

## Honors Senior Project/Thesis Completion Form

Completed form should be submitted to the Honors Office with completed thesis.  
All information should be typed, except for signatures, dates, and thesis evaluation.

### STUDENT INFORMATION:


**Name:** Elizabeth Seline **NUID:** 09115742  
**Email:** libby.seline@huskers.unl.edu **Phone:** (402) 881-5107  
**College(s):** College of Journalism and Mass Communications  
**Major(s):** Journalism  
**Minor(s):** Business  
**Thesis Title:** A Daily Nebraskan Editing Guide




### STUDENT INTEGRITY AND PUBLICATON STATEMENT:

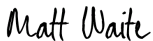
I, the undersigned, attest that I am the author of this thesis and I have followed all expectations of academic integrity in the completion of this project. I further understand that submission to Digital Commons is required (see submission directions).

**Signature:**  **Date:** March 15, 2021

### FACULTY MENTOR EVALUATION: *Complete for as many mentor(s) as appropriate.*

**Mentor Name:** Jill Martin **Thesis Evaluation:**  
 Satisfactory  
 Unsatisfactory  
**Department:** UNL College of Journalism and Mass Communications  
**Signature:**  **Date:** 03/13/21 | 07:35 CST

 I approve upload of this project to Digital Commons public space (all content visible).  
 I approve upload of this project to Digital Commons under embargo (only author, title, and abstract visible; access to full content restricted).  
 I approve upload of only author, title, and abstract but not full project to Digital Commons under embargo due to proprietary content. Approval for this option has already been arranged with the Honors Program.

**Co-Mentor Name:** Matt Waite **Thesis Evaluation:**  
*optional*  Satisfactory  
 Unsatisfactory  
**Department:** UNL College of Journalism and Mass Communications  
**Signature:**  **Date:** 03/13/21 | 11:07 CST

**Co-Mentor Name:** \_\_\_\_\_ **Thesis Evaluation:**  
*optional*  Satisfactory  
 Unsatisfactory  
**Department:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THESIS INFORMATION:**

**Name:** Elizabeth Seline

**NUID:** 09115742

**College(s):** College of Journalism and Mass Communications

**Major(s):** Journalism

**Thesis Title:** A Daily Nebraskan Editing Guide

**Key Words:**

*Minimum 3 words.  
Include field of  
study & key terms.*

The Daily Nebraskan/The DN, Editing, Coverage, Journalism

**Abstract:**

*One paragraph  
that offers an  
overview of your  
project, your  
methods or  
approaches, and  
your findings or  
final product.  
Please limit to this  
space.*

The University of Nebraska-Lincoln's independent, student-run publication, The Daily Nebraskan, hires new editors every year who often have no prior editing experience. This guide is meant to help incoming editors for the news section learn about leading a section, checking a story for accuracy and grammar, and manage people their own age. This guide was created throughout my time as the senior news editor at The Daily Nebraskan and has been reviewed by professional journalists and 2020-21 editors at The Daily Nebraskan. Their assistance helped the guide become more thorough so the next generation of editors can be prepared.


## Certificate Of Completion

Envelope Id: B78CA2BBE53B42C19AAF383A597C89C8	Status: Completed
Subject: Please DocuSign: Final_Thesis_Form.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Haley Hamel
Time Zone: (UTC-06:00) Central Time (US & Canada)	1400 R St.
	Lincoln, NE 68588
	HALEY@UNL.EDU
	IP Address: 167.248.5.139

## Record Tracking

Status: Original	Holder: Haley Hamel	Location: DocuSign
3/13/2021 7:24:47 AM	HALEY@UNL.EDU	

## Signer Events

Signer Events	Signature	Timestamp
Jill Martin jmartin42@unl.edu Assistant professor of practice Security Level: Email, Account Authentication (Optional)	  Signature Adoption: Pre-selected Style Using IP Address: 76.84.224.220	Sent: 3/13/2021 7:26:37 AM Viewed: 3/13/2021 7:34:09 AM Signed: 3/13/2021 7:35:18 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/13/2021 7:34:09 AM  
ID: ce9827a9-4485-460f-a218-ae4bbb8076f0

Matt Waite matt.waite@unl.edu Security Level: Email, Account Authentication (Optional)	  Signature Adoption: Pre-selected Style Using IP Address: 104.218.66.0	Sent: 3/13/2021 7:26:37 AM Viewed: 3/13/2021 11:06:34 AM Signed: 3/13/2021 11:07:19 AM
--	---	--

**Electronic Record and Signature Disclosure:**  
Accepted: 3/13/2021 11:06:34 AM  
ID: 677a23d2-0165-4c45-b204-b18911c05ff8

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/13/2021 7:26:37 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Certified Delivered	Security Checked	3/13/2021 11:06:34 AM
Signing Complete	Security Checked	3/13/2021 11:07:19 AM
Completed	Security Checked	3/13/2021 11:07:19 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Internet 2 OBO University of Nebraska - Lincoln (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Internet 2 OBO University of Nebraska - Lincoln:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [esignature@nebraska.edu](mailto:esignature@nebraska.edu)

**To advise Internet 2 OBO University of Nebraska - Lincoln of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [esignature@nebraska.edu](mailto:esignature@nebraska.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Internet 2 OBO University of Nebraska - Lincoln**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [esignature@nebraska.edu](mailto:esignature@nebraska.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Internet 2 OBO University of Nebraska - Lincoln**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [esignature@nebraska.edu](mailto:esignature@nebraska.edu) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Internet 2 OBO University of Nebraska - Lincoln as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Internet 2 OBO University of Nebraska - Lincoln during the course of your relationship with Internet 2 OBO University of Nebraska - Lincoln.