



## **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 to anything in between.
  - This topic will be approved of 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 reasearch questions.
- Paper will be between 2500-4500 words.
- **Due during your last semester in the program. (There is no class attached to this.)**

### **The Due Dates:**

- Fall Semester: Due by November 1<sup>st</sup>.
- Spring Semester: Due by April 1<sup>st</sup>.
- Summer Semester: Due by July 1<sup>st</sup>.

- Open to any questions/comments you might have.

**Paper Format:**

- Double-spaced; indent paragraphs
- You can use subtitles if you would like. You don't have to use them if you don't want to.
- Standard margins and 12 point font. Use a normal font please.
- Formatting can be APA, MLA, or Chicago. It's whatever you like best.
  - Need bibliography at the end of paper.
    - The sources need to range from 10-15.

**Archival Paper Rubric**

<b>Criteria/Levels</b>	<b>Excellent Consistent</b>	<b>Satisfactory</b>	<b>Requires Improvement</b>	<b>Unacceptable</b>
2500-4500 word paper on an approved topic  Content: Use of required topics with appropriate sub-topics:  It is expected that content will be based upon archival materials and scholarly sources.	Assignment content meets <b>95-100 %</b> of the criteria and is complete and well-developed.	Assignment content meets <b>80-94% of the</b> criteria and is acceptably developed	Assignment content meets <b>73-79%</b> of the criteria but requires improvement.	Assignment content meets <b>less than 73% of the</b> criteria and is poorly developed
Writing style and presentation: <ul style="list-style-type: none"> <li>• Paper is formatted as instructed</li> <li>• Paper is organized logically with subtopics</li> <li>• Paper is free of typos, punctuation errors, spelling errors, and grammatical errors.</li> <li>• Writing flows smoothly with good transitions between major</li> </ul>	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)

<p>topics, paragraphs, etc.</p> <ul style="list-style-type: none"><li>• Writing incorporates varied, interesting, appropriate vocabulary and sentence structure.</li><li>• Assignment shows judicious, applicable use of quotes and paraphrases.</li><li>• Quotes and paraphrases add to the discussion of the subject, but do not overwhelm it.</li><li>• Quotes are in the correct format.</li><li>• Sources in the Bibliography are reflected in the text.</li><li>• Bibliographic citations are in the correct format.</li></ul>				
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