

THESIS HANDBOOK AND FORMATTING GUIDE



Baylor University®

HONORS COLLEGE
Honors Program

www.baylor.edu/honorsprogram

Formatting & Submission Checklist for Honors Thesis Writers

Name: _____ Style Manual Used: _____

Thesis Director's Name: _____ Director's Department: _____

Please initial each line below to indicate your awareness of and compliance with these requirements.

_____ 1. Does your abstract page follow formatting requirements and run about 150 words in length? (See pp. 19, 33)

_____ 2. Do the signature and title pages follow the required format? (See pp. 20-21, 34-35)

_____ 3. (Optional) Since thesis submission is now completely digital, the signature page found after the abstract may be signed or left blank. If you wish to have your thesis advisor sign the page, have you properly integrated the signed page into your final document? **Note:** Your thesis director should sign only after you have defended the thesis. The Honors Program director will not sign this page until the bound theses come back from the bindery, and only in regard to bound paper copies.

_____ 4. Are the other preliminary pages appropriately sequenced, and is Roman-numeral pagination on these pages centered at 0.75" from the bottom? (See p. 15 and Part Three: Unpaginated and Paginated Preliminary Pages, pp. 19-24.)

_____ 5. Does the document use

--an appropriate font? (p.14)

--the specified margins? (p. 14)

--double spacing, except where single spacing is required? (p. 14)

--correctly formatted footnotes or endnotes? (pp. 16)

--the specified divisions for chapters and sections? (pp. 17-18, 24-25)

--page numbers placed in the specified areas, i.e., centered at bottom of the page? (pp. 15)

_____ 6. Are any tables and/or figures formatted and labeled according to the manual of style selected by you and your mentor? (Note that table captions appear above the table entries; figure legends appear below the picture: see pp. 25-28, 37.)

_____ 7. Do the reference-citation entries (in your notes) follow the specifications of the selected manual of style, and does the bibliography follow the requirements of your style manual and the hanging indentation style specified in these guidelines? (See pp. 11-13, 38.)

_____ 8. Have you created your BEARdocs account and had your thesis formatting approved by the Honors Program office? Have you uploaded **both the thesis and the signed authorization form** (different than the signature pages mentioned above) as two separate files to BEARdocs?

_____ 9. When you submit the approved final copy of your thesis to BEARdocs, **you acknowledge that you have checked it thoroughly** for proper composition of pages, and that **the Honors Program will print and bind the copies just as they are received** from each Honors student. The Honors Program is not responsible for any errors that remain in the submitted copies.

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PART ONE
THE HONORS THESIS

The following statements are taken from the Honors Program Handbook and relevant web pages at www.baylor.edu/honorsprogram/thesis.

Starting the Honors Thesis Project, HON 3100 & 3101 and 4V87

General Overview

Most of the upper-division Honors Program curriculum (six credit hours) is devoted to the development of a thesis project under the direction of a thesis advisor (faculty mentor). Through independent study and research, conducted over several semesters, students begin to apply the methods of their chosen discipline(s) to the investigation of a specific topic of interest. The extent and content of Honors theses can vary across different fields of study. A thesis may include significant components of textual criticism (in the humanities); laboratory research (in physical sciences); data collection and analysis (in social sciences); or, occasionally, creative expression (in art, creative writing, or dramatic or musical performance). In any case the thesis project introduces Honors students to the techniques of research, writing, and performance that they will encounter at the graduate level while cultivating the intellectual skills essential to critical inquiry and advanced scholarship.

HON 3100 and 3101: Advanced Readings & Research I and II:

Foundations: Program administrators strongly recommend that students initiate conversations with faculty in their research fields about possible thesis topics and introductory readings or lab work as soon as possible, ideally during the semester prior to enrolling in HON 3100 if not sooner. Then, the thesis project usually begins in earnest in the junior year with a

sequence of two Advanced Readings & Research courses, HON 3100 and 3101, for two credit hours total. Some students, particularly those that are premed or conducting theses in the sciences, **may begin the thesis sooner (see Fig. 1 on page 5)**. The goals of the first introductory classes are to lay a foundation for future research while securing a faculty mentor that will serve as the thesis advisor. Honors students will become familiar with current methodologies, debates, techniques, and problems in their research discipline. During the second Readings & Research course, students will complete and submit a formal proposal which outlines a research agenda or performance design and identifies the primary sources and tentative methods for the thesis project. This document must be signed by the Baylor faculty member who has agreed to direct the Honors thesis. Many students will also be expected to begin, where appropriate or possible, the thesis-writing process during the second Readings & Research hour.

Expectations: Students enrolled in HON 3100 will be introduced to research methods and general thesis-writing strategies in the weekly class sessions, as well as more discipline-specific research and writing considerations in a Proseminar series. These sessions will be led by Honors College faculty and staff and their colleagues. Participation in the Proseminar series is a required component of HON 3100 and will impact the student's final grade in the class.

After securing a preliminary thesis advisor, the student will more earnestly undertake a series of readings and/or research in HON 3101. These readings and research elements are arranged by formal contract at the conclusion of HON 3100 (or in the middle of the semester if HON 3100 and 3101 are taken concurrently). Signing an Advanced Readings & Research contract does not obligate the professor to oversee the entire Honors thesis project, though this is usually the case.

When necessary, the thesis advisor should guide the Honors student through the process of gaining procedural approval to conduct certain kinds of research when necessary, e.g., from

the Institutional Review Board if human or animal subjects are used. The Honors student is sponsored, then, by the thesis advisor and his or her home department and college or school, rather than by the Honors Program or Honors College.

In the humanities and social sciences, typical reading lists for *one* Readings & Research course often range from 1000 to 2000 total pages, with various combinations of books and articles from both from primary and secondary sources. In the sciences and professional fields, a battery of laboratory or field-work procedures, roughly equivalent in scope, may be devised by a Readings & Research mentor where appropriate.

The student's progress is usually evaluated through a series of regular discussions with the supervising professor. The extent of the readings or laboratory work, along with specific procedures for reporting and evaluation, remain at the discretion of that professor, and all of these should be clearly indicated in the initial contract.

Evaluation and Curricular Progress: A letter grade is assigned for each of these one-hour readings courses. For HON 3100, a grade will be assigned by the professor of record, often in conjunction with the student's thesis advisor. For HON 3101, the student's grade is typically assigned the thesis advisor in whose section the student registers. Submission of the thesis proposal to the Honors Program is part of the evaluated requirements for HON 3101.

Both Advanced Readings & Research courses should be completed no later than the end of the junior year. The Readings & Research courses will precede the Honors Thesis courses, i.e., HON 4v87 for 4 credit hours, often taken for 2 credit hours each semester during the senior year.

Students need not necessarily be in residence at Baylor to complete these courses, but remote work needs to be carefully coordinated between the student and thesis advisor. If the student plans to conduct reading or research over the summer, the student and thesis advisor need to clearly understand expectations for communication, discussion, and review.

Additional information about deadlines and assessment will be provided to enrolled students each semester.

*Honors 4v87, Honors Thesis:
Development, Completion, and Defense*

Development of the thesis continues through a sequence of courses totaling 4 credit hours. Each credit hour of HON 4V87 corresponds to a quarter of the thesis. While students often enroll in HON 4V87 for two credit hours during each of their final semesters at Baylor, some may want to adjust the scheduling of the thesis hours to make room for study abroad, internships, medical school preparation and the like. In all cases, students should work closely with their Honors Program academic advisors and their thesis mentors to plan the timetable.

When spreading the thesis hours over 2 semesters, students should plan to write half the thesis during the penultimate semester and the remainder of the thesis during the final semester. The first section is often a review of the relevant literature explored in the Advanced Readings & Research courses and situates the thesis in the context of other scholarship. Subsequent sections then proceed to analyze primary sources, data, or laboratory results.

At the conclusion of the project, the student will present the completed thesis to be evaluated by a committee of at least three professors in a one-hour oral defense session.

Credit for the senior-year Honors Thesis courses will be awarded at the conclusion of each semester as determined by the mentoring professor. Thesis hours are graded on a Credit/No Credit basis, and thesis hours do not calculate in one's GPA.

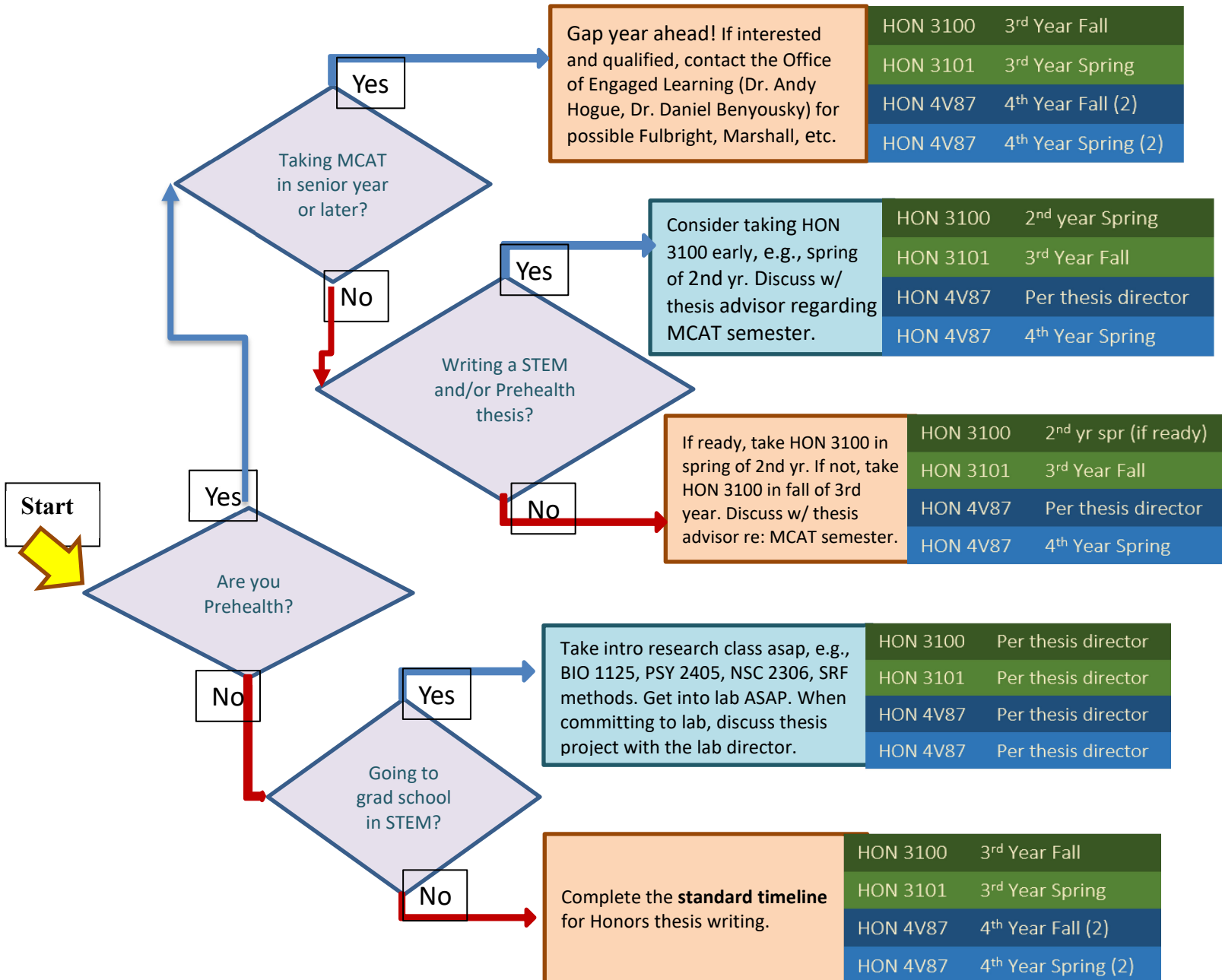
Expectations of Enrollees:

In most every case, Honors students who enroll in HON 4V87 should have already completed (1) Colloquium (HON 3200); (2) at least one of the three required upper-level Honors units; (3) the Advanced Readings & Research courses (HON 3101); and thus (4) the approved thesis proposal.

Honors students who have not completed the above, and/or whose overall GPAs have fallen to below 3.2, will be asked to reconsider the feasibility of successfully finishing the Honors thesis and the program's requirements in time for graduation.

Suggested Timetable

This flow chart provides a guide as to when a student might begin writing the thesis. This is just a guide, and a student's circumstances may dictate a different timetable.



For those following the standard timeline, i.e., registering for HON 3100 in the fall of their junior year, here is a sample of what you might be doing semester-by-semester.

Sophomore Year

Spring Term: Discuss prospective thesis projects with Baylor faculty in your department or field, especially those faculty with research experience. Look at the faculty profiles on the department's web page but pay particular attention to those professors with whom you've taken classes.

Junior Year

Fall Term: Continue in a more intentional and perhaps more formal fashion your conversations with prospective faculty directors about project direction. Most Honors students will enroll in and complete HON 3100: Advanced Readings & Research I. If possible, you should pursue credit for an additional upper-level Honors unit by way of an Honors contract in a 3000- or 4000-level course. When you do this, try to arrange to do supplemental Honors work that dovetails with your possible thesis/research area.

Spring Term: Enroll in and complete HON 3101, Advanced Readings & Research II. Complete the agreed-upon readings and/or procedures. Develop and submit, by the announced deadline, your thesis proposal. Whenever possible, you should also work extensively on a full outline (and, in the best case, a well-developed draft) of the first chapter of your emerging thesis. Submit your work-in-progress to your director for review.

Senior Year

Fall Term: Enroll in and earn credit for HON 4V87, which entails completing and submitting both a full-fledged draft of your first two chapters (i.e., roughly half of your thesis). Bear in mind that each hour of credit for HON 4V87 commits the student to completing about

1/4 of the entire thesis project. Finally, in consultation with your faculty director, begin to organize the faculty panel before which you will defend your project in the spring.

Spring (Graduation) Term: Enroll in and complete HON 4V87 for two credit hours. These final two hours require that you submit the completed thesis essay to the faculty director (and often to the second reader) by around Spring Break; present an overview of your work during Honors Week; defend the project before a faculty panel; format the defended project appropriately and making any necessary revisions; and submit final copies to the Honors Program office for binding.

A Note About Creative Projects & Foreign Language Theses

Students are encouraged to pursue interdisciplinary or creative thesis projects whenever viable, particularly when pursuing a major in studio art, language arts, theater, film and digital media, or music. A creative project includes a significant artistic or imaginative component leading to the production of new material. A creative thesis may, then, involve such tasks as creative writing, painting, sculpture, photography, musical composition, stage drama, digital editing, computer programming, etc. **Note that while such creative elements can be a significant and central feature of a thesis, the project must also include an argumentative and/or reflective component.**

Similarly, theses that incorporate significant use of a foreign language must also include an argumentative component. For example, a proposed thesis that merely translates another work is, in and of itself, not acceptable, but a thesis that translates another work and also explains the reason for such translation, or discusses particular elements of translation, or frames an argument about the original author's intent, will certainly be an acceptable thesis project. A thesis may be written in a foreign language, provided that the committee members reviewing the thesis are experts in the language and approve of such a project.

Defense and Submission

During the penultimate semester, each Honors student and her faculty director should work to set up a defense committee, including at least:

1. *the supervising faculty director*, who serves as committee chair and “first reader;”
2. *a second full-time Baylor professor* (the “second reader”) from the discipline/department in which the project is completed (i.e., in most cases, from the director’s department);
3. *a third reader*, usually a professor from another department or program at Baylor University or occasionally an Honors Program representative. In rare circumstances, the third reader may be a person from outside the university, particularly in those cases where extensive research is conducted at an outside lab or facility.

Additional committee members may be appointed at the discretion of the chair. Early in the final thesis semester, students will submit the thesis defense scheduling form which notifies the Honors Program office of the date, time, location, and composition of the thesis defense. A thesis defense usually lasts around an hour. More detailed instructions for the thesis defense can be found in the **Guidelines for the Oral Defense** available online.

Final copies, as approved by the defense panel, along with other supporting materials as assigned to enrollees, must be submitted before the final day of classes during the graduation semester. All submissions are made via BEARdocs, the online repository for Baylor University. Students will be granted permission to submit the thesis only after passing a thesis formatting review conducted by the Honors Program office. Information about the submission process can be found online at www.baylor.edu/honorsprogram/beardocs.

Firm Final Deadline

The final deadline for submission of the completed thesis is firm. Please plan carefully. Failure to meet the final deadline will preclude graduating from the Honors Program that

semester. A student who completes the thesis after the final deadline may delay graduation to a later semester.

A student who completes the thesis after the final deadline may also choose to graduate that semester but not as an Honors Program graduate (assuming all other requirements for the degree have been met). In doing so, however, the student forfeits any Honors Program recognition, both at graduation and on his or her transcript, even though all the Honors Program requirements may have been completed though at a later date. This is necessary since once a student's academic record has been certified for graduation, it cannot be changed to indicate subsequent work. This is the same reason a student cannot graduate with an incomplete for any coursework undertaken at Baylor University. Honors Program students should, then, plan on finishing the thesis well before the final deadline. Problems and glitches invariably arise with a project as large and complex as a thesis. A student would be wise to give herself some extra time to work through such issues. While the directors, faculty, and staff are quite sympathetic to the problems that may crop up in the final production of a thesis, they are unable to bend time and allow the final deadline necessary for graduation to be superseded.

F. Ray Wilson Thesis Prize

In gratitude to F. Ray Wilson II for outstanding service to Baylor University, a thesis prize was established in 2009 to recognize the best thesis defended during a calendar year. The winner will be chosen from up to three finalists selected each year from Social Sciences, Physical and Life Sciences, and Humanities. Theses produced in a professional program (e.g., Business) are usually included in the Social Sciences category, and creative theses (e.g., music, art, theater, and other fine arts) are included in the Humanities category.

To be considered a finalist for best thesis, a graduate must receive an "Outstanding" designation following his or her thesis defense. The thesis director must then write a letter nominating the thesis. Nomination requires a letter or email of support sent to the Director of

the Honors Program. The nominator should (1) state the division in which the thesis should be reviewed, (2) explain why it should be considered, (3) describe its contribution to the field in which it has been nominated, and (4) address the extent to which it is publishable.

After all theses for a given year have been defended, faculty panels in each of the three areas will select either one or no finalist from each of the three divisions. The three panels will make their recommendations to a prize committee. That committee will name a prize winner to be invited to return to Baylor for the annual Honors Week banquet in late April. An honorarium will be provided for remarks the winner gives to the Honors graduates. Award monies will also be provided for transportation and lodging. The director of the winning thesis will also receive a special invitation to the Honors Week banquet. Should the winner be unable to return for the banquet, the committee may instead select the runner-up. Winners and thesis directors will have their names engraved on a nameplate affixed to a plaque featuring a portrait of Ray Wilson and displayed in a prominent location. In case of a non-returning winner and a returning runner-up, both names will be inscribed on separate plaque nameplates.

The Honors Program reserves the right to make changes to the Wilson Thesis Award now or in the future. Information about the thesis award will be displayed on the Honors Program web site.

Joint Undergraduate/Graduate Programs

All Honors Program graduates must complete a thesis. However, students in a joint undergraduate/graduate degree program who write a graduate-level thesis do not have to submit an Honors thesis. Instead, the Honors Program will accept the completed graduate-level thesis in place of the Honors thesis. Students in such programs therefore do not register for Honors thesis classes (HON 3100/3101/4V87), though they should still register for HON 4088 during their final semester. Formatting, submission, and archiving of graduate-level theses are through the Baylor Graduate School and do not occur in the Honors Program

office. The student must provide proof of the successful completion of the graduate-level thesis to the Honors Program office prior to graduation.

Students may elect to write two theses, one Honors and one graduate-level, but this is not expected or required. If a student elects to write two theses, the topics must be different with little or no direct overlap in research and writing.

If a graduate-level thesis is not included in the joint degree program, students must still complete an Honors thesis in order to graduate from the Honors Program. For example, students in the Joint BA/MA Communication Program who elect to complete the praxis practicum, CSS 5V98, must still register for and complete all Honors thesis requirements. Students in the Joint BA/MA Communication Program who elect to complete the master's thesis, CSS 5V99, do not have to register for the Honors thesis.

Even though graduate-level theses satisfy the Honors Program requirements, such theses are not eligible for the Wilson Thesis Prize.

The Honors Exit Review, HON 4088

To graduate from the Honors Program, students must register for HON 4088 during their final undergraduate semester. Thus, it is usually, though not always, taken concurrently with a student's final semester of HON 4V87. The Honors Exit Review ensures that all Honors Program requirements, including cumulative GPA, Honors units, and the successful submission of the Honors thesis, have been satisfied. Note that a student may finish and earn credit for the Honors Thesis, HON 4V87, but still not graduate from the Honors Program if other requirements have not been met.

PART TWO

STYLE AND FORMAT

With guidance from the Honors Program and his thesis advisor and committee, the student is responsible for presenting the document in proper writing style and format. This document lays out the standard style and format that should apply to all Honors theses completed as part of the program's curriculum.

The purpose of these of guidelines is to assist Honors students in effectively and efficiently formatting their theses and to ensure a reasonable degree of uniformity among all the theses written under the auspices of the Honors Program—while still accommodating, of course, the discipline-specific needs of thesis writers in each academic field.

These guidelines identify various manuals of style preferred by many of Baylor's departments. They also prescribe the format for the preliminary pages, specify required margins and spacing, discuss the necessary divisions within the thesis document, indicate acceptable ways of handling figures and tables, and, finally, give formatting directions for the reference pages. Further information on completing Honors Thesis coursework, on arranging the oral defense of the thesis, and on submitting copies of the completed project, is provided to thesis writers semester by semester and via the Honors Program website. See particularly the resources available at **www.baylor.edu/honorsprogram/thesisdocs**.

Recommended Manuals of Style

Following each of the style guides below is a list of the Baylor departments, programs, and institutes that most often adopt that particular reference guide as the authority for the style to be followed in graduate-level dissertations or theses written within the identified academic units. Thus, these are the manuals of style generally recommended for Honors students who are

writing theses in each of the noted departments. Ultimately, the final determination about using a particular style manual must be made in conversation with the thesis advisor.

Whatever the style guide the student adopts for her project, she should follow this general rule: **If a conflict occurs between these Honors Program guidelines and the discipline-specific style guide, then the Honors Program guidelines should take precedence.**

Where neither departmental nor Honors Program specifications resolve a question, refer to Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*. In the end, **be consistent** in using the adopted style throughout the document.

Coghill, Anne M. and Lorrin R. Garson, eds. *The ACS Style Guide: Effective Communication of Scientific Information*. 3rd ed., Washington, D.C.: American Chemical Society, 2006.

- Adopted by: Biomedical Studies - Chemistry Track; Chemistry; Environmental Science – Chemistry Track

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 8th ed. New York: Modern Language Association of America. 2009.

- Adopted by: English; Modern Foreign Language – Spanish; Communication – Film and Digital Media w/ Hansen

Hansen, Wallace R., ed. *Suggestions to Authors of the Reports of the United States Geological Survey*. 7th ed. Washington, D.C.: U.S. Government Printing Office, 1991.

- Adopted by: Geosciences

Institute of Electrical and Electronics Engineers, Inc. (IEEE). *Author Digital Toolbox*. Available online.

- Adopted by: Electrical Engineering

National Strength and Conditioning Association. *Journal of Strength & Conditioning Research*. Available online.

- Adopted by: HHPR

Publication Manual of the American Psychological Association. 7th ed. Washington, D.C.: American Psychological Association, 2019.

- Adopted by: American Studies; Communication Sciences and Disorders; Communication; Curriculum and Instruction; Educational Administration; Educational Psychology; Family and Consumer Sciences - Nutrition Sciences; Journalism; School of Music - Music Education; Nursing; HHPR; Psychology and Neuroscience; Public Health (choice of AMA or APA depending on subject matter); Sociology

The SBL Handbook of Style. 2nd ed. Atlanta, GA: SBL Press, 2014.

- Adopted by: Religion-Biblical Studies (Old Testament and New Testament)

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 9th ed. Chicago and London: University of Chicago Press, 2018.

- Adopted by: Baylor University Graduate School; Entrepreneurship; Environmental Science; Hankamer School of Business; History; Mathematics; Museum Studies; School of Music - Musicology, Church Music, Music Theory, Composition; Philosophy; Political Science; Religion-Theological Studies and Historical Studies

Typeface (Font) and Size

Do not use ornamental typefaces. A serif font is required within the body of the document and preferred throughout, although some exceptions can be made in other areas, with the approval of the faculty director. Generally, use 12-point font size throughout the document, although 10-point type may be used for notes to tables or figures and in footnotes and endnotes. Type that is 14-point or larger is not acceptable in text or tables. Within maps and other figures, a range of type sizes is acceptable, so long as reduction to page size does not render lettering and numbering illegible. *Italicize* rather than underline. **Boldface type** is not used anywhere in the document.

Margins

All typing (except for pagination) and all parts of tables, figures, and appendices must fit within the specified margins: 1.5 inches on the left (the binding edge); 1.0 inches at the top, bottom, and right edges.

Spacing

Double-space the text throughout except for the following: *Captions* for tables and legends for figures are single-spaced. *Block quotations* are single-spaced. In the *Bibliography*, single-space within entries, but double-space between entries. Likewise, *footnotes or endnotes* are single-spaced within and double-spaced between entries. Do not allow typed pages to have “widows” (a single line that ends a paragraph and is printed alone at the top of a new page) or “orphans” (the first line of a paragraph that is stranded at the bottom line of a page). Avoid breaking a bibliography entry, a table and its caption, or a figure and its legend onto a following page.

Placement of Page Numbers

Beginning with the first page of Chapter One, pagination (in Arabic numerals, beginning with page 1) is continuous throughout the document, including the reference pages. Pages that precede the beginning of Chapter One are referred to as preliminary pages. Some preliminary pages do not bear page numbers (e.g., abstract, signature and title pages), whereas the paginated preliminary pages (e.g., table of contents, list of figures, list of tables, preface, acknowledgments, dedication) carry lowercase Roman numerals centered at the bottom of the page.

Page numbers are the only typing on any page that goes outside of the margins specified above. All pages, including preliminary pages, should be numbered at the bottom of the page, centered between the right and left margins, with the top of the numeral placed 0.75 inches from the bottom edge of the paper. (This usually means that the header and footer margin settings should be set at between 0.60 and 0.65 inches.)

Justification and Hyphenation

Align text at the left margin (except for paragraph indentations). The right margin may be either uneven (ragged) or right justified; select the form of justification that is appropriate for

your discipline. Hyphenation at the right margin is permitted as long as it does not lead to ambiguity or cause difficulty in reading.

Footnotes or Endnotes

If your department or faculty director requires footnotes, or if you otherwise elect to use footnotes to cite your sources and to supplement your claims, as allowed by your selected style guide, there are several rules which must be followed. It is wise to learn how to format footnotes before attempting to use them in your chapters, so as to avoid troublesome formatting problems in the final arrangement of the document.

- Use superscript numerals within the text at the point of reference.
- Footnotes are numbered consecutively by chapter (i.e., each chapter begins with number one).
- Footnotes are separated from the text by a short rule, or separator line. When a footnote is continued to the next page, a full-length line may be used.
- The one-inch margin is maintained at the bottom of each page except possibly on the last page of the chapter. When the text of the chapter's last page does not fill the entire page, the footnotes for that page may follow directly under the text.
- The footnote number (which begins the first line of each footnote) is indented the same as the paragraph indentation in the text.
- Within the footnote, the numeral may be typed superscript (with no space following the numeral before the text) or on the line followed by a period (with a space following the period before the text).

Full footnote reference for a work cited in different chapters may be repeated or not at the beginning of each such chapter, as preferred by your department or director. It is desirable to repeat the full reference if the Honors thesis is lengthy, so as to provide better accessibility to the reader. However, when a work is used multiple times in a single chapter, use a shortened form of the footnote reference, or "ibid." (or "op. cit.," as the case may be) for each note following the first.

- Each footnote is single spaced, with a double-space between footnotes.
- Footnotes may be typed in 10- or 12-point font.

If you and your thesis advisor decide upon endnotes rather than footnotes, then you must use the same spacing, indentation, and font requirements described for footnotes (directly

above); arrange endnotes by chapter, with the “Endnotes” section beginning on the next page after a given chapter concludes (the title “Endnotes” will be a level-three heading: see immediately below); and avoid any kind of separator line between the last page of the chapter and the first page of the chapter’s endnotes. (No continuation line is needed between consecutive pages of endnotes, either.) Though you may elect to use endnotes to cite sources and to supplement your thesis chapters, you should be aware that the Honors Program has historically preferred footnotes over endnotes.

Headings

Five levels of headings and subheadings are generally available for use in an Honors thesis. The first level, used to designate the chapter number, is centered, and typed in all uppercase letters with the number spelled out. The second level, which indicates the title of the chapter, is centered with uppercase and lowercase lettering (i.e., headline style: Turabian, 4.6-4.8). There will be only one level-one heading and one level-two heading per chapter. The third level, used to identify major sections within a given chapter, is centered, and italicized with uppercase and lowercase lettering. The fourth level, for sub-sections, is typed flush at the left margin and italicized with uppercase and lowercase lettering; text begins, following a double-space below. The fifth level, for sub-sub-sections, is established with an indented and italicized paragraph heading typed in lowercase and ending in a period (which also is italicized) and followed by 2 spaces; text continues after the heading on the same line. These heading levels are illustrated in the following example on the next page.

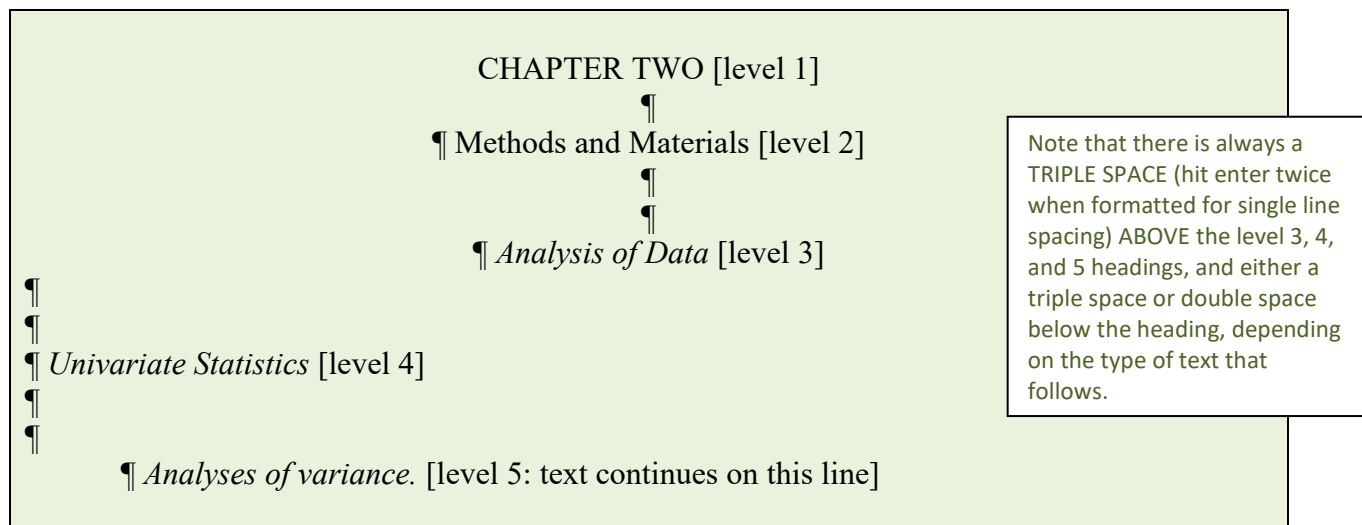


Figure 1: Heading Levels

To enhance separation of sections of text, leave a triple space above headings of levels 3, 4, and 5. If a subheading follows immediately after the heading, there is another triple space between the two (shown above). If the body of the text, rather than another heading, follows the heading, then there is only a double space between the heading and the following text. When a heading exceeds a single line of text, the heading should be single spaced, maintaining the specified spacing above and below it. (See “Body of Document—Chapters” in Part Two for further explanation of spacing of heading levels.)

Each chapter must have a level-one and a level-two heading; other headings (for major sections and two different levels of sub-sections) may be used at the thesis writer’s discretion. Use these structural divisions to highlight and to reinforce divisions of content within your thesis.

PART THREE

COMPONENTS OF THE HONORS THESIS

The document consists of four sets of pages: unpaginated preliminary pages, paginated preliminary pages, the body of the thesis, and reference pages. This section of the guidelines indicates the sequence of these pages and specifications pertaining to them. Following is a quick reference of the order of pages. Explanations are included under each paragraph heading. *Please note that only the abstract page, signature page, the title page, the table of contents, the chapters, and the bibliography are required components of an Honors thesis.* Others may be included if placed in the right order but are optional.

Order of Components:

Abstract	(required , unpaginated)
Signature page	(required , unpaginated)
Title page	(required , unpaginated)
Table of Contents	(required , starts Roman numeral pagination “ii”)
List of Figures	(optional, Roman numeral pagination)
List of Tables	(optional, Roman numeral pagination)
Preface	(optional, Roman numeral pagination)
Acknowledgments	(optional, Roman numeral pagination)
Dedication	(optional, Roman numeral pagination)
Epigraph	(optional, Roman numeral pagination)
Chapters, in sequence	(required , start with page 1)
Endnotes (if used)	(rarely used)
Appendices	(optional)
Bibliography	(required)
Index	(rarely used)

Unpaginated Preliminary Pages

Abstract

The abstract briefly summarizes the contents of the document. For an Honors thesis, an abstract should be limited to 150 words. The word “ABSTRACT” is a first-level heading and is capitalized, centered, and positioned 2.5 inches below the top of the page. After a double-space, type (centered) the full title of the Honors thesis in uppercase and lowercase lettering (i.e.,

headline style: Turabian, 4.6-4.8). Titles of two or more lines are single-spaced. After another double space, type (centered) your full name in uppercase and lowercase lettering exactly as written on the title page. After another double space, type (centered) “Director:” followed by the full name of the thesis advisor and his/her degree in uppercase and lowercase lettering. The body of the abstract then begins after a triple-space with the first line indented. Text of the abstract is single spaced. As for all other pages in the document, the margins are 1.5 inches on the left and 1.0 inches at top, right, and bottom. The Abstract page is an uncounted, unpaginated page.

Signature Page

NB: The following description is dense. For clarity, please refer to the example in the Appendix.

The first line of text on the signature page appears approximately two inches (2”) from the very top of the page. The text begins approximately 2” from the left edge and appears in all caps: “APPROVED BY DIRECTOR OF HONORS THESIS:” (You will not, of course, include the quotation marks on your signature page.) After four blank lines, indent 3” from the left side of the page and begin an underscore line that proceeds for 4”. After a double-space, indent 3” and type the mentor’s name and department or academic unit but without quotation marks: “Dr. Mike Jones, Department of Example”. Use some initial title: “Mr.” or “Ms.,” if “Dr.” is inappropriate.

Then, approximately 6” from the top of the page and 2” from the left margin, type in all caps, “APPROVED BY THE HONORS PROGRAM:” After four blank lines, type an underscore line that begins 2” from the left edge and extends for about 4”. Then double-space and 2” from the left edge, type, “Dr. Elizabeth Corey, Director.” Finally, approximately 1.5 inches from the bottom of the page, flush with the left-hand margin (1.5” from the left edge), type “DATE: _____.” The date line should be about 2” long.

The signature page is an uncounted, *unpaginated* page. Please note that your faculty director should not sign the signature page until you are prepared to submit the defended and finalized draft to the Honors Program (see Part Three, below).

Title Page

The title is typed in capitalized lettering, centered, and positioned around 2 inches below the top of the page. If the title is longer than will fit on one line, then type the rest of the title after a double-space. [Note the difference in spacing of title on abstract and title pages.] At approximately 4.5 inches below the very top of the page, begin typing the next seven lines in uppercase and lowercase lettering as shown in the Appendix. At approximately 7.5 inches below the top of the page, type “By.” After a double-space, type your name (use the same exact name here as on the abstract if you include one). The final two lines begin approximately 1.75 inches from the very bottom. After typing “Waco, Texas” double-space and type the month and year of graduation without a comma between the month and year. Depending on the semester of graduation, the graduation month will be either August, December, or May. The title page is technically counted as page “i,” but the page number is not typed onto this page.

Paginated Preliminary Pages

Table of Contents

This section is required for all Honors theses. The title of this section is typed as a first-level heading, centered and all uppercase, approximately 1.5 inches from the top of the page, followed by a triple-space. Include in the Table of Contents all sections, optional and (especially) required, that follow after the Table of Contents (i.e., list of figures, list of tables, preface, acknowledgments, dedication, epigraph, the various chapters of the text, and the various references pages, such as appendices, bibliography, etc.). **This is the first page where numbering is shown, but the first page of the Table of Contents is always page “ii.”**

Lowercase Roman-numeral pagination is centered and placed 0.75 inches from the bottom of the page.

SECTIONS AND PAGINATION:

There are a number of ways that you can incorporate complex page numbering in MS Word. Switching from no page numbers to Roman numerals to normal numbering can, however, be a bit daunting if you've never used sections in Word. These tutorials might be helpful:

1. <https://www.youtube.com/watch?v=WDvw-ZtH7bc>
2. <https://wiu.libguides.com/paginate>
3. <https://support.microsoft.com/en-us/office/add-or-remove-headers-or-footers-0fcf7375-e668-4e91-9577-4e19faa3ddce>

Figure 2: Links to Online Help for Sections and Pagination

Many styles are acceptable for the Table of Contents; Turabian (14.19) offers a suitable example. Whatever the style adopted, the following must be incorporated: Include at least the first two levels of headings (chapter numbers, spelled out, and chapter titles). Right-justify the page numbers (but not the entire line) for each included heading. On the lines bearing page numbers, *the space between the last word of the heading and the page number may be left blank or may be occupied by ellipsis points*. If ellipsis points are used, then they must be aligned vertically throughout the Table of Contents, using tabs in the ruler. Note: With regard to ellipsis points, the Table of Contents, the list of figures and the list of tables (if either of the latter are used) should all follow the same style. Double-space between headings but single-space and indent any continuation lines of the same heading.

List of Figures and List of Tables

One or both of these pages may be used if any figures (illustrations) or tables are included in the document. The titles of these sections are typed as first-level headings, centered and all uppercase, approximately 1.5 inches from the top of the page, followed by a triple-space. These lists are paginated with lowercase Roman numerals centered and placed 0.75 inches from

the bottom of the page. If the legend to a figure or caption to a table is brief, then include the entire legend or caption in the list; if the legend or caption is long, then an abbreviated legend or caption is acceptable. Right-justify the page numbers for each figure and table. On the lines bearing page numbers, the space between the last word of the legend or caption and the page number may be left blank or may be occupied by ellipsis points. If ellipsis points are used, then they must be aligned vertically throughout the list. [See note in commentary on Table of Contents, above.] Double-space between entries, but single-space and indent any continuation lines of the same entry.

Preface

This page is optional (Turabian, 1.25). If this page is included, its title is typed as a first-level heading, centered and all uppercase, approximately 1.5 inches from the top of the page, followed by a triple-space. This page is paginated with lowercase Roman numerals centered and placed 0.75 inches from the bottom of the page.

Acknowledgments (This is the preferred spelling.)

This page is optional. The title is typed as a first-level heading, centered and all uppercase, approximately 1.5 inches from the top of the page, followed by a triple-space. This section is paginated with Roman numerals centered and placed 0.75 inches from the bottom of the page. This is the place for the author to acknowledge professionally the various sources of direction, assistance, funding, etc., that facilitated the project. See Turabian (1.26) for further clarification of remarks that are appropriate for inclusion. Use complete sentences throughout the acknowledgments.

Dedication

This page is optional (Turabian, 1.9). If this page is included, it may or may not bear the title "Dedication." If the title is to be present, it is typed as a first-level heading, centered and all

uppercase, approximately 1.5 inches from the top of the page. The text of this page is brief and is typed centered beginning approximately 3 inches below the top of the page. Numbering this page is optional, even though it is counted in pagination. If the page number is typed, it bears a lowercase Roman numeral centered and is placed 0.75 inches from the bottom of the page. Like all other sections following the Table of Contents, the dedication should be included in the Table of Contents.

Body of Document

Chapters

The body of the document is to consist of several sections called chapters. The number of chapters and their titles will vary by discipline and topic of the Honors thesis. Consult with your mentor to determine if certain standard chapter designations are appropriate in your program or academic discipline. For most Honors theses, CHAPTER ONE will be entitled “Introduction.” For scientific or experimental theses, the following sequence is often appropriate: CHAPTER TWO, “Materials and Methods;” CHAPTER THREE, “Results;” CHAPTER FOUR, “Discussion and Conclusions.”

The chapter designation, such as CHAPTER ONE, is a first-level heading; it is centered, in all uppercase letters, and is placed at approximately 1.5 inches from the top of the page. Based on single spacing, after a double-space, type the chapter title as a second-level heading (centered, in uppercase and lowercase letters). After a triple-space, indent and begin typing the text.¹

There will only be one first-level heading and one second-level heading in any chapter. If a third-level heading is required immediately after the chapter title, leave a triple-space above it,

¹ An explanation of the meaning of double and triple spacing: For easy observation, when typing, have the paragraph mark symbol (¶) turned on in the options menu on your computer. Based on single spacing, for a double space, return twice, leaving one blank line with only a paragraph symbol, typing after the second return. For a triple space, again based on single spacing, leave two lines with only paragraph symbols between lines of text, typing after the third return.

but a double-space following. Thus, the heading that immediately precedes text is followed by a double-space. For instance:

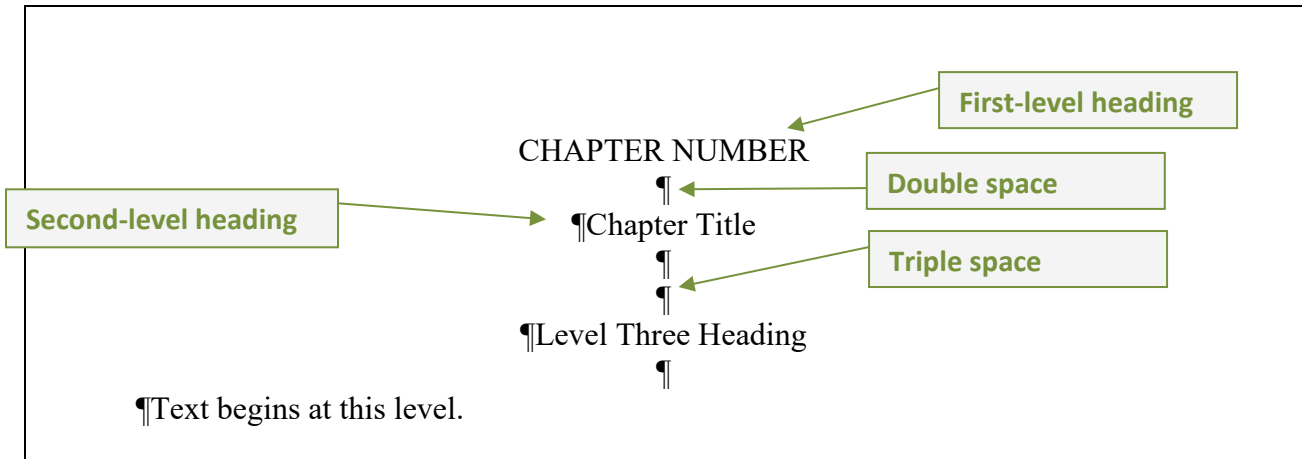


Figure 3: Chapter Headings

The page number for all pages of a chapter should be located at the bottom of the page, centered between the left and right margins, and placed 0.75 inches from the bottom edge of the paper.

Tables and Captions

Numerous acceptable styles are available for production of tables and their captions. Select one style from the style guide adopted by your department or mentor, and follow that style consistently throughout your thesis; Turabian (14.25-14.31) presents examples of several styles. In addition, adhere to the guidelines below.

Tables and their captions should be embedded within the text if the table and caption together occupy less than approximately three-quarters of a page. The intent is to avoid blank space and, thereby, to produce a more finished product. The caption is single-spaced and is centered. Leave a triple space between the preceding text and the caption, a double space between the caption and the body of the table, and a triple space below the table before resuming text. If the table and caption occupy more than about three-quarters of a page, then

allocate an entire page to that table; in such cases, center the table so that equal amounts of blank space occur above and below the table.

Tables are numbered sequentially throughout the text. Pages with tables are paginated in sequence with text pages. Pages with tables placed broadside (i.e., landscape; binding edge to top of table) bear page numbers oriented and positioned normally, not at the binding edge. Pages with tables placed broadside do not include text other than the caption for the table. Tables within an appendix are numbered with the letter of the appendix plus the number, sequentially beginning with number one in each appendix (i.e., A.1, B.1, etc.).

The typeface and font size used within a table should match the typeface used in the caption and in the text. If necessary, in order to enable a table to fit onto one page rather than to continue onto a second page, the font size may be decreased to 10-point, but not smaller. Consult your adopted style guide and the Honors Program if you have questions about generating tables.

Please note that if tables are created in a program different from the one in which the entire document is formatted, it is best to condense any extra space and eliminate borders and extraneous information before moving the table into the text document, thereby reducing the need to deal with extra, and sometimes difficult, formatting issues.

Figures and Legends

Though there are provisions for properly handling oversized figures (Turabian, 7.44-7.46), figures and their legends should fit within the margins described elsewhere in these guidelines. The advent of optical scanners and imagery software has made obsolete the need for including photographic prints.

Figures and their legends should be embedded within the text if the figure and legend occupy less than approximately three-quarters of a page. The intent is to avoid blank space and thereby to produce a more finished product. The legend is single-spaced and left-justified,

except for short legends which may be centered (Turabian, 7.13-7.15; 14.23-14.24). Leave a triple space between the preceding text and the top of the figure, a double space between the figure and the legend, and a triple space below the legend before resuming text. If the figure and legend are greater than about three-quarters of a page, then allocate an entire page to that figure; in such cases, center the figure and legend so that equal amounts of blank space occur above and below the figure.

Figures are numbered sequentially throughout the text. Pages with figures are paginated in sequence with text pages. Pages with figures placed broadside (i.e., landscape: binding edge to top of figure) bear page numbers oriented normally, not at the binding edge. Pages with figures placed broadside do not include text other than the legend for the figure. Figures too large to allow inclusion of the legend within the margins on the same page as the image may be split over two pages, but this is not preferable. If at all possible, writers should resize images so that each image and its caption/legend fits within the prescribed margins of a single page. Figures within an appendix are numbered with the letter of the appendix plus the number, sequentially beginning with number one in each appendix (i.e., A.1, B.1, etc.).

Black-and-white images are preferred, but color is permissible—especially where colors are discussed within the thesis. If the original of a figure is in color, then all copies of the figure also must be in color. Further, lines on graphs should be identified by labels or symbols rather than by colors. Also, use of different patterns (e.g., cross-hatching, stippling) offers more contrast than does the use of assorted colors which photocopy as various shades of gray. Ideally, the typeface used within a figure should match the typeface used in the text. Be consistent in using the same typeface for all figures. Font size should not be smaller than 10-point. Generally, borders are not used around figures.

Please note that if figures are created in a program different from the one in which the entire document is formatted, it is best to condense any extra space and eliminate borders and

extraneous information before moving the figure into the text document, thereby reducing the need to deal with extra, and sometimes difficult, formatting issues.

Reference Pages

The sequence of reference page sections is as follows: appendix or appendices, additional reference material (e.g., glossary), bibliography, index. The only one of these that is required is a bibliography; others are included as appropriate. The titles of reference-page sections are first-level headings; they are centered, typed in all uppercase letters, and (except for appendices) placed at approximately 1.5 inches from the top of the page.

Appendices

Appendices contain material that is too massive or is otherwise inappropriate to be incorporated within the body of the text. Turabian offers valuable guidance concerning appendices.

The section of the document containing appendices begins with a separator page that bears the word “APPENDIX” if only one, or “APPENDICES” if more than one appendix. This word is in uppercase lettering and is centered horizontally and vertically. The page number of this separator page is centered at the bottom of the page. Appendices are designated with capital letters, beginning with A; if there is only one appendix, then do not assign it a letter. The first page of each appendix bears a first level heading, such as “APPENDIX C,” placed 1.5 inches from the top of the page, followed by a double-space, then a title (in the format of a second-level heading).

Pagination is continuous with the rest of the document with page numbers centered at the bottom of the page. If the material in an appendix is photocopied from another source, then it, with its original pagination, must fit within the standard thesis margins. Do not shrink printing so small that it becomes illegible. If photocopied material is included, it must be of high

resolution. Be certain, too, that you have obtained permission from the copyright holder before including such material in your document.

Bibliography

The title of this section varies by discipline (e.g., Bibliography, References, Works Cited, etc.), and may have been specified by your department or mentor. Regardless of how this section is named, the title is a first-level heading (centered, in all uppercase letters, and placed at approximately 1.5 inches from the top of the page). Entries start after a triple-space. Pagination is continuous with the rest of the document, centered at the bottom of the page.

Include all sources cited in chapter text, notes, or both. Program specifications require single-spacing within entries and double-spacing between entries. Also required is the hanging-indentation style in which the first line of each entry begins at the left margin and each subsequent line of the same entry is indented. Paragraph-style indentation is not acceptable. The style used within a citation (e.g., sequencing of author, date, title, and other information; abbreviation or full spelling of periodical names; etc.) is generally at the discretion of the thesis advisor according to the style guide adopted by her or his department or academic unit. You should, however, use italics for titles, rather than underlining—regardless of style-guide instructions to the contrary. Finally, avoid breaking bibliography entries onto a following page.

PART FOUR

PROCESSING THE DEFENDED & APPROVED THESIS

Final Copies (Paper and Digital)

Once the student has finished writing, defending, and editing the thesis, a digital copy (archival PDF) will be submitted online to BEARdocs and thus made available on the internet. From this, the Honors Program will prepare a final paper copy for the HP office. This copy will be bound and kept in the thesis library located in the Honors Suite, Morrison Hall 203.

Submission and Number of Copies

While the thesis submission to BEARdocs is digital, the Honors Program will print a copy for the Honors Program library. Students may also purchase additional, professionally bound copies for a small fee.

The digital copy must be submitted online in a single PDF/A file. Along with this electronic copy of the thesis, the student will also upload a scanned image of the signed **Honors College agreement** form as a separate file. This form must be signed (digitally or by hand) by both the student and the thesis director. Digital copies are not to be sent via email or turned in on a flash drive.

Students may purchase additional, professionally bound copies for a small fee. Students can purchase a maximum of 4 personal copies of the thesis. Please note: The program strongly recommends, but does not require, that each Honors student print and purchase an additional bound copy to give to her or his thesis director.

Turnaround Time

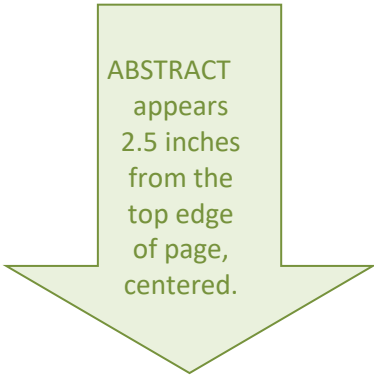
Students will be notified via Baylor email when it is time to order personal copies of the thesis. For those who defend in the spring semester, this is usually in June; for those who defend

in the summer or fall, orders are typically placed in December. Once the orders have been submitted to the Honors Program office, the thesis copies are printed and sent to our third-party bindery for final production. It takes up to three months for the bound theses to come back to the office, at which time personal copies will be available for pickup or for shipment to your address. If you intend to pick up personal copies from the office, you will be notified via email when they are ready.

Cost

The Honors Program pays the printing and binding costs for the shelf copy kept in the Honors Suite. The binding fee for personal copies will be announced via email when it is time to order and will likely range somewhere around \$50 to \$60. At this time, a maximum of 4 personal copies can be ordered. Note that we are unable to split shipments to multiple addresses, and there is no discount for students who elect to pick up their copies from the Honors Program office. Payment for personal copies are made through an online order form at the time the order is placed.

**APPENDIX:
SAMPLE PAGES**



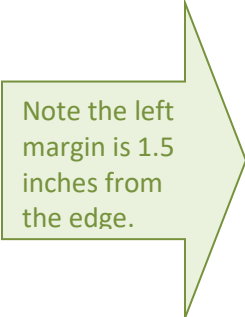
ABSTRACT

This is the Title of My Thesis Project

Joelle A. Student

Director: John Z. Goodguy, Ph.D.

Here is the text of your abstract. It goes on and on and on. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. The rest of this paragraph is a filler. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. If your abstract is more than 250 words, consider shortening it.



Note that page number would not appear on this page in your thesis.



APPROVED BY DIRECTOR OF HONORS THESIS:

These are three inches from the left edge of the page (i.e., tab 1.5 inches from left margin)

Dr. Thesis Director, Department of Example

These are 2 inches from the edge of the page (i.e., tab 0.5 from left margin)

APPROVED BY THE HONORS PROGRAM:

Dr. Elizabeth Corey, Director

DATE: _____

Note the left margin is still 1.5 inches.

TITLE OF THESIS
[CONTINUES HERE IF NECESSARY]

A Thesis Submitted to the Faculty of
Baylor University
In Partial Fulfillment of the Requirements for the
Honors Program

By
Your Name

Waco, Texas
May 2022

Note the left margin is still 1.5 inches.

Note that page number would not appear on this page in your thesis.

Top margin is 1.5 inches from the top edge (1 inch on subsequent pages of TOC)

TABLE OF CONTENTS

All major sections that appear after the Table of Contents are included in the TOC, including preliminary pages like List of Figures, Preface, etc.

Table of Figures	iii
Preface	iv
Acknowledgments	v
Chapter One: The Current State of Affairs	1
Chapter Two: Caesar and God	19
Chapter Three: Post-Communist Countries	39
Chapter Four: The Muslim World	66
Chapter Five: A Call to Action	96
Appendices	121
Appendix A: Religious Freedom Index	122
Appendix B: Letter from Archbishop Smith	139
Bibliography	141

Include preliminary pages after TOC

Note the left margin is still 1.5 inches.

Note that the Table of Contents is always the first paginated page, and it would be numbered "ii" rather than 42.

Top margin is 1.5 inches from the top edge (1 inch on subsequent pages)

First-level heading;
Centered, all caps, 12 pt;
1.5 inches from the top of the page

CHAPTER NUMBER

Second-level heading;
Centered, no italics, 12 pt;
Double-space above,
triple-space below.

¶Chapter Title

Text begins at this level and continues on. Sample: Note that the first paragraph is

usually indented, but follow the specific requirements of your style guide. When you

get to the end of a section and need to start a new section, be careful with line spacing.

¶
¶
¶

¶*Third-level Heading* [level 3]

Third-level heading;
Centered, italics, 12 pt; Triple-space above; double-space below.

More text begins here and continues on and on and on and on. Note how there is

a triple-space above the third-level heading but a double-space below. If a fourth-level

heading immediately follows a third-level heading, there would be a triple space above

and below the third-level heading.

¶
¶
¶

¶*Fourth-level Heading* [level 4]

Fourth-level heading;
Flush Left, italics, 12 pt;
Triple-space above; double-space below

More text begins here and continues on and on and on and on. Note how there is

a triple-space above the fourth-level heading but a double-space below.² If a fourth-level

heading were to immediately follow a third-level heading, there would be a triple space

between the two rather than a double space as found here. But if a fifth-level

heading follows the text, it comes after a triple space.

¶
¶

¶*Fifth-level heading.* More text begins here and continues on and on and on and on.

Fifth-level heading; Indented, italics, 12 pt;
Triple-space above; indented; closed with a period; body of text immediately follows

Note how there is a triple-space above the fifth-level heading, but the paragraphs start

right away after a period. Only the first word in the heading is usually capitalized.

² Not all style guides use footnotes, but Turabian, often used by humanities departments, does. Footnotes should be single spaced, but with a double space between notes on a page, 10 or 12 pt. font.

Third-level heading followed by a fourth-level heading;

Triple-space above (unless at top of page, as shown here) and between the 3rd and 4th-level heading; double-space after 4th-level heading

¶ *Third-level Heading* [level 3]

¶ *Fourth-level Heading* [level 4]

Note that if a fourth-level heading follows a third-level heading, there is a triple space between the two, followed by a double space and then the text. Just remember that there is always a triple space above both the third and fourth level headings.

Below is an example of a figure included in the body of a thesis. Note that there is a triple space above the figure. Below the figure, the legend follows a double space, and then the thesis body follows after another triple space. All figures are numbered sequentially throughout the thesis.

Note the left margin is 1.5 inches from the page edge.



Figure 2: Dwight L. Moody

Tables and charts are formatted in the same manner as figures. A table, however, would be identified as “Table X” rather than “Figure X.” Note that if a figure, table, or chart is larger than three quarters of a page, it should be placed on a separate page by itself.

While there are a number of acceptable variations on bibliographic formatting, all references should be typed single space with a double space b/w references and with hanging indentation as shown here.

Top margin is 1.5 inches from the top edge (1 inch on subsequent pages)

BIBLIOGRAPHY

A Brief Profile of America's Private Schools. Washington, D.C.: National Center for Educational Statistics, 2007.

Abrams, Douglas Carl. *Selling the Old-Time Religion: American Fundamentalists and Mass Culture, 1920-1940*. Athens: University of Georgia Press, 2001.

Adams, James E. "Let's Keep the Bible in Our Schools." *Action* 21, no. 5 (July 1962): 6-7.

Anthony, Michael J., ed. *Evangelical Dictionary of Christian Education*. Grand Rapids, Mich.: Baker Academic, 2001.

Anthony, Michael J., ed. *Introducing Christian Education: Foundations for the Twenty-first Century*. Grand Rapids, Mich.: Baker Academic, 2001.

Appelquist, Carol. "Jazz in the Church." *HIS* 16, no. 3 (Dec. 1955): 17-18, 23, 28-29.

Ariel, Yaakov S. *On Behalf of Israel: American Fundamentalist Attitudes Towards Jews, Judaism, and Zionism, 1865-1945*. Brooklyn, N.Y.: Carlson Publishers, 1954.

Babbitt, Irving. "What is Humanism?" In *Literature and the American College: Essays in Defense of the Humanities* (Washington, D.C.: National Humanities Institute, 1986), 71-87.

Babbitt, Irving. *Literature and the American College*. Boston, New York: Houghton, Mifflin, 1908.

Note the left margin is still 1.5 inches.

Tip on Hanging Indentations in MS Word:

1. Highlight your bibliographic entries.
2. On the Home ribbon, expand the paragraph options and adjust your paragraph settings to look like the example to the left.

