

Honors Scholarship Project

HNR-499 Final Approval and Binding Instructions

All JWS, LLS, and MCD students must submit this completed checklist with the applicable attachments to the JWHC Office on or before the last day of classes (before exam week) of the semester in which they are enrolled in HNR-499. Approved, this signals the completion of the Honors Scholarship Project.

- Present at Celebration of Scholarship, a public forum at IWU, or an external conference or publish in a formal journal and provide documentation to the JWHC Associate Dean

The JWHC Office will two print copies of the final HSPs to be bound for the JWHC Office and the Library Archives. The expense for any additional printed and bound copies will be the responsibility of the student.

- Final Honors Scholarship Project (all in one PDF document), emailed to honors.office@indwes.edu.

Note: Follow ALL formatting guidelines listed below; improperly formatted documents will be returned until they are corrected (and may affect completion of coursework for graduation)

- Two hard copies of **signed HSP Submission and Approval** forms (available to pick up from JWHC Office two weeks before the end of the semester)
- (Faculty Mentor should submit the HSP Final Grading Rubric to the JWHC Associate Dean by finals week)
- Hard copy of revised Reflections on Christian Scholarship submitted to JWHC Associate Dean
- One hard copy of **Updated Contact Information** form
- Students taking HNR-499 for 1 credit hour must also submit publication and/or presentation details to the JWHC Associate Dean

HSP Final Formatting Guidelines

All Honors Scholarship Project submissions must be **double-spaced** using **12-point Times New Roman font**. Margins should be **1-inch on all outer edges and 1.5-inch on the inner edge** (to allow for binding). Projects will be printed **double-sided**, so use the “Mirrored” option to set the margins appropriately. Throughout your project, use any consistent style of formatting (e.g., MLA, APA), according to the standards of your discipline.

See a JWHC Ambassador with questions.

Honors Scholarship Projects submitted for binding should include the following:

- Title Page (HSP Title, Student’s Name, Date of Submission)
 - Centered; no additional formatting (e.g., bold or underline)
 - Title begins on seventh line down; if it needs two lines, split the title near its half-way point instead of leaving just a word or two on the second line
 - Name on tenth line; date on eleventh
 - One blank page (for the back of the Title Page when printed double-sided)
 - Abstract (often updated from HNR-350)
 - “Abstract” bolded at top of page
 - Text of Abstract (no more than 250 words); should not go onto a second page
 - One blank page (for the back of the Abstract when printed double-sided)
 - Text of Honors Scholarship Project
 - Project Components (Literature Review, research paper, copies of artifacts, etc., if applicable)
 - Include any Appendices, Bibliography/References, etc.
 - List here any pages that need to be printed in color:
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Updated Contact Information

(Please write legibly or type)

Student ID#: Student ID# Full Name: Full Name

Permanent Address: Permanent Address

Permanent City/State/Zip: Permanent Address

Non-IWU Email Address: Permanent Address

Cell Phone: Permanent Address

If known, please include your post-graduation plans:

Post-Graduation Plans

Request for Additional HSP Copies

To request additional personal copies printed of your Honors Scholarship Project, complete the following:

Number of copies requested: Permanent Address

x \$30 (printing and binding costs)

+ \$10 (shipping, if applicable)

_____ = Total Amount Enclosed

(make checks payable to John Wesley Honors College)