

Houghton College Honors Project Style Sheet

Honors projects at Houghton College are expected to conform to the highest standard of research writing in the student's field. Projects approved and submitted for binding must conform to the following guidelines. Project advisors will ensure that students submitting projects for honors have followed these guidelines.

I. Documentation:

Honors projects must conform to the research writing and documentation style specified by the academic department in which the project is completed. Interdisciplinary projects should conform to one disciplinary style, chosen with the advice of the Project Advisor and Readers. In a case where no specific disciplinary style is specified by the department, students must follow the standards detailed in the latest edition of the *MLA Handbook for Writers of Research Papers*. Copies of most major style sheet guides are kept on permanent reserve in the library.

II. Manuscript preparation:

A. Margins:

- 1) The left margin must be at least one and one-half (1 ½) inches wide to allow for binding.
- 2) The right margin should be approximately one (1) inch wide.
- 3) Typing should start one (1) inch or six (6) lines from the top and must end
- 4) one (1) inch or six (6) lines from the bottom.
- 5) On the first page of each major division or chapter of the paper, the student must leave two inches at the top above the heading.

B. Pagination:

- 1) Every page (except the title page) must have a number.
- 2) Preliminary pages (including: table of contents; list of tables, graphs, and
- 3) Illustrations; acknowledgements; and preface) are numbered using lower case Roman numerals (i, ii, iii, iv, v, etc.). The title page counts as page one (i) but the number does not appear. The page following the title page is numbered as ii.
- 4) The body of the paper (including bibliography, and index) is numbered
- 5) using Arabic numbers (1,2,3,4,5, etc) at top center or top right, except on pages carrying major headings, or on the first page of a chapter. On these pages, the number must be placed at the bottom center of the sheet. Every

page, including tables, graphs, and illustrations must be numbered consecutively. Letter suffixes such as 10a, 10b, etc. must not be used.

C. Title Page:

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

D. Copy for library binding: The Willard J. Houghton Library will receive the original letter perfect manuscript and send it out for binding.

- 1) Paper: Because the library retains and preserves one copy of every honors paper, a high quality paper must be used. The paper must be white, sixteen-pound or heavier, acid free paper, 8 ½ by 11 inches in size. Erasable bond should **not** be used.
- 2) Printing: The library copy must be printed on a letter quality printer using black ink.
- 3) Graphs, tables, maps, charts and other illustrations: The library copy will contain original copies of graphs, tables, maps, charts, photographs, and similar materials.
- 4) Photocopied material: If the supervising committee permits any photocopies of graphs or other illustrative material to be used, margins must conform to the standards described in Section 2.1. These approved photocopies must be made by a high-quality permanent (archival quality) process. Legends, captions and explanatory material must be placed on the page in a well-organized layout allowing for clear visual comprehension.
- 5) Photographs: Photographs must be printed on high-quality archival photographic paper. 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 must be used.

E. Binding:

- 1) The library copy will be professionally bound in blue (music graduate theses) or red (all undergraduate areas) buckram.
- 2) Personal and departmental copies may be bound in a different color.
- 3) The department in which the project is focused should cover the costs of printing and binding the library copy of the paper as well as 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. When a student delivers papers for binding, he or she must provide binding fees for each desired PERSONAL copy.

- 4) To help with shipment to the bindery, students must provide a box for EACH copy delivered to the library for binding, including library and departmental copies.

(1 ¾ inches from top of page)

TITLE

(1 ¼ inches)
by
Student's Name

(1 inch)
Submitted in partial fulfillment of the requirements for Major Honors in Department

(¾ inch)
Houghton College, Houghton, New York
May, 1999

(1 ½ inches)
Honors Committee

Chair Name: Signature: _____

Professor Name: Signature: _____

Professor Name: Signature: _____