Honors Thesis Format Requirements

Honors Fellows must turn in three hard copies of their complete thesis and also one electronic copy by the strict deadline announced by the Honors Program.

Documentation of sources and style should be in the accepted format of your discipline (MLA, APA, Chicago, etc.), unless those practices contradict the requirements below.

The thesis must be typed on a computer using Word or Word-compatible software (unless permission given for something different). Students doing creative works should use these guidelines for their typed reflection but discuss with the Honors Director the suitable format for submission of their other materials.

When you turn the thesis in, just turn in the required pages, which will be sent off to be bound. Therefore the thesis you turn in should be a completely clean copy, with no holes or staples; do not put it into a binder or other type folder.

The thesis must be laser-printed in black ink. Use a normal (11 or 12 point) size and style font.

The thesis should be printed on good quality acid-free white paper. Honors Program will supply 1 ream to each student.

There should be page numbers. Pagination should begin with the main body of the text (not the prefatory materials like abstract or Table of Contents). Use your discipline’s style guide to determine where page numbers should be (top right vs. bottom center, e.g.).

There should be a Table of Contents. It should list the page number upon which each section begins. (Thus you should print the whole document, then do the Table of Contents last).

The left margin should be 1.5” so that there is enough room for binding. Top, bottom, and left margins should be 1”. Do NOT justify the right-hand margins.

Double-space the main body of the text. There are some exceptions, such as long quotations, the abstract, footnotes/endnotes, and the list of sources – consult style guide in your discipline.

Begin new chapters on a new page. There should be a title or chapter number at the beginning of each new chapter.

Tables and figures should be placed as close as possible to where they are first mentioned, or in an appendix. (Follow discipline style guide.)

Scanned photographs may be included.

Appendices, Glossaries, Endnotes, Bibliography/Sources Consulted all follow the main body of the text. Please see the typical order.

For issues that are not mentioned here, please use a combination of your discipline style guide, your mentor’s advice, and/or common sense. The overall goal is clarity and professionalism in production.
Order of Sections in the Thesis
(Note: ** = required for all theses)

**Title/Approval Page in Required Form (See sample page form)

Abstract (if desired, use discipline style/standards)

**Table of Contents

Acknowledgements (if desired)

List of tables, figures, illustrations (if needed)

Preface (if desired)

**Body of Text

Endnotes (if appropriate to discipline; otherwise footnotes)

**Works Cited (or Works Consulted, Bibliography – use discipline style)

Appendices (if needed)
Your Title: With Some Capital Letters,
But Not all Upper-case (double-spaced and centered)

An Honors Thesis Submitted
in Partial Fulfillment of the Elon University Honors Program

By Your X. Name
Month, Year

Approved by:

____________________________________
Name of Professor, Thesis Mentor

____________________________________
Name of Professor, Department (Reader)

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Name of Professor, Department (Reader)