

GENERAL MANUSCRIPT DETAILS

1. **NUMBER OF COPIES:** The original unbound copy is presented to the University Library via the instructor and department secretary. After the library has made a microfiche copy, the original is returned to the student's mailbox at the department office. If the student is no longer enrolled or has left campus, the original will be given to the instructor for action.

If you would like a critiqued copy of your project, please submit a second copy of the project to your adviser for grading.

The department no longer retains bound copies of senior projects. Senior projects are available on microfiche in the Ed Zuchelli Reading Room in the Journalism Department.

2. **TITLE PAGE:** This should be the first page of the Senior Project, and should include:
 - a.. Title of project in full
 - b. Name of author or authors
 - c. Name of department in full
 - d. Name of school
 - e. Date

An example of the preferred format for the title page is attached.

3. **APPROVAL PAGE:** the Journalism Department does not require an approval page; it has been standardized and replaced by the Senior Project Requirement Form, which will be microfiched with the Senior Project.
4. **PAPER AND PAGE SIZE:** A good quality 20 lb. Bond paper is required; 8 ½" x 11" is preferred. Diagrams up to 11" x 17" can be processed as regular size, but diagrams over 11" x 17" should be placed at the end of the project, where they will be given special processing.
5. **NON-PRINT MATERIALS:** photographs attached to pages can be microfiched but those in color will appear in black and white on the microfiche. Slides, cassettes, videotapes, and other non-print formats will be catalogued and placed in the Learning Resources and Curriculum Department of the Library. These cannot be returned.
6. **ORIGINAL OR PHOTOCOPY?** The original is preferred for clarity of microfiche reproduction; a clear photocopy, however, is acceptable, should the student wish to keep the original for interviews.

7. No matter who types the manuscript, the student is responsible for its conformity to certain conventional requirements, such as grammar, punctuation and writing style, as well as for its neatness and accuracy.
 - a. Conventional journalism practices should be followed in preparing the manuscript. These include double spacing, adequate margins, proper paragraphing and punctuation, accurate spelling and adherence to acceptable grammar. Pages shall be numbered.
 - b. Illustrative materials require special attention.
 1. Photographs, drawings, diagrams, and similar illustrative materials are designated as Figures. Number them consecutively throughout the project in Arabic numerals, i.e., Figure 1, Figure 2. The designation is centered immediately below the table.
 2. Tables are designated in Roman numerals, as Table I, Table II, etc., through the text. The table designation is centered immediately above the table.
 3. Illustrative material is used wherever it is appropriate to the text and is placed as near as possible after the material to which it applies.
 4. Essential explanatory notes for illustrative material are placed below the figure or table. If a footnote is necessary, it is used according to standard footnote form, but should not be separated from the figure or table by a dividing line.
 - c. Footnotes should be used to identify quotations or reference to a source of specific information. The form in which the references are made should conform to the style used in professional literature in the student's field of specialization.
 - d. A bibliography of references used in preparation of the report should be placed at the end of the report. All references are to be listed in a single alphabet by author's last name. If the author is unknown, list the reference by the first significant word of the title.

(NOTE: Style of Footnoting, bibliography and Reference form on Theses (and Senior Projects) may be found in standard library sources, such as "A Manual for Writers of Term Papers, Theses and Dissertations" by Kate L. Turbian.)