

GUIDE FOR THE PREPARATION OF THE HONOURS ESSAY

SPACING:

The body of the paper must be double spaced. Footnotes and long quotations may be single spaced. Quotations which are single spaced should be indented. The table of contents, etc., and bibliography may be single spaced providing there are two spaces between individual entries. Appendices may be single, one and a half, or double spaced.

The print and duplication of the paper must be of the highest quality. Only solid, black print is acceptable. Broken, uneven, blurred or light lettering is not acceptable.

All wording must be on one side of the paper only. Any standard font is acceptable, but one size and style must be used consistently through out the thesis. Exceptions such as the use of bold type headings and italics for emphasis are permitted.

MARGINS:

For the purpose of binding, a minimum left margin of 1.5 inches is required and the other margins should be at least 1 inch.

FOOTNOTES:

Footnotes may be placed at the foot of the page, in a group at the end of the chapter, or grouped at the end of the paper before the bibliography. If footnotes are collected at one place in the paper, their location must be shown in the table of contents by title and page.

BIBLIOGRAPHY OR LITERATURE CITED:

The bibliography or literature cited lists sources of information used in the preparation of the paper. The bibliography must be at the end of the paper, preceding the appendices and organized according to the sources used.

APPENDICES:

All appendix pages must be numbered consecutively with the rest of the paper. All appendix pages must be of high quality print to conform with the rest of the paper.

PAPER:

For reasons of appearance, one type and brand name of paper must be used throughout the thesis with the exception of photographic paper. The standard paper size is 8 1/2" x 11 ". In order that the paper will not discolour and will withstand frequent use, a good quality paper with at least 50% cotton content is required. The brand name of paper most commonly used on the University of Alberta campus is "Earnscliffe Bond." This paper is available through the University Bookstore, most stationery/print stores, and SUB Print. Other brand names of paper are acceptable as long as they contain a minimum of 50% cotton.

RESPONSIBILITIES OF THE STUDENTS:

The Department of History and Classics requires students to submit two, ready to bind, copies of their essay. Please see Jessica McGinnis (Tory 2-28) and she will fill out a printing form. The student must take the printing form with two copies of the essay to McCallum Printing Group (B-31 Cameron Library). The Department of History and Classics will pay for the binding of two copies. Binding can take up to eight weeks.

The student may wish to bind extra copies of their honours essay, the cost to have the essay bound is approximately \$15.00. The student must supply the extra copies of the essay and pay for binding before taking it to the printers.

If you have any questions or concerns please contact Jessica at jessica.mcginnis@ualberta.ca or 780 492-4569.