

Dear Program Senior:

With the final deadline for the Senior Essay approaching, it is time for the traditional letter from the Chair supplying you with instructions on departmental policies for submission of the essay.

Submission & Printing Instructions

Monday, February 28, 4 p.m.: Final essay due in the PLS office. In general, students should submit three copies of the senior essay, plus a pdf of their essay, uploaded to an online folder. (Becky will give you access to this folder.). All three printed copies should be signed by your director using a title page conforming to the department template (see attached). **The essay will not be accepted without the director's signature.**

One copy (to be bound and stored in the office) should be printed on twenty-pound or heavier paper that is acid-neutral or acid-free, containing at least 25% cotton. Do not use recycled paper for this bound copy.

The second copy will be given to a PLS faculty member who will serve as the essay's second reader. This copy, containing the second reader's notations, will be returned to you. The third copy will go to your director. *If your director gives you permission to submit his or her copy electronically, you may do so. You must still submit two printed copies, one to be bound and one to go to your second reader.*

Essays submitted after the deadline but by **4 p.m. Friday, March 4**, can receive a grade no higher than a "B." Essays submitted during the next week of classes (after spring break, by 4:00, **March 14-18**) can receive a grade no higher than a "C." Essays submitted between **March 21-25** can receive a grade no higher than a "D." After that there is only weeping and wailing and gnashing of teeth.

Note that for more than a cursory reading of the essay by your second reader, you must respect the **February 28th** deadline. Those doing essays with the assistance of outside advisors are still responsible for our deadlines unless special arrangements have been made with the PLS office (as in the case of Honors Program essays).

Formatting & Length

Essays are to be between 9,000 and 15,000 words, including notes and bibliographies. Please do not turn in more than 15,000 words (essays exceeding this limit will not be eligible for the Bird Award). The type size for the essay should be 12-point; Times or Times Roman are recommended choices. The essay should be double-spaced, with block quotations either single- or double-spaced. **Please leave at least 1 and 1/2 inches at the bottom and 1 and 1/2 inches on the left-hand margin for the binding process.**

You may use footnotes (notes that appear at the bottom of the page - the preferred format) or endnotes. At the end of your essay, you should include either a traditional bibliography or a "works cited" section; this will depend on your method of citation. Your director should be consulted on his or her preferences. For citation and bibliography style, etc., use Kate Turabian's *Manual for Writers of Term Papers, Theses and Dissertations*, 8th ed., or the

recent edition of the *Chicago Manual of Style*. Copies are available in the Bookstore or at the Reference Desk in the Library; we also have reference copies in the PLS office for use in the office only.

After Submission

Your essay will be read carefully both by your director and the second reader. If you have a particular PLS professor in mind as a second reader, you should notify your director and ask him or her to pass the request along to Professor Eric Bugyis. (We cannot guarantee that all requests concerning second readers will be honored.) A grade will be assigned for the essay itself, but your final grade for the Senior Tutorial course may differ from this grade. Criteria for assigning the final grade will include the extent of your participation in the tutorial and your adherence to deadlines, as determined by the professor.

All essays submitted by **February 28th** and conforming to the department guidelines will be in competition for the Otto Bird Award. The winner of this prize for the finest senior essay will be announced at the Senior Banquet with a cash award and a plaque.

With all best wishes as you complete your essay. A copy of this letter has also been sent to your directors.

Sincerely,
Thomas Stapleford
Associate Professor and Chair