

CAL POLY

Aerospace Engineering Department



AERO 461 & 462
Senior Project

INSTRUCTION BOOKLET

READ AND SAVE

California Polytechnic State University
San Luis Obispo CA 93407

Instructions for Preparation and Submission of the Senior Project

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Introduction

What is the Senior Project?

A senior project is a formal report, usually on a subject in the student's major area of study. The university requires that a senior project be completed before a bachelor's degree can be granted. The library keeps two microfiche copies of all senior projects; one copy is in the Reference Room for general use, the other is in the Archives.

It is difficult to emphasize too strongly the importance of report writing to the engineer. Often, a report is the only product an engineer generates and, indeed, his/her capabilities may be judged primarily by the written material s/he submits. It is well known that many engineers are not skilled in written communication, and report writing can thus be a major problem area. Often, this problem has stood in the way of promotion or has greased the skids to the exit, or both.

Every person asked to submit a report is also asked, in preparing the document, to adhere to certain requirements. There are as many sets of requirements as there are agencies receiving reports, and it is thus senseless to assume that any one criterion is going to satisfy everyone. Since it is likely that an engineer will have to follow different rules at different times, it is obvious that one of the important skills in report writing is the ability to simply follow directions. Hence, these requirements are set forth merely as a typical set of rules; adhering to this set should facilitate adhering to others.

A final note is that thenceforth, the margin and spacing requirements will be violated in the interest of saving paper and money.

When submitting the final senior project, the Aerospace Engineering office is to receive the following:

- A. One bound copy in a semi-rigid folder.
- B. One unbound copy for submission by the department to the library.
- C. A cashier's receipt for the microfiche fee.
- D. A Senior Project Requirement Form, which is available at www.lib.calpoly.edu/srproj/index.html.

Format

Paper

- A. All paper must be 16-poundweight or heavier.
- B. All paper must be of regulation letterhead size (8 1/2 in. x 11 in.).
- C. Engineering paper should never appear in the main body of the report.
- D. All rectangular-grid graph paper should have 20 squares to the inch. The color of the grid is immaterial, but beware the orange graph paper; it tends to be below the minimum weight.
- E. Tables with small quantities of data can be drawn, typed, or laser printed on the usual typing paper, using regular drafting procedures. For larger quantities of data, white mechanics paper (e.g., National #42-383), not to be confused with engineering paper, can be used with one table per page.
- F. **Do not** use commercial forms that have been taken from a summer employer.

Typing and Printing

- A. Typing or laser printing is preferable. Unless specifically prohibited, hand printing is acceptable if it is done neatly and legibly. Printing may be done on white lined notebook filler, but typing must be done on unruled paper.
- B. Only one side of the paper can be used.
- C. Right and bottom margins should be a minimum of one inch; left and top margins should be 1 1/2 inches.
- D. All typed and/or laser printed text material should be double-spaced.
- E. Short quotations should be included in the text, with quotation marks. Long quotations, four or more lines in length, should be set off from the rest of the text by using single spacing and indentations on the left and right sides.

Equations and Formulas

- A. Equations and formulas should be separated by three spaces from the preceding line of text and centered between margins. Three spaces should be allowed between the formula or equation and the following text.
- B. The equations and formulas should be numbered such that there is at least one number, in parentheses, for each break in the text.

- C. The equation numbers for equations in appendices should be preceded by the letter designation of the appendix; e.g., (A-16) could be the number of an equation in Appendix A.
- D. Equations in appendices need be numbered only if there is regular text in the appendix.

Pagination

- A. Pages of the preliminary sections (everything up to the abstract) should be numbered with lower-case Roman numerals (e.g., i, ii, iii, iv, etc.). The title page is considered page i, but the number is not actually placed on it, and it is not listed in the Table of Contents.
- B. Parts of the main text and appendices should be numbered consecutively with Arabic numerals (1, 2, 3, etc.). Every page should be counted in the numbering.
- C. All page numbers should be near the top of the page and in line with the right-hand margin.

Headings

- A. Each main section of the report should be headed with the title of that section typed in capital letters and centered on the page (e.g., ABSTRACT, CONCLUSIONS, etc.).
- B. Each main section should start on a new page and the heading should be located two inches down from the top of the page. The text should be separated from the heading by two spaces (i.e., triple-space).
- C. If a main section is subdivided, each subdivision is indicated by an underlined heading in initial capitals, located flush with the left-hand margin.
- D. The subdivision does not, in general, start on a new page. The typist double-spaces from the bottom of the previous subdivision to the heading, and double-spaces again to start the subdivision text.

Illustrations

- A. Photographs, sketches, graphs, and diagrams are designated as Figures even though one or more table of numbers may appear with the illustration.
- B. Illustrations are numbered consecutively using Arabic numerals (e.g. Figure 1, Figure 2, etc.), except in appendices where the numerals are preceded by the appendix designation (e.g., Figure A-1, Figure A-2, etc.).
- C. Illustrations are to have titles, which will appear below the illustration, just above the Figure number.

- D. Margins are those required for the normal page.
- E. Illustrations should be drawn in black india ink or pencil only.

Tables

- A. Tabulated material presented without illustrations is designated by Roman numerals (e.g., Table I, Table II, etc.).
- B. In appendices, the Roman numerals are preceded by letters (e.g., Table C-II, etc.).
- C. The table number is at the top of the page, followed by the table title.
- D. Margins are those required for the normal page.

Graphs

A. Choice of coordinate axes

1. The independent variable should be plotted along the abscissa. For curves of load (stress) versus deflection (strain), the deflection or strain is plotted on the horizontal axis.
2. The scales must be such that the divisions on the paper correspond to a convenient increment of the scale. On 20-squares to-the-inch paper, a one-inch interval should correspond to one, two, four, or five units, or these numbers multiplied by ten to an integer power. Occasionally 1.25, 2.5, or eight are used, but these numbers are not particularly desirable.
3. The scales should be sized such that the curve, or curves, are as large as the paper permits, unless the uncertainties of measurement would be more than one or two of the smallest divisions. In this case, the size of the graph should be reduced.
4. Other things being equal, the variables should be manipulated to give a resultant curve which approaches as nearly as practicable to a straight line, this being the simplest curve to construct and use.

B. Labeling the scales

Each axis should be labeled by name, and the units in which it is measured; e.g., Lift coefficient (unit), Velocity (knots), etc. No written or numbered information should appear on the boundary of the grid or in the margin.

C. Plotting the data

Plotting the points should be done according to the rules of good draftsmanship. If the data to be plotted are experimental or computed and subject to computational errors, each

point should be indicated by a symbol. When more than one curve is drawn on the graph , they may be identified by different symbols or line styles(e.g., solid, dashed, etc.). Do not use different colors. When computed data subject only to negligible computational errors is plotted, the curve necessarily passes through all points and the symbols should be omitted.

D. Fitting a curve to the plotted points

If the underlying physical phenomenon is thought to be deterministic (cause and effect holds), and the number of data points is sufficiently large, a smooth curve is drawn between the plotted points. The curve should represent the best guess of the true relationship and be such that roughly half of the plotted points fall on each side of the curve (least-squares curve-fit is preferable). On the other hand, if the physical phenomenon is thought to be stochastic (random), or if the number of data points is small, the plotted points are connected by straight lines. Observe that this is generally the case with experimental error.

E. Line work and lettering

All lettering and lines must be black. No colored pencils or ballpoint pens are to be used. All lettering must be uppercase, 3/32 inch or 1/8 inch high. All titles must be underlined.

F. Preparing a Caption

The title of a graph should give a fairly complete, self-contained, and detailed description of the data plotted. For a title, do not use "Plot of . . ." or "Graph of . . ."; this is obvious.

G. Acknowledging the source of the data

Whenever the data for a graph are taken from a published report, or the work of another, the source should be plainly stated, or referenced in the caption.

H. General orientation of material

The title should appear within (above and to the right) the coordinate axes, preferably above the curve or curves. Be sure that the graphical material is so oriented that it will be normally viewed from the bottom or right-hand side of the report. Your name and the date should be on the lower right-hand corner of the graph, as you would normally view it, just inside the grid boundary.

Style

- A. Simple technical English should be used. With the exception of derivations (e.g., mathematical), engineering reports are generally written in the third person impersonal, past tense. Tell what was done and how it was done, not who did it. If you must refer to yourself, use the expression "the author". Abbreviations should be introduced carefully.

- B. In the textual material itself, numbers over ten should be expressed in figures and numbers under ten should be spelled out (with exceptions as mentioned below). Any number, regardless of size or nature, that occurs at the beginning of a sentence must be spelled out. Numbers appearing in a statistical connection with other numbers should be expressed in figures; as should date, page, street, and telephone numbers; decimals and percentages; and sums of money (except round sums used alone). The words "per cent" rather than the symbol "%" should be used in the text.
- C. The style of exposition should be as brief, direct, and to the point as possible, consistent with retaining grammatical fluidity and correctness. The general rule is: include all that is pertinent; exclude all that is extraneous.
- D. Expressions such as "this paper" or "this report" should not be included in the text; the report is not part of the experiment, but serves only to relate what happened and why.

Content

General Comments

- A. There are two primary functions that any report must perform; these are:
 - 1. The dissemination of information. The report should serve to enlighten others with the results gained by your investigation; hence, it should be readable and comprehensible for anyone with a general background in engineering. The reader should come away with a clear understanding of what you said and why.
 - 2. The preservation of all the important features of the investigation. This function is important because a reader who questions your results should be able, after reading your report, to duplicate precisely your investigation and ascertain the validity of your results.
- B. The following is an outline of the standard form to be used in reports:
 - 1. Title Page
 - 2. Table of Contents
 - 3. List of Figures
 - 4. List of Tables
 - 5. List of Symbols
 - 6. Abstract
 - 7. Introduction
 - 8. Procedure
 - 9. Discussion of Results
 - 10. Conclusions
 - 11. Figures
 - 12. Tables
 - 13. Appendices (if necessary)
 - 14. References

- C. The report submitted for Department use should be bound in a folder. The title of the report and the name of the author should appear on the cover and should be typed or neatly printed in ink. The report submitted for Library use should be unbound. See Library Senior Project Format Requirements, Page 17. **You must include an evaluation/grade page, approval page, grade page, and disclaimer in both reports.** See Sample Pages, Page 12.

Title Page

- A. The format of the title page should be as shown by the sample included in this booklet.
- B. The title should be brief but fully descriptive. It should not be "AERO 229 Lab"; nor should it be the title on some experiment sheet.

Table of Contents

- A. The Table of Contents should include a list of all titled sections of the report together with the page number of each. It does not list Figures or Tables.

List of Figures

- A. The List of Figures should list the title of each illustration together with the page number of each. The format is identical to that of the List of Figures.

List of Symbols

- A. The List of Symbols should list each symbol used in the report together with the name and the units of each (σ ...axial stress...lb/in²).
- B. The symbols should be grouped according to common alphabet (e.g., English, Greek, Russian, etc.)
- C. Within each group, the symbols should be listed alphabetically with the upper-case letter preceding the lower-case letter ($\Gamma, \gamma, \delta, E, \epsilon$).

Abstract

- A. The Abstract is a brief statement of the problem, the method of solution, and the general conclusions reached. Each of these three elements should always be included.
- B. The Abstract must be complete in itself. Because it is often published or listed separately from the main body of the report, it must stand alone.
- C. The purpose of the Abstract is to give the reader an idea of the nature of the investigation and its pertinence to his field of interest without the necessity of having to scan the entire

report. The abstract should also make the results readily available without having to read the body of the report.

- D. The terms "abstract" and "summary" are generally equivalent.
- E. The Abstract should be as brief as possible, consistent with conveying the necessary information. Generally, a short paragraph suffices.
- F. An example of the format for the Abstract is found on page 1 of the manual. An example of the text of the abstract is as follows:

Tests on 2024-T3 aluminum alloy were made to determine the yield and ultimate strengths in torsion of non-circular bar and tubing. A comparison of the theory with the experimental results is shown. The results indicate that the torsional stiffness and maximum shearing stresses within the elastic range may be computed quite closely by means of existing formulas.

Introduction

- A. The introduction should explain to the reader why the experiment was conducted.
- B. The primary purpose of the introduction is to give the reader an insight into the problem, to arouse his interest, and to bring him up to date on the background of the problem.
- C. The Introduction should include the following, whenever appropriate:
 - 1. A brief history of how the problem developed.
 - 2. A review of what has been done to treat the problem. This might include the difficulties that may have been encountered by other investigators, and/or criticisms of other approaches.
 - 3. The object of this particular investigation, which should be something other than your education or edification.
 - 4. A brief description of the approach you used. The details, however, should be left for the Procedure.

Procedure

- A. The Procedure tells how the investigation was conducted. The analytical and experimental methods used should be presented with sufficient detail and clarity so that the investigation could be precisely duplicated if necessary or desirable.
- B. Sample calculations, included in one or more appendices, can be referred to in this section.

- C. Diagrams, sketches, and photographs, while located with the rest of the Figures, can be referenced here if they will aid the reader's understanding of the test methods.
- D. If a standard test procedure is being used, it should be so stated. Deviations from a standard procedure must be noted and explained.
- E. Occasionally it is desirable to list the test equipment used in the experiment.
- F. The Procedure is not to be presented in outline form.

Discussion of Results

- A. The Discussion of Results should present the significant results of the investigation. The details are, of course, presented in the graphical and tabular material.
- B. Frequent reference should be made to the Figures and the Tables.
- C. The answers to questions posed as part of the experiment can be merged into the material in the Discussion of Results.
- D. The results should be analyzed and interpreted to the fullest extent possible. This may be done by comparing the results to theoretical values, limiting-case values, etc.
- E. Such comparison may be facilitated by cross-plotting, computing deviations and means, and calculating relative errors.
- F. Discrepancies in the results, errors between experiment and theory, and unexpected results, should be fully explained and analyzed. The analysis should include the effects of probable errors in measurement, of duration of runs, of frequency of readings, of methods of calculation and analysis, and any other factors deemed appropriate.
- G. Skill in accounting for errors often makes the difference between successful and unsuccessful investigations. With a careful treatment of errors in the Discussion of Results, a slightly flawed experiment can be more enlightening than a nearly perfect one.
- H. The attention of the reader should be focused toward whatever phases of the results the author deems most important. In this regard the author can use a great deal of imagination and creativity in the manipulation and presentation of data, particularly in graphical form. (For example, would a plot on rectangular or logarithmic paper best illustrate the point you are trying to make?)

Conclusions

- A. The Conclusions should state concisely what broad objectives were reached, on the basis of the results obtained.

- B. A brief evaluation of the investigation should be presented. This evaluation can take the form, for example, of a comparison of theory with experiment (or vice versa), or an estimate of the usefulness or feasibility of some method or apparatus.
- C. Any recommendations that you may have for further work should also be included. Although they may be no more than opinions or tentative hypotheses, these recommendations may prove to be of considerable value to later researchers working in the same or an allied area.

Figures and Tables

Although the Figures and tables are not titled sections of the report, all the graphical and tabular material is placed in one location to make it easier for the reader to find. Arrangements of the Figures and Tables should be planned for the greatest convenience of the reader; they will thus generally appear in the same order to which they are referred in the text.

Appendices (if necessary)

- A. The Appendices contain all the material not specifically required in the main body of the report.
- B. The purpose of the Appendices is to make available to the reader those details of data that will verify the summary statements reported under the Discussion of Results, but that would obscure the development of the presentation if included in the main body of the report.
- C. The Appendices should contain such items as sample computations and derivations, sample schedules and questionnaires, raw data (not necessarily the dirty notebook paper on which the original data was often recorded), and answers to questions asked on the experiment instruction sheet that cannot be fitted smoothly into the Discussion of Results.
- D. Original data sheets should appear in the Appendices and should include:
 - 1. The date and approximate time the experiment was conducted.
 - 2. A title.
 - 3. A statement telling who took the data (e.g., Data by: Joe Smith)
 - 4. The serial numbers of all instruments and equipment (excepting small tools).
 - 5. Raw data.
 - 6. A sketch of the specimen and/or apparatus, plus any other pertinent information.
- E. A separate appendix should be written for each distinct topic covered.
- F. In the case of multiple appendices, each should be denoted by an upper-case letter (e.g., Appendix A). The appendices should appear in alphabetical order.

References

- A. Under References are listed all the publications referred to in the report in the order of reference, not in alphabetical order.
- B. Each reference is numbered. The number is used in the text to indicate where the reference was used; this number should appear in parentheses immediately after and on the same level with the most appropriate word. For example, "A rational method for dealing with rigid portions of equal length has been presented by Engesser (46). Others (47, 48, 49) have treated the problem...".
- C. Sample references are as follows:
1. Morse, P.M., Nill, R.E., and Penn. W., Vibration and Sound, 2nd ed., New York, McGraw-Hill Book Co., 1948, p. 14.
 2. Anon., Flexural Fatigue Tests of Some Aluminum Alloy Wing Beams, NACA TN 3472, 1957.
 3. Hess, L. G., and Tilton, V. V., "Ethyline Oxide, Hazards and Methods of Handling" Ind. Eng. Chem., 42, 1251-53, 1950.
- D. Periodical and journal abbreviations, if used, should be the same as those used by the Aerospace Engineering Review.

SAMPLE EVALUATION & GRADE PAGE

FOR INTERNAL DEPARTMENT USE ONLY

Steam Powered Lawnmower

by

Robert A. Nims

Project Advisor: _____(Type your Advisor's name)

Instructor's Comments:

Instructor's Grade:

Date:

NOTE: This page to be removed after final approval process.

SAMPLE APPROVAL PAGE

TITLE: Steam Powered Lawnmower

AUTHOR: Robert A. Nims

DATE SUBMITTED: 28 August 1979

Senior Project Advisor

Signature

Department Chairman

Signature

SAMPLE TITLE PAGE

Steam Powered Lawnmower

by

Robert A. Nims

AEROSPACE ENGINEERING DEPARTMENT

California Polytechnic State University

San Luis Obispo

1998

SAMPLE DISCLAIMER PAGE

Statement of Disclaimer

Since this project is a result of a class assignment, it has been graded and accepted as fulfillment of the course requirements. Acceptance does not imply technical accuracy or reliability. Any use of information in this report is done at the risk of the user. These risks may include catastrophic failure of the device or infringement of patent or copyright laws. California Polytechnic State University at San Luis Obispo and its staff cannot be held liable for any use or misuse of the project.

Submitting a Senior Project to the Library

Cashier's Receipt

Student goes to the Cashier's window at 131E Administration Building and pays the microfiche fee. Clip the WHITE copy of the cashier's receipt to the senior project; the yellow copy is for the student's own records. Project will not be accepted for microfiching without this receipt.

Senior Project Requirement Form

Student obtains this form from his/her department office, sees that required information is typed on the form, and clips form to the project. Names of authors should be listed on the form in the same order as they are listed on the title page. Project will not be accepted for microfiching without this form.

Signatures

Student requests senior project advisor to sign the senior project requirement form. Any additional signatures required by the student's department should also be secured.

Delivery to Department Office

Student or advisor delivers to department:

- A. One bound and one unbound senior project
- B. Cashier's receipt (white copy)
- C. Senior Project Requirement Form, SIGNED by advisor

Delivery to Library

Delivery of your senior project package is completed by the Department, please do not submit your project directly to the Library. Submit all copies and necessary forms to your department office.

Return of the Project

The Library returns the project to the department upon completion. Non-print materials are kept in the Learning Resources & Curriculum department of the Library. A microfiche copy of the project is catalogued and kept in the Reserve Book Room of the Library for public use.

For Senior Projects Created on the World Wide Web

Please consult "Procedures for Submitting WWW Senior Projects: a Student Guide." This is available on the Web, in the Library Reference Room, or in the Acquisitions Department, Order Section.

Questions?

Call Library Order Section at x2535 for assistance, or email: senior-project@library.

Library Senior Project Format Requirements

Title Page

- A. Title of project in full
- B. Name of author or authors
- C. Name of department in full
- D. Name of school
- E. Date

See the sample title page included in this booklet.

Approval Page

The Library does not require an approval page; it has been standardized and replaced by the Senior Project Requirement Form, which will be microfiched with the senior project. If an approval page is required by your department, however, it should be separate from, and follow, the title page. No grade or faculty comments should appear on the approval page, if included, or anywhere else on the project.

Binding

The copy of your project to be submitted to the Library should NOT be placed in a binder but should be submitted unbound, as loose pages. PAGE SIZE:8 1/2" x 11" is preferred. Diagrams and maps over 8 1/2" x 11" should be placed at the end of the project where they will be given special processing.

Non-Print Materials

Photographs attached to pages can be microfiched but those in color will appear in black and white on the microfiche. Disks, slides, cassettes, videotapes, and other non-print formats will be catalogued and placed in the Learning Resources & Curriculum department of the Library. THESE CANNOT BE RETURNED.

Original or Photocopy

The original is preferred for clarity of microfiche reproduction; a clear photocopy is acceptable if the student wishes to use the original for interview purposes.

World Wide Web Senior Project FAQ

1. I am working on a web-based Senior Project. How do I submit a copy to the Library?

There are 3 methods of submission:

1. ftp the completed project to the Library server;
2. Create the project on the Library Server;
3. Submit only a print copy of the project.

Additional information is available at: <http://srproj.lib.calpoly.edu/www/guide.html>

2. What forms are needed to submit a Senior Project?

Forms information is available at <http://srproj.lib.calpoly.edu>

3. Where do I get the forms for getting an account on the library Senior Project server?

Non-interactive forms are available at <http://srproj.lib.calpoly.edu/www/request.html> or
In the Acquisitions Department on the first floor of the Kennedy Library

4. Who do I contact for assistance in getting my project onto the Library server?

e-mail Senior-project@library

phone: Polycat/System Support, Kennedy Library 756-1189

5. How long will I have an account on the Library server? For one quarter.

A longer time period will be given with written note from your advisor indicating that additional time is required for completion of the project.

6. Will I be able to make changes to my project?

Once the project is completed and graded, the project will be secured and no changes can be made.

7. How long will my project remain on the server?

Library policy is to retain a copy of all Senior Projects.

8. What will be the final URL of my project?

The final project URL will be a link from <http://srproj.lib.calpoly.edu/projects>. This will present a menu of majors under which Senior Projects are listed. Senior Projects are also catalogued in Polycat. In the Web based version of Polycat there is a direct link from the catalogued record to the Senior Project.

FTP the Completed Project to the Library Server

- A. Review WWW Recommendations below:
- B. Fill out Library Server Request Form. Secure your senior project advisor's signature. Submit the form to the Associate Dean of the Kennedy Library.
- C. You will receive an Email notice to set up an appointment with library staff. Once authorization is given you can FTP your project to the library server.
- D. Your faculty advisor should sign off on your senior project once it is completed on the library server.
- E. Once you have completed the project consult the Once the Project is Completed section below.

The URL will not be displayed on the cataloged record of the project since there is no guarantee of its permanency. Only the print copy will be accessible.

Once the Project is Completed

1. Print out the main text according to department and library format requirements, including the Home page of your Senior Project without the various links.
2. The print copy provides an additional record of the project that may be studied by others interested in the topic matter. It also provides a backup that can be referred to if a change in technologies makes it impossible to view the project as it was originally intended.
3. Follow the library's instructions for submitting senior projects. Instructions and Senior Project Requirement Forms are available in your department offices, the Reserve Room, and the Acquisitions Department in the Library. Call extension 2535 or Email Senior-project@library for questions about submitting projects to the library.
4. You will be notified by Email of the library's permanent URL assigned to your work.
5. Once the permanent URL is assigned your authorization to use the library server will be eliminated.
6. Once completed your printed project will be accessible on microfiche in the Reserve Room and Special Collections / University Archives. Your WWW project will be accessible through the library server using the appropriate URL. Your senior project will be cataloged on Polycat. The Polycat record will indicate the Reserve Room location and number and the URL.

**If you have any Questions, please call:
756-1189: WWW applications
756-2535: Senior Project Requirement Forms**

Create the Project on the Library Server

- A. Review WWW Recommendations below:
- B. Fill out Library Server Request Form. Secure your senior project advisor's signature. Submit the Form to the Associate Dean of the Kennedy Library.
- C. You will receive an Email notice to set up an appointment with library staff. Once authorization is given you can begin your development work on the project.
- D. Once you have completed the project consult the Once the Project is Completed section above.

Submit Only a Print Copy:

- A. Print the main text, including the home page without displaying each link, and fill out the usual paper work for senior project library submission requirements.

****The URL will not be displayed on the cataloged record of the project since there is no guarantee of its permanency. Only the print copy will be accessible.****

- B. Once you have completed the project consult the Once the Project is Completed section above.

Procedures for Submitting CD ROM Senior Projects

1. Once you have completed the project do the following:
 - a. Print out the main text of your Senior Project, if applicable, without the various links. A minimum of a title page is required. The title page includes the title, author, department, and year.
 - b. Follow the library's instructions for submitting senior projects. Instructions and Senior Project Requirement Forms are available in your department offices, the Reference Room and Acquisitions Department in the Library. Include the CD in a jewel box.

Call extension 2535 or Email senior-project@library for questions about submitting projects to the library.

2. Once completely cataloged your CD will be available in the Learning Resources & Curriculum Department on the second floor.