University Honors Program Thesis Formatting and Submission Directions

Updated February 2018

The completed thesis must be submitted by the middle of the student's final semester. Specific dates for each semester can be found on the Honors website (honors.unl.edu). Projects may, of course, be submitted earlier.

WHO CAN SERVE AS FACULTY MENTORS:
Only one faculty mentor is required by the University Honors Program, but a student may certainly work with multiple faculty mentors. Individuals eligible to serve as faculty mentors include any University of Nebraska-Lincoln tenured, tenure-track, or professor of practice faculty and lecturers with long-term appointments. Non-University experts in a field with whom a student is working may serve as a co-mentor, but not as a sole mentor.

HONORS v. DISTINCTION:
Completion of the Honors senior project/thesis fulfills Honors Program requirements. Please note that levels of Distinction are a separate recognition determined by a student's home College and not by the University Honors Program. While the Honors senior project/thesis may be submitted to the College as part of the Distinction review process, students are advised to make sure they are in compliance with all College procedures and expectations if also submitting the senior project/thesis for Distinction consideration.

SENIOR PROJECT/THESIS CONTENT & FORMATTING:
The Honors senior project/thesis should take a form and format that is appropriate to the project and the discipline within which the student is working. All projects should include the following elements: cover page (see sample later in this document); abstract; dedication/thank you page (optional); the project; citation documentation appropriate to your discipline.
   a. Students who have undertaken a creative activity, civic engagement, educational outreach, or other non-traditional project need some documentation of the creative endeavor or engagement/outreach action, such as a video/audio recording, photos, URL to a website, etc., as appropriate to the individual project. These types of senior projects/theses must also be accompanied by a substantive written document explaining how the research/work the student undertook informed the act of creation for the project.
   b. Generally, all written components submitted as part of the senior project should have one-inch margins, double spacing, and easy-to-read fonts (e.g.: Times New Roman, Calibri, Arial, etc.), unless changes to these general formatting expectations are appropriate due to the nature of the project or expectations of a discipline-specific citation and writing style.
Once you have completed the project, you will need to save it as a PDF. If you need help creating a PDF file or for help with other file types for non-traditional projects, contact Paul Royster (proyster2@unl.edu) for assistance.

SUBMISSION TO DIGITAL COMMONS
Starting in Spring 2018, Honors senior projects/theses will be published and archived via Digital Commons through the University libraries. Since senior project/thesis work can be intended for other types of publication, each student has two options for upload. Students should consult with their primary faculty mentor about the best option and ask her/him to indicate that option on the Senior Project/Thesis Completion Form.
   a. **Submission to the public Honors site:** This option is appropriate for most Honors senior projects/theses. This option should be chosen when the student and faculty mentor determine the project is suitable for publication in a public venue and that **the work WILL NOT be published elsewhere** in an academic journal or other type of publication.
      1. Both student and faculty mentor will be asked to fill out a waiver confirming this choice.
      2. If the project is not suitable for publication in a public venue due to issues of quality, the project does not meet the standard for a successful Honors senior project/thesis.
      3. Upload to http://digitalcommons.unl.edu/honorstheses/

b. **Submission to the embargoed Honors site:** This option is appropriate for projects/theses where the full project should not be made publicly available. This is most common in cases where the student or faculty member **intend to pursue future publication** of the material. Embargoed upload is also required if the project/thesis **involved collecting information via a questionnaire without IRB approval**. For Honors senior projects/theses only, research using a questionnaire may be conducted without IRB approval, so long as the Honors Program Director has approved the questionnaire's content prior to the research being conducted and the researcher agrees that no part of the project will ever be published or otherwise made publicly available.
   1. Projects uploaded to the embargoed site are visible in full to libraries site administrators and Honors Program staff, but only author, title, abstract, and key words are visible publicly.
   2. Very rarely a project involves patented or intellectually-protected content. In these cases, author, title, abstract, and key words must still be provided, but the actual project does not need to be uploaded (upload a second copy of the abstract with a brief note amended to the document indicating the full project is being withheld due to proprietary content). Students and/or faculty mentors should confirm this choice is appropriate prior to uploading. Contact Dr. Tamy Burnett (tburnett2@unl.edu) with questions.
   3. Upload to https://digitalcommons.unl.edu/honorsembargoed/
c. Directions for creating an account and submitting to Digital Commons (either site) are available on the navigation menu in Digital Commons. Contact Paul Royster (proyster2@unl.edu) for assistance.
d. Once the project has been submitted, students will need to print off the email confirmation and submit that, along with the completed Senior Project/Thesis Completion form to the Honors Office by the appropriate deadline.

SENIOR PROJECT/THESIS COMPLETION FORM:
A completed and signed Senior Project/Thesis Completion form must be submitted along with confirmation of submission of the project to Digital Commons. The form is a fillable PDF (honors.unl.edu), which will be submitted in hard copy to the Honors office only (it is not uploaded to Digital Commons). All elements should be typed except signatures, dates, and faculty mentor evaluation of the project. In addition to basic information about the student, completing the form will require:
a. **An integrity statement:** Students will be asked to sign a statement attesting that the work in the senior project/thesis is their own and they have followed all expectations of academic integrity. This includes appropriate citations and attribution of others' ideas and words, through quotation or paraphrasing.
b. **Faculty mentor signature and evaluation of the project:** On the form, faculty will be asked to evaluate the thesis on a "satisfactory" or "unsatisfactory" basis. The University Honors Program expects "satisfactory" theses to be high-quality, rigorous projects grounded in research that also fulfill all appropriate expectations of the discipline within which the student is working.
c. **The project's tile:** The title should be descriptive enough that upon seeing it readers have a decent idea about the project's topic, approach, and perhaps scope.
d. **An abstract:** This is a single paragraph summarizing the project's goals, methods, results, and conclusions, as appropriate to the individual project and discipline.
e. **Key words:** Students should identify a minimum of 3-5 key words by which others will search for the project in the electronic depository. These should include the discipline of the project (likely the student's major), the topic of the project, any key terminology, and perhaps the type of project (e.g.: a creative writing project might use the word "novel" or "poetry.")
Students should review the title, abstract, and keywords carefully with their faculty. **These elements will be available for public view** and should help interested researchers or future Honors students find the project in the Digital Commons.

Students and faculty mentors should contact the Honors Program at (402) 472-5425 or uhon-office@unl.edu with any questions about these components or processes.

1 inch margins

TITLE

An Undergraduate Honors Thesis
Submitted in Partial fulfillment of
University Honors Program Requirements
University of Nebraska-Lincoln

by
Name, Degree [BA, BS, BM, BJ, etc.]
Major(s)
College(s)

Date

Faculty Mentors:
Name, Degree, Department
Second Faculty Mentor (if applicable)

STRONGER TOGETHER:

AN ANALYSIS OF THE ROLE OF MUSIC DURING THE FRENCH REVOLUTION

An Undergraduate Honors Thesis
Submitted in Partial fulfillment of
University Honors Program Requirements
University of Nebraska-Lincoln

by
Jane Sandoz, BA
History
College of Arts and Sciences

March 10, 2015

Faculty Mentors:
Patrice Berger, PhD, History
Laura Damuth, PhD, Music

Abstract

The abstract should be an overview of your senior project/thesis. You should articulate your research question, your research methodology, and give a preview of your results or conclusions. Additionally, if your research builds upon significant previous research in the field, you can mention that to help readers quickly understand the context of your project.   Most abstracts are about one-half to one full page double spaced, but yours may be longer if you and your faculty mentor(s) agree that is appropriate. For the Senior Project/Thesis Completion form, you will need to trim your abstract to fit on about ¾ of a page (single spaced).

If you have undertaken a non-traditional project (e.g.: a creative activity, a civic engagement project, or an educational outreach program), you are still obligated to provide an abstract and an accompanying written document explaining the research you undertook for the project and how that research informed your work on the project.

Key Words: On the same page as your abstract, list a minimum of 3-5 key terms here that others may use to search for your project. Terms should include the topic of the project, the discipline of the project (likely your major), and any significant terminology.

Dedication/Appreciation

This is an optional page upon which you may wish to dedicate your senior project/thesis or express appreciation for the support your received during this project from your faculty mentor(s), your major department, and/or friends or family. If your project was supported financially by any institution, agency, office, or other funding source (including UCARE), you should acknowledge that support here, assuming it is not acknowledged elsewhere in the document.

Stronger Together:

An Analysis of the Role of Music During the French Revolution

This is the first page of you're the main text of your project/thesis. Use 1 inch margins, an easy-to-read font (like Times New Roman, Calibri, or Arial), double space, and number each page (except the cover page).

Citation List

Following the text of your project/thesis, you need a list of all sources cited and/or consulted in the document in the format appropriate to your discipline. Title this page as appropriate to your citation style (Works Cited, References, Bibliography, etc.). It is always appropriate to include all sources quoted, paraphrased, or otherwise cited or referenced in your project/thesis.

The issue of whether or not to include sources you consulted but that you did not cite directly varies by discipline. Likewise, how to represent them varies (some disciplines expect them to be integrated into the list of all sources; some expect a separate list; some do not allow inclusion of them at all). Make sure you are aware of expectations for your type of project and consult with your faculty mentor on what is appropriate to include in terms of works cited and/or consulted.