# Formatting Your Senior Project

Get started!

- A formatted template has been created for your convenience. It is optional to use, however it is required to use the title page provided in the template for the signatures of your committee. If your committee consists of more than 3 members, please contact the Honors Program office for further instructions.

- You will find the *SHP Template* on the S̲enior H̲onors P̲roject page of the Honors Program website under "*Formatting Your Project*".

- You can insert your current project document into the formatted template on page 2 where it says "*Begin Here*".

How to insert your project document
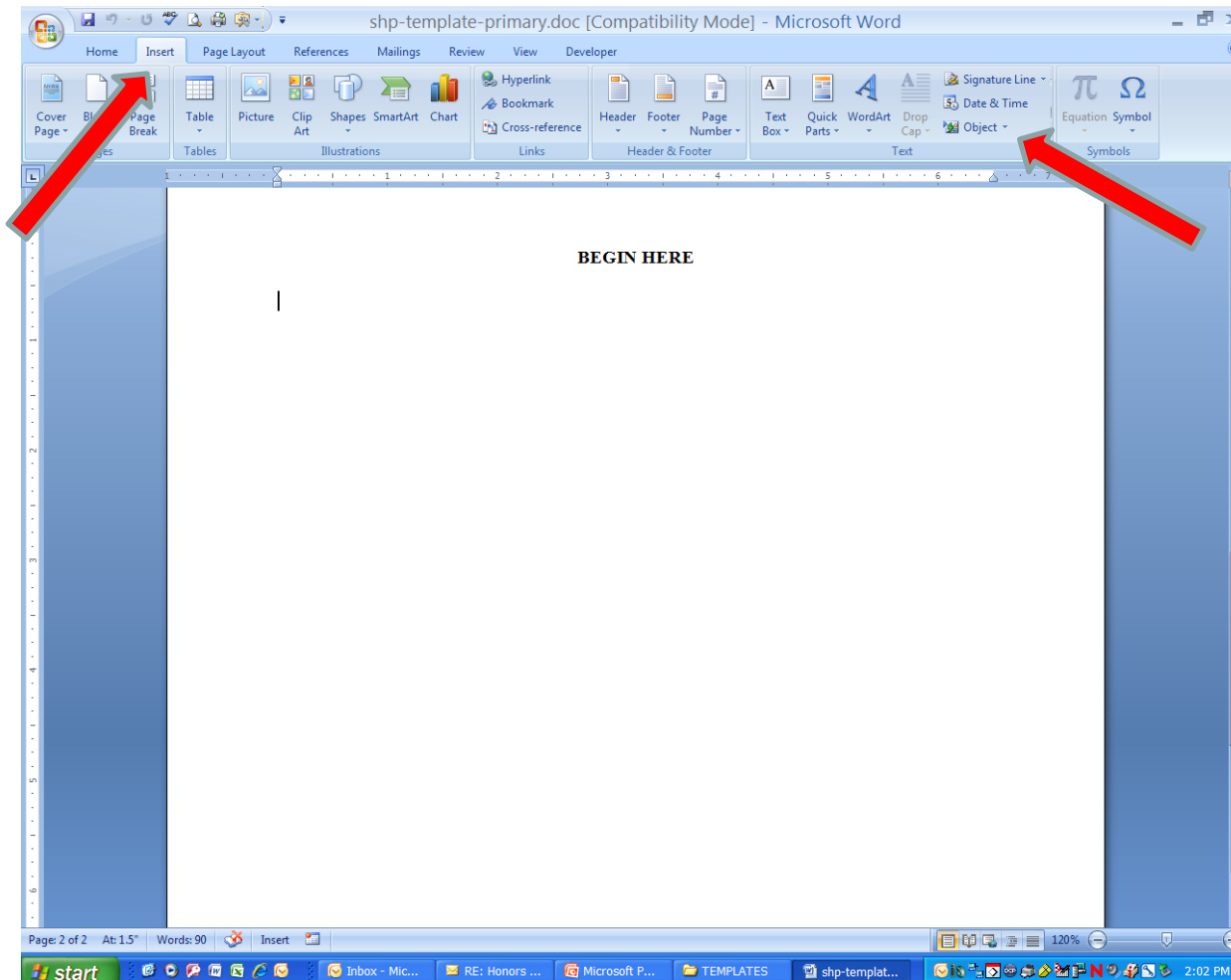
To insert your project document into the template, select the *Insert* tab, click the drop-down arrow of *Object* in the Text group.

Select "*Text from File*", locate your document, then select *Insert* at the bottom right of the dialog box.

Overall Formatting Guidelines

Margins

- Set all margins to 1 inch (top, bottom, left and right)

- Set Header and Footer to .5 inch

Font

- Set size at 12 points

- Choose Courier New, Times New Roman, Arial, Garamond, or Century Schoolbook.

Alignment

- Align text **_LEFT_** only!

Spacing

- Set spacing to double space

Turn Widow/Orphan Control On

- Widow/Orphan control insures that no single line of a paragraph appears alone at either the bottom or top of any page.

- In Microsoft Word 2007, go to the Home tab>click arrow at bottom of Paragraph group> click Line and Page Breaks tab> check the Widow/Orphan box.

Arrangement of Parts

1. **__Title Page__** **(Required)**
2. *Copyright Page* (Optional)
3. *Dedication Page* (Optional)
4. **__Table of Contents__** **(Required)**
5. *List of Figures* (if 5 or more are used)
6. *Preface* (Optional)
7. **__Acknowledgements Page__** **(Required)**
8. *Abstract* (if required in your discipline)
9. **__Text__** **(Required)**
10. *Appendix/Appendices* (Optional)
11. *Glossary* (Optional)
12. **__Bibliography__** **(Required)**
13. *Index* (Optional)

Pagination Instructions

- Use Arabic numerals throughout the document.

- Do not number the Title page. Begin numbering the page <u>after</u> the Title page. It should begin with 2.

- Use consecutive numbers from page 2 to the end of the document.

- Center page numbers in the Footer.

Chapter Titles & Section Headings

- Place all chapter titles at the top margin, centered and in **bold**.

- Place all section headings at the top margin, centered and in **bold**. These sections include: Table of Contents, List of Figures, Preface, etc.

- After each title or heading, double space (hit *enter* once) to begin the text that follows.

Sample Title Page

Title of your project → Psychological Impact of Quitting Smoking
And the Success Rate with OTC Products

A Project Presented to

The Faculty of the Undergraduate

College of your major → College of Integrated Science and Technology

James Madison University

Your degree → In Partial Fulfillment of the Requirements

for the Degree of Bachelor of Arts

by Edward James Almost ← Your full name (no initials)

May 2009

Month and year of graduation

Accepted by the faculty of the Department of Psychology, James Madison University, in partial fulfillment of the requirements for the Degree of Bachelor of Arts.

FACULTY COMMITTEE: HONORS PROGRAM APPROVAL:

Faculty Project Advisor: Joaquin D. Plank, Ph.D.,   Dr. Barry Falk, Ph.D.,
Associate Professor, Psychology   Director, Honors Program

Reader: Don Kashane, Ph.D.,
Assistant Professor, Psychology

Reader: Ann Etienne Wheeler, Ph.D.,
Associate Professor, Psychology

SAMPLE

← Make sure all signatures are <u>original</u> . Photocopied or faxed signatures are not acceptable. Submit the original page to the Honors Program Office.

←Electronic version of this page will <u>not</u> include actual signatures.

← **Committee member's names must include their highest degree, title, and department.**

← Page ***not*** numbered, but it will count as the first page

Copyright Page
(Optional)

Place your copyright protection statement at the top margin.

- If the statement exceeds one line of text, use a double space.

Pagination Instructions

- Number this page: 2

Dedication Page
(Optional)

- Place your text at the top margin.

- Write a concise statement dedicating the work to one or several persons, institutions, etc.

Table of Contents

(Required)

- List all of the document's sections that follow the Table of Contents (i.e., Acknowledgements, Abstract, Chapter One, Bibliography, etc)
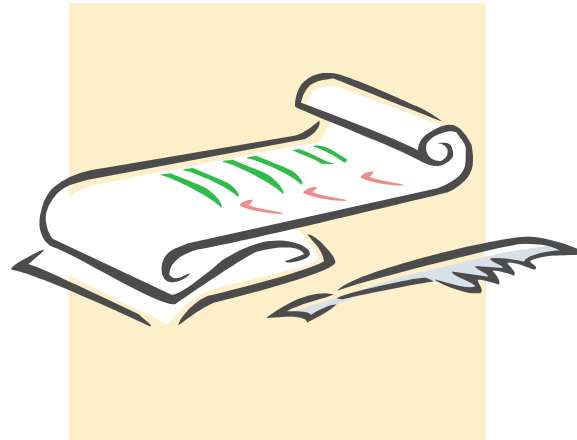
Table of Contents

Sample Table of Contents

← List all of the sections

← Numbered

List of Figures

Preface

(Optional)

- The preface is a section in which the author can provide information or background significant to the reader's understanding of what is to come.

- The preface might include an indication of the scope of the book, present preliminary or historical content, or suggest the intentions of the author.
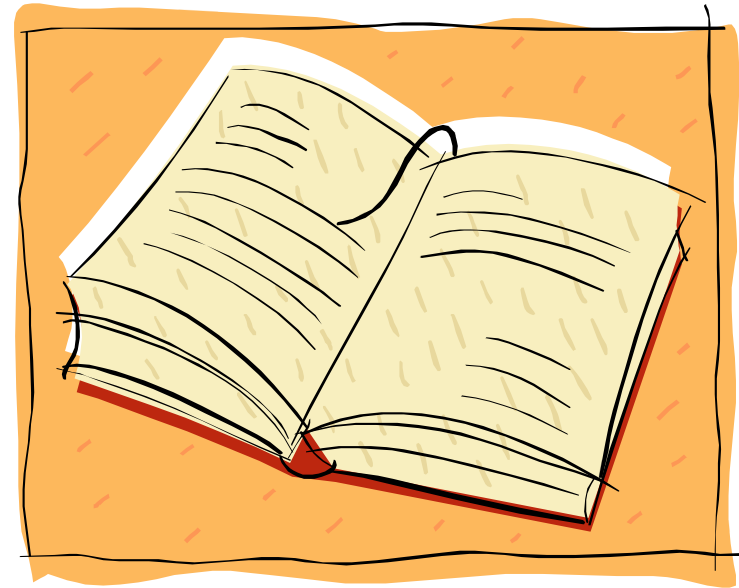
Acknowledgements Page
(Required)

- It is professional practice to thank <u>all</u> professors who have served on your senior project committee at any given time, even if that committee has changed.

- Mention all departments and programs that have given you scholarships or grant awards to support your research, attendance at conferences, or related ventures.
  - Acknowledge all Honors Program scholarships provided during your undergraduate career: Honors Achievement, Edythe Rowley, or small grants awards.

Abstract

(if required in your discipline)

- Some disciplines require an abstract.
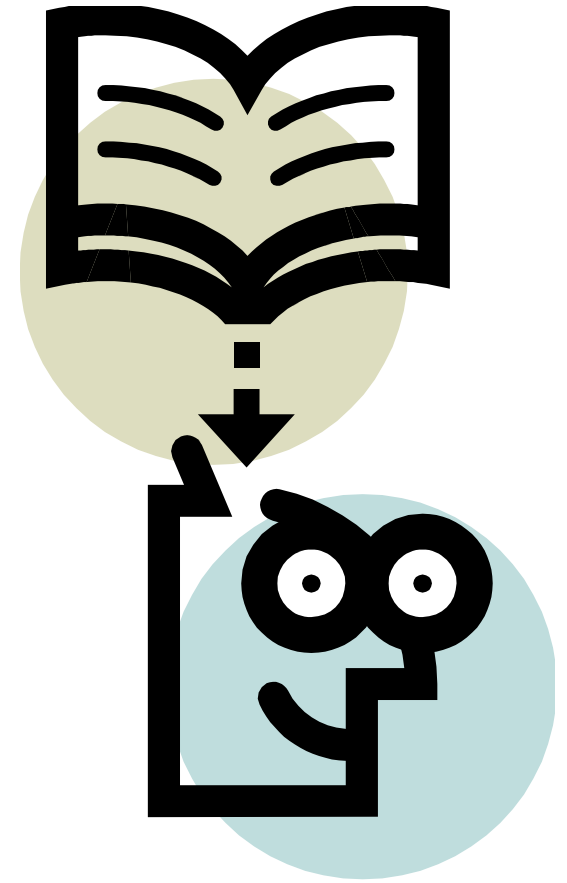
Text

(Required)

- Begin the Introduction and/or each new chapter or section on a new page. Center the title at the top margin using **bold** font for the title.

- All of the following, if used, should begin on a new page: Introduction, Methods and Materials, Chapters, Appendix, Glossary, Bibliography, Index.

Appendix/Appendices
(Optional)

- With the help of your committee, determine if you should include an appendix, and if so, how to structure it.

Glossary
(Optional)

- Consult with your committee to determine if inclusion of a glossary is appropriate.

Bibliography
(Required)

- Every project must include a significant listing of sources used in its creation.

- Name and form of the list will vary among disciplines (Works Cited, References); consult your style manual and project committee to determine the appropriate choice.

Index

(Optional)

- With the help of your committee, determine whether the inclusion of an index is appropriate.

Submission of Final Draft

- We strongly encourage you to e-mail a formatted copy of your final draft to the Honors Office for review prior to your final submission. This may eliminate the need for revisions at the last minute. Check the Honors online calendar for dates of formatting review, typically 1 to 2 weeks prior to project submission. Send as a Word document to: shp@jmu.edu .

- Final submission of the project will be done electronically in PDF format. Instructions are on our website.