University Honors Program
Senior Project Formatting and Submission Directions
Updated February 2024

DUE DATES:
For students completing a research thesis, an applied knowledge project, or a creative project, the completed Senior Project 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.

For students completing this requirement via an approved Honors capstone course (see eligible majors/courses on the Honors website, honors.unl.edu), the Honors-relevant coursework is due to Honors no later than the Tuesday of Finals week – and it may only be submitted after the instructor approves it.

HONORS v. DISTINCTION:
Completion of the Honors Senior Project fulfills Honors Program requirements. Please note that levels of Distinction are a separate recognition determined by a student's home College. While the Honors Senior Project 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 project for Distinction consideration. This is potentially applicable to students in these colleges: Arts & Sciences, CASNR, Hixon-Lied College of Fine & Performing Arts, Journalism & Mass Communication.

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, especially if a student is also submitting this project to their college for distinction purposes and the college requires two or more faculty mentors. For the University Honors Program requirements, 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. Individual colleges may have further restrictions on who is eligible to serve as a faculty mentor; in which case, students should abide by their college's expectations.

SENIOR PROJECT CONTENT & FORMATTING:
The Honors senior project should take a form and format that is appropriate to the project and the discipline within which the student is working. All projects should have some written component, including the following elements: cover page (see sample later in this document); abstract and keywords; dedication/thank you page (optional); the project or project rationale for non-written projects; and citation documentation appropriate to your disciple.
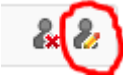   a. Students who have undertaken an applied knowledge, creative activity, or other non-traditional project need some documentation of the non-written project, such as a video/audio recording, photos, URL to a website, etc., as appropriate to the individual project. These types of projects must also be 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.
   c. See the example at the end of these directions for cover page and other details.
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 Sue Gardner (sgardner2@unl.edu) at the UNL Libraries for assistance.

SUBMISSION TO DIGITAL COMMONS

Starting in 2018, Honors Senior Projects are submitted digitally and archived via Digital Commons through the University Libraries. Since Senior Project work can be intended for other types of publication, each student has two options for upload: public or embargoed (private). Students should consult with their primary faculty mentor about the best option.

Submission Steps:

a. Go to https://digitalcommons.unl.edu and create an account. This account does not use your UNL single-sign-on credentials, and you may use any email address to create the account.

b. Once you are logged in, decide if you wish to submit to the Public Honors Theses archive or the Embargoed Honors Theses archive.

    1. **Public Honors Theses Archive:** This option is appropriate for most Honors senior projects. 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.

        i. Access at: http://digitalcommons.unl.edu/honorstheses/

        ii. Note: 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.

    2. **Embargoed Honors Theses Archive:** This option is appropriate for projects where the content should not be made publicly available. This is most common in cases where the student or faculty member **intends to pursue future publication** of the material. Embargoed upload is also required if the project **involved collecting information via a questionnaire without IRB approval**

        i. Access at: https://digitalcommons.unl.edu/honorsembargoed/

        ii. 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. Neither the Honors staff nor libraries staff will disclose the information submitted to the embargoed archive without the author's explicit, written permission.

        iii. 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.

c. Once you are logged in and on the appropriate archive page, follow these steps to upload a PDF of the final project (including cover page, abstract page, optional dedication/appreciation page, primary text of the project, relevant citation documentation). Note that if you are submitting a multi-authored project (as is true in some team-based capstone classes), all authors need to create an account, but only one author will need to upload the project.

    1. Click on "Submit your paper or article" on the left-hand navigation menu (towards the bottom).

    2. On the next page, please complete the requested information and note the following:

        i. **Title**: Please use regular title capitalization, meaning all first words, first words after colons (:) and any other word that is not a preposition (for, to, by, in, etc.) or an article (the, a, an) should be capitalized. Do not use all caps, unless a word is an acronym or similar.

        ii. **Author**: Your name should populate, but you will need to click on the silhouette with a pencil over it to the right of your name to add your institution. In the "Institution" box, type "University of Nebraska-Lincoln".

        iii. If this is a group project co-authored with other students, please search for your co-authors (email account used to create the Digital Commons account is the best way) and add them. Make sure their institution is also displaying.

    3. **Date of this Version**: Please put the Month and Year of Graduation. Do not put the specific day or season.

4. **Document Type**: This element is present only in the Embargoed Archive. Choose "Thesis" from the drop-down menu.
5. **Keywords**: Please enter the keywords you identified on the abstract/keyword page of your project.
6. **Disciplines**: The system will default to "Education" and "Higher Education" and maybe a couple of others already selected. You may leave or remove those as you think most appropriate for your project. Past that, choose at least one to three other disciplines.
7. **Citation**: Write a citation as though someone was citing your senior project. Use the citation style that matches the style used in your project. Your citation should also indicate that this is an "Undergraduate Honors Thesis" and place of publication should be "University of Nebraska-Lincoln." Here are examples from the most common citation styles.
    i. **APA Content**: Last name, First Initial. Year. Title. Undergraduate Honors Thesis. University of Nebraska-Lincoln.
        1. **APA Example**: Smith, J. 2020. The Force is With the Environment: Engineering an Environmentally-Friendly Lightsabers. Undergraduate Honors Thesis. University of Nebraska-Lincoln.
    ii. **MLA Content**: Last name, First name. *Title*. Undergraduate Honors Thesis, University of Nebraska-Lincoln, Year.
        1. **MLA Example:** Husker, Herbie. *When "Go Big Red" Was a No Go: The Red Scare at the University of Nebraska-Lincoln in the 1950s.* Undergraduate Honors Thesis, University of Nebraska-Lincoln, 2020.
8. **Comments**: Please enter "Copyright Your Name Year"; e.g.: "Copyright Herbie Husker 2024."
9. **Abstract**: Please copy and paste the abstract from your final project's abstract and keywords page.
10. **Upload File**: Upload your final project as one PDF file, including cover page, abstract/keywords page, body of project, and citations.
11. **Publication Status**: Answer honestly, but it is rare for the answer here to be "Yes."
12. **Additional Files**: If your project involves additional files that could not be included in the PDF (sound or video files, for example), include those here.

d. Once you have entered all the information. Click "Submit" at the bottom of the page. It may take a minute to process everything, so be patient.
e. You will receive confirmation of successful upload.
f. Once the project has been submitted, students will need to print off the email confirmation from the Digital Commons and submit that, along with the completed and signed Senior Project Evaluation form to the Honors Office by the appropriate deadline.

SENIOR PROJECT/THESIS COMPLETION FORM:
For all projects except those completed through an approved Honors Capstone course, 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 PDF (honors.unl.edu), which will be submitted 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. **Project Rating/Grade:** On the form, faculty will be asked to evaluate the thesis on a scale of "Excellent," "Very Good," "Good," "Fair," or "Poor." Students need to earn a "Good" rating or higher to successfully complete the Honors Project Senior Requirement.

SUBMISSION OF PAPERWORK:
Students completing a research thesis, an applied knowledge project, or a creative project will submit their signed evaluation form and a copy of the email confirming upload to the digital commons. Submissions may be hard copy or electronic form. Hard copies should be turned into the Honors Office by the deadline. Electronic copies should be submitted via the online portal on the Honors website (honors.unl.edu).

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, 2025

Faculty Mentors:
Mary Smith, PhD, History
Robert Jones, 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).

Citations

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.