Honors Thesis Format Requirements

 **Submission**:

* Honors Fellows must turn in **three hard copies** of their complete thesis and also **one electronic copy** (sent by email) by the strict deadline announced by the Honors Program. The hard copies will be sent out to be bound.
* When you turn the thesis in include only the required pages, placing each copy in a separate manila envelope. 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.
* Near the turn in date, the library will send a brief document with any reminders, dates and details for the current year.

**Formatting**:

* 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.
* The thesis should be printed on good quality acid-free white paper.
* The thesis must be laser-printed in black ink. Use a normal (11 or 12 point) size and style font.
* Feel free to include graphs, photos, illustrations, etc. in color as appropriate. These should be labeled and cited according to your discipline’s style guide.
* 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, etc.).
* There should be a Table of Contents. It should list the page number upon which each section begins. (You should print the whole document and 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. [If you choose to print your thesis on the front and back of the page, you must ensure the *inside margins* are 1.5” for binding.
* Double-space the main body of the text. There are some exceptions, such as an abstract, footnotes/endnotes, and the list of sources – consult style guide in your discipline for acceptable practices.
* 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.
* 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.)
* Appendices, glossaries, endnotes, bibliography/works consulted all follow the main body of the text. Please see the typical order below.
* 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)

Thesis Title:

Do Not Capitalize the Whole Thing

An Honors Thesis Submitted in Partial Fulfillment of the

Elon University Honors Program

By Your Name

Your Major Department(s)

Date

Approved by:

Name of Mentor, Department, Thesis Mentor

Name of Professor, Department, Reader

Name of Professor, Department, Reader