

Honors projects at Houghton University approved and submitted for binding should conform to the following guidelines. Project advisors should help ensure that they are met.

I. Documentation:

Honors projects should conform to the manuscript writing and documentation style specified by the academic department in which the project is completed. Interdisciplinary projects should conform to one style, chosen in consultation with the Project Advisor. Copies of most major style guides are available in the library.

Exception: The title page should follow the attached sample, regardless of which style sheet is being used for the body of the paper.

II. Manuscript Preparation:

A. Margins:

1. The left margin needs to be at least one and one-half (1 ½) inches wide to allow for binding.
2. The top, right, and bottom margins should be approximately one (1) inch each.

B. Title Page:

1. The title page should conform to the attached sample.
2. The library copy of the manuscript should contain the original title page with the requisite signatures in black ink.

C. Library Copy:

The Willard J. Houghton Library retains and preserves the **original** manuscript of every honors paper.

1. Paper: The paper should be white, 24-pound or heavier, acid-free paper, 8 ½ by 11 inches in size.
2. Printing: The paper must be printed on a letter quality printer using black ink.
3. Graphs, table, maps, charts, and other illustrations: The library copy should contain **original** copies of graphs, tables, maps, charts, photographs, and similar materials. If any photographs or other illustrations are to be attached to a page, a liquid plastic or polyvinyl

adhesive which dries clear, remains flexible, and is non-yellowing should be used.

4. Although it is not required that the student use the Highlander Print Shop on campus, be aware that it does offer the paper and printer qualities needed for this project.

D. Binding:

1. The library copy will be professionally bound in red (all undergraduate areas) and blue (music graduate theses) buckram.

2. Departmental and personal copies may be bound in a different color. Whether or not they are bound via the library is up to the department and the student.

3. The department in which the project is focused should cover the costs of printing and binding the library copy and any required departmental copies. The student is expected to cover the printing and binding costs of any additional personal copies. Prior to the deadline, a library representative will contact students with information about binding rates, acceptable methods of payment, and other details. Students need to provide binding fees for personal copies at the time of delivery to the library.

(1 ¾ inches from top of page)

Title

(1 ¼ inches)
by
Student's Name

(1 inch)

Submitted in partial fulfillment of the requirement for Major Honors in Department

(¾ inch)
Houghton University, Houghton, New York
May 20XX

(1 ½ inches)

Honors Committee

Area Dean Name: Signature: _____

Professor Name: Signature: _____

Professor Name: Signature: _____