

Submitting Your Manuscript

The Senior Project requirement has not been completed until the department has received a final hard-copy manuscript approved by your advisor and the department chair and received all required forms with necessary signatures, and you have uploaded an electronic copy of your project manuscript to the Kennedy Library.

The hard-copy of your senior project will remain in the department office for two-to-three years, an electronic copy of your senior project will be added to the internet accessible Kennedy Library Digital Commons, and the signed forms will be filed with the department and university.

Hard-Copy and Required Forms Submission Instructions

- Once your advisor has approved your final manuscript, prepare a mechanically perfect copy of the manuscript on *three-hole-punched paper*. If your project includes video, audio, or other electronic media, prepare a fresh copy of the media containing no clips or files other than those associated with your project.
- Go to the campus bookstore and purchase a black pressboard binder (three-hole fastener type) and white label (binders usually come with a 4x6 sheet containing three labels).
- Prepare a Senior Project Title Page. The title page must follow a specific format. A template is available as an online form at: http://www.calpoly.edu/~spc/docs/sp_title_form.doc. Prepare a copy of the completed title page on *three-hole-punched paper*.
- Prepare a label for the binder. Type the title of your project and your name on the label as per the sample below. A template designed for the 4x6 3-label sheet that came with your pressboard binder is available as an online form at http://www.calpoly.edu/~spc/docs/sp_label_form.doc. Prepare and print the label, then affix it to the front cover of the binder in the space provided.

TITLE OF PROJECT
by
Your Name

- Complete and print the Communication Studies Senior Project Submission form, which is available as an online form at: http://www.calpoly.edu/~spc/docs/dept_sp_submit_form.doc. (If you are involved in a joint or group project, each author must complete a separate department form.)
- Complete and print the University Senior Project Requirement form, which is available as an online form at: http://www.calpoly.edu/~spc/docs/univ_sp_submit_form.pdf. The form requires your signature in Section III. (If you are involved in a joint or group project, each author must complete and sign a separate university form.)
- Go to the State Cashier (Administration Building) and pay the library senior project processing fee. Be sure to keep the receipt (and make a copy for your personal files).

- **Place the following items in a plain manila envelope, marked with your name and the title of your Senior Project, and *deliver the packet to your advisor*: The cashier's receipt for your project processing fee, a completed University Senior Project Requirement form (with your signature where required), a completed copy of the Department Senior Project Submission form, a loose-leaf copy of your senior project manuscript printed on three-hole paper beginning with a title page ready for signatures (use template on department website), and the black pasteboard binder with label affixed (use template on department website). If your senior project includes video, audio, and/or other electronic media, those materials must accompany the packaged receipt, forms, manuscript, and binder.**
- Your advisor will grade the project, sign the forms and title sheet, and deliver the packet to the department office. Pending a passing grade from your advisor and final approval by the department chair, the department will forward the receipt and university form to the library.
- Your project is not complete until you upload an accessible electronic copy of your project to the library.

Electronic Copy Submission Instructions

- Review the Senior Project Information Packet provided by Kennedy Library. You will find a copy of the packet at: http://www.calpoly.edu/~spc/docs/seniorproject_infopacket.pdf.
- Prepare an accessible (ADA compliant) copy of your approved senior project. For general details regarding formatting accessible document, refer to the Kennedy Library information packet. For specific instructions regarding generating accessible documents review "Creating Accessible Documents Using Microsoft Word 2003." Although this instructional resource specifically addresses Microsoft Word 2003 documents, the procedures are easily transported to Microsoft Word 2007 and other platforms. You will find the resource at: http://www.accessibility.calpoly.edu/instmaterals/document_creation/Creating_Accessible_Microsoft_Word_2003_Document.pdf.
- View the "Uploading Your Senior Project" video tutorial provided by Kennedy Library. The video can be found at: <http://lib.calpoly.edu/research/tutorials/seniorprojects/>.
- Upload the electronic copy of your project as per the instructions.
- Assuming that your advisor and the department chair both approve your project and the library receives the electronic copy in good order, you have now completed the senior project requirement.