

GUIDELINES FOR FORMATTING AN HONORS THESIS



THE HONORS PROGRAM

The HONORS COLLEGE
BAYLOR UNIVERSITY
WACO, TEXAS
www.baylor.edu/honors_program

Formatting & Submission Checklist for Honors-Thesis Writers

Name: _____ Style Manual Used: _____

Local/Cellular Telephone #: _____ Director's Department: _____

Please initial each line below to indicate your awareness of and compliance with these requirements. Submit this checklist, completed, with the finalized draft(s) you submit for binding.

_____ 1. Does your abstract page follow formatting requirements and about 150 words in length? (See pp. 14, 25)

_____ 2. Do the signature and title pages follow the required format? (See pp. 15, 26-27)

Remember that your thesis director should not sign the signature page until you print the defended and finalized draft before submitting it for binding.

_____ 3. Have you prepared to print a signature page for **each** copy of the thesis which you will submit for binding? Have you prepared an electronic version, on CD or diskette, of the finalized (defended, approved, and corrected/formatted) thesis for submission?

_____ 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. 11 and Part Three: Unpaginated and Paginated Preliminary Pages, pp. 15-17.)

_____ 5. Does the document use

--an appropriate font? (p.11)

--the specified margins? (p. 11)

--double spacing, except where single spacing is required? (p. 11)

--correctly formatted footnotes or endnotes? (pp. 12)

--the specified divisions for chapters and sections? (pp. 13, 17-18)

--page numbers placed in the specified areas, i.e., centered at bottom of the page? (pp. 11-12)

_____ 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. 19-20.)

_____ 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. 20-21.)

_____ 8. When you submit the approved multiple copies of the thesis for binding (one for program archives, the other[s] for your or other folks' keeping), **you acknowledge that you have checked all copies to insure the correct composition of pages** (i.e., that pages are free from any printing smudges, lines, etc., and that there are no blank pages within the copies or pages where text is not straight). The Honors Program will bind the copies just as they are received from each Honors student.

_____ 9. When you submit the approved multiple copies of the thesis for binding, you must also submit the signature pages as signed by your faculty director (see #2, above). Upon making this submission, you must have finalized or verified—as far as is possible—credit for all your Honors Program requirements. We will, when you submit these copies and verify your completion of the program's curriculum, provide you with instructions about commencement. Though we will certainly try to contact you if you have outstanding program requirements, **it is the responsibility of each Honors student to ensure that he or she has fulfilled all program obligations before submitting final copies of the defended and approved thesis project, which must be done by the date prescribed on the HON 4V87 syllabus during the graduation semester.**

TABLE OF CONTENTS

PART ONE: HANDBOOK STATEMENT ON THE THESIS	1
The Honors Thesis Project, HON 3100 & 3101.....	1
General Overview	1
Honors 3455: Research Design	4
Honors 4v87, Honors Thesis: Development, Completion, and Defense	5
Expectations of Enrollees:	6
Suggested Timetable	6
Sophomore Year	6
Junior Year.....	6
Senior Year	7
A Note About Creative Projects & Foreign Language Theses	8
Defense and Submission.....	8
Firm Final Deadline	9
F. Ray Wilson Thesis Prize	10
The Honors Exit Interview, HON 4088	11
PART TWO: STYLE AND FORMAT	13
Recommended Manuals of Style.....	14
Typeface and Size	16
Margins	16
Spacing.....	16
Placement of Page Numbers.....	16
Justification and Hyphenation.....	17
Footnotes or Endnotes.....	17
Headings	18
PART THREE: COMPONENTS OF THE HONORS THESIS	21
Order of Components:	21
Unpaginated Preliminary Pages.....	21
Abstract.....	21
Signature Page	22
Title Page	23
Paginated Preliminary Pages.....	23
Table of Contents	23

List of Figures and List of Tables	24
Preface.....	25
Acknowledgments (This is the preferred spelling.).....	25
Dedication	25
Body of Document.....	26
Chapters	26
Tables and Captions	28
Figures and Legends	29
Reference Pages.....	31
Appendices.....	31
Bibliography	32
PART FOUR: PROCESSING THE DEFENDED & APPROVED THESIS.....	33
Final Copies (Paper and Digital)	33
Number of Copies.....	33
Paper Type	34
Turnaround Time	34
Cost.....	34
APPENDIX: SAMPLE PAGES.....	36

TABLE OF FIGURES

Figure 1: Heading Levels.....	19
Figure 2: Links to Online Help for Sections and Pagination	24
Figure 3: Chapter Headings.....	28
Figure 4: Cost for Personal Copies.....	35

PART ONE
HANDBOOK STATEMENT ON THE THESIS

The following statement is taken from the Honors Program Handbook and reiterates useful and necessary information regarding thesis requirements.

The Honors Thesis Project, HON 3100 & 3101

General Overview

Most of the upper-division Honors Program curriculum is devoted to the development of a thesis project under the direction of a 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 thesis projects vary considerably across different fields of study. They 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, and helps to cultivate the intellectual skills that are essential to critical inquiry and advanced scholarship.

Honors 3100 and 3101: Junior-Year Readings & Research: Foundations: The thesis project usually begins in the junior year with a sequence of two Advanced Readings courses (HON 3100 and 3101: two credit hours total). Depending upon the nature of one's prospective research, these courses may be taken together during the spring of the third year of study or individually in sequential semesters—one in the fall of the third year, one in the following spring. The readings (or a combination of readings and, for example, laboratory procedures) are

arranged in consultation between the student and a professor who agrees to supervise the work, and they are designed to provide a solid foundation in a specific research field and to familiarize Honors students with current methodologies, debates, and problems in the discipline. During the second Readings course, students 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 hour.

Expectations: Students enrolled in HON 3100 and/or 3101 during any spring semester will be introduced to research methods and general thesis-writing strategies through a Proseminar series. These sessions, led by Honors College faculty and staff and their colleagues, will be announced via Baylor e-mail and the course documents distributed to enrollees. Participation in the Proseminar, during which most students will begin writing their theses in earnest, is a required component of the Advanced Readings course(s) taken during a spring term.

Readings and research for each of these courses (or for both, if taken concurrently) are arranged by formal contract. Contract forms, available in the Honors Program office, provide an outlet for the Honors student to spell out the texts and/or procedures which (based on the counsel of the supervising professor) she must complete, for the student to describe the process whereby the professor will oversee and evaluate her progress, and for the faculty member to agree to serve as mentor. Signing an Advanced Readings contract does not necessarily oblige the professor to oversee the entire Honors thesis project, though very often the Readings mentor does indeed become the thesis director.

The supervising faculty mentor should guide any affected Honors student through the process of gaining procedural approval (from, e.g., the Institutional Review Board) to conduct

any kind of research which requires it: on human or animal subjects, for instance. The Honors student is usually sponsored, then, by the faculty mentor and his or her home department and college or school, rather than by the Honors Program or Honors College.

Contracts for the Advanced Readings courses should be arranged and filed in the Honors office *within the first month of the term* in which the readings and research will be undertaken. Program administrators strongly recommend that students initiate some conversations with faculty in their research fields about possible thesis topics and introductory readings or lab work *during the semester prior to enrolling in HON 3100*.

Typical reading lists for *one* Readings course often range from 1000 to 2000 total pages, with various combinations of books and articles, and of primary and secondary sources. (A battery of laboratory or field-work procedures, roughly equivalent in scope, may be devised by a Readings 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 (as far as possible) be clearly indicated in the initial contract.

Evaluation and Curricular Progress: A letter grade is assigned for each of these one-hour readings courses. The Honors Program office will send a grade report form to the supervising professor at the end of the term in which the student has registered for HON 3100 or 3101 or both. Students must note that submission of the thesis proposal is part of the evaluated requirements for HON 3101.

In most all cases, both Advanced Readings courses should be completed by the end of the junior year; one of them is often taken in conjunction with Honors Colloquium. The Readings courses will precede the Honors Thesis courses (HON 4v87 for 4 credit hours, taken for 2 credit hours each semester during the senior year). Thus, Honors Program students should complete

all of their lower-level Honors requirements before enrolling in HON 3101. Even in off-track situations, HON 3100 must be completed before the student takes any of the senior-year thesis courses; and HON 3101 absolutely must be completed before the graduation semester begins.

Students need not necessarily be in residence at Baylor to complete these courses, as long as the agreements for progress and supervision can be met; quite often, when possible, students earn credit for one Readings course during a summer semester or in a study-abroad program.

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

Honors 3455: Research Design

Within the context of providing Honors students the architectures of laboratory, clinical, and social science research, this optional course has the goals of (1) introducing an epistemological and methodological strategy for students to conduct scientific research, (2) enabling them to conceptualize and plan their Honors Thesis, (3) facilitating the student's beginning work with his or her faculty mentor, and (4) requiring participants to write the initial draft of their four chapters of the Honors Thesis—Introduction, Review of Literature, Methodology, and Hypothesis.

Enrollment in HON 3455 is limited and may require the approval of the course instructor. Students are encouraged to take HON 3455 no sooner than the end of their sophomore year and no later than the end of their junior year. In some ways, then, HON 3455 can provide a jump start to the thesis project. It is quite possible that a student taking HON 3455 at the end of the sophomore year can complete the Honors thesis project a year sooner than most, i.e., during the junior year.

HON 3455 will substitute for two hours of Advanced Readings, HON 3100 and 3101 *and* an upper-level Honors unit. (For University Scholars, the one required hour of Advanced

Readings and an upper-level Honors unit will be satisfied by this course.) Students in HON 3455 will receive a letter grade for their completed work, and a grade of D or F will preclude continuation of the thesis project.

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

Development of the thesis continues into the senior year through a sequence of courses totaling four credit-hours, with each credit hour roughly corresponding to the writing of a chapter of the thesis. Students generally enroll in HON 4V87 for two credit hour each semester during their final two semesters at Baylor.

Students generally will write and submit half of their thesis during the penultimate semester and then the remainder of the thesis during their final undergraduate semester at Baylor. While there are no set requirements for chapter length, a typical chapter in the humanities or social sciences will often be about fifteen pages in length. The first section of the thesis is quite often a review of the relevant literature, explored in the Readings courses, that situates the thesis in the context of current scholarship. Subsequent sections then proceed to analyze primary sources, data, or laboratory results. At the conclusion of the project, the student must present the completed thesis to be evaluated by a committee of at least three professors in a one-hour oral defense session.

As noted above, students usually enroll in HON 4V87 in the penultimate semester for 2 credit hours, and then again for 2 credit hours during the final undergraduate semester. On occasion, students may sequence these four credit hours differently, e.g., spread over three semesters, or clustering three credit hours during one semester. Nevertheless, the first option (a split of two hours and two hours) is preferred for most students.

Starting in 2011, 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:

- Colloquium (i.e., HON 3200);
- at least one of the three required upper-level Honors units;
- the final Advanced Readings courses (HON 3101); and thus
- the approved thesis proposal/*précis*.

Honors students who have not earned credit for these prerequisites, and/or whose overall GPAs have fallen to below 3.2 (the standard required for graduation in the Honors Program), will be asked to reconsider the feasibility of successfully finishing the Honors thesis project and the program's requirements in time for graduation within a single academic year.

Suggested Timetable

A suggested timetable for the process of completing an Honors thesis, drawn in necessarily broad strokes, appears below. Note that all length requirements and most submission deadlines are subject to modification, with program approval, by faculty thesis directors.

Sophomore Year

Spring Term: Discuss prospective thesis projects with Baylor faculty in your department or field, especially those faculty with research experience (see faculty profiles on your department's Web page) in the area(s) of interest to you, and with whom you have had, or will soon have, coursework experience.

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 I, particularly if they are natural- or social-science students. 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: 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 II (as well as HON 3100, if not taken last semester). Complete the agreed-upon readings and/or procedures, and prepare for and attend all required Proseminar sessions. Develop and submit, by the announced deadline, at least your thesis proposal and a précis. This task involves formalizing an arrangement with a Baylor faculty member who will serve as your thesis director (often, though not necessarily, your Readings mentor). 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 budding 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 one or two chapters, depending on how many credit hours you've taken,. Again, bear in mind that each hour of credit for HON 4V87 commits the student to completing about ¼ 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 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 but 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 projects. 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 formalize 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. Readers from outside the university should be approved in advance by the Honors Program office.

Additional committee members may be appointed at the discretion of the chair. Early in the graduation semester, the Honors student should e-mail the Honors Program office about the members of the committee, as well as the time and place of the thesis defense. Usually defense sessions last around an hour, are held either in the faculty director's home building or near the Honors Program office, and culminate in the faculty panel's evaluation of the overall project and the oral defense.

Formal instructions for conducting the defense will be provided to Honors senior enrolled in HON 4088 (see below). Also vitally important is the document "Guidelines for Formatting an Honors Thesis," which is available to all thesis writers (before, during, and after the thesis-writing process) on the Honors Program Web page. Students who successfully defend their thesis projects cannot submit final copies and thereby be cleared for graduation until satisfying all requirements for formatting; each must submit a completed and signed checklist to verify compliance with the "Guidelines."

Final copies, as approved by the defense panel, along with other supporting materials as assigned to enrollees, must normally be submitted before the final day of classes during the graduation semester. Specific procedures and submission expectations will be provided to Honors students enrolled in (or completing) HON 4088. These prospective graduates are strongly encouraged to have a program director verify that they have satisfied the formatting guidelines before arranging to make final copies of their thesis projects.

Firm Final Deadline

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

Program that semester. The directors of the Honors Program have already set the final deadline as late as possible while still allowing time to process the paperwork necessary for graduation. These administrative deadlines are imposed on the Honors Program by the university.

A student who completes the thesis after the final deadline may delay graduation to a later semester. If a student delays graduation to complete the thesis, he or she will not be allowed to walk during commencement until the 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 crop up 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 Sciences, and Humanities (including music, art, theater, and other fine arts).

To be considered a finalist for best thesis, a graduate must receive an “Outstanding” designation following his or her thesis defense. The thesis director or an Honors Program faculty member 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, an established faculty panel 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 by February 15 of each year. By March 15, the committee will name a prize winner to be invited to return to Baylor for the annual Honors Week banquet in late April. An honorarium of \$500 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. Should the winner be unable to return for the banquet, the committee will 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 such changes now or in the future. Information about the thesis award will be displayed on the Honors Program web site.

The Honors Exit Interview, HON 4088

In order to graduate from the Honors Program, students must register for HON 4088 during their final undergraduate semester. The Honors Exit Interview 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

The Honors Program requires each of its students to conduct, under the supervision of a Baylor faculty member, a project that represents independent research or some other form of advanced scholarship. The product of such scholarship is an Honors thesis. Copies of each such thesis are bound and archived in the office of the Honors Program. The quality of these works reflects the standards of Baylor University, the Honors College, the Honors Program, your department or institute, and the professors who work with you on this project. Most importantly, the quality of your Honors thesis reflects upon *your* professionalism.

The responsibility for the content of your project rests solely with you and your thesis committee. Also, with guidance from your faculty mentor and your committee, you are responsible for presenting the document in proper writing style and format. The Honors Program defines in this document the standard style and format that should apply to all theses completed as part of the program's curriculum. The purpose of this set of guidelines is to assist you in doing the job effectively and efficiently, 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 indicate manuals of style most often preferred by many of Baylor's departments; 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 courses, on arranging the oral defense of the thesis, and on submitting copies of the completed project, is provided to thesis writers semester

by semester; these documents are also available through the Honors Program office. (See a program director for details.)

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 title as the authority for the style to be followed in graduate-level dissertations or theses written within the identified academic units. These are, then, the manuals of style generally recommended for Honors students who are writing theses in each of the noted departments. But even for such students, and especially for students writing theses in Baylor units not listed below, the final determination about using a particular style manual must be made in conversation with your faculty mentor.

Whatever the style guide you adopt for your project, you 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, you should refer to Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*. In the end, you must be consistent in using the adopted style throughout the document.

Adopted by: Physics

American Institute of Physics Publication Board. *American Institute of Physics Style Manual*. 4th ed. New York: American Institute of Physics, 1990.

Adopted by: Statistics

American Statistical Association. *American Statistical Style Guide*. Available on-line at <http://www.amstat.org/publications/style-guide.html>.

Adopted by: Computer Science

The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.

Adopted by: Biology; Biomedical Studies--Biological Science Track

Council of Biology Editors Style Manual Committee. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. 6th ed. New York: Cambridge University Press, 2002.

Adopted by: Biomedical Studies--Chemistry Track; Chemistry

Dodd, Janet S., ed. *The ACS Style Guide: A Manual for Authors and Editors*. Washington, D.C.: American Chemical Society, 1997.

Adopted by: American Studies--Literary Track; English; Modern Foreign Languages--Spanish

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Association of America, 2003.

Adopted by: Geology

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: Communication Studies; Curriculum and Instruction; Educational Psychology; School of Music--Music Education; Nursing; HHPR; Psychology and Neuroscience; Sociology

Publication Manual of the American Psychological Association. 5th ed. Washington, D.C.: American Psychological Association, 2001.

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

The SBL Handbook of Style. 1st ed. Peabody, MA: Hendrickson Publishers, 1999.

Adopted by: Educational Administration

Slade, Carole. *Form and Style: Research Papers, Reports, Theses*. 11th ed. Boston: Houghton Mifflin Company, 1999.

Adopted by: Baylor University Graduate School; American Studies--Historical Track; Church-State Studies; Environmental Studies; Gerontology; Hankamer School of Business (all departments); History; Journalism; Mathematics; Museum Studies; School of Music--Music History, Church Music, Music Theory, and Composition; Philosophy; Political Science; Religion--Theological Studies and Historical Studies; Theater Arts

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

Typeface 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 underscore. Boldface type generally 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 onto a following page. Use two spaces between sentences.

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.) Note that dissertations produced before 2008 were formatted differently; from December 2008 forward, page numbers should no longer be placed in the upper right corner of any page.

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.
- 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 faculty mentor 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.

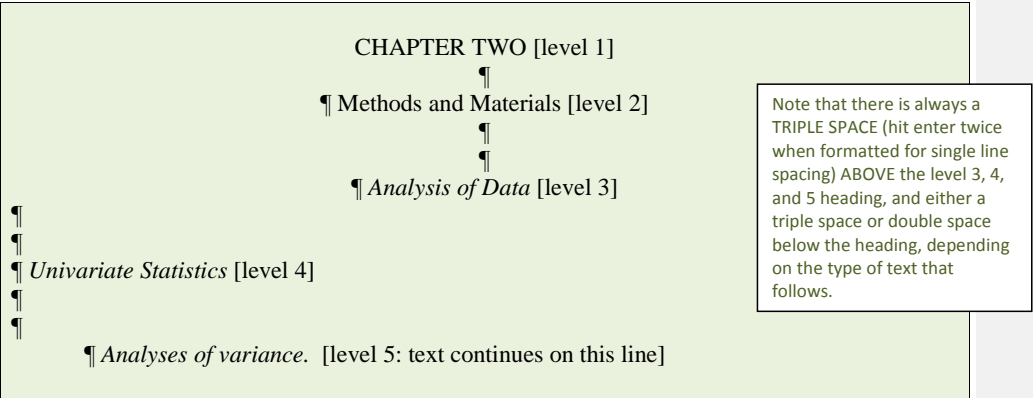


Figure 1: Heading Levels

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 signature page, the title page, the table of contents, the body chapters, and the bibliography are required components of an Honors thesis.* Others may, but need not be used; the abstract is the only non-required component which is strongly recommended.

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 faculty mentor 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

Commented [A1]: Ambiguous; clarify

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 office (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. Detailed YouTube tutorial: <http://www.youtube.com/watch?v=-rKlzZpfITk>
2. http://www.word.mvps.org/FAQs/Formatting/front_matter_2007.htm
3. <http://wiu.libguides.com/paginate>
4. <http://office.microsoft.com/en-us/word-help/add-or-remove-headers-footers-and-page-numbers-HA010372690.aspx#BM4>

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, too, 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:

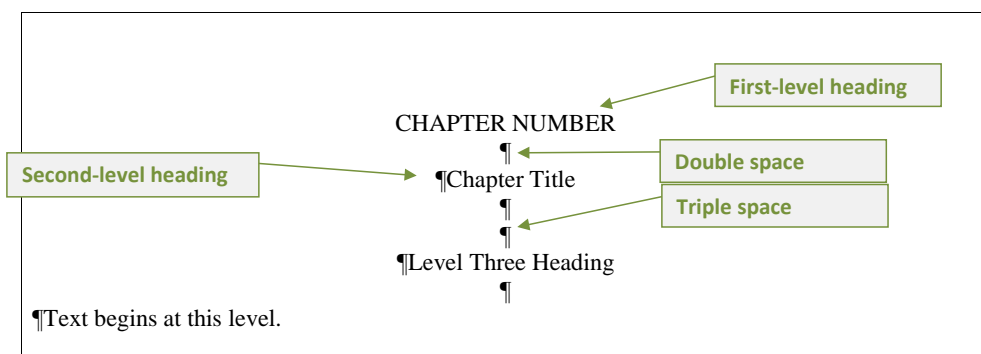


Figure 3: Chapter Headings

The page number for the 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. Also, 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, then 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. For figures too large to allow inclusion of the legend within the margins on the same page as the image, the legend can be placed on the reverse of the preceding page; use of such facing-page legends enables the reader to view the figure and legend simultaneously. The front side of a page that carries a facing-page legend on the reverse bears only a page number; the page number is not typed on the reverse side of this page (Turabian, 7.8). 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 different 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 (1.39-1.45) 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, 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 faculty mentor 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 you have finished writing, defending, and editing your thesis, you will need to prepare a final paper copy for the Honors Program office. This copy will be bound and kept in the thesis library located in the Honors Suite, Morrison 203. In addition, a digital copy (archival PDF) will also be submitted online to BEARdocs and thus made available on the internet.

There are particular guidelines that must be followed as you prepare your final copy. Many of these are listed in the “Guidelines for Formatting an Honors Thesis” located on the Honors Program website. Careful attention to formatting standards will ensure quality binding of the finished product.

Number of Copies

The Honors Program office requires both a paper and a digital copy of your thesis. Students may also purchase additional, professionally bound copies for a small fee. So, as an example, if you want 3 personal copies, please bring in 4 total printed sets, boxed if possible with a colored sheet in between each copy.

The digital copy must be submitted online in a single PDF file. Along with this electronic copy of the thesis, the student will also upload a scanned image of the signed thesis authorization form as a separate file. This form must be signed by both the student and the thesis director, so you should have this form with you at the thesis defense. Digital copies are not to be sent via email or turned in on a flash drive.

The program strongly recommends, but does not require, that each Honors student print and purchase an additional bound copy to be given to her or his thesis director.

Paper Type

The shelf copy kept by the Honors Program office must be printed on white paper. Regular copy paper is fine as is more expensive archival paper. Students graduating in May are advised not to wait to copy their final thesis as the print shop has in the past run out of the cotton bond paper.

Turnaround Time

Once the copies have been submitted to the Honors Program office, they are sent to the binders for final production. It takes approximately three months for them 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 binding cost for the shelf copy. Honors Program graduates can purchase up to four additional copies for their personal use. The binding fee for personal copies is \$25 per copy up to a maximum of 4 personal copies. This charge covers the binding cost and shipping charges to a single address. We are unable to split shipments to multiple addresses. There is no discount for students who elect to pick up their copies from the Honors Program office.

For example, if you wished to purchase two personal copies of your thesis and have them mailed to your home, you would bring three paper copies to the Honors Program office and pay \$50 (2x\$25 for the personal copies) .

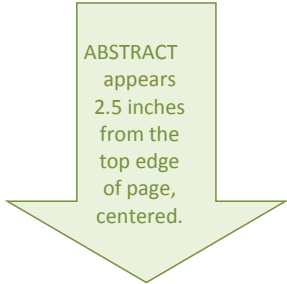
The Honors Program accepts cash or check for payment. Checks should be made out to "Baylor University."

Please contact the program office at 254.710.1119 if you have any further questions.

Number of Personal Copies Ordered	Pick-up from Honors Program Office	Mailed to a single address
1-4	\$25 each	\$25 each

Figure 4: Cost for Personal Copies

APPENDIX



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. If your abstract is more than 250 words, consider shortening it.

Note the left margin is 1.5 inches from the edge.

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.

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

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 2014

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

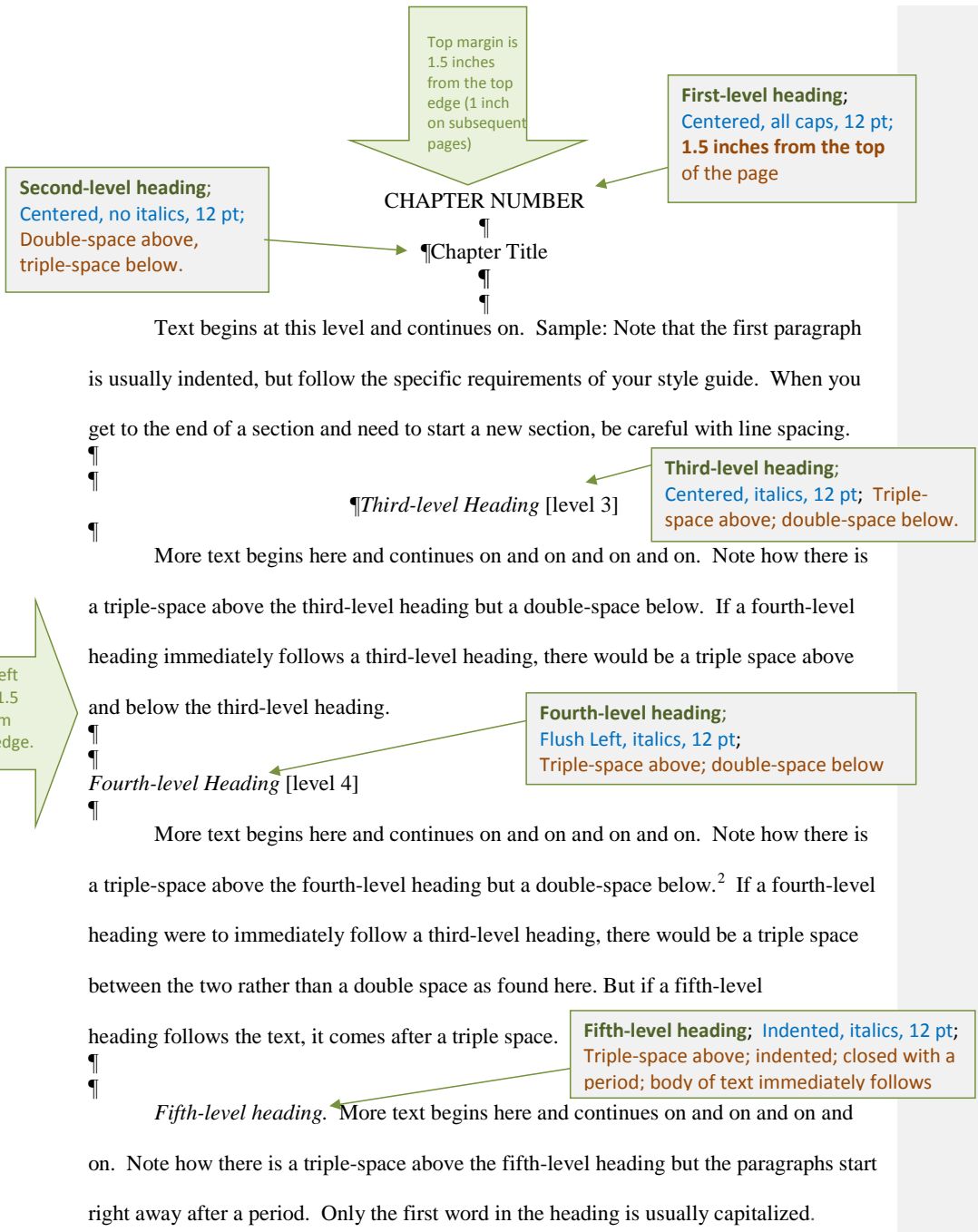
All major sections that appear after the Table of Contents are included in the TOC, including preliminary pages like List of Figures, Preface, etc.

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.



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

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* [level 3]
 ¶
 ¶ *Fourth-level Heading* [level 4]
 ¶

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

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

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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.

