

## **GUIDELINES FOR THE PREPARATION OF THE ARCHIVAL COPY OF THE HONORS PAPER**

Your final print paper will be bound by the Library. Both the print and digital copy will be retained permanently in the College Archives in Barret Library, where it may be consulted by general readers and scholars. As the author of the work, you retain the right to publish your paper.

### **Submission of the Honors Paper**

Once all corrections are made and the final paper has been approved, a clean copy is submitted to the Dean of Academic Affairs for Curriculum. Do not submit your paper in any type of binder that requires you to punch holes in the paper. **A PDF copy of the paper on a CD must accompany the print copy.** The Honors paper must also be accompanied by a statement signed by the department chairperson, the sponsor, and the other designated reader(s) indicating that it has been approved for Honors, by those persons. Papers that are late, incomplete, or that do not fulfill the form outlined in these instructions may not be considered in time for recognition on the Commencement program or on your transcript.

### **Formatting the Honors Paper**

#### 1. Paper and Printing

Cream colored 8 ½ by 11 inch 20 lb. bond paper is to be used for the final copy of the paper. Bond paper is provided to the student by the College Archivist.

Use a letter-quality printer; photocopies are unacceptable.

Printing should be on one side of the paper only.

There should be no obvious marks of editing or use of correction fluid or tape.

Printing should be in black or gray scale; color inks should be avoided.

Figures are to be drawn neatly in ink or other suitable medium.

#### 2. Font Style and Size

Select a font that is easy to read, such as Times New Roman or Courier.

The body of text should be 12 point.

No text should be smaller than 10 point.

Font size of captions, titles and other headers should not be overly large

#### 3. Page Layout and Spacing

Margins at the top, right and bottom of the final copy must be at least 1”.

The left margin must be 1.5” to allow for binding.

Text should not be right justified.

Text should be double spaced, except for: Table of Contents, List of Figures, List of Tables, Block quotations, notes, captions, footnotes and long headings which are single spaced.

Footnotes, tables, maps, or illustrations should fall within the limits of the page margins.

A variety of style manuals are available in the Reference Collection of the Library as well as on-line.

#### 4. Page numbering

Page numbers are positioned in the upper right hand corner in line with the right text margin. The number stands alone without “page” or any phrase or punctuation.

Every sheet in your paper will be counted in page numbering, however, not every page will show a number. The title page counts as the first preliminary page, but it does **not** carry a number.

Preliminary pages are numbered with lower case **Roman numerals** (e.g. i, ii, iii, iv). The first page of the body of the text **uses Arabic numerals**.

### **Arrangement of the Honors Paper by Page and Section**

The pages and sections and of the paper should be arranged in the following order:

1. Permission to copy page

The permission to copy page must be signed and dated by the student. It will be bound with the paper and includes the following statement:

“I give permission for public access to my Honors paper and for any copying or digitization to be done at the discretion of the College Archivist and/or the College Librarian.” (see [Appendix E](#))

Since the paper is submitted in satisfaction of a part of the requirement for Honors and the act of depositing these materials in the College Archives indicates a willingness by the author to share her/his work with the Rhodes community and with the general public, the College Archivist will permit public access to it. Signing this form does not prevent you from further publication of your work.

2. Title page ([see Appendix A](#)) Information on this page includes:

Title

Name as it appears in official College records

Department Name

The statement: “Submitted in partial fulfillment of the requirements for the Bachelor of Arts (or Science) degree with Honors in [Department]”

Rhodes College

Date (Year of graduation)

3. Signature Page ([see Appendix B](#)) The Signature Page includes the following statement:

“This Honors paper by \_\_\_\_\_ has been read and approved for Honors in Department \_\_\_\_\_” followed by the signatures of those who approved your paper.

4. Acknowledgment Page

Because an honors paper is a normal requirement for a degree with honors, acknowledgment of help received from members of the department concerned is seldom necessary. In general, acknowledgments should be restrained statements

of thanks for aid from outside or unusual sources. Dedication pages are not considered appropriate in an academic paper and their inclusion is discouraged.

5. Contents

All sections following the content page are included in the Contents.

6. List of Illustrations or List of Tables, Figures or Diagrams

When tables, figures, illustrations are included in the text there will be a list included as a section in the table of Contents.

7. Abstract Page

The abstract, a brief summary of your work, should be no longer than 250 words and double spaced. (see [Appendix D](#)) It will be reviewed, approved and edited along with the whole paper. The abstract will be printed in the Commencement Program.

8. Main text (and footnotes if not included in text)

Begin the first page with Arabic number One (1).

Continue sequence of Arabic numbering through the remainder of the paper including illustrations, appendices and the bibliography.

The text may be divided into chapters or sections with headings consistent with the Table of contents.

Each chapter should begin on a new page.

The form and location of footnotes will be determined by the style manual used in the discipline.

9. Tables, Illustrations, and Figures

All figures should be drawn neatly in indelible ink or a suitable medium.

10. Appendices

11. Glossary

If appropriate, a glossary of technical terms should accompany drafts and the final copy of the paper. Place the glossary after the text and appendices and before the bibliography.

12. List of Symbols and/or abbreviations

13. Bibliography

Every work cited in the text must appear in the bibliography. Consult your advisor regarding the preferred style for citations, footnotes, endnotes, tables, bibliography, etc. in your discipline. A variety of style manuals are available in the Reference Collection of the Library or at [Rhodes College | Online Research Sources \(General\)](#).

Please e-mail [Elizabeth E. Gates](#), College Archivist, if you have a question about formatting your paper or project.