**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.
* 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:**

* This is your title page and must have signatures from your committee before your thesis is sent to the printer. The title page is 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)