

HOW TO PREPARE YOUR THESIS

Students should format and organize their thesis based on the Honors College Guidelines:

Your thesis must include:

- a title page using the formatting for a [department honors thesis](#)
- an abstract.
- double-spaced text, unless specific formatting requires otherwise. 1.25-inch left margins, and 1-inch right, top, and bottom margins.
- a minimum of 10 pages of written content.
- properly formatted citations using a citation style that is appropriate for your discipline. Most importantly, once you choose a reference style, you should be consistent in your application.

Schedule your thesis defense (OPTIONAL for students doing departmental honors only):

- If your thesis advisor requires a department honors thesis defense, you and your thesis advisor are responsible for scheduling your thesis defense on a date and time agreed upon by your thesis committee (thesis advisor and second reader) prior to its final approval. Notice of the defense should be given at least one week prior to its date, along with providing a copy of the thesis to the committee for review in advance. The defense should be scheduled at least one to two weeks prior to the last day of regular classes to allow time for any recommended changes or additions requested by the committee upon completion of the defense. The defense itself typically consists of a 15-30 minute presentation, followed by questions, subject to the requirements of your thesis advisor.

Follow directions in the Suggested Timeline for Department Honors regarding submitting your thesis.