HONORS THESIS
FINAL FORMATTING CHECKLIST

TITLE PAGE
☐ Title is in ALL CAPS, double spaced
☐ Ensure that “by” is lowercase
☐ Advisory Committee section
   o Committee members listed with Advisor(s) first, then alphabetized by last name
   o All titles are verified to be correct
   o lines below “Advisory Committee” are indented
   o 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 is Times New Roman, 10 point

SPACING
☐ Single space only the following items:
   o Advisory committee (section on title page)
   o “A Thesis Submitted…” (section on title page)
   o Footnotes
   o Bibliography
   o Captions
   o Data within tables,
   o Quotations longer than 4 lines
☐ Double-space everything else

ORGANIZATION (sections in bold are mandatory for all theses)
1. Title Page
2. Copyright Page (please use “Copyright” rather than a copyright symbol)
3. Abstract
4. Dedication/Preface
5. Acknowledgements
6. Preface or Foreword
7. Table of Contents
8. List of Figures, Tables, Definitions (mandatory, if applicable)
9. Text of Manuscript
10. Bibliography
11. Appendix or Appendices, if multiple (mandatory, if applicable)
12. Author’s Biography
PAGINATION

□ No page numbers
  o Title page
  o Copyright page
  o Abstract

□ Small Roman Numerals (ex: i, ii, iii)
  o 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)
  o Small roman numeral the following pages:
    o Dedication/preface
    o Acknowledgments
    o Preface/foreword
    o Table of contents
    o Lists of figures/tables/definitions

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

CHAPTER/SECTION

□ Each Chapter or Section starts on new page

□ Title of Chapter section is:
  o Capitalized
  o Centered
  o Three Spaces 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:
  o All chapters/sections and any 1st level headings
  o Optional: Lower sub-sections
  o Bibliography
  o Appendix (or Appendices if multiple)
  o Author’s Biography
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”)
  o Each entry shows title of item and its page number
□ All tables/figures/charts/graphs must…
  o Fit on one page (or, if needed, have necessary headers or labeling to span multiple pages [such as a table with too many rows])
    o 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.
    o Fit within the existing margins of the page (1.5” left, 1” top, bottom, and right)
  o Have a caption on the same page

BIBLIOGRAPHY/WORKS CITED/LIST OF REFERENCES
□ Follows the citation standards of your discipline
□ 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 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
□ All pages are portrait orientation with the page number at the bottom