

Carnegie Mellon University Libraries

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ELECTRONIC SUBMISSION GUIDELINES (Honor's Theses)

Details for preparing manuscripts and figures in electronic form are outlined below. These are submitted to Honor's Program Director, Joseph Devine, and are sent to the University Libraries by the Honor's Program Director after college approval.

Sending Files

We can accept and DVDs and CD-ROMs. After the University Libraries has catalogued and added the electronic manuscript to Libraries' online system, the media will be returned to the Honor's Program Director.

Labeling the Disk

Media and cases should be labeled clearly, containing the following information:

1. Name of author – last name, first name;
2. Title of the project;
3. Date of submission;
4. Software used and type of computer used (name and version);
5. If submitting multiple disks, please supply a separate files list for each disk.

Submitting the Electronic File

Please follow these guidelines for your manuscript:

- Your text, tables, and images are saved in Microsoft Word 2000 or Microsoft XP for the PC in a Windows environment.
- In all cases also save the manuscript as an ASCII text file in case the word processing file is not translatable.
- Do not use Microsoft Word's Footnote feature; type each footnote at the bottom of each page of the manuscript.
- Do not divide your manuscript into separate files on the disk. The title page, table of contents, preface, tables, graphs, images and the body of the manuscript should be in one file.
- If using copyrighted material (quotations, tables, illustrations, etc.), the author is responsible for obtaining permission from the copyright holder.

Tables and Equations

We prefer you create tables and equations using Microsoft Word for the PC in a Windows environment using the Table function.

Figures, Graphs, and Bar Charts

We prefer that you create figures, graphs, and bar charts using Microsoft Excel for the PC in a Windows environment and linked to the Microsoft Word document using the index and tables insert function.

Images

For photographs we prefer to receive images in a high-resolution TIFF format (.tif). TIFFS should be provided as 256 grayscale or 24 bit RGB color images, with a resolution of greater than 300 dpi if possible. Images should be linked to the Microsoft Word file using the picture insert function.

Video

If your thesis is in the form of a video (documentary), we prefer to receive MPEG1.

File Naming

Please use names that do not exceed 8 characters, plus a further 3-character extension e.g. gvmproj.doc.

Contact Person

If there is a question about details related to preparing the electronic version please contact:

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Please remember to keep a hard copy as a backup!