

## DEPARTMENTAL HONORS – Union College

### Format Specifications for Electronic Copies

A copy of each honors thesis must be submitted to the library in electronic form (exceptions to this policy are noted in the box below).

There are four options for submitting your files in electronic form. Option 1 is preferred, followed by Options 2 and 3 and 4 respectively. Option 4 should only be used if the other three cannot be performed.

**Option 1 - 1 PDF file \*:** Submit 1 PDF file that includes a Table of Contents (if available), Abstract (if available), and the thesis content. This file should be printable and **have no restrictions or security implemented.**

**Option 2 – 2+ PDF files \*:** Submit a Table of Contents (if available), Abstract (if available), and the thesis content as separate PDFs. These files should be printable and **have no restrictions or security implemented.**

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\* **Please see the Schaffer Library webpage for instructions on how to create a PDF file and configure page numbers.**  
[\[http://www.union.edu/library/how/projects/honorstheses/index.htm\]](http://www.union.edu/library/how/projects/honorstheses/index.htm)

**Images:** All images within these documents should not require outside applications (such as QuickTime) to display properly. Open your thesis file(s) on another, non-Mac computer to check this.

**Audio and Video Formats:** Submit audio or video files on a CD or DVD disc, checking to be sure that it can be played successfully on either a Macintosh or IBM-compatible computer.

**File Names:** Please name your file(s) in the following fashion: 2009, underscore, your last name, your first initial. Example: **2009\_SmithJ.**

- If you have more than one file, place numbers at the end.  
Example: **2009\_SmithJ1, 2009\_SmithJ2, 2009\_SmithJ3.**
- If you are submitting more than one thesis, continue the numbers throughout.

Example: **Thesis 1: 2009\_SmithJ1** **Thesis 2: 2009\_SmithJ2, 2009\_SmithJ3**

### **EXCEPTIONS TO THE ELECTRONIC SUBMISSION REQUIREMENT**

- A. The library copy of any thesis or project work which contains material that 1) has not been created in an electronic form (such as a hand-drawn diagram) or 2) is not in one of the accepted electronic formats (see below) but which **can be submitted in print** should be submitted to the department secretary/administrative assistant in print form instead of as an electronic file. The library will oversee the digital reproduction of this material for the student.
- B. The library copy of any thesis or project work which **cannot be submitted in print** form (such as original works of art) should be discussed by the student with library staff at the time the work is submitted for final approval. (See contact information below.) The library staff will discuss options and, when possible, assist in making arrangements for representing this material in the College archive and on its restricted-access website for theses.

**For electronic format questions not answered by this document,** contact Gail Golderman, Digital Services Librarian, [goldermg@union.edu](mailto:goldermg@union.edu), 388-6624