

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
 - Acknowledgments
 - 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>