Honors Essay Format

1. The manuscript should be typed double-spaced, on one side only, on good quality bond paper (not corrposable) of regular size (8-1/2” x 11”). Your essay may not exceed 50 total pages (including text, figures, tables, and bibliography).

2. The left-hand margin should be about 1-1/2 inches; the right-hand margin about 1 inch; and margins of at least 1 inch at the top and bottom. Font size should be no smaller than 12.

3. Notes should be numbered consecutively for each chapter.

4. Notes should be typed single-spaced. They may be placed either at the bottom of the page (which makes them easier to read) or at the end of the chapter. If they are placed at the end of the chapter, please provide an extra copy of the notes with each copy of the manuscript for use by the readers.

5. To avoid footnotes which only cite references, the following system is suggested. References to items in the Bibliography will be given in the text of the paper. The author’s surname (unless it occurs within the same sentence), date of the publication (year only) and page number should be enclosed in parentheses: (Herter, 1952, p. 26). Entries in the bibliography will be arranged alphabetically with the year of publication immediately following the author’s name. If an author has more than one publication within the same year use lower case letters (a,b,c,...) after the year to differentiate the publications.

Examples:

In text:

1. "In the study, The Future of Private Colleges (Spies, 1973, p. 29), institutions are divided into 16 categories based on cost and quality."

2. "Galper and Dunn (1969b) considered the impact of the military draft on college attendance."

In bibliography:


6. Tables should be headed with chapter number and Arabic numerals in the following manner -- Table 2.2 (Chapter 2, Table 2).

7. For notes to tables, use letters rather than numerals. Such notes should be placed at the foot of the table--not at the end of the chapter. The source or sources of a table should be given as a final footnote to the table. This footnote should be introduced not with a letter, but with the world "Source:" or "Sources:"

8. For further information, consult the latest edition of Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: University of Chicago Press).