

Please utilize the following thesis format guidelines for preparation of the final document.

At least five copies of the final document must be submitted, following successful defense of the thesis. The defense must be completed no later than March 15. The final copies of the thesis must be received no later than April 15. Copies should be printed as originals, in color, signed by student author and members of the defense committee. An electronic copy (pdf) must also be submitted to the dean.

All copies of the thesis should be assembled with clip or rubber band (not stapled or bound).

#### **A. Paper and Quality of Document**

1. Use white, good quality 8 ½ by 11" paper.
2. Do not use colored inks except for special diagrams, photos, charts, etc.
3. All errors must be corrected for the final draft.
4. Graphs and pictures should be embedded and suitably labeled within the body of your text.

#### **B. Text Formatting**

1. Times New Roman is the preferred type face with twelve point font.
2. All text and quotations are double spaced throughout the document (unless otherwise required by your discipline).
3. Footnotes and labeling for graphs and figures are single spaced and may be reduced to 10 point.
4. Use one inch margins for all margins except for the left-hand margin.
5. For the left-hand margin, leave 1.5 inches to allow for binding.
6. All footnotes, endnotes, graphs and illustrations must follow margin requirements as well.
7. All graphs, pictures etc. should be carefully checked for quality. Do not use poor quality photocopies for any of your illustrations, since they mar the appearance.
8. Page numbers appear preferably on the top, right hand corner or on the bottom, middle to allow for binding. They should be numerals throughout except for the preliminary pages, which are numbered with small roman numerals.

#### **C. Format for Chapters, Heading and Subheadings**

1. The thesis is divided into individual chapters, and chapters are divided into specific, clearly labeled sections which are numbered consistently.
2. Headings for chapters should be bold faced and may be slightly larger type (14 point).
3. Subheadings should follow a consistent format and numbered for clarity.
4. Use of bold face and italics will help to vary the headings and make the level of the subheading clear to the reader.
5. Use headings that clearly follow a detailed outline of your thesis, and lead the reader through your research.
6. A subheading at the bottom of a page must have at least two full lines of type below it. Otherwise, the heading should start on the next page.

## **Preliminary Pages of the Thesis**

Preliminary pages should be numbered with small Roman numerals. Format headings should appear centered in bold-faced capital letters approximately 2 inches from the top of the page.

Preliminary pages should be included in the following order:

1. Title Page
  - Choose a clear title which indicates the subject to be discussed and contains key words that tell the reader what to expect in the paper
  - Thesis title font should be Times New Roman 14 bold; all other title page text should be Times New Roman 14 point plain
  - Identify Nova Southeastern University, Farquhar Honors College, and your academic college
  - Your name and the name of your faculty thesis adviser(s)
2. Signature Page
  - Includes space for your signature, your faculty adviser(s), the relevant academic college dean, and the Dean of the Farquhar Honors College
3. Preface (Narrative)
  - This part of the thesis is the narrative of your experience, which was completed as part of your off-campus report
  - The narrative may include some of the following: how you decided on the project, where you went, under whose guidance you worked, what you did and saw there, and what you learned from the experience
4. Abstract
  - Should be a brief outline (350 to 300 words or fewer) of the entire thesis, indicating previous research, purpose of your project, findings and their implications
  - If your abstract is highly technical, include in your thesis a more general abstract, designed for an intelligent layperson
  - The abstract should be included as the outline of your paper at the beginning of your introduction
5. Acknowledgments
  - Thank various people who have helped you during the research, or in any aspect of the project from start to finish
6. Table of Contents/Outline
  - The table of contents should include detailed headings that provide an overview of the work
  - It should be an outline, which includes not only the major headings but also the subheadings, so that the reader can get an overview of the research by reading the table of contents
  - A thesis with no or very few subheadings is not acceptable
7. List of Tables and Figures
  - Include the number of the table/figures and its caption

## **Thesis Body** (Number using Arabic numerals)

### 1. First page of thesis

- Repeat the title, several lines down from the top of the page, as in the chapter beginning of a book to signal the beginning of the actual text
- Pages are numbered, starting with page one on the first page
- Place numbers in the middle bottom, or on the upper right so that they will not disappear when the material is bound

### 2. New chapters

- Should start on a new page after the conclusion of the previous chapter
- Chapter heading should be clearly indicated by bold faced caps
- Place heading one or two lines from top of page to signal new beginning

### 3. Individual Headings

- Individual headings should be consistently numbered throughout and should correspond to the outline presented in the table of contents
- All subheadings should be in the table of contents with a page reference given

## **Appendices**

Appendices contain supplementary illustrative materials, original data, and quotations too long for inclusion in the text. They are separated from previous material by a cover sheet with the heading APPENDIX OR APPENDICES (Plural form), centered. Appendices may be divided into APPENDIX A, APPENDIX B, etc., depending on the type and amounts of material used. Each appendix with its title should be listed in the table of contents. Tables and figures in the appendices must be numbered, captioned, and listed in the List of Tables and List of Figures in the preliminary pages of the thesis.