

## SENIOR PROJECT PREPARATION and PRESENTATION

This information is meant to help you prepare and submit your senior project.

As you decide upon your topic, consult the holdings and reference sources of the library's collection, including the interlibrary loan system, Connect NY. The reference librarians can direct you to printed and electronic materials in your subject area. Librarian Betsy Cawley offers reference workshops to teach students how to use the library's extensive databases, abstracts, and indexes, as well as how to evaluate, access, and cite Internet sources. Researching your project should begin as soon as possible. If most of your research will involve material not in the Bard collection, you should request a letter of introduction from the Stevenson Library to research at other libraries.

As you prepare your project, you will need to be familiar with the acceptable forms of thesis writing. Helpful research materials and guidelines are also available on Stevenson Library's "Services for Seniors" page at:

<http://www.bard.edu/library/info/news/seniors.htm>,  
and the website for the Bard Academic Resources Center:  
<http://inside.bard.edu/academicresources/>  
offers helpful writing and bibliographic guides.

### SUBMITTING THE SENIOR PROJECT

On Monday, November 29<sup>th</sup> -- the day senior projects are due for students completing a project this fall -- bring the following to David Shein in **Ludlow 105**:

- **4 copies** of the senior project: **three bound copies** and **one unbound copy**. (See below for more information about bindings). The **three bound copies** are for the faculty on your board. We will check them and then give them back to you for delivery to the members of your board. **The library's copy** should be submitted in a 10"x13" manila envelope with your name clearly printed on the outside. The pages should be loose; do not clip them together or bind them in any way.
- **Two extra copies** of the title page of your project (see attached example) for our files and for the commencement program.

If you are a member of the Arts Division completing an installation, a film, a composition, or a performance as a senior project, you should bring:

- **Two copies** of a title page (see attached example).
- A synopsis (1-2 pages) of the project, that is, an artist's statement outlining what you did and what you were hoping to accomplish.
- A program or invitation, if applicable.
- A 10"x13" manila envelope with your name clearly printed on the outside.

## THE FORM OF THE SENIOR PROJECT

**Contents:** Title page  
Dedication/Acknowledgements  
(Preface, if included)  
Table of contents (list of chapters with their page numbers)  
Introduction  
Body of text  
Footnotes (if these do not appear elsewhere)  
Bibliography

### **Format:**

- Use uniform size paper, 8.5 x 11 inches.
- Leave a margin of approximately 1 inch on the left and 1 inch on the right, top, and bottom of the page.
- Double-space the body of the text. Ask your professor whether you should follow the MLA, APA, or CMS recommendations for your citations and bibliography.
- Illustrative material such as graphs, maps, and photographs can be integrated into the text or placed in appendices at the end.
- Number pages consecutively, with Arabic numerals; the first numbered page should be the first page of the text proper. The title page, dedication, and table of contents *should not* be numbered. (These preliminary pages or any others may be designated with roman numerals if desired.)
- Numbers should appear in the upper right hand corner of the pages, or in the middle of the top margin, without periods or hyphens.

The final version of your senior project should be carefully proofread for typographical errors, correct grammar, and proper citation. Rely on *Merriam-Webster's Collegiate Dictionary* and *The MLA Handbook* or *The Chicago Manual of Style*, 14<sup>th</sup> ed. for all editorial questions.

### **Binding:**

Three of the four copies that you bring to the registrar's office are for the members of your senior project board. These three should be bound in a black binder with built-in fasteners, or they should be professionally bound. (Call the dean of students at x7365 if you have questions about this.) These copies can be printed on both sides of the page, as your board members allow. The library copy of your project should be submitted, as outlined above, unbound, in a 10"x13" manila envelope with your name on the outside of the envelope. The library staff will microfiche and bind this copy. *This copy must be printed single-sided.* If you photocopy your project, it is better to arrange for its reproduction off-campus (at Staples or Copy Cat for example), to avoid the certain crush at our facilities.

**SAMPLE TITLE PAGE**

Indonesian Vernacular Architecture:  
Of Home, the Body, and the Universe

Senior Project submitted to  
The Division of Social Studies  
of Bard College

by

Miya Buxton

Annandale-on-Hudson, New York  
May 2004