

Honors Thesis Formatting Guidelines

Farquhar Honors College | Nova Southeastern University

Please follow these formatting guidelines when preparing your honors thesis.

- **A draft of your thesis** must be submitted no later than **October 5 or March 5** of your final semester
- **The oral defense** must be completed no later than **October 15 or March 15** of your final semester.

Once you submit the first draft of your thesis, you'll receive formatting feedback and editing suggestions. You should only collect signatures for your thesis after we approve the formatting of your first draft. The **final draft of your thesis**, including your completed signature page, should be submitted electronically no later than **November 15 or April 15** of your final semester.

A. Dimensions and Quality of Document

1. Format your thesis on white, 8 ½ x 11" paper.
2. Review and correct all errors for the final draft.

B. Fonts

1. Use an easy-to-read font, preferably Times New Roman, in size 12.
2. Use black font for all text. Color may be used only for special diagrams, photos, charts, etc.

C. Spacing

1. Double-space all text and quotations throughout the document (unless otherwise required by your discipline).
2. Single-space footnotes and labels/captions for graphs and figures; font for footnotes and captions may be reduced to size 10.

D. Margins

1. Use 1-inch margins for all margins except for the left-hand margin.
2. Use a 1.5-inch margin for the left-hand margin to allow for binding.
3. All footnotes, endnotes, graphs, and illustrations must follow margin requirements as well.

E. Page Numbers

1. Place page numbers on the top, right-hand corner, or on the bottom, middle to allow for binding.
2. Page numbers should be in the same font as the rest of the thesis text.
3. All pages must be numbered, except for the title page. The title page is page "i," but it shouldn't be labeled.
4. Preliminary pages should be numbered using small roman numerals (i, ii, iii, etc.).

5. The remaining pages of your thesis should be numbered using Arabic numerals (1, 2, 3, etc.).

F. Chapters, Headings, and Subheadings

1. The thesis should be 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 (up to size 14).
3. Each chapter should begin on a new page.
4. Subheadings should follow a consistent format and be numbered for clarity.
5. Use boldface and italics to help vary the headings and make the level of the subheading clear to the reader.
6. Use headings that clearly follow a detailed outline of your thesis and lead the reader through your research.
7. A subheading at the bottom of a page must have at least two full lines of type below it. Otherwise, the subheading should start on the next page.

G. Tables and Figures

1. Must adhere to the margin requirements.
2. Must include a number, title, and caption.
3. Check all graphs, pictures, etc., for quality. Do not use poor-quality photocopies of any of your illustrations, since they mar the appearance.
4. All tables and figures should be included in the List of Tables and Figures.

Preliminary Pages of the Thesis

Number pages using small roman numerals (i, ii, iii, etc.)

Preliminary pages include the Title Page to the List of Tables and Figures. Headings for each section of the preliminary pages should be centered and boldfaced.

Preliminary pages should be included in the following order:

1. Title Page

- a. Choose a clear title that indicates the subject to be discussed and contains keywords that tell the reader what to expect in the paper.
- b. The title of your thesis should be bolded and in Times New Roman size 14 font; all other title page text should be in Times New Roman size 14 font but not bolded.
- c. Identify Nova Southeastern University, Farquhar Honors College, and your academic college.
- d. Include your name and the name of your faculty thesis adviser(s).

2. Signature Page

- a. Please note that you should only collect signatures after receiving formatting approval for the first draft of your thesis.
- b. Include spaces for your signature and the signatures of your faculty adviser(s), your academic college dean, and the dean of the Farquhar Honors College.
- c. See the last page for how to collect signatures.

3. Preface

- a. This part of the thesis is the narrative of your experience.
- b. The narrative may include 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

- a. Should be a brief outline (350 to 300 words or fewer) of the entire thesis, indicating previous research, the purpose of your project, findings and their implications.
- b. If your abstract is highly technical, include in your thesis a more general abstract, designed for an intelligent layperson.

5. Acknowledgments

- a. Thank various people who have helped you during the research process, or in any aspect of the project from start to finish.

6. Table of Contents

- a. The table of contents should include headings and subheadings and their page numbers to provide an overview of the work.
 - i. A thesis with no or very few subheadings is not acceptable.
- b. You do not need to include the preliminary pages in the table of contents.

7. List of Tables and Figures

- a. Include the number, title, and page number of your tables and figures.

Thesis Body

Number pages using Arabic numerals (1, 2, 3, etc.)

1. First Page of the Thesis

- a. Repeat the title, several lines down from the top of the page to signal the beginning of the actual text.
- b. This page should be numbered as "1," with all subsequent pages numbered accordingly.

2. Chapters

- a. Each chapter should start on a new page after the conclusion of the previous chapter.
- b. Chapter headings should be boldfaced.

- c. Chapter headings and subheadings should be consistently numbered throughout and should correspond to the outline presented in the table of contents.

Appendices

Appendices contain supplementary illustrative materials, original data, and quotations too long to include in the text.

- Appendices should be preceded by a cover sheet with the title "APPENDIX" (or "APPENDICES if multiple) centered in the middle of the page.
- 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 Figures in the preliminary pages of the thesis.

Collecting Signatures

Signatures should be collected after you've formatted your thesis correctly following the guidelines above and received approval for your formatting from the Honors College. You may collect signatures either by

1. Physically circulating the signature page and collecting signatures from the required parties, then scanning the signature page and inserting it into your digital thesis.

OR

2. Using DocuSign to solicit digital signatures.