for publication, but it's not appropriate for your honors project.

Multidisciplinary:

A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers. Kate L. Turabian. 7th ed. University of Chicago Press, 2007.
Main Library Reserve 132
Main Ref Desk; Science Ref; Art Ref. LB2369 .T8 2007

The Turabian manual is recognized by vote of the Faculty as the College style manual. The instructions outlined in Turabian should be followed unless your department recommends another manual.

The Chicago Manual of Style. 15th ed. University of Chicago Press, 2003 [*an online version of the complete Chicago Manual of Style is available through the Library Catalog*]
Main Libr Reserve 130a
Main Ref Desk; Spec Coll Ref Z253 .U69 2003

Humanities:

MLA Handbook for Writers of Research Papers. Joseph Gibaldi. 6th ed. Modern Language Association of America, 2003.
Main Libr Reserve 135
Main Ref; Science Ref LB2369 .G53 2003

Social Sciences:

Publication Manual of the American Psychological Association. 5TH ed. American Psychological Association, c2001
Main Libr Reserve 130b
Main Ref Desk; Science Ref BF76.7 P83 2001

Or: ***Pocket Guide to APA Style.*** 2nd ed., Robert Perrin. Houghton Mifflin, 2007
Main Ref Desk BF 76.7 P47 2007

Sciences:

Scientific Style and Format: the CSE Manual for Authors, Editors, and Publishers. Style Manual Committee, Council of Science Editors. 7th ed. Council of Science Editors in cooperation with the Rockefeller University Press, 2006
Science Ref T11 .S386 2006

Electronic Sources:

The Columbia Guide to Online Style. Janice R. Walker and Todd Taylor. 2nd ed. Columbia University Press, 2006
Main Library Reserve 129
Main Ref Desk; Science Ref PN171 F56 W35 2006

See also the Library's Citation & Style Guides page

<http://library.bowdoin.edu/eref/write.shtml> for online versions of style manuals.

**FORMAT REQUIREMENTS FOR ALL HONORS PROJECTS
REGARDLESS OF STYLE MANUAL USED**

Acid-Free Paper:

To ensure the longevity of the manuscript, all theses must be printed on 8½ x 11 inch 20-pound acid-free paper that meets Standard #Z3948 of the American National Standards Institute (ANSI). The College Bookstore carries two brands of acceptable paper: Crane Thesis Paper, Item #BT816S, and Perma/Dur Archival Buffered Bond Sheets. No other paper will be accepted for the Library archival copy unless it can be demonstrated to meet ANSI #Z3948. The College Archives on the third floor, H-L Library, can test paper samples to determine whether or not particular stock conforms to the standard.

Title Page Format (see sample attached):

Title:

The title should be centered between the right and left margins, four inches below the top of the sheet (three inches below the upper margin). Use capital and lower case letters with no end punctuation. If the title requires more than one line, double space the subsequent line(s) and begin each with a capital letter whether or not one might otherwise do so.

Department Statement:

Five lines below the final line of the title, center the statement:

An Honors Paper [or Project] for the Department [or Program] of [department name].

Author's Name:

Two lines beneath the Department Statement, centered, is the by-line, **with the author's name in the same form as in other official College records. Please consult with the College Registrar if you need to verify the form of your name that appears in College records.**

By Your Full Name

Imprint and Copyright Statement:

Beginning three lines above the bottom margin, centered, and without a period, are the imprint statement and the copyright statement, separated by one line. The copyright statement should include the copyright symbol [©] or the term "Copyright" followed by the year and the author's full name. The "Copyright" line should rest at the bottom margin, one inch above the bottom edge of the page.

Bowdoin College, 2009

© 2009 Your Full Name

Important Information about Department and Program Names:

Please note carefully the official names of College departments and programs as listed in the attached chart from the Registrar. The official name(s) must appear correctly on the title page. Some examples are shown below:

An Honors Paper [or Project] for

the Department of Romance Languages [official department name]

the Program of Asian Studies [official program name]

the Departments of Economics and Sociology and Anthropology [interdisciplinary major]

the Program of Environmental Studies and the Department of Philosophy [program that also involves a particular department]

the Faculty Sponsors from the Departments of Art and Music [student-designed major not affiliated with a particular department]

Font Style and Size:

Select a font that is easy to read. “Times Roman,” “Garamond” and “Univers” are examples of established fonts that read well; avoid styles that attempt to mimic cursive. The font size for the main body of text should be 12-point; captions, titles and other headers may fluctuate relatively but should not be overly large, nor should any type be smaller than 10-point. All equations and formulas should be printed rather than handwritten.

Printing:

All submissions must be prepared using a letter-quality printer. Photocopies are unacceptable. All printing should be in black or grayscale whenever possible; color inks and dyes lack permanence and should be avoided.

If colored graphs, tables, or other illustrations must be included within the text for the sake of clarity, do one of the following:

- Make additional copies of the color images reprinted in grayscale and insert them as an Appendix; or
- Submit digital copies of the color images in TIFF format, on a “gold standard” CD-R; or
- Use an Epson 2000 series (or higher) printer and archival paper—the ink cartridges used in that series of printers are pigment-based and provide acceptable color stability over time.

FORMATTING & PAGE NUMBERING: SINGLE-SIDED PRINTING

Margins:

- Left margin should measure 1.5 inches to allow for binding; the upper, lower and right margins should measure 1 inch.

General Guidelines:

- Be consistent about placement of page numbers, and place them no nearer than 0.5” from the edge of the sheet of paper.
- Include a blank sheet of acid-free thesis paper at the beginning and at the end of your submission.
- Some pages (such as title page) should not show any numbers, but they ARE counted in the numbering sequence.
- Include a page number unless otherwise indicated below.
- The order of sections listed below is the order recommended by Turabian.

Sections of the Thesis:

1. Front Matter (preliminary pages): use lower-case Roman numerals (i, ii, iii, iv, etc.) in this order:

- **Honors Project Completion Form** (*required; use attached acid-free form*) uncounted and unnumbered
- **Copying Permission Form** (*required; use attached acid-free form*) uncounted and unnumbered
- **Title Page (required):** counts as page i, but the number is not printed on the page.
- **Dedication; Epigraph** (both optional): these count in sequence of Roman numerals, but the number is not printed on the page. These are *not* listed in the Table of Contents.
- **Table of Contents (required for all papers divided into chapters; recommended for all):** counts as page ii if directly following the Title Page, or a higher number if there's a dedication or epigraph.
- **List of Figures, Tables, or Illustrations** (optional, but recommended if appropriate): counts as Roman numeral page in sequence after Table of Contents, and should be the first thing listed in the Table of Contents.
- **Preface; Acknowledgments; Abstract** (all optional): should be listed in Table of Contents and numbered in Roman numbering sequence, after the Table of Contents & Lists of Figures.

2. Text: Includes everything between the front matter and the back matter; numbered

with Arabic numerals.

- **Introduction** (optional): if included, this is page 1.
- **Chapters or Sections:** if no Introduction, Chapter 1 would be page 1. Begin each new chapter on a new page. Continue sequence of Arabic numbering.

3. Back Matter: continues numbering with Arabic numerals.

- **Illustrations** (optional)
- **Appendixes** (optional): this is where you could put black & white copies of color images from the body of the text.
- **Endnotes, Bibliography, or Reference List** (required in most papers): One of these lists will be the final section of the paper.

FORMATTING & PAGE NUMBERING: DOUBLE-SIDED PRINTING

Special Considerations for Double-Sided Printing:

- To ensure that text and images do not “bleed through” the paper, high-quality acid-free paper is required. Please use Perma/Dur or Crane’s, sold at the College Bookstore.
- Precision laser printing must be used to avoid “bleed through.”
- The Librarian will make the final decision on accepting a thesis with double-sided printing. It is strongly recommended that you test-print several pages, especially those displaying pictorial or other non-text material, and ask the Librarian to determine if they are acceptable.

Margins

- Margins must be set to permit both odd and even pages to have a “gutter” for binding. MS Word allows for automatic page formatting for double-sided printing. Under **File>Page Setup>Margins**, select the following settings:
- All margins = 1 inch; gutter = .5 inch; next to “Multiple Pages”, select “Mirror Margins” from the drop-down menu. These settings will result in the inner margin of both left and right pages measuring 1.5 inches to allow for binding; the outside margins will measure 1 inch.

General Guidelines:

- Be consistent about placement of page numbers, and place them no nearer than 0.5” from the edge of the sheet of paper.
- Include a blank sheet of acid-free thesis paper at the beginning and at the end of your submission.
- Some pages (such as title page) should not show any numbers, but they ARE counted in the numbering sequence.
- The backs of pages such as the Title Page count in the numbering sequence, even if they don’t show the number.
- All new sections or chapters should begin on the next consecutive odd-numbered (right-hand) page, whether Roman or Arabic numerals.
- Include a page number unless otherwise indicated below.
- The order of sections listed below is the order recommended by Turabian.

Sections of the Thesis:

1. Front Matter (preliminary pages): use lower-case Roman numerals (i, ii, iii, iv, etc.) in this order:

- **Honors Project Completion Form** (*required; use attached acid-free form*) uncounted and unnumbered
- **Copying Permission Form** (*required; use attached acid-free form*) uncounted and unnumbered

- **Title Page (required):** counts as page i, but the number is not printed on the page. *The back of the Title Page counts as page ii; the number is not printed.*
- **Dedication; Epigraph** (both optional): would count in sequence of Roman numerals, but the number is not printed on the page
- **Table of Contents (required for all papers divided into chapters; recommended for all):** counts as page iii if directly following the Title Page, or a higher number if there's a dedication or epigraph. *The back of the Table of Contents counts as page iv; if the page is blank, the number is not printed.*
- **List of Figures, Tables, or Illustrations** (optional, but recommended if appropriate): counts as Roman numeral page in sequence after Table of Contents, and should be the first thing listed in the Table of Contents.
- **Preface; Acknowledgments; Abstract** (all optional): should be listed in Table of Contents and numbered in Roman numbering sequence, after the Table of Contents & Lists of Figures.

2. Text: Includes everything between the front matter and the back matter. Numbered with Arabic numerals.

- **Introduction** (optional): if included, this is page 1.
- **Chapters or Sections:** if no Introduction, Chapter 1 would be page 1. Begin each new chapter on the next consecutive odd-numbered page (right side when book is open). Continue sequence of Arabic numbering.

3. Back Matter: continues numbering with Arabic numerals.

- **Illustrations** (optional)
- **Appendixes** (optional): this is where you could put black & white copies of color images from the body of the text.
- **Endnotes, Bibliography, or Reference List:** (required in most papers) One of these lists will be the final section of the paper.

FORMATTING & PAGE NUMBERING: SWITCHING FROM ROMAN TO ARABIC PAGE NUMBERS

To switch from Roman to Arabic page numbers in your document:

Roman Numerals in Front Matter, start with cursor on the Title Page.

- On the **Insert** menu, click **Page Numbers**.
- Remove Check from **Show Number on First Page**
- Click **Format**.
- Choose **Number Format: i,ii,iii**
- In the **Start at** box, enter **i**.

Insert a **section break** where you want to restart page numbering:

- If you have inserted a page break, delete the page break and replace it with a section break that starts on a new page.
- On the **Insert** menu, click **Break**.
- Under **Section break types**, select Next Page.
- Start Introduction or Chapter 1 on this “next page” section.

For Arabic Numbers in Text, start with cursor on the page where you want the Arabic pagination to start (Introduction or Chapter 1):

- On the **Insert** menu, click **Page Numbers**.
- Check **Show Number on First Page**
- Click **Format**.
- Choose **Number Format: 1,2,3**
- In the **Start at** box, enter **1**.

NON-PRINT MATERIALS

Non-print materials, such as photographs, magnetic recordings, and electronic data files, provide problems for long-term storage and handling. To ensure preservation and physical stability of any non-print materials that accompany a thesis, or that comprise the major portion of a submission, observe the following guidelines. Any student with questions concerning the preparation of non-print material as part of an honors thesis should consult Richard Lindemann in Special Collections & Archives, Hawthorne-Longfellow Library at rlindema@bowdoin.edu or x3288.

1. Regardless of the extent of non-print materials, all submissions must include paper copies of required forms, a title page, and other introductory materials. When the submission is non-textual, an abstract describing the nature, scope, and content of the work is mandatory. For submissions containing multiple electronic files, a printed copy of the file directory is also required.
2. Moving images: you may submit recordings only on miniDV's or DVD's. These media should be of high quality, and the recordings must meet NTSC standards (**foreign [non-Region 1] formats are not acceptable; highly compressed files are not acceptable**). Please verify that the files you have recorded are readable on the actual recording medium that you intend to submit.

Labeling for miniDV cassettes: adhere a label directly to the cassette with: author, title, length. Labeling for DVD's: insert into, or adhere onto, the case/sleeve of the disc a label with: author, title, file format(s), length. **DO NOT** affix any label, nor write or mark, directly on the face of the disc(s).

3. Sound recordings: you may only submit recordings on "gold standard" CD-R's. Digital sound files must be in WAV or AIFF format.
Labeling for CD's: insert into, or adhere onto, the case/sleeve of the disc a label with: author, title, length. **DO NOT** affix any label, nor write or mark, directly on the face of the disc(s).
4. Black-and-white images printed on thesis paper using a laser printer are acceptable. Photographic prints should be fiber-based, black-and-white, glossy prints; RC [resin-coated] papers, color prints and Polaroid photographs are impermanent and undesirable. If color photographic prints are essential in conveying necessary information, using special Epson color printers or including a duplicate black-and-white set of supplemental prints or a corresponding set of digital files is strongly encouraged. For further instructions about color photography, please see 8 below.
5. An image size of approximately 5 x 7 inches allows for labeling and adequate page margins. Photographic prints and other similar materials should be dry-mounted on 20-pound acid-free paper or attached with acid-free corner mounts. Do not use rubber cement, mucilage, transparent tape, or other non-archival glues or adhesives; these are inherently destructive to paper and lose their adhering properties over time. Students who need assistance in determining the appropriate means for mounting illustrations may consult Carol Durak, Library Binding Assistant, at x3994.

6. Paper used for the preparation of visual materials, including photocopies when necessary, should be of pH-neutral or acid-free stock (see “Format Requirements for All Honors Projects: Acid-Free Paper” above). Photocopies should be black-and-white whenever possible; color photocopies are not acceptable. Images and captions or other text on pages that contain visual materials should conform to established margins, and such mounted sheets should be counted in the paging.
7. All hand written labels and graphs should be in permanent ink or of permanent artist-quality materials; avoid color inks. Do not use felt-tip pens, color markers or pencils, which lack permanence.
8. Because of the impermanence of color dyes and inks used in most photographic processing and printers, use of color images is strongly discouraged. When color images are essential, color slides on Kodachrome slide film provide for the best color permanence; each slide should be labeled with the title and the copyright statement. Alternatively, color images printed on an Epson 2000 series (or higher) printer, using pigment-based inks printed on acid-free paper, provide color stability over time and are acceptable. Color images printed from digital files using other printers require the additional submission of those digital files, in TIFF format, on a “gold standard” CD-R. Please see 3 above for instructions on how to label these discs.
9. Enclosures and supports for all inserted or mounted materials should be made of pH-neutral paper or inert plastics. Acid-free papers and Mylar (polyester) are safe for proper archival storage. The College Bookstore carries Mylar supplies that are suitable for holding slides, photographs, etc.
10. Projects involving complex electronic data sets, such as Web sites, programming codes or large data files, require special handling for archival preservation. Early in the planning process, please contact Richard Lindemann, Director of Special Collections and Archives, at x3288, to discuss the submission and retention of projects that include information in an electronic format. In some cases, it may be necessary to submit a printed copy of the project on acid-free paper in addition to the electronic version. When such printing is impractical, electronic projects must include a paper copy submission that contains required forms, a title page, and other introductory materials, including software specifications and an abstract describing the nature, scope and content of the work.

SUBMITTING THE HONORS PROJECT TO THE LIBRARY

After your thesis is accepted by the academic department, you are required to submit your work personally to the Librarian of the College, Sherrie Bergman. Deadline for submission is **Friday, May 15, 2009 at 5:00 p.m.**; this strict deadline is necessary to ensure that all honors projects are listed in the Commencement Program. The title and your name must appear consistently and identically on all forms, the title page, and any required labeling. **Please bring a copy of the thesis on a memory stick so any necessary formatting corrections can be made on the spot.**

All approved honors projects are retained permanently in the College Archives. The Bowdoin College Library is responsible for the binding, cataloging, and preservation of the official record copy of all Bowdoin College honors projects in the College Archives.

All submissions must include:

- **An Honors Project Completion Form, completed and appropriately signed.**
Each honors candidate must have her or his advisor or department chair sign the attached Honors Project Completion Form, which is printed on acid-free paper.
- **An Honors Project Copying Permission Form, completed and appropriately signed.**
As the author, you hold copyright, including all rights of publication. The Bowdoin College Library, as holder of the official copy of record of the project, will permit public access to your submission, including making a reproduction available through interlibrary loan. No copies beyond one for interlibrary loan and replacement or preservation will be made without permission of the author. A copying permission sheet, to help prevent unauthorized use of the unpublished research, must be signed by the student and submitted to the Library with the completed project. A copy of the sheet, printed on acid-free paper, is attached to this memorandum.
- The signed completion and copying permission forms and the unbound copy of the completed honors project (including the required blank sheets) should be placed in an envelope or box adequate for packaging the submission until it is bound. Suitable manila envelopes in sizes 9x12 or 10x13 inches are available at the College Bookstore. A copy of the title page should be taped (transparent tape is acceptable) or glued to the outside of the protective envelope or box to provide temporary identification of the submitted package.

Personal Copies

Students may have personal copies of their projects bound at their own expense by contacting Carol Durak, Library Binding Assistant, at x3994. Students must provide the additional copies, printed on paper of their choice (acid-free paper is not required for personal copies). The cost for binding of personal copies is \$8.00 per copy, plus \$12.00 shipping and handling for up to three copies being mailed in the same envelope. (Please inquire about cost for international shipping.) Prepayment is required by check (payable to "Bowdoin College Library") or cash in the exact amount. Please use the attached Honors Thesis Binding Order Form to place these orders. There is no deadline for ordering personal copies.

College departments may have copies of projects bound for the same costs as noted above and can make arrangements for departmental charge in lieu of prepayment by check.

To obtain additional copies of discs, please consult Carmen Greenlee at the Language Media Center (x3286) before submitting the project to the Library.

At graduation, bring your family and friends to the Library to see your name listed in the Library catalog as a published author! Good luck with your research!

2/2009