

**Pre-Defense Senior Thesis/Project Checklist
For Thesis & Project Papers Submitted To SCHC**

Thank you for submitting a pre-defense copy of your Senior Thesis or Project paper to Ms. Patsy Tanner. The items which are checked below **must** be corrected BEFORE you submit the required final version of your thesis or project paper to the Honors College. These changes must be made by one week after graduation in May and one *day* after graduation in December and August.

Before you will be cleared to graduate “with honors from South Carolina Honors College,” your thesis/project absolutely must comply with the restrictions listed below. These restrictions apply regardless of the discipline in which you are writing and of the style manual you are using. Please submit the corrected copy along with the required fee to SCHC (please make checks payable to “SCHC Educational Foundation”).

_____	Binding unacceptable. Your paper or thesis must be submitted as loose sheets held together only with clips, clasps, a report cover, or in a box or large envelope. <i>Do not bind your paper or thesis</i> yourself in any way. We provide this service to ensure consistency in bindings; the first two copies (one for our archives and one for you) cost \$10.00 each. If you want additional bound copies beyond the first two--such as one for your director--add \$15.00 per copy to your check, and bring in the extra copies that you want bound.)
_____	Title Page unacceptable. It must be worded and organized <i>exactly</i> like our sample. <i>Do not</i> give the date, only the month and year.
_____	Table of Contents missing or incorrect. Remember to include all page numbers and to list the Thesis Summary.
_____	Thesis Summary missing or reads like an Abstract. The Thesis Summary is required regardless of the discipline, should be approximately two pages in length, and should be written in layman's terms so any reader can understand your thesis or project without reading the entire thesis or project paper. It should be longer, less technical and less formal than an Abstract. Neither the Abstract nor the Introduction takes the place of the Thesis Summary.
_____	Footnotes, Endnotes, Bibliography, References, Works Cited or some manner of citing sources missing.
_____	Videotape or Audiotape missing (when required or appropriate).
_____	Pages not numbered or numbered incorrectly.
_____	Margins too narrow. The left margin must be no less than 1 and 1/2 inch wide to prevent cutting off your text, tables, figures, etc.; the other three margins must be no less than one inch wide.)
_____	Paper is unacceptable color or texture. You must use white, ivory, or light beige 25% cotton bond paper. This type paper is required for the final version only.
_____	Ink is unacceptable color. Your thesis or project paper MUST be printed with BLACK INK . If necessary, colored maps, charts, graphs, tables, photographs, etc. are acceptable.