

DEPARTMENTAL HONORS – Union College
General Format Specifications

3. General Format: Your thesis should be formatted so that the primary text is double spaced, is on a white background, and may be printed out (if necessary) on 8-1/2" x 11" paper. If your department also requires a printed copy, it must be submitted on good grade white paper. The left-hand margin should be 1-1/2" wide, all other margins at least 1". If your thesis involves charts, graphs, or other displays, be sure that the bottom of the chart is aligned either with the bottom of the page or the right-hand edge of the page.

4. Electronic File Format: Instructions regarding how to name your electronic thesis file(s) and how to format them for submission to the library are available library's web site in the document **Honors Thesis Electronic Format Specifications** [<http://www.union.edu/library/how/projects/honorstheses/electronicformat.pdf>].

5. Pagination: All prefatory material including the title page, abstract, preface, table of contents should be numbered in lower-case roman type (i, ii, iii, etc.). Arabic numerals (1, 2, 3, etc.) should be used from the first page of your text all the way to the end, including any appendices, bibliography and illustrations.

5. Title Page: Strict adherence is required to the form of the title page illustrated in the sample posted on the Schaffer Library website **Sample Title Page and Abstract** [<http://www.union.edu/library/how/projects/honorstheses/sample.pdf>]. Information on the title page should use upper and lower case as indicated and include the name of the author, title, date (year) of graduation, and name of the department(s) or program(s) for which the thesis was written. For department or program names, use the form given in the Union College *Academic Register*. If you use a running title or "header" that is different from your main title, please also include it on the title page as indicated.

6. Footnote and Bibliography form: Consult your thesis advisor and the department for their requirements.

7. Title: A good title or subtitle ought to give a casual browser a fair idea of the nature of the material in the thesis. Clarity, rather than a provocative imagination, is the virtue here. Avoid fancy or mysterious titles which do not give a good idea of the contents.

8. Abstract: You will be required to submit an **Abstract** (not to exceed **250** words) which summarizes the procedure and findings of your thesis and lists your advisor(s) as illustrated in the **Sample Title Page and Abstract** [<http://www.union.edu/library/how/projects/honorstheses/sample.pdf>]. The abstract should immediately follow the title-page of your thesis. **A copy of the abstract and title page**, separate from the thesis itself, should accompany the thesis when it is given to the department secretary. This copy will be kept in the office files.