

Guidelines for the Preparation and Submission of Honors Theses
North Carolina Collection
Wilson Library
University of North Carolina at Chapel Hill

The North Carolina Collection in Wilson Library is the official depository for all undergraduate honors theses from this campus. Each thesis received is catalogued, bound in a volume with others from that department, and permanently preserved in the closed stacks of the North Carolina Collection. Receipt of an approved honors thesis by the North Carolina Collection is tantamount to publication, and the thesis will be made available to the public.

1 The archival copy (the copy submitted to the North Carolina Collection) must be printed single sided on 8 ½" x 11" paper, 100% cotton content, 16, 20, or 24 weight, with a 1 ½ inch left margin for binding.

2 If the thesis includes original art, photographs, graphs, charts, maps, or similar items, the copy deposited with the North Carolina Collection must have those *original* items, not photocopies. Videos, cassettes, or other sound or image formats that are part of the honors essay must also be submitted.

3 Each thesis should be signed on the title page by the student's advisor.

4 The departmental advisor should annually collect all theses from his or her department and send or deliver them—unbound—to the Reading Room of the North Carolina Collection on the second floor of Wilson Library (room 506, CB# 3930), along with a list of all honors graduates from that department for that year.

5 Each honors advisor should inform the North Carolina Collection if a student is graduated with honors but submits no formal thesis, or if that department has no honors graduates that year.