**Honors Thesis Format Requirements**

**Submission:**

* Honors Fellows must upload a single PDF version of their thesis to the Honors Program at the Thesis Printing Form link on the [Important Forms and Dates](https://www.elon.edu/u/academics/honors/important-forms-and-dates/) page on the Honors Website.
* The due date is typically one week after the final day for the thesis defense. Our goal is to have your thesis ready by commencement. A copy will be given to your mentor as well.
* You must upload a signed Thesis Publication Release Form for a digital copy of the thesis to be archived in Elon’s Belk Library.

**Signature Page:**

* Below is a template for the thesis “signature page,” which also functions as a title page. This must have signatures from your committee. If you have your defense in person, all faculty can sign at that time. If you defend via Zoom, things are a bit more complicated. Faculty may use an electronic signature, but you can also have them print it out, sign, and scan. You will then include this as the first page of your PDF

**Formatting Details:**

* The thesis should use Times New Roman 12-point font.
* The left margin should be 1.5” so that there is enough room for binding. Top, bottom, and right margins should be 1”. Do NOT justify the right-hand margins.
	+ If you choose to print your thesis double-sided, you must ensure the inside margins are 1.5” for binding. If you write your thesis in Word, go to Layout, click on the arrow in Page Setup, change the Multiple Pages options from Normal to Mirror pages, then change inside to 1.5” and outside to 1”.
* Double-space the main body of the text. There are some exceptions, such as long quotations, the abstract, footnotes/endnotes, and the list of sources – consult style guide in your discipline.
* There should be page numbers. Pagination should begin with the main body of the text (not the prefatory materials like abstract or Table of Contents). Use your discipline’s style guide to determine where page numbers should be (top right vs. bottom center, e.g.).
* Documentation of sources and style should be in the accepted format of your discipline (MLA, APA, Chicago, etc.), unless those practices contradict the requirements below.
* Begin new chapters on a new page. There should be a title or chapter number at the beginning of each new chapter.
* Relevant images, charts, graphs should be included. Use a table of figures if appropriate for your discipline.
* For issues that are not mentioned here, please use a combination of your discipline style guide, your mentor’s advice, and/or common sense. The overall goal is clarity and professionalism in production.

**Order of Sections in the Thesis:**

(\* = required for all theses)

Title/Approval Page in Required Form (below)\*

Abstract (if desired, use discipline style/standards)

Table of Contents \*

Acknowledgements (if desired)

List of tables, figures, illustrations (if needed)

Preface (if desired)

Body of Text\*

Endnotes (if appropriate to discipline; otherwise footnotes)

Works Cited (or Works Consulted, Bibliography – use discipline style)\*

Appendices (if needed)

Title of Thesis: With Some Capital Letters

(do not put in all caps)

An Honors Thesis Submitted

in Partial Fulfillment of the Elon University Honors Program

By Your X. Name

Month, Year

Approved by:

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Name of Professor, Department (Thesis Mentor)

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Name of Professor, Department (Reader)

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Name of Professor, Department (Reader)