

HOW TO PREPARE YOUR THESIS

Department of Government and Justice Studies Honors Program

- **Title Page.** All honors theses, regardless of form, must include a title page arranged in the prescribed manner with all the pertinent information and required signatures. A sample for how the title page should be prepared is located here: <http://gjs.appstate.edu/academics/honors-program>

It is imperative that you follow these directions precisely, as theses with incomplete or inaccurate title pages will not be accepted. If you are completing University honors as well as departmental honors, you must use the template available on the Honors College website.

- **Abstract.** All theses must include an abstract.
- **Spacing and Margins.** All text should be double-spaced, unless specific formatting requires otherwise. All margins should be at least one inch on all sides. Charts, graphs, photographs, or other illustrations should also have proper margins.

Schedule Your Thesis Defense (Optional for students doing departmental honors only)

In conjunction with your chair, you are responsible for scheduling your thesis defense on a date and time agreed upon by your thesis committee (director 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.

Submit Your Final Thesis to the Departmental Honors Director

If you are only completing a departmental thesis:

In the last couple of weeks of the semester, you must set an appointment to meet with the Departmental Honors Director, Dr. Ellen Key. Email her at keyem@appstate.edu to arrange this appointment, and include a phone number where she can reach you in the email. **This meeting must occur no later than the last regular day of classes in the semester in which you are completing the thesis.**

You must bring these items to your appointment with Dr. Key:

1. A digital copy of your thesis on a thumb drive. Be certain that the copy you submit is the final, complete version of your thesis, including the title page and abstract, with all errors corrected. All of this must be contained in a single .pdf file. The .pdf file must be saved as LAST NAME_FIRST NAME_THESIS (using your last and first names).
2. A completed, digital copy of the index form, available at <https://gjs.appstate.edu/academics/honors-program>
3. A completed hard copy of the release form for NC-Docks, available at <https://gjs.appstate.edu/academics/honors-program>
4. A hard copy of your title page with the signatures of your thesis committee.
5. Dr. Key will then sign the thesis and submit it for digital archiving on NC-Docks.

If you are an Honors College student completing a combined departmental and university honors thesis:

Please see the Honors College web site for the procedure to turn your thesis in to them: <https://honors.appstate.edu/academics/thesis>