**Archives and Special Collections Certificate Capstone Paper**

**Important Things to Remember/Know:**

* Choose any archival related topic. It can literally be anything, from nature based archives to archival community engagement, to metadata, and everything in between.
  + This topic will be approved by the certificate advisor (Dr. Hirschy) via email, phone, Zoom, text messaging, etc.
  + He can be reached at [Jeffery.hirschy@usm.edu](mailto:Jeffery.hirschy@usm.edu) or 260-223-7928.
* The study is a historical research study.
* You will focus on some sort of question/issue related to the archival topic you choose.
  + You need research questions.
* Paper must be between 2500-4500 words.
* **Due the beginning of your last semester in the program. (There is no class attached to this.)** 
  + Fall Semester: Due by November 1st.
  + Spring Semester: Due by April 1st.
  + Summer Semester: Due by July 1st.
* Open to any questions/comments you might have.

**Paper Format:**

* Double-spaced; indent paragraphs
* You can use subtitles if you would like, though it is not required.
* Standard margins and 12 point font. Use a normal font please.
* Formatting can be APA, MLA, or Chicago, whichever you prefer
  + Bibliography at the end of paper is required.
    - The sources need to range from 10-15.

**Archival Paper Rubric**

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| **Criteria/Levels** | **90%-100%** | **80%-90%** | **70%-80%** | | **Below 70%** |
| 2500-4500 word paper on an approved topic  Content:  Use of required topics with appropriate  sub-topics:  Introduction  Literature Review  Methodology  Discussion/Conclusion  It is expected that content will be based upon archival materials and scholarly sources. | Assignment content meets all criteria and is complete and well-developed. | Assignment content meets most criteria and is acceptably developed | Assignment content meets some criteria but requires improvement. | | Assignment content meets few criteria and is poorly developed |
| Writing style and presentation:   * Paper is formatted as instructed * Paper is organized logically with subtopics * Paper is free of typos, punctuation errors, spelling errors, and grammatical errors. * Writing flows smoothly with good transitions between major topics, paragraphs, etc. * Writing incorporates varied, interesting, appropriate vocabulary and sentence structure. * Assignment shows judicious, applicable use of quotes and paraphrases. * Quotes and paraphrases add to the discussion of the subject, but do not overwhelm it. * Quotes are in the correct format. * Sources in the Bibliography are reflected in the text. * Bibliographic citations are in the correct format. | Assignment meets all criteria for writing style, quotes, paraphrases, and citations | Assignment meets most criteria with not more than 3 typos or other errors | Assignment meets some criteria, but there are several instances of typos or other errors | Assignment has a large number of errors (more than 10) | |