

The
Honors
College
AT THE UNIVERSITY OF MAINE

THESIS FORMATTING GUIDE

The Honors College
University of Maine

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"As for Thesis, in Greek mythology she was involved in a cosmic struggle with the male God Antithesis, of which a child, Synthesis, was the outcome. Her divine attributes/symbols are a research paper (right hand) and a laptop (left hand). In contrast to Justitia, she is not blindfolded, but wearing glasses (representing myopia from extensive reading)."

--Klaas Voss

The purpose of this manual is to aid students writing an Honors thesis with the more mundane details of thesis formatting, including especially pagination and margin width. It is the goal of the Honors Staff to create a small measure of uniformity amongst student theses by requiring the same basic formatting. This manual is designed to complement the Thesis Handbook and was written to provide expanded information on formatting. Please make sure you have the most up-to-date versions of both these publications.

Honors theses are written in a variety of disciplines and, therefore, the Honors College does not prescribe a particular writing style, as long as the style used is appropriate to the student's field of study. Similarly, citation styles appropriate to the discipline should be chosen. The Honors College has adopted standards for form and organization. These standards are set forth in this manual and must be met if the thesis is to be accepted.

It is the responsibility of all students to read the guidelines carefully and meet the requirements fully. As with all other aspects of the thesis process, students are invited to approach any of the staff with questions or problems.

All Honors theses are stored digitally in permanent record by the Honors College. Honors theses of those students that agree to online publication *and* have correctly formatted their work will also be published on the Digital Commons at digitalcommons.library.umaine.edu/honors/.

Manuscripts that do not fully comply with the guidelines will not be published on the Digital Commons.

TABLE OF CONTENTS

Introduction	1
Chapter I: Formatting the Thesis	2
Before You Start	2
Thesis Formatting Requirements	2
Title Page	3
Abstract	3
Table of Contents/List of Figures	3
Author's Biography	4
Organization of the Thesis	5
Page Format	6
Font Style	6
Margins	6
Spacing	6
Pagination	7
Headings	9
Footnotes/Endnotes/Chapter Notes	10
Charts, Graphs, Tables, Figures, and Photographs	11
Bibliography/Works Cited/List of References	12
Appendices	12
Human Subjects	13
Animal Research	14
Chapter II: Final Steps	15
Thesis Review Process	15
Submission of Final Thesis Copies	15
Publication	15
Grad Profiles	16
Appendices	17
Appendix A: Sample Title Page	18
Appendix B: Sample Copyright Page	20
Appendix C: Sample Abstract	21
Appendix D: Sample Table of Contents	23
Appendix E: Sample Author's Biography	24
Appendix F: Honors Thesis Submission Checklist	25

LIST OF FIGURES

Figure 1. Table of Contents Example 1	4
Figure 2. Table of Contents Example 2	4
Figure 3. Thesis Organization	5
Figure 4. Heading Example	9
Figure 5. Subheading Example	10

LIST OF TABLES

Table 1. Pagination Chart	8
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INTRODUCTION

The goal of this guide is to provide information concerning the formatting guidelines for University of Maine Honors College theses. Students should become thoroughly familiar with this manual as all requirements presented here must be met if the thesis is to be accepted by the Honors College for online publication.

Students are cautioned **not** to consult bound copies of theses for answers to formatting questions. While bound copies may provide ideas for possible procedures, rules may have changed or specific exceptions approved. If you have questions about formatting, first consult the online resources available on the Honors website, then consult an Honors Associate.

Students are encouraged to obtain access to and familiarize themselves with the most recent version of Microsoft Word, which is available to students through the university. Many of the formatting requirements are difficult (but not impossible) to format using earlier versions of Word. The Honors College requires that final theses be submitted as Word documents.

Students are reminded that they are responsible for all thesis content, subject to the approval of their advisor and committee members.

CHAPTER I

FORMATTING THE THESIS

It is easier to have the correct formatting from the beginning of the thesis process, rather than having to go back making all of the necessary formatting corrections at the end.

Please consult the numerous formatting resources available on our website here:

<http://www.honors.umaine.edu/academics/thesis/forms/>

Before You Start

Consult the Honors College Thesis Handbook for a detailed discussion of how to start an Honors thesis. The Handbook is available on our website:

<http://www.honors.umaine.edu/academics/thesis/thesis-handbook/>

Thesis Formatting Requirements

All final thesis copies are required to include a properly formatted title page, abstract page, table of contents, bibliography, any appropriate IRB or IACUC approval letters, and an author's biography. Each page of the thesis must be formatted to fit on 8-1/2 inch by 11 inch paper and adhere to all the formatting specifications discussed in this guide.

The Honors College is concerned with the organization, neatness, mechanical correctness and consistency of all final thesis submissions. Requests for deviation from thesis formatting requirements must be approved by the College beforehand.

Title Page Requirements – All final thesis submissions must include a properly formatted title page. See Appendix A for an example title page.

- All the text on the title page should be 12 point Times New Roman font.
- Title in ALL CAPS and double spaced
- Date is double spaced (Month of Graduation, Year)
- List of committee members, single spaced, name and title

It is important to check with your committee member to determine how they would like their titles to be listed on your thesis.

Abstract – An abstract--a clearly written, concise summary--must be included with the final copy. The abstract should address the purpose, scope, methodology and results of the thesis. See Appendix C for two examples.

Table of Contents/List of Figures – Each thesis must contain a table of contents and list of figures (if appropriate). See Appendix D for an example table of contents.

At the bare minimum, the Table of Contents must include the following:

- Chapter Headings or Titles
- First Level Subheadings
- Bibliography
- Appendix or Appendices (if applicable)
- Author's Biography

Second and third level heading may be included at the discretion of the author.

The table of contents may be formatted using the table of contents tool available in newer versions of Microsoft Word. See example below:

Figure 1. Table of Contents Example 1

Chapter or Section Heading1
First Level Heading2
Second Level Headings3
Chapter or Section Heading4
First Level Heading5
Second Level Headings6

If that is not available, the table of contents should be formatted as a table (the border should be invisible in the final copy). See example below:

Figure 2. Table of Contents Example 2

Chapter or Section Heading	1
First Level Heading	2
Second Level Heading	3
Third Level Heading	4
Chapter or Section Heading	5

Material that appears in the thesis before the table of contents (abstract, preface, etc.) should not appear in the table of contents.

Author’s Biography - The author’s biography is an opportunity to share personal information beyond your graduation year and major with readers. These are short, usually no more than two paragraphs and written in the third person. Please include any future plans, student activities and hobbies. See Appendix E for an example.

Organization of the Thesis

Listed below is a general outline for thesis organization- all final thesis submissions must be organized according to these guidelines, regardless of discipline. Please note carefully which pages are required and the order the pages appear- all theses must include a title page, abstract, table of contents, references and author's bio. The author's bio should be the absolute last page of the thesis. The Reading List is not to be included with the final thesis copy.

Figure 3. Thesis Organization

<p>Preliminary Pages</p> <ul style="list-style-type: none">-Title page (required)-Copyright page-Abstract (required)-Dedication/Preface-Acknowledgements-Preface or Foreword-Table of Contents (required)-List of Tables, Figures, Definitions (if appropriate) <p>Text</p> <ul style="list-style-type: none">-Introduction (if any), or Chapter I through the last page of text. <p>Reference (required)</p> <ul style="list-style-type: none">-Bibliography/ List of References/Works Cited <p>Appendix</p> <ul style="list-style-type: none">-Appendix or Appendices (if any)- Institutional Review Board for the Protection of Human Subjects and/or the Institutional Animal Care and Use Committee approval (required, if appropriate) <p>Author's Bio (required)</p>
--

Font Style

The font should be consistent throughout the thesis. All final thesis submissions must be in 12 point, Times New Roman, black font. This includes the thesis text, preliminary pages (title page, abstract, etc.), charts, figures, graphs, tables, photograph captions and appendix text. Remember to force active HTML links to show in black and to check that page numbers are also 12 point, Times New Roman, black font.

Exceptions: footnotes, endnotes, and captions should use 10 point, Times New Roman. Text in the appendix that comes from another source (i.e., reprint of government documents, letter of consent, etc.) may be in another font.

Margins

Margins are 1.5” on the left and 1” at the bottom, top, and right. Please ensure that all footnotes, charts, graphs, figures, tables and photographs adhere to the prescribed margins. Page numbers are the only thing allowed within the 1-inch bottom margin.

Spacing

The text of the thesis must be **double-spaced**. Footnotes, Bibliography (List of References or Works Cited), captions and the data within tables are single-spaced. Entries within the Bibliography (List of References or Works Cited) should be separated by a double space. Lengthy descriptions in the Appendix may be single-spaced at the author’s discretion. Any quotations that are longer than 4 lines should be single-spaced and indented.

The text should be formatted to avoid widowed and orphaned lines. A widowed line is a paragraph-ending line that falls at the beginning of the following page/column, thus separated from the remainder of the text. An orphaned line is a paragraph-opening line that appears by itself at the bottom of a page/column.

Pagination

Each page of the thesis should be single-sided and a page number must appear on every page with the exception of certain preliminary pages: title page, abstract page and copyright page. These pages are counted, but the actual page number does not appear. The first page of actual text is page 1, regardless of the number of preliminary pages. Page numbers must be placed in the bottom center. No other information (name, thesis title, date, etc.) should appear in the footer.

Remember, the thesis should be submitted as one Word file. The following links include an Honors specific overview and demo of how to format your thesis and set up pagination:

<https://youtu.be/B8hSifH3HMc>
<https://youtu.be/24PMlpKpFrk>

The chart on the following page explains the required pagination for the thesis.

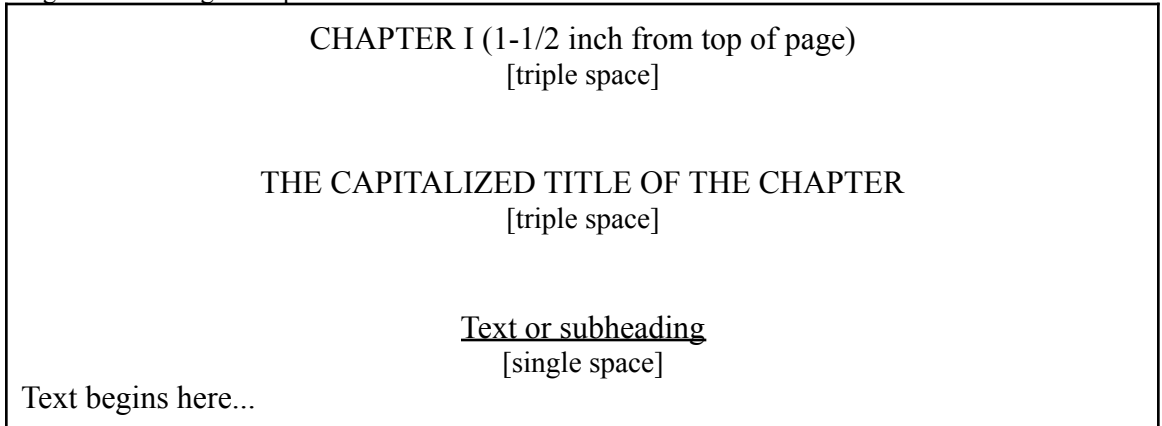
Table 1. Pagination Chart

Preliminary Pages		
Title Page (Required)		Page is counted, number NOT typed on the page.
Copyright Page (Optional)		Page is counted, number NOT typed on the page.
Abstract (Required)		Page is counted, number NOT typed on the page.
Dedication/Preface (Optional)	lower case Roman numeral	Page is counted, number typed on page. Continue numbering from previous section.
Acknowledgements (Optional)	lower case Roman numeral	Page is counted, number typed on page. Continue numbering from previous section.
Preface or Foreword (Optional)	lower case Roman numeral	Page is counted, number typed on page. Continue numbering from previous section.
Table of Contents (Required)	lower case Roman numeral	Page is counted, number typed on page. Continue numbering from previous section.
List of Figures, Tables Definitions (Required if any)	lower case Roman numeral	Page is counted, number typed on page. Continue numbering from previous section.
Body Pages		
Text of manuscript	Arabic numerals	Page is counted, number typed on page. Must begin with page 1.
Bibliography (Required)	Arabic numerals	Page is counted, number typed on page. Continue numbering from previous section.
Appendix(ces) (If any)	Arabic numerals	Page is counted, number typed on page. Continue numbering from previous section.
Author's Biography (Required)	Arabic numerals	Page is counted, number typed on page. Continue numbering from previous section.

Headings

Headings represent the major divisions and subdivisions of the thesis. Do NOT bold headings. Each chapter identifier and/or chapter title must be CAPITALIZED and center.

Figure 4. Heading Example



This heading formatting is strongly recommended. Please consult with the Honors College before using a different style.

It is permissible to have a division entitled INTRODUCTION before beginning the first numbered chapter. For theses not organized into chapters (i.e: science theses divided into results, discussion, conclusion, etc.), the title of the section should take the place of the chapter and the title of the chapter should be ignored. Each Chapter or major section must start on a new page.

The subheadings themselves should be single-spaced with a single space underneath them to separate it from the text.

Subheadings should appear as follows:

Figure 5. Subheading Example

<p><u>First Level Centered and Underlined</u></p> <p><u>Second Level to the Side and Underlined</u></p> <p><u>Third Level</u>. Use an underlined heading beginning at the paragraph indentation, followed by a period and the text.</p>

The first word and any proper nouns are capitalized. If a first or second heading is used, double space before starting the text. Subheadings do not require starting on a new page (in fact, starting a new page for a first, second or third level heading is discouraged), but widowed line rule also applies to headings (the heading should not appear at the bottom of a page with the text beginning on the next page).

Footnotes/Endnotes/Chapter Notes

It is important to note that footnotes and endnotes are not the same as bibliography entries.

The Honors College prefers that footnotes, if consistent with the reference style being used, be placed on the bottom of the page on which the reference is made. The formatting of footnotes should follow a standard style manual and consistency is required. Footnote text must be 10 point, Times New Roman, and single-spaced, and must also adhere to the margin specifications.

Footnotes may also be placed at the end of the thesis (endnotes) or the end of each chapter (chapter notes). If placed at the end of the thesis, the endnotes should appear

before the bibliography and be entered in the table of contents. If placed at the end of each chapter, the chapter notes should start on a new page.

Footnotes must be numbered consecutively throughout the thesis; if using chapter notes consecutively through the chapter.

Charts, Graphs, Tables, Figures, and Photographs

Illustrative materials may be interspersed throughout the thesis or contained in an appendix at the discretion of the author. Please select the most reader-friendly option. All illustrative material should adhere to the margin and font specifications. Color may be used for illustrative materials in the thesis, but should be used conservatively. If an illustrative material must be hand-drawn or hand-lettered it must be scanned and inserted electronically into the final thesis copy.

If inserted within the text of the thesis, the illustrative material must fit on one page if possible. For instance, a table may not start at the bottom of p. 15 and continue onto p. 16 if it could fit on one page by itself. If a table is too long to fit on one page, it can span multiple pages if the header columns are repeated on each page and it is made clear on each page that it is a continuation of the same table.

If a figure doesn't fit horizontally on a page, do not rotate the page orientation. The page must remain in portrait orientation to allow for consistent page numbering, but you can instead rotate the figure itself on the page, with the bottom of the figure towards the right side of the page.

If a thesis contains ANY charts, graphs, tables, photographs, or figures, a separate list of charts (or graphs or tables or figures) is required and should be inserted after the table of contents. It should be in the same style as the Table of Contents and should list each item, it's title, and it's page number. Within the body of the document, each figure, chart, graph or table must be numbered and captioned (caption should be 10 point, Times New Roman font). The caption must appear on the same page as the illustrative material it references. Please note that all illustrative materials must fit within the 1.5" left and 1" right margins.

Bibliography/Works Cited/List of References

Every thesis must include a Bibliography/Works Cited/List of References regardless of the citation style used throughout the thesis. The full publication information for all sources cited in the thesis or, for some disciplines that informed the development of your thesis must be included in the Bibliography. The layout and title (Works Cited, References, etc.) of this list will vary by discipline.

The title on the page should follow the chapter heading formatting. Regardless of discipline, entries should be single-spaced with a double-space between each entry. The style of the entries should follow the style manual appropriate to the author's discipline. However, it is the preference of the Honors College to use a citation style that includes the titles of the work.

Appendices

The appendix or appendices should follow the bibliography in the thesis organization. Original data and supplementary materials such as charts, tables, photographs, etc. the

author chose not to include in the text of the thesis may be included in the appendices. This material may all be included in one appendix (listed in the table of contents as simply Appendix) or may be organized and divided into two or more appendices.

If a thesis contains two or more appendices, they should be labeled Appendix A, Appendix B, etc. and listed as separate entries in the table of contents. If there are more than two appendices, there must be a separate page with appendices typed in ALL CAPITALS and centered on the page, separating the appendices from the bibliography. A page number is assigned for the separating page and appears in the table of contents, along with listings for the page numbers for each appendix.

The headings for each appendix are typed in the same manner as the chapter number and title. Appendices may include material that is single-spaced.

Remember, like the vestigial organ it shares a name with, material in the appendix is often unnecessary to the reader. Please select material for the appendix discriminately.

Human Subjects

Any University of Maine Honors College student whose research involves the use of human subjects must submit their research protocol to the University of Maine Institutional Review Board (IRB) and receive written approval PRIOR to starting any activities related to human subjects. This includes, but is not limited to, research involving surveys, questionnaires, oral histories, and interviews, whether conducted in person, over the phone, or by mail.

Conducting research involving human subjects without IRB approval is a violation of University policy. Theses that involve human subjects research will not be accepted by the Honors College without proof of IRB approval.

A copy of the IRB approval letter must be included in all thesis copies and should be treated as an appendix. If the thesis has additional appendix material, the IRB letter must be a separate appendix.

Animal Research

Any University of Maine Honors College student whose research involves the use of vertebrate animals must submit their research protocol to the University of Maine Institutional Animal Care and Use Committee (IACUC) and receive written approval PRIOR to starting any activities related to human subjects.

Conducting research involving vertebrate animals without IACUC approval is a violation of University policy. Theses that involve human subjects research will not be accepted by the Honors College without proof of IACUC approval.

A copy of the first page of the IACUC approval letter (containing the approval number) must be included in all thesis copies and should be treated as an appendix.

If the thesis has additional appendix material, the IACUC letter must be a separate appendix.

CHAPTER II

FINAL STEPS

Thesis Review Process

Students are encouraged to start the formatting process early on, and submit well before the deadlines. Students may submit final thesis copies for review of the formatting requirements by emailing it to one of the Honors Associates well before the final thesis deadline. The Associates will review theses for formatting errors only and return the thesis to the student with corrections.

Submission of Final Thesis Copies

A final copy of the properly formatted thesis must be submitted to the Honors College by the submission deadlines for that given year, typically May 31st for May grads, August 31st for August grads, and January 7th for December Grads.

Only electronic copies of the thesis will be accepted. Please email the document to the Honors Associates. The final thesis must be submitted along with an approved submission of Thesis Form #6: Final Thesis Acceptance.

Publication

Students will have the opportunity to have their thesis work published online through the Digital Commons, the University of Maine's official online repository hosted by Fogler

Library. All previously published Honors theses can be viewed online here:

digitalcommons.library.umaine.edu/honors/.

The choice to seek publication online (or not) is the student's decision. Students also have the option of placing an embargo on the publication, which can delay publication for a period of time. For those who wish to publish online, they can also provide keywords to be used in search queries, and an optional email address for the student to receive information on their publication's online downloads. These decisions are all made on Thesis Form 6.

The Honors College will publish any student's thesis that seeks publication and follows all formatting guidelines listed in this document. **Honors thesis documents that do not meet the formatting criteria outlined here will not be published online.**

Grad Profiles

Once the thesis is complete and submitted, students should also plan to submit the Honors Grad Info Form which the Associates will share with students near the end of their HON499 semester.

We use the information provided in this form to create profiles for all of our graduates each year in *Minerva*, our annual Honors publication. Please fill out this form so we can make sure to include your correct information.

APPENDICES

APPENDIX A: SAMPLE TITLE PAGE

Notes

- A pre-formatted Word template for the title page may be downloaded from the Honors College website: <http://www.honors.umaine.edu/academics/thesis/forms/>
- All text on the title page prior to the section on the Advisory committee should be centered within the prescribed margins.
- The title must be double-spaced.
- The date is the **month and year** of graduation only (May, August or December).
- A list of committee members must be alphabetical after listing your advisor first and include accurate titles for all members.

A STUDY OF THE MEDICAL, SOCIAL, AND PSYCHOLOGICAL EFFECTS OF
WRITING AN HONORS THESIS

by

Leslie S. Donne

A Thesis Submitted in Partial Fulfillment
of the Requirements for a Degree with Honors
(Anthropology)

The Honors College

University of Maine

May 2013

Advisory Committee:

Kim M. Smith, Professor of Anthropology, Advisor
Tracy E. Brown, Professor of English and Dean, Honors College
Terry A. Jones, Associate Professor of Psychology
Dale N. Ross, Physician, Eastern Maine Medical Center
Lee I. Williams, Assistant Professor of Sociology

APPENDIX B: SAMPLE COPYRIGHT PAGE

Copyright Year Author's Name

All Rights Reserved

APPENDIX C: SAMPLE ABSTRACTS

A documentary in its beginning stages, *Direct Descendant* (Spring 2016) is the product of the research carried out and captured on film by a direct descendent of an active member of the Penobscot Nation, as she addresses issues she has personally faced in regards to her disenrollment from the Penobscot Tribe. Driven by the personal narrative of a disenrolled daughter of a Native American, the film follows its protagonist on the emotional journey she embarked on to foster the understanding of repercussions that follow a Native American tribe that disenrolls members at a blood quantum of 1/4. As a rough cut of a hopeful feature film, *Direct Descendant* (Spring 2016) features the development of the narrator's documentation of discussions that were sought out to voice how her experiences with disenrollment have contributed to the disconnect she experiences from a culture she has been strongly influenced by throughout her life.

-from a recent Art graduate

There is a growing demand for sustainable alternatives to petroleum based fuels to be used in the transportation sector. To this end, thermochemical pathways have been proposed for the conversion of renewable feedstock such as wood and corn stover to transportation fuels. Although it is recognized that renewable feedstock sources are environmentally superior to the current petroleum based fuels, the commercial production of renewable fuels via thermochemical pathways must also be economically

advantageous. Thermochemical conversion of a renewable feedstock results in the production of a significant amount of biochar that has a low economic value. To improve the overall economics of the thermochemical pathways, there is a need for increasing the economic value of biochar by diversifying the use of biochar or by upgrading it to a higher-value product, such as activated carbon. This thesis analyzes the characteristics of biochar to provide insights into the selection of derivatives as well as operating conditions for upgrading biochar.

-from a recent Chemical Engineering graduate

APPENDIX D: SAMPLE TABLE OF CONTENTS

Chapter I: Introduction	1
Introduction	1
Donated vs. Engineered Transplants	4
Principles of Tissue Engineering	6
Cell Sources	7
Scaffolds	13
Culturing Techniques	19
Objective	23
Chapter II: Methods	28
Cell Culturing	28
RWV Bioreactor Preparation	26
RWV Bioreactor Trials	27
Chapter III: Results	28
Chapter IV: Discussion	37
Chapter V: Recommendations for Future Work	46
References	47
Appendices	49
Appendix A: Starting a Cell Culture	50
Appendix B: Passing Cells	51
Appendix C: Microcarrier Bead Preparation	53
Author's Biography	54

APPENDIX E: SAMPLE AUTHOR'S BIOGRAPHY

Leslie S. Donne was born in Orono, Maine on April 1, 1988. She was raised in Cleveland, Ohio and graduated from Heights High School in 2006. Majoring in anthropology, Leslie has minors in mathematics and education. She is a member of Phi Beta Kappa, Chi Pi Sigma, and Nu Epsilon Eta. She has received a Margaret Chase Smith Scholarship and an Honors College Thesis Fellowship.

Upon graduation, Leslie plans to study on a Fulbright Grant in Sweden before returning to work on an advanced degree in the history and philosophy of science.

APPENDIX F: HONORS THESIS SUBMISSION CHECKLIST

- Thesis meets all formatting requirements outlined in this guide.
 - Checks all the boxes on the Final Formatting Checklist, available on our website: <https://honors.umaine.edu/current-students/academics/thesis/forms/#guide>
- Thesis as Word doc file and PDF submitted by email to Honors Associates
- Thesis Form #6: Final Acceptance submitted
- Complete Graduate Info Form from the Honors Associates