HONORS THESIS
FINAL FORMATTING CHECKLIST

TITLE PAGE
☐ Title is in ALL CAPS, double spaced
☐ Ensure that “by” is lowercase
☐ Advisory Committee section
  ☐ Committee members listed with Advisor(s) first, then alphabetized by last name
  ☐ All titles are verified to be correct
  ☐ Lines below “Advisory Committee” are indented
  ☐ Advisory Committee section is at the very bottom of the page

MARGINS
☐ Left: 1.5"
☐ Right, Top, and Bottom: 1"

FONT
☐ Times New Roman, 12 point
  ☐ ONLY Exception: size for captions & footnotes - Times New Roman, 10 point
☐ All text is in black, including any links (must force to hyperlinks to appear in black)
  ☐ ONLY Exception: text that appears in a figure, is from an outside source, etc.

SPACING
☐ Single space only the following items:
  ☐ Advisory committee (section on title page)
  ☐ “A Thesis Submitted…” (section on title page)
  ☐ Footnotes
  ☐ Bibliography
  ☐ Captions
  ☐ Data within tables
  ☐ Quotations longer than 4 lines
☐ Triple space after Chapter/Section headers
☐ Double-space everything else
ORGANIZATION (sections in **bold** are mandatory for **all** theses)

- **Title Page**
- **Copyright Page** (please use “Copyright” rather than a copyright symbol)
- **Abstract**
- **Dedication/Preface**
- **Acknowledgements**
- **Preface or Foreword**
- **Table of Contents**
  - List of Figures, Tables, Definitions (**mandatory**, if applicable)
- **Text of Manuscript**
- **Bibliography**
  - Appendix or Appendices, if multiple (**mandatory**, if applicable)
- **Author’s Biography**

PAGINATION

- **No page numbers**
  - Title page
  - Copyright page
  - Abstract

- **Small Roman Numerals (ex: i, ii, iii)**
  - Count every page of the document, but only start displaying numeral at first page after the abstract (ex., no numbers shown on title page [i], copyright [ii], and abstract page [iii], then other preliminary pages start with iv)

- **Small roman numeral the following pages**:
  - Dedication/Preface
  - Acknowledgements
  - Preface/Foreword
  - Table of Contents
  - Lists of Figures/Tables/Definitions

- **Arabic Numerals (ex: 1, 2, 3)**
  - Text of thesis manuscript **starts with 1**
  - Numbering continues through the rest of the document (including through bibliography, appendices, and author’s biography)

- **All page numbers must be centered, located in the footer, and be in Times New Roman size 12 font**
CHAPTER/SECTION
☐ Each Chapter or Section starts on new page
☐ Title of each Chapter or Section is:
  ☐ ALL CAPS
  ☐ Centered
  ☐ Triple space underneath

SUBHEADING LEVELS
☐ 1st: Centered and underlined
☐ 2nd: Side and underlined
☐ 3rd: Underlined beginning at the paragraph indentation, followed by a period, then proceed into the regular text of the section

TABLE OF CONTENTS
☐ Lists the following with page numbers:
  ☐ All chapters/sections and any 1st level headings
    ☐ Optional: Lower sub-sections
  ☐ Bibliography
  ☐ Appendix (or Appendices if multiple)
  ☐ Author’s Biography
☐ Should NOT list any of the preliminary pages (with small roman numerals)

TABLES/FIGURES/CHARTS/GRAPHS
☐ If any tables/figures/charts/graphs are used, the document must have a list of them after the Table of Contents (ex. “List of Figures”)
  ☐ Each entry shows title of item and its page number
☐ All tables/figures/charts/graphs must…
  ☐ Fit on one page (or, if needed, have necessary headers or labeling to span multiple pages [such as a table with too many rows])
    ☐ If it doesn’t fit horizontally on a page, DO NOT rotate the page orientation. The page MUST remain in portrait orientation, but you CAN rotate the figure itself on the page, with the bottom of the figure towards the right side of the page.
  ☐ Fit within the existing margins of the page (1.5” left, 1” top, bottom, and right)
  ☐ Have a caption on the page it appears on (and, if spanning multiple pages, a label that indicates it is a continuation from a previous page)
BIBLIOGRAPHY/WORKS CITED/LIST OF REFERENCES

☐ Follows the citation standards of your discipline

☐ Spacing
  ☐ Entries: Single spaced
  ☐ Between Entries: double spaced

APPENDICES

☐ All other tables/figures/etc. are included in appendices (no “rogue” tables/figures at the end of the thesis)

☐ If multiple appendices, include an “APPENDICES” cover page before them

☐ Each appendix starts on a new page with an all caps title at the top

☐ If you had to get IRB or IACUC approval, you must include the letter as an Appendix

FINAL DOUBLE CHECKS

☐ Make sure your title page matches the Title Page Sample on the Honors website

☐ Page numbers shown on Table of Contents (and List of Figures) are correct and all sections are included

☐ No page numbers shown on title page, copyright, or abstract

☐ Small roman numerals used on remaining preliminary pages, counting each page from the beginning

☐ Page labeled with “1” is the start of the thesis text

☐ Font and size are correct on each section of page numbers and table of contents (headers and footers do not automatically match the font of the rest of the document!)

☐ Everything fits within the margins (1.5” left, 1” top, bottom, & right)

☐ All pages are portrait orientation with the page number centered at the bottom

☐ Make sure every box on this checklist can be checked off!

For further instruction and guides on Honors Thesis formatting, please visit: https://honors.umaine.edu/current-students/academics/thesis/forms/#guide