GUIDELINES FOR FORMATTING HONORS PAPERS

Ursinus Seniors began participation in the Departmental Honors Program during the presidency of Dr. Henry J. Spangler. Since that time, the theses produced have been part of the permanent archives of the College.   They are housed in the Ursinusiana Room (Myrin 227) and are available for inspection by appointment. Beginning in Spring 2015, honors papers will be submitted electronically to the Digital Commons at Ursinus College.

An honors project consists of the following:

1. A signature page (see specific submission instructions below)
2. A title page
3. An abstract
4. The paper
5. Any associated files including PPT, video, etc.

Instructions for submitting honors papers

All of the above elements are to be submitted on the same date using the methods below:

- The **signature page** is submitted in hard copy to the Office of Academic Affairs on the same date as the project is submitted electronically to the Digital Commons
- The **paper**, with **title page, abstract**, and **any associated files** in electronic copy to the Digital Commons, following the instructions below.

Detailed Instructions for Submitting Honors Papers to Digital Commons@Ursinus

BEFORE SUBMITTING YOUR WORK

Please follow these guidelines:

- A **signature page** must be prepared, signed, and submitted to the Office of Academic Affairs no later than 5 p.m. the day of the deadline for submission. On a separate sheet of paper, (cut and paste attached template for proper formatting) include access level selection and list the signatures of the advisor(s), the committee members, and outside evaluator for distinguished honors, and the department chairperson(s).
- A **title page** must be prepared and include the following:
  a) Title
  b) Student's name
  c) Date
  d) Submission Statement: "Submitted to the Faculty of Ursinus College in fulfillment of the requirements for Honors (or Distinguished Honors) in X Department(s))." (Insert the name of the department or departments in which you will receive Honors).
- An **abstract** must be prepared and placed on a separate page. For additional information about preparing an abstract see:
  https://owl.english.purdue.edu/owl/resource/656/1/   Short overview of abstract writing.

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http://writing.wisc.edu/Handbook/presentations_abstracts_examples.html Examples of abstracts by undergraduates, divided by discipline.
http://writingcenter.unc.edu/handouts/abstracts/ Detailed explanations of different kinds of abstracts.

- **Papers** should adhere to the style/format established by your department and be saved as a PDF or Word document. If saving your paper as a PDF, please embed all fonts.
- Use a 10 or 12 point standard sized font and double space throughout except in instances where single spacing is required.
- "Reminders: Your paper should contain citations for any work that is not your own (photos, charts, etc.) Properly acknowledge the source of all data presented and used in your Honors Paper. For example, "the data presented in this table (or document) was generated in Dr. Rebecca Kohn's lab at Ursinus College, Spring 2015." Any data generated by a faculty member remains the possession of the faculty member and cannot be used again without permission."
- You must meet with your Project Advisor to decide how your paper will be accessed via Digital Commons @ Ursinus. This information will be recorded on the page containing the signatures of the advising committee and department chair. ***Note that information contained in the citation record for your paper will be viewable via the Internet regardless of the access level chosen below.   Please speak with your advisor about the appropriate amount of information to include in the abstract in cases of sensitive research.***

Choose one of the following options:

- o **Campus Only** (Only users with a valid Ursinus email address will be able to access the full content of your work)
- o **Open Access** (The full content of your work will be available via the Internet)
  If you wish to delay open access (embargo) please include the length of time necessary for the embargo period.

SUBMITTING YOUR HONORS PAPER TO DIGITAL COMMONS @ URSINUS

Step 1: Create an account in Digital Commons @Ursinus
- a. First, go to http://digitalcommons.ursinus.edu/
- b. Next, click on **My Account** near the top of the page.
- c. Create an account by using the **Sign Up** button, or log in to an existing account
- d. Check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue.

Step 2: Submitting your Honors Paper

- a. After creating your account, click "**Research unit, center or department**" in the center of the page, under "Browse our Collections."

b. Press the "**Expand All**" button to locate the Student Research section of your Department.

c. Click on the appropriate location for which you are receiving Honors. For example, 'Mathematics Honors Papers.' Note: If you are receiving Honors in more than one department, just choose the primary one. During the submission process you can indicate the additional department so your paper will be archived in both places.

d. Next, click **Submit Research** under "Author Corner" on the bottom left side of the page.

e. You will be directed to the **Submission Agreement** page. Read the Agreement, check the box at the bottom of the page (indicating you agree with the conditions) and click **Continue**.

f. After agreeing, you will be taken to the main submission page with fillable fields:

1. **Title** (capitalize all nouns, pronouns, verbs, and all words of four or more letters)
2. **Author** (This will already be completed for you; You may make changes if needed)
3. **Submission Date** (Enter today's date)
4. **Department(s)** (From the drop-down menu, select the primary department in which you are receiving Honors. Add an additional department if needed in the field below)
5. **Advisor(s)** (Enter the name of your project advisor, followed by committee members and the Department Chair)
6. **Keywords** (Up to 6 words, to help make your paper discoverable via search engines)
7. **Subject Categories** (Choose the academic discipline(s) that represent your work. General categories will be pre-selected – you may drill down to more specific categories from those available)
8. **Abstract** (You may copy and paste the abstract from your paper)
9. **Comments** (This can be used for reporting any other required information about your research, such as a source of grant funding)

g. **Upload full text** of your document (use the browse button to find the paper on your computer). Be sure to include your title page and abstract.

h. **Attach any additional files** (slides, audio, video, data sets) if needed, by checking the box

i. **Press Submit** to upload your document and any additional files (this could take a few minutes depending on file size).

j. **You will see a new page confirming your successful upload**

k. You may revise your submission if needed or click **My Account** to log off.

l. You will receive notification when your submission is approved.

If you have any questions regarding this process, please contact:

Andy Prock, Scholarly Communications & Metadata Librarian (aprock@ursinus.edu)

(Sample of Honors Paper Title Page)

Title

Student name

Date

Submitted to the faculty of Ursinus College in fulfillment of the requirements for Honors in (academic department(s))

(Sample of Distinguished Honors Paper Title Page)

Title

Student name

Date

Submitted to the faculty of Ursinus College in fulfillment of the requirements for Distinguished Honors in (academic departments(s))

(Sample of Honors Signature Page)

Access Level (select one of the boxes below):

☐ Campus-only (restricted to users with valid UC username/password)
☐ Open access (select one of the circles below):
○ Immediate
○ Delayed (embargoed for this time period): _____

Student Initials: _____   Advisor(s) Initials: _____

Title

Student name

Date

Advisor(s)   _____

(typed name)

Committee members: _____

(typed name)

_____

(typed name)

_____

(typed name)

Approved: _____

(department chairperson's typed name)

(Sample of Distinguished Honors Paper Signature Page)

Access Level (select one of the boxes below):

☐ Campus-only (restricted to users with valid UC username/password)
☐ Open access (select one of the circles below):
○ Immediate
○ Delayed (embargoed for this time period): _____

Student Initials: _____   Advisor(s) Initials: _____

Title

Student name

Date

Advisor(s)   _____
                                          (typed name)

Committee members: _____
                                          (typed name)

                              _____
                                          (typed name)

                              _____
                                          (typed name)

Outside Evaluator: _____
                                          (typed name)

Approved: _____
                              (department chairperson's typed name)