

**THE JELLYBEAN PAPERS -- ACADEMIC YEAR 2021-2022**  
**LAST UPDATED, 8/23/21**

Students who plan to write a thesis or essay for honors consideration should familiarize themselves with the Jellybean Papers, which contain important information and deadlines for honors candidates including formatting instructions. **All honors candidates are required to register their thesis or essay in PDF format, through their WesPortal. Note: all theses are now bound double-sided so students need to pay special attention to formatting instructions so that new chapters always begin on an odd numbered page on the right side of the page layout.** Questions about the Honors Program should be directed to Susan Krajewski, x2738 in the Registrar's Office, North College.

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**Important dates to keep in mind for Academic Year 2021-2022:**

September 17, 2021:	Late petition and application deadline for General Scholarship students who did not meet the spring deadline. Petition and full application must be filed by 4pm.
September 17, 2021	Final day of Drop/Add & registration for Fall thesis/essay tutorial. Register online for first half of your thesis tutorial (409) during Drop/Add.
September 17, 2021:	Olin thesis carrel applications due online by 4 pm
October 12, 2021:	Students who apply can check WesPortal to view partner and carrel assignments.
January 20, 2022:	<b><u>EARLY Registration Deadline for December 2021 completions.</u></b> Senior thesis writers who complete their degree requirements in December 2021 must electronically register their thesis by 4pm on this date.
February 2, 2022:	Final day of Drop/Add & registration for Spring thesis/essay tutorial and Work in Progress through Drop/Add System. Register for your second thesis tutorial (410).
April 14, 2022:	<b>Deadline to register senior thesis/essay in Student Portfolio, 4pm.</b> Students pursuing honors are required to submit their honors thesis/essay electronically as a PDF file prior to the 4 pm deadline.
April 28, 2022:	Departments return recommendations. All performances and exhibits completed.

## **INTRODUCTION**

### **The Honors Program at Wesleyan**

A degree with honors can be earned two ways: (1) **Departmental honors** will be awarded to the student who has done outstanding work in the major field of study and met the standards for honors or high honors **set by the respective department or program**; (2) **Honors in General Scholarship** will be awarded to the student who is a University major or whose thesis topic or methodology is outside of the domain appropriate for the award of Honors in the student's department(s) or program(s). The candidate for honors in general scholarship must have a minimum Grade Point Average of 90.00, fulfill general education expectations, and submit a senior thesis that meets the standard for honors or high honors **set by the Committee on Honors**.

In the fall semester of the senior year, all candidates for departmental honors must either enroll in a senior thesis/essay tutorial or, if they are pursuing an alternate route to honors, must ask their department to forward their names to the Honors Committee as candidates. For honors in general scholarship, each candidate must submit (1) a brief proposal describing the honors work; (2) a short statement telling how general education expectations have been or will be fulfilled; and (3) letters of support from the thesis tutor and the department chair of the student's major (or, in the case of a University major, from the Committee on University Majors). Students who are University majors or are working on a thesis topic or methodology that is outside of the domain appropriate for the award of Honors in your major department(s) or program(s) should refer to the General Scholarship website for information about the application process. [http://www.wesleyan.edu/registrar/honors/general\\_scholarship.html](http://www.wesleyan.edu/registrar/honors/general_scholarship.html)

The completed thesis/essay is due in mid-April.

**University honors** is the highest award Wesleyan bestows. To be eligible, a student must fulfill general education expectations, earn high honors (either departmental or in general scholarship), **be recommended for University honors**, and qualify in an oral examination administered by the Committee on Honors.

The Honors Committee oversees the granting of Honors, hears petitions, supervises students who elect to stand as candidates for Honors in General Scholarship and selects University Honors recipients. The Registrar's Office assists the Honors Committee and the students writing theses by coordinating the mechanics of the process, providing forms, schedules, and reminders as needed, and by managing the electronic thesis/essay registration and evaluation process.

## **BECOMING AN HONORS CANDIDATE**

Seniors should declare their intention to be an Honors candidate to their department in their penultimate semester. Steps within the department normally include: selecting a topic, arranging to work with a tutor, and registering for an Honors tutorial during the Drop/Add period. In most cases, students must enroll for two consecutive semesters of thesis tutorial, the final tutorial being in the same academic year in which the student graduates.

Begin by talking with the appropriate person in your major department during your junior year if possible. Academic departments grant most Wesleyan honors, and students need to follow their procedures. If you are a double major and want to write one thesis for consideration by both departments, you must have permission from each by having each Chair approve your senior thesis tutorial.

You are considered an Honors candidate once you are enrolled in the appropriate departmental tutorial. Those not required to take a tutorial must confirm with their department that Susan Krajewski has been informed of their intention to pursue Honors by September 17, 2021.

A list of Honors candidates will be assembled from the class registration lists. The list will be circulated to Olin Library and the departments (for verification) by early October. You should expect to receive confirmation in early October from the Registrar's Office that you are a candidate.

## **Theses Involving Human Subjects Research & Institutional Review Board Approval**

Students who intend to pursue research using human subjects must submit a written description of their proposal and obtain IRB approval of the proposal prior to commencing research. For the purposes of the IRB, *research* is defined as “any systematic investigation designed to contribute to a body of generalized public knowledge.” The use of *human subjects* refers to “data collection through interaction with individuals or the collection of identifiable private information about individuals.” Activities that meet this definition of human subjects research should be submitted to the IRB for review following the procedures described in full [here](#).

The student and the thesis mentor need to sign the application before the IRB will accept it for review. Students who are conducting thesis research while on study abroad and who have received study approval from the sponsoring institution do not need to reapply for approval from the Wesleyan IRB provided that the student completes the data collection while on study abroad. However, they need to submit the original approval letter issued by the sponsoring institution to the Wesleyan IRB. The IRB website provides detailed instructions on how to submit your application. Several resources are also available on this site which include an on-line tutorial about ethical conduct in research and a sample consent form. Applications for projects involving minimal risk typically are reviewed within one week. Applications for projects involving more than minimal risk or vulnerable populations typically require at least three weeks to review. \_

Approval is typically granted for one year. If during that time the student makes substantive changes to the study protocol, a “change of protocol” application needs to be submitted to the IRB prior to implementing the protocol changes. For projects that continue past the initial approval period, a “continuation application” needs to be submitted. The IRB does not review applications between December 20 and January 15 or between July 15 and August 15.

Please note that this additional step is federally mandated and the IRB operates according to the Code of Federal Regulations (Title 45, Part 46) of the U.S. Department of Health and Human Services. The purpose of these regulations is to ensure that investigators do not unduly put at risk or harm people who are the subjects of research, and that subjects are aware of their rights as defined by federal regulations.

Students who have additional questions that cannot be answered by the information posted on the IRB website, should contact Lisa Sacks in Academic Affairs at (860)685-3428 or at [lsacks@wesleyan.edu](mailto:lsacks@wesleyan.edu).

### **SCHEDULE**

#### **Fall semester:**

- Make arrangements to begin a thesis/essay in your major department, and add tutorial DEPT409 (403 for essay writers) by September 17, 2021 through the Drop/Add system in WesPortal. If your department does not require a fall tutorial, inform the chair or appropriate faculty member of your intention in writing, and give a copy to the department administrative assistant as well.
- Visit Olin Library: carrels, borrowing privileges, and “secrets” revealed
- Begin or continue research on the topic
- You will receive confirmation from the Registrar’s Office that you are a candidate for honors by early October. If you are not sure whether you are a candidate, check with Susan Krajewski in the Registrar’s Office to make sure your name is on the Candidate List
- Construct, with the tutor, a timetable for writing and revising the work
- Stick carefully to the schedule as the semester progresses

#### **Spring semester:**

- Add tutorial DEPT 410/Work in Progress through the Drop/Add system by February 2, 2022.
- Complete writing or production
- **Departments select readers** and notify Susan Krajewski

- Prepare final copy for tutor's review
- Schedule printing date with outside vendor (if needed) to make reader photocopies
- Register an electronic PDF version of your thesis/essay through your portfolio (detailed instructions on uploading PDF files will be sent to you during the spring semester) by **4 pm on Thursday, April 14**. You will need to indicate the total number of copies you will have printed and bound at that time. Note that the University and the Honors Committee take the thesis deadline very seriously and computer problems are not considered an acceptable excuse. If you have concerns about the honors thesis deadline and how it pertains to you, please review the official policy [here](#).
- The Honors Committee requires each honors candidate to submit an abstract along with their thesis during thesis registration. Students may incorporate an abstract into the PDF of their thesis but they should also save the abstract as a separate file. The registration screens require you to enter the abstract separately so by creating the separate file, you can simply copy and paste the abstract language into the registration screens.
- After electronically registering your thesis/essay, immediately deliver any required reader copies to your department/program. Please note that reader copies will not be bound and will be returned directly to you by your department/program.
- Honors decisions announced by departments by April 28.

### **OLIN LIBRARY**

**Library carrels:** Thesis Carrel Applications will be available in WesPortal on September 6 and must be submitted online by 4 pm on September 17. Students may select a carrel partner and a preferred library when applying. Carrels will be assigned randomly and will be shared. Carrel and partner assignments will be available in WesPortal from the Honors Carrel Application link on October 12, 2021. Keys must be picked up by October 15 at 4pm.

**Library 'Secrets' Revealed:** One hour workshops disclose information that will save you time and energy as you research your topic. It is recommended that Honors candidates take the time to attend a workshop, which will be offered in late September/early October. Announcements of dates and times will be made in the *Argus* or see a reference librarian.

**Borrowing privileges:** See the circulation desk to find out about special borrowing privileges extended to Honors candidates.

### **DECEMBER 2021 COMPLETIONS**

**Tutorials:** Most departments require TWO consecutive semesters of thesis tutorials. You are responsible for knowing and complying with your department's policy. For December completions, the two-semester tutorial requirement is usually satisfied by doing one tutorial during the Spring of the junior year, the other during the Fall of the senior year.

**Schedule:** Students who complete their work at the end of the Fall 2021 semester must communicate with Susan Krajewski prior to leaving campus. You will be required to electronically register your thesis early by 4pm on February 2, 2022 but your work may or may not be evaluated until the Spring 2022 along with other honors candidates in your department.

**Early Thesis Registration for the Class of 2022:** December completions who do not enroll on a per credit basis in the spring semester to complete their thesis are required to officially register their honors work on the first day of the spring semester in the year they graduate (**February 2, 2022**).

**Library status:** Consult with library staff regarding your change in library status (re: study carrels and borrowing privileges).

## **SPECIAL CIRCUMSTANCES**

### **One Semester Tracks for Honors**

Candidates for Honors in programs that do not require two-semester tutorials must inform the appropriate person in their department of their intent by September 17, 2021.

### **Honors in Two or More Departments**

Double or triple majors who want to write a single thesis for honors consideration in more than one department must register for the tutorial in one department, but must obtain approval from each department. The online thesis tutorial registration form allows you to indicate if you are writing for two departments and if indicated your form will be routed to both department chairs for approval. If you are writing for a third major, you must inform Susan Krajewski directly to add the third department. The thesis or project will be evaluated separately by members of each department, whose recommendations are independent of one another. Students who major in more than one department, program, or college may submit a thesis in one of their majors or separate theses in more than one major. On rare occasions a student may endeavor to complete two separate theses for two separate majors. If you intend to pursue this, you must contact Susan Krajewski directly.

### **Honors in General Scholarship**

University majors and those working on a thesis topic or methodology that is outside of the domain appropriate for the award of Honors in the major department(s) or program(s) may apply to be candidates for Honors in General Scholarship. For more information about the application process, refer to the General Scholarship website [http://www.wesleyan.edu/registrar/honors/general\\_scholarship.html](http://www.wesleyan.edu/registrar/honors/general_scholarship.html). In addition to registering for the appropriate tutorial by September 17, 2021, students in the Class of 2022 who did not meet the spring application deadline need to submit a late petition along with the full application to Susan Krajewski by **Friday, September 17, 2021 at 4pm**.

### **Discontinuing Honors work:**

**It is imperative that both you and your tutor inform Susan Krajewski as soon as you decide you are not going to pursue honors work.** You must complete a Senior Thesis/Essay Drop Form (red form), have it signed by your thesis/essay advisor, department/program Chair(s), and the senior class dean, and submit it to Susan Krajewski in order to be officially dropped from the honors candidate list.

### **Late submission of theses:**

Theses may not be submitted late. If you are having problems, contact Susan Krajewski at the earliest possible time. Computer problems are absolutely not an acceptable excuse for late submission of a thesis/essay. Do not create a final PDF copy at the last minute. Create your PDF copy early to make sure your thesis/essay meets margin requirements, tables and footnotes print correctly, the image sizes are not too large, and that your title page is in the proper format. To review the full official policy concerning the honors thesis deadline click [here](#).

**Petitions:** Susan Krajewski is not involved in the petition process other than distributing the proper petition forms to the voting members of the Honors Committee. Petition issues are decided by a faculty committee on Honors and reported to students by Susan.

## **WORK IN PROGRESS FORM**

**The Work in Progress form** Honors candidates report their work in progress at the time that they electronically register for the second half of their thesis tutorial in the drop/add system in January. Candidates are asked to submit a brief description of their project; the tutor then writes a brief assessment of whether the work thus far seems likely to result in an Honors thesis/essay/project. The Chair of the department/program then approves the student for continued honors candidacy at the same time that the thesis tutorial is approved in the drop/add system.

**What is the purpose?** (1) The candidate and the tutor assess the work accomplished and review the remaining schedule to make sure it is realistic. (2) The department reviews the status of the planned thesis/essay project and confirms its continued support of the Honors candidate to the Honors Committee. (3) Some departments begin the process of selecting readers.

## THESIS/ESSAY STYLE AND PERMISSIONS

The Honors Committee expects all Honors candidates to present their work for evaluation in a format suitable for publication within the field of study. Wesleyan's tradition for Honors theses is to require uniformity of style only for the title page and the binding. You are responsible for adhering to title page and margin format requirements.

### Style:

Set up your margins to match your requirements from the day you start to write your thesis. Follow the conventions of the field in which you write. (i.e. if writing a film screenplay, follow standard screenplay format)  
Ask your tutor how he or she sets up an article to be submitted for publication.  
Check style sheets for articles in journals in your field.  
See *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian, University of Chicago Press (a classic).

**Permissions:** Consult with your department regarding the use of copyrighted materials in your thesis/essay. In most cases, fair-use laws allow the use of materials as long as credit is clearly given (on the same page) to the owner of the copyrighted work you are referencing. If you ever expect to publish your thesis/essay, be aware that you will most likely need to get permission from the owner(s) of the copyright, and possibly pay a fee.

**Title Page:** A sample title page and declaration format are at the end of these pages. A computerized template is available for download at the following location [http://www.wesleyan.edu/registrar/honors/title\\_page.html](http://www.wesleyan.edu/registrar/honors/title_page.html). Scroll to the bottom of the page to select the template that is appropriate for you. It is recommended that you print out your title page in a campus computer lab to protect against any differences in the template program and your own computer program.  
**Important note:** *now that all theses will be bound double-sided, you must insert a blank page after your title page so that the main body of your work will begin on an odd numbered page.*

**Spelling:** Do not forget to run a spell checker on your thesis/essay, **including the title page**. Also, proofread for typos involving similar words not noticed by a computerized checker.

## SUBMITTING A THESIS/ESSAY

**Registering:** Students pursuing honors are required to submit their honors thesis/essay electronically as a PDF file prior to the 4 pm deadline on Thursday, April 14, 2022.

You must register an electronic PDF version of your thesis/essay through your portfolio (detailed instruction will be sent to you during the spring semester) by 4 pm on Thursday, April 14. The PDF file will be used to print and bind copies of your thesis/essay for your department and library archives as well as any tutor/personal copies.

**After uploading your PDF file, you must immediately deliver any required reader copies to your readers (or the administrative assistant in the department/program, if your readers are anonymous). Each reader copy of your thesis/essay must be in an envelope with a legible label that includes the following information:**

Name: Dept Thesis/Essay is being submitted to: Reader:
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You are responsible for making sure that the thesis/essay is in its final form when it is submitted as a PDF file. Margin and title page formatting must be correct. The PDF file and the reader copies must be identical.

Some departments where the tutor is not a reader (most notably History) expect the tutor to receive a reading copy at the same time as the evaluators. It is the responsibility of the student to make sure



enough copies are made and delivered to readers. You will receive information, prior to the thesis/essay submission deadline, about whether your department/program requires reader copies and whether these need to be one-sided or two-sided. Some departments/programs may only require a PDF version of your thesis/essay for readers.

Please note that your readers may write on their copies. Reader copies will not be bound. These copies will be returned to you directly by your department/program.

#### **Registration Check List:**

- **PDF version of manuscript uploaded to secure website.** Make sure that you leave yourself enough time to upload and register your thesis prior to the deadline. Depending on the size of your thesis, it may take some time to upload and then you will need to complete the registration process. Do not wait until the last minute to begin the upload/registration process. During the registration process, you will be asked to complete a thesis/essay agreement for Olin Library, indicate what your shortened title should be for the spine of the bound copy, order the total number of copies to be printed and bound, and approve charges to your student account. You are also required to submit an abstract at the time of registration. The abstract can be appended to the PDF of your thesis but you must also enter abstract text in a required field in the thesis registration screens. Once you've completed the electronic registration process, **deliver any required reader copies of the completed manuscript in manila envelopes**, each labeled per above.

#### **Late submission of theses:**

**Theses may not be submitted late.** If you are having problems, contact Susan Krajewski at the earliest possible time. Computer problems are absolutely not an acceptable excuse for late submission of a thesis/essay. Please do not create your PDF file at the last minute. Create this early to make sure your thesis/essay meets margin requirements, page formatting, tables and footnotes print correctly, image sizes are not too large, and that your title page is in the proper format. You are responsible for adhering to these guidelines. The Honors Committee has published an official University policy concerning the Honors Thesis Deadline. Click [here](#) to review that policy in detail and how it may pertain to you and your particular situation.

**What happens once the readers are done with my thesis/essay?:** Department/Program recommendations for Honors are due by April 28, 2022. **You may check with your department/program for results around this date.** Your department/program will return your reader copies directly to you after this time. If you receive an honors recommendation, a minimum of one copy is bound for Olin Library. Some departments also require a bound copy. That information will be clear to you at the time you register your electronic thesis and will be viewable after the fact in your Honors registration screens. Students will have the ability to request bound personal copies directly from our vendor, HF Group, using their Thesis-On-Demand service. Detailed instructions will be sent to thesis writers in April 2022.

**Corrections to Honors Theses Prior to Binding:** There is a process in place whereby thesis writers may be allowed to submit limited revisions to their honors thesis prior to binding. This process is controlled exclusively by the student's major department. Only thesis advisors and/or department chairs have the ability to open the thesis revision tool for individual students. Students cannot initiate the process. The purpose is to allow students to rectify errors that the department deems essential prior to binding. Once the thesis registration deadline has passed, thesis advisors and chairs will see information displayed at the top of their Honors Students panels advising them how they can open this tool for their students and the deadline by which the revised submission must be completed. Please note that the time allowed for submission of revised theses is very limited due to the tight binding schedule. Only one revised version of the thesis is allowed to be submitted. Students should contact their thesis advisor to discuss the possibility of submitting a revised version of their thesis if necessary.

## **THESIS/ESSAY FORMAT**

### **Formatting a thesis/essay**

Follow these guidelines **from the beginning of your first draft!** Please understand that you are responsible for the accuracy of your title page and margin formatting and should be confirming that you are adhering to these guidelines throughout the writing process.

**Title page:** A sample is attached so you may create your own, or  
You may download a copy from the thesis homepage:  
[http://www.wesleyan.edu/registrar/honors/title\\_page.html](http://www.wesleyan.edu/registrar/honors/title_page.html). The title format must match.

**Margins:** **All type** (page #, footnotes, photos) must be within these margins:  
**Do Not** use your program's default settings!

**Left:** **1.5 inch**

**Right:** **1.5 inch**

**Top:** 1 inch

**Bottom:** 1 inch

**Page #s:** At least ½ inch from the bottom of the page (centered)

**Spacing:** Standard policy is to double space throughout (except poetry, quotations, footnotes). See *MLA Handbook for Writers of Research Papers, Seventh Edition* for information on specific spacing issues concerning Endnotes versus Footnotes; extracted and indented quotations, including poetry and poetry quotations.

**NEW:** **Theses are now bound double sided.** The PDF version of your thesis/essay should be submitted as a double-sided manuscript. Make sure you use page breaks or section breaks in your document to ensure that all new chapters begin on an odd page that appears on the right side of your layout. Also insert a blank page after your title page before you convert your final work to PDF format!

**Layout:** For guidance on layout formatting to ensure new chapters always begin on the right side of the document see: <https://support.office.com/en-us/article/insert-a-section-break-eef20fd8-e38c-4ba6-a027-e503bdf8375c>

**Font size:** 12 pt or larger (except footnotes, use your judgment). You choose the style.

**These margin standards are set by the bindery to ensure a good appearance of the final bound thesis/essay. The manuscript will be trimmed in the binding process and each bound page will be slightly smaller than the original 8 1/2 x 11 size.**

**Note:** Word processing programs handle the commands to embed page numbers differently. Print a sample sheet early on to check margin and page number placement. Please refer to GUIDELINES FOR CREATING A PDF FILE on page 12 of this document for information about converting your file to a PDF and printing from it. When you convert your file, be sure to preserve margins. Remember that computer problems are NOT an acceptable excuse for late submission of a thesis/essay. **Create your PDF version early!**

**Saving:** Be sure to save your thesis/essay frequently. It is a good idea to save your work on both disk and hard drive.

page number  
here



## **CREATING YOUR PDF FILE AND PREPARING YOUR READER COPIES**

**Creating your PDF file:** Please refer to GUIDELINES FOR CREATING A PDF FILE on page 12 of this document. You may be able to create the PDF file from your personal computer or you can use any Wesleyan lab computer. Additional information about submitting your PDF file in your portfolio will be sent to you. Please refer to the following document for your department's reader copy requirements: <https://wesfiles.wesleyan.edu/departments/Reg/Honors/Public/ReaderCopyInformation.pdf>

**Printing:** Be sure that the computer program you use to create your manuscript is supported by the computer/printer on which you will print your reader copies. You may use your own printer to produce your reader copies, print at a Wesleyan computer lab, or use an outside vendor. We suggest that you print the manuscript which will be used to produce your reader copies from the PDF file you will be submitting to ensure that the reader copies and PDF version are identical.

**Copying:** There are many places in Middletown for you to make the appropriate number of reader copies (keep the original for yourself). Do not wait until the day before theses are due, because 200 of your classmates need to make their copies too, and the copy shops get bogged down. Each copy should be identical to your original, meaning there should be a title page on each, etc.

## **PRINTING & BINDING FROM YOUR PDF FILE**

**Printing and Binding Process:** During the thesis registration process, you will be required to submit a PDF file of your thesis/essay electronically. The system will know if your department requires a bound copy and will automatically calculate the required number of copies in your registration screens. If your department does not require a bound copy, you will only be required to bind 1 copy for Olin. Susan will coordinate the binding of all required copies for university purposes so after registration, there is nothing you need to do in that regard. Students will have the opportunity to work directly with our binding vendor to order personal copies after the fact outside the registration system. Detailed instructions on how to do that will be sent to students after thesis registration is over. Remember whatever you submit as a PDF will be printed exactly as it appears, so make sure you adhere to all formatting guidelines to ensure the best results. After registering your thesis online you will then deliver your reader copies, if required by your department. Reader copies will be returned to you by your department/program.

### **2021/2022 Thesis/Essay Printing and Binding Fees**

**Standard black print on archival quality (alkaline, acid-free 20 lb.) paper,**  
**printed single-sided:** 21 cents per page

**Binding Fee, per copy:** \$17.90

**Color or grayscale:** 79 cents per page

**Foldout pages, black 11"x17":** 42 cents per page

**Foldout pages, color 11"x17":** \$2.10 per page

**Small Diskette Pocket, per copy:** \$10.50

**Large CD Pocket, per copy:** \$12.65

**Map Pocket, per copy:** \$14.70

These fees will be charged to your student account at the time that you electronically register your thesis/essay. Funds to help partially offset the costs of printing and binding the Olin Library copy of your thesis/essay are available from the **Thorndike Fund** and will appear in the Thesis Registration System as a credit when you register your thesis.

**Honors recipients must bind a minimum number of copies:** One bound copy is for Olin Library, and one is for your department (except AMST, CHEM, EDST, ENGL, GOVT, MB&B, MUSC, NS&B, & PSYC). The Registrar's Office will deliver these copies to both Olin and your department over the summer after graduation.

**Olin Library will also store a copy of your PDF file for archival purposes in WesScholar.** Copies for Olin are stored in the Special Collections area. Departments vary in the manner in which they store theses/essays and make them available to students. Check with the administrative assistant regarding your department's policy.

**Theses that do not receive Honors:** If you do not receive honors your department/program and Olin Library copies will not be printed and bound, so your Student Account will be credited for these costs.

**My thesis/essay or project is not a written work. What do I do?**

Oversize theses (music scores for example) are usually not bound but are presented to the departments and to the library in exactly the same form in which they were evaluated. These should be accompanied by a title page and be legibly labeled in individual manila envelopes. Because your work will become the department/archival copy, your readers/evaluators will be asked to return one of the pieces to the Registrar's Office for submission to the library. The other piece will be kept by the department as their copy and the third copy, if applicable, will be returned directly to you. You will not be required to submit a PDF version of your work for binding. Films are kept in special archival conditions by the Film Studies Program.

Maps, images/photographs and illustrations may require special treatment at the bindery.

- If you have multiple images in your thesis and the PDF file size is very large, consider including images in a separate map pocket in the bound thesis copy and uploading those images separately as supplemental material for WesScholar. Before you choose this option, however, you must discuss this with your thesis advisor and department to make sure that this is acceptable to them.
- If you will include images, maps, photographs or illustrations in a map pocket in your bound thesis, you will need to decide the depth of the pocket so that the material can be inserted into it – either ½", 1", or 1 ½". (a 100-page insert or less should only require a ½" pocket). You will be able to enter this information at the time that you order your map pocket, during thesis registration. Please refer to the thesis/essay printing and binding fees for the price of a map pocket.
- Please deliver the material to be included in your department and Olin Library copies to Susan Krajewski **before** Commencement. The Registrar's Office will keep this material until the bound copies of your thesis/essay are returned from the bindery, at which time this material will be inserted into the map pocket in the thesis/essay. Please note that the material that will be inserted into the map pocket will need to be trimmed to 7 ½" x 10 ½" so that it will fit.

Video, CD, DVD and audiocassettes can be bound in pockets along with the written commentary and bound just as you would a manuscript. Please refer to the thesis/essay printing and binding fees for these prices.

- It is a good idea to look at some theses that have been bound with special instructions to see what your work will look like before you decide how many to bind.
- **Please deliver the video, CD, DVD or audiocassettes to be included in your department and Olin Library copies to Susan Krajewski before Commencement.** The Registrar's Office will keep this material until the bound copies of your thesis/essay are returned from the bindery, at which time this material will be inserted into the designated pocket in the thesis/essay. If you do not deliver the media to me before you leave campus, the media pockets bound into your thesis cover will be empty.

**Option to Embed Multimedia Elements into your Thesis:**

It is now possible to incorporate multimedia aspects into your honors thesis. This is possible using InDesign. The first student to successfully incorporate multimedia aspects into an honors thesis using InDesign was in April 2014. This student also successfully registered her thesis using the electronic thesis registration system and readers were able to view her PDF and open multimedia elements without issue. As a result, ITS has created a document to assist students with creating their original thesis document in MS Word and preparing it for import into InDesign where videos can be incorporated into the work. See <https://wesfiles.wesleyan.edu/departments/Reg/Honors/Public/MultimediaThesisElements.pdf>. Students who are interested in researching this option for their own work are encouraged to contact Alyssa Marinaccio, Academic Technologist in ITS. Her direct phone is 860-685-3442 or you can email her at [amarinaccio@wesleyan.edu](mailto:amarinaccio@wesleyan.edu).

**I'm concerned about the cost to print and bind a thesis/essay:** All honors candidates will receive a partial credit through the Thorndike Fund which will be applied to the cost to print and bind the thesis/essay in the Thesis Registration system. This credit will reduce the total amount of the charges you incur to print and bind your Olin Library copy.

## **THORNDIKE FUND**

### **What is it?**

The Thorndike Fund reimburses students for the partial binding and printing costs of the Olin Library copy of their thesis/essay. The available balance in the Thorndike Fund for the 2021/22 year will be divided evenly by the number of honors candidates and applied as a credit in the Thesis Registration System for every student registering a thesis/essay, in order to partially offset costs. Any student whose total printing/binding charges are less than the credit will only receive a credit up to the amount of costs incurred. Students will be informed of the 2021/22 credit amount prior to thesis registration. The Thorndike credit applied to students last year was \$60 per student.

Students producing an art or film project are also eligible for this credit and may apply for it by submitting a Thorndike application form to Susan Krajewski by the **April 14th thesis registration deadline**. Candidates producing an art or film project should contact Susan Krajewski for the application form.

## **GUIDELINES FOR CREATING A PDF FILE**

**The most important issue, when creating a PDF document, is to embed fonts so that the document looks the same on every computer and prints correctly when it is sent to the bindery.**

### **For Mac Users**

Macs automatically have the ability to create PDFs. Just open your document, choose the print command and select "Adobe PDF" as the printer. The fonts will automatically be embedded.

### **For Windows Users**

All Wesleyan lab computers have the ability to create a PDF. You can check whether your personal computer can create PDFs by opening your document, going to File>Print and confirming that one of your printers is Adobe PDF. If your computer does not have this ability, use a lab computer to do the conversion.

Open your document  
Go to File>Print  
Choose "Adobe PDF" as your printer  
Click the Properties button to the right of the printer name

The standard setting ensures that fonts are embedded and that the dpi is 600. Make sure that you uncheck either "Rely on system fonts only" or "Do not send fonts to 'Adobe PDF'", depending on your version of PDF, since you want to use the fonts already in your document.

### **Other items to note when creating a PDF file**

For the title of your document, use the following formula:

Lastname\_firstname\_year\_degree.pdf

example:

doe\_jane\_2022\_ba.pdf

student\_a\_2022\_phd.pdf

If you have additional documents, like sound or video files, you will be able to submit those at the time you electronically register your thesis/essay so that they can be accessed by your readers and tutor online and will also be included in the upload to WesScholar.

**If you have difficulty creating a PDF, please contact the Help Desk at x4000.**

### **Registration Tips:**

- **IMPORTANT: Pay attention to the number of images you have and the overall size of your PDF. If your PDF file is very large in size, you may have difficulty uploading it to the thesis registration system.** The image size in a document is often a primary reason that PDF files are very large. Please refer to PDF Tips and Troubleshooting on the Honors website for links to instructions on how to reduce the image sizes: [www.wesleyan.edu/registrar/honors/PDFtips.html](http://www.wesleyan.edu/registrar/honors/PDFtips.html)
- If you have supplemental files (images, sound, video) you may upload up to 4 supplemental files in the panels at the end of the registration screen. Supplemental files are optional. There is a 2 MB limit on these files.
- Generally, thesis registration problems are most often experienced by students who attempt to upload large, uncondensed media files such as performance recordings. If your thesis PDF is accompanied by a supplemental file that is very large, we recommend you upload and register the thesis PDF itself and then share your supplemental files with readers either via google drive or on a flash drive. The system will not upload files that exceed 2MB.

The Evocative, Yet Concise, Title of My Thesis/Essay

by

Ima Finally Finished  
Class of 2022

A thesis (or essay) submitted to the  
faculty of Wesleyan University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Arts  
with Departmental Honors in \_\_\_\_\_  
(or with Honors from the College of Letters or Social Studies)

**SAMPLE DECLARATION FORMATS FOR TITLE PAGE – PLEASE BE SURE TO SELECT THE  
CORRECT FORMAT:**

**FORMAT FOR HONORS IN A DEPARTMENT:**

A thesis (or essay) submitted to the  
faculty of Wesleyan University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Arts  
with Departmental Honors in \_\_\_\_\_

**FORMAT FOR HONORS IN A COLLEGE:**  
(College of Letters or College of Social Studies)

A thesis (or essay) submitted to the  
faculty of Wesleyan University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Arts  
with Departmental Honors from the College of \_\_\_\_\_

**FORMAT FOR HONORS IN TWO DEPARTMENTS:**

A thesis submitted to the  
faculty of Wesleyan University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Arts  
with Departmental Honors in \_\_\_\_\_ and \_\_\_\_\_

**FORMAT FOR HONORS IN GENERAL SCHOLARSHIP:**

A thesis submitted to the  
faculty of Wesleyan University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Arts  
with Honors in General Scholarship

**FORMAT FOR HONORS IN A PROGRAM:**  
(Science in Society & Computer Science)

A thesis submitted to the  
faculty of Wesleyan University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Arts  
with Departmental Honors in the \_\_\_\_\_ Program.