Formatting and Content Guidelines

This page explains all the formatting and content guidelines that the Final Version of your Honors Thesis must adhere to.

Your Defense Draft can be modified after your defense to meet most of these guidelines, though you should consult with your committee members in advance of submitting to them your Defense Draft in order to see whether there are any formatting, style, or citation guidelines that they would like the Defense Draft to adhere to.

Please consult the deadlines page to ensure that you have submitted the Final Version of your Honors project by the necessary time.

Please consult the PNP Administrative Assistant for help with creating a bound copy of the Final Version of your Honors thesis.

Formatting of Final Version

1. **STYLE:** You should consult with your committee members to determine your discipline’s preferred documentation style, including the presentation of footnotes/endnotes and the manner in which references are to be cited.

2. **MARGINS:** Your Final Version should have these margins: Left -1.5 inches; Right -1 inch; Top - 1 inch; Bottom - 1 inch. The left margin is extra wide to accommodate the binding process.

3. **PAGINATION:** Page numbers should appear centered at the bottom of the page. The page number can fall within the bottom margin of the page. The number should be separated from the text by approximately .5 inch.

   Every sheet of paper in the manuscript should be numbered except for two: the title page should not be numbered (but is counted as the first page—see below), and the optional copyright page is neither numbered not counted. Letter suffixes (e.g. 10a) may not be used.

   Lower case Roman numerals are used for the preliminary pages, including the title page and acknowledgements page. Since the title page is counted but not numbered, “ii” is the first number used and appears on the page after the title and copyright pages.

   Arabic numerals are used for all other manuscript pages. The first page of the main body of the thesis should be numbered “1”. (Note thus that pages with Arabic numerals should NOT continue numerically; e.g. do not move from p. xii to p. 13.)

4. **SPACING:** The main body of the thesis should be **1.5-spaced**, except for long quotations, which should be single-spaced and also indented on both the right and the left.

5. **FONT:** Font should not routinely be italicized and should never be script or ornamental. Size should be equivalent to 12-point Times New Roman.

6. **FOOTNOTES/ENDNOTES:** Footnotes and endnotes should be single-spaced, with a single blank line between each pair of notes.

7. **BIBLIOGRAPHY/REFERENCES/WORKS CITED:** References should be single-spaced, with a single blank line between each pair of references.
8. **ABSTRACT/TABLE OF CONTENTS/EPIGRAPh/ETC.:** Anything other than the main body of the thesis should be single-spaced.

**Contents of Final Version**

The following items should appear in the thesis in the order given. Note that items 1, 4, 5, and 9 are required. The main body of your thesis belongs between items 8 and 9.

1. The Thesis should include a title page that conforms precisely to the instructions provided in Appendix A (below).

2. If you wish to include a **copyright page** (with or without paying the fee to register your copyright), it should appear as an unnumbered and uncounted page immediately following the title page. The copyright page should have the following information, centered and with a single blank line between each line of print:

   
   copyright by
   [full name of author]
   [year of degree awarded]

3. If the thesis contains the thesis **Abstract**, it should appear next. Your Abstract should be page-numbered in Roman numerals. The Abstract should be listed in the Table of Contents.

4. An **Acknowledgments page** must be included. In the final copy, it appears immediately before the table of contents. These are professional thanks to those whose support has contributed to your completing your thesis. You are expected to acknowledge sources of financial and academic support; external funding especially requires acknowledgment. You are permitted to thank those whose contribution has been personal, but you should do so in a professional style. Acknowledgments rarely take up more than one page. The dedication, if there is one, should close the acknowledgments.

5. The thesis should include a **Table of Contents** listing every subsequent section of the thesis, plus the Acknowledgments page that precedes it. Note that the Table of Contents is itself page-numbered using Roman numerals.

6. If the thesis contains **tables, figures, illustrations, etc.**, a **List of Tables (Figures, Illustrations, etc.)** should be included, immediately following the Table of Contents. Note that such pictorial material may be laid out either vertically, as is the text of the thesis, or horizontally, with its bottom edge the outside edge of the page. Note also that pages devoted to tables, figures and illustrations should be counted and numbered like all other pages in the main body of the thesis.

7. If the thesis includes a list of **Abbreviations** it should appear next.

8. The thesis might begin with an **epigraph** (a quotation from someone else's work); if there is an epigraph, it should appear on page 1 of the thesis, with the thesis text beginning on page 2. If the epigraph pertains only to the first chapter, it should appear between the chapter title and the chapter text.

9. The thesis should include a **Bibliography or References or Works Cited section**. Although this section is usually placed at the conclusion of the entire thesis, in some
cases it might be appropriate to list sources at the end of each chapter. The Tables of Contents should clearly indicate where references are located.

10. Students wishing to include a C.V. should put it at the end.

**APPENDIX A: TITLE PAGE INSTRUCTIONS AND SAMPLE**

1. Give the correct name of the administrative unit in which you have been a student. The formal, complete name of PNP is:
   - Philosophy-Neuroscience-Psychology Program

2. List all the members of your Thesis Committee in the correct order, beginning with the primary advisor, identified as such, and proceeding with the others in alphabetical order by last name. You do not need to list their titles, degrees, departmental or institutional affiliation.

3. Provide your full name.

4. Provide the month and year in which your degree is to be conferred. Degrees are conferred only in December, May, and August, so use only one of these three on your title page. Do not put a comma between the month and the year.

5. Center everything on the page.

Copies of past Honors theses are kept in the Philosophy Library. You may consult these as examples or for inspiration.