

## DEPARTMENTAL HONORS – Union College Submission Procedures for the Library Copy

To prepare their thesis or project for final submission, students will need to follow the guidelines issued by the Dean's Office and which have been made available on the Schaffer Library website in the document **Honors Thesis General Instructions for Students** [<http://www.union.edu/library/how/projects/honorsthesis/generalinstructions.pdf>]. For example, all theses or project submissions are required to include a properly formatted title page and abstract, even if those two items constitute the only textual portions of the honors project.

Students who have obtained final approval for their honors thesis will then discuss with their advisor(s) the current year's **Honors Thesis Permission Form** [<http://www.union.edu/library/how/projects/honorsthesis/permission.pdf>]. This form is available in department offices as well as on the library's website.

**Both the student and one thesis advisor must complete and sign a printed copy of the permission form, no matter what Internet access or "opt out" option they select.**

The student will then submit an electronic copy of the thesis to the department secretary/administrative assistant along with the printed, signed copy of the permission form. Accepted electronic formats are described in the document posted on the Schaffer Library website, **Honors Theses Electronic Format Specifications** [<http://www.union.edu/library/how/projects/honorsthesis/electronicformat.pdf>]. Students should also submit, at the same time, any other copies of their work required by their departments. The submission should be made to department secretary/administrative assistant no later than the end of the exam period for the term in which the thesis is completed.

**Thesis work will not be considered complete until both the thesis and the permission form are submitted to the department secretary/administrative assistant.**

### **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.

After both the thesis and permission form have been submitted by the student to the department secretary/administrative assistant, the secretary/administrative assistant forwards them to the library by commencement in June. **Only material submitted through the department secretary/administrative assistant may be accepted by the library.** No files or documents will be returned to the department or to the student. All materials are added to the College archive in an appropriate, long-term storage format (currently on microfilm), and if permission has been granted by the author and advisor, the thesis will also be added to the College website for honors theses on **DSpace** [<http://dspace.nitle.org/handle/10090/5715>].

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## Contact Information / Questions

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1. For copies of honors thesis forms or instructions, go to the Schaffer Library website:

[\[http://www.union.edu/library/how/projects/honorstheses/index.htm\]](http://www.union.edu/library/how/projects/honorstheses/index.htm)

2. For questions about filling out the *Honors Thesis Permission Form*, contact the:

College Librarian, Schaffer Library, 388-6277.

3. For all other questions, contact either:

Gail Golderman, Digital Services Librarian, [goldermg@union.edu](mailto:goldermg@union.edu), 388-6624

or

Annette LeClair, Head Librarian, Technical Services, [leclaira@union.edu](mailto:leclaira@union.edu), 388-6631