Formatting an Honors Thesis

Unless directed otherwise by your committee chair, use the APA style for citation.

Content:
Beginning on page 2 of this handout, you will find figures 1-5, which will exemplify how some of the content pages should look.

- Blank Page
- Title Page (Lengthy academic works begin with a title page)
  1. Title Centered Between the 1” left and right margins
  2. Underneath the title, you will write: Submitted in partial fulfillment of the requirements for the degree_______
  3. Followed by your full name centered
  4. The month, the year of completion of the degree centered
  5. University of Arkansas centered
- Abstract Page (The abstract briefly describes your thesis.)
  1. Single Spaced
  2. No more than 350 Words
- Acknowledgements Page (acknowledge your committee chair, committee members, faculty members who have contributed to your work, the college, the university, your parents?)
  1. Double Spaced
- Dedication (optional)
  1. Double Spaced
- Table of Contents (TOC)
  1. Provides a guide to the reader in finding the information
  2. Provides the reader with an understanding of the scope and organization
  3. Use the same headings as the report
  4. Front matter (everything before the TOC) is numbered using lowercase Roman numerals (i, ii, iii, iv, v, etc.) The title page is not numbered
  5. Body of the document is numbered with Arabic numbers (1, 2, 3, etc.)
  6. List of illustrations will appear in the TOC for the figures and tables. List the figures first then the tables underneath the main TOC.
Figure 1

Title of Your Thesis

An honors thesis submitted in partial fulfillment of the requirements for the degree of

By

Your name
University of Arkansas, Fayetteville
Your Degree, year

Your graduation month and year
University of Arkansas
Figure 2

Abstract
There are two types of abstracts: 1) Descriptive abstracts describe the kind of information contained in the report. It does not report the major findings. Basically this type of abstract lists the topics of the thesis with equal emphasis to each topic. Descriptive abstracts take more space, so, for a thesis, a descriptive abstract may not be the best choice. 2) Informative abstracts provide the major findings and may contain some descriptive elements as well.

Your abstract should not be over 350 words, single spaced. Underneath the abstract, you will provide Key Words, listing the key words or phrases that will assist researchers in locating your work among other works in a database.
Figure 3
This honors thesis is approved for recommendation.

Thesis Director:

______________________________
His or her name typed out underneath his or her signature

Thesis Committee:

__________________________________
Name typed out underneath signature line

__________________________________
Name typed out underneath signature line

__________________________________
Name typed out underneath signature line

__________________________________
Name typed out underneath signature line
Figure 4

ACKNOWLEDGMENTS:
(You will thank the faculty and staff of the University of Arkansas. In addition, you will thank the faculty and staff of the Sam M. Walton College of Business.

Finally, you will thank your thesis director and any person who you feel has gone beyond the call of duty or who has contributed to your success.)
Figure 5

DEDICATION:
Text Format:

Again, use APA Style

Text

1. Clear Black Ink
2. 12 point Times New Roman, Arial, or Calibri

Headings should follow the APA guide: Headings organize your thesis according to content within each heading. Headings consist of five possible levels with 1 being the most important and 5 the least significant.

1. Heading 1—these headings are centered, Bold, 14-point font and are usually reserved for titles of works or titles of sections such as Methods, Results, and Discussion. Heading 1 may contain all uppercase letters or heading 1 may only use uppercase letters in the first letter of the first word.
2. Heading 2—Flush to the left margin, Bold, Size 12. Heading 2 are typically used for sections.
3. Heading 3—Indented, boldface or italics, and ends with a period.
4. Heading 4—Indented, boldface or italics, ends with a period and is part of the paragraph.
5. Heading 5—Indented, italicized, ends in a period and is a part of the paragraph.

Tables and Figures

1. Introduce table or figure in the text.
2. Place the table or figure near the appropriate text.
3. Refer to the figure or table by number and number all tables and figures
   a) Use Arabic numbers: Figure 1, Figure 2, Table 1, Table 2
4. Refer to the table or figure in your text and include the page number: Refer to Table 1 on page 5.
5. Title the figure or table: Figure 3. Business versus Academic Writing Characteristics
6. Figures contain legends and tables contain captions
   a) Legends explain symbols used in figures
   b) Captions are concise explanations of the figure and are placed directly below the figure

Margins and Pagination

1. 1” top/bottom/right/left
2. Pagination begins on the first page of the body; use Arabic numbers 1, 2, etc. and consistently put the number in top right, bottom right, or top middle, or bottom middle. To begin pagination on other than the first page, refer to the instructions “Beginning Pagination after First Page” on page 10-11.

Spacing

1. All text within the body is double spaced.
2. Bibliography will be single spaced within an item but double between each entry.
3. All lengthy quotations are block quotes and single spaced.
Footnotes

1. Use the word function for creating footnotes (see below example).
2. Footnotes should not be used to explicate information that cannot be explained within your text.
3. Footnotes are used to provide additional information or acknowledge copyright permission information.

Using the foot note option in Microsoft Word

1. **Left** click on the word, phrase, or sentence you wish to provide foot note information.
2. Click on the Reference option at the top of your document.
3. Open Dialogue Box.
4. Choose Footnotes, Bottom of page, Number format, and then Insert.
5. To insert foot notes after the first set up in your document, left click information to note and click next foot note.
Beginning Pagination after First Page

1. Insert the cursor on the page of the document in which you want to begin page 1

   Click here

   ![This is the page I want to begin numbering with 1](image)

2. Click on Page Layout in the Page Setup Group, click breaks, then on continuous.

   ![Section Breaks](image)
3. Go to the Insert Tab located in the Header and Footer group then click on Page Number. Choose where you want the page number to appear on your document.

4. On the Header Footer Design Tab, click to remove the Link to Previous.

5. Go up one page and click to delete the page number from either the header or footer. There will be no page numbers on the pages previous to where you began the page numbers for your document.