

HONORS THESIS

Congratulations! Your senior Honors Thesis will be, no doubt, the culmination of several months of hard work; it deserves to be presented properly to the academic community. Your thesis advisor can acquaint you with the proper scholarly forms for this kind of paper, and what follows may duplicate much of the advice you have already been given.

Please be aware, however, that College policy is that your thesis will become part of the permanent record of student honors work preserved in its archive in Schaffer Library. Beginning in the spring of 2008, the Library also began collecting honors work in electronic rather than printed form. With the permission of thesis authors, the Library has also begun making thesis work available for access on a site managed by Union College. The Dean of Faculty's Office therefore calls your attention to the following submission requirements. **Please read these regulations carefully.** Each year, some students suffer needless aggravation because they have not taken seriously, for example, the rules for title pages, abstracts, pagination, form and date of submission. Should you fail to satisfy all specified requirements in a timely manner, you **will not qualify** for honors thesis status. Therefore, a careful reading now of these regulations can save you embarrassment later.

1. **Self-Submit:** As of 2018, all theses will be self-submitted by students into Union College's [Institutional Repository](#).
2. **Permission Form:** The department administrative assistant will require, at the time you submit your final thesis, a printed and signed copy of the current year's Union College [Honors Thesis Permission Form](#). Forms are available in departments as well as on the library website along with guidelines for [How to Choose an Internet Access Option](#). You should discuss the access options with your advisor, who also needs to sign the permission form. If you complete two different theses in two different departments, you will need to submit two permission forms. If you complete a single thesis for two different departments, you only need to submit one permission form.
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. 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 thesis file(s) and how to format them for submission are available on the library's web site in the document [Honors Thesis Electronic Format Specifications](#). This file should **have no restrictions or security implemented**. When saving your file to PDF format, select the "reduce file size" option to optimize storage.

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 to the form of the title page illustrated in Appendix A of these instructions is required. Information on this 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 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 Appendix B. The abstract should immediately follow the title-page of your thesis. The abstract and keywords of your choosing will be used to increase discoverability when submitting the electronic version of your thesis in Union | Digital Works.

9. **Submission:** The permission form should be presented to your department administrative assistant. Once this is complete, self-submit the thesis directly to Union | Digital Works. Full submission procedures are explained online at the library’s website in the document [Honors Thesis Submission Procedures for the Library Copy](#). The process is not complete until you have submitted all of the following items:
 - Printed and signed Union College Honors Permission Form(s)

10. **Binding the Thesis:** The Library can provide you with contact information for bookbinding firms if you wish to retain a copy of your thesis in a hard-cover binding.

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Please note: Papers that are late, incomplete, or that do not fulfill the form outlined in these instructions cannot be considered in time for recognition on the Commencement Program, on the transcript, or potentially in the College archives and Institutional Repository.

Appendix A: Sample Title Page Format

Running Title: Tale of a Tub Sources

Literary Sources of
Jonathan Swift's *Tale of a Tub*

By

Winken Blinken Nod, Jr.

* * * * *

Submitted in partial fulfillment
of the requirements for
Honors in the Department of [give name as listed in the *Academic Register*]

UNION COLLEGE

June, 201__

Appendix B: Sample Abstract I

ABSTRACT

PANGIE, CAROLINE The site of action of 6-methoxybenzoxazolinone: A plant compound which stimulates ovarian growth in the presence of pituitary hormones. Department of Biological Sciences, June 1997.

ADVISOR: [give advisor(s) name(s) here]

The non-estrogenic, naturally occurring plant compound 6-methoxybenzoxazolinone (6-MBOA) has been shown to stimulate reproduction in the laboratory rat. Previous work by Butterstein et al. suggested that 6-MBOA worked at the hypothalamic-hypophyseal complex. This study will examine the possibility that, under appropriate conditions, 6-MBOA may act directly at the level of the gonad to stimulate reproduction.

In the first experiment, five groups of female rats were hypophesectomized at 25 days of age and implanted with DES capsules. Two of these groups served as controls, while the others received five subcutaneous injections at 12 hour intervals of 6-MBOA, FSH or 6-MBOA and FSH together. On day 32 all animals received 10 IU hCG and on day 33 autopsies were performed. Ovarian weights increased in animals that received DES, and DES and FSH together. The most remarkable increase, however, was seen in animals implanted with DES that received both 6-MBOA and FSH. Histological assays of the ovaries showed a greater number of mature follicles in animals treated with 6-MBOA and FSH as compared to animals treated with FSH alone.

When 3 IU PMSG was administered to 6-MBOA treated animals, significantly larger ovarian weights were recorded than for animals receiving PMSG alone. When 6 and 10 IU PMSG were used in conjunction with 6-MBOA, ovarian weights increased slightly compared to animals treated with PMSG alone.

Appendix B: Sample Abstract II

ABSTRACT

PHILLIPS, MELINDA Mexican Political Philosophy: A study of ideology. Departments of Philosophy and Political Science, June 1997.

ADVISOR: [give advisor(s) name(s) here]

This thesis explores the derivation of ideology and the motivations of those who promote ideology in Mexico. Two prominent theories of the social determinants of ideology provide two different and valid interpretations. The strain theory suggests that ideology is used to lessen the contradictions inherent in society. The interest theory argues that ideology is a mask or a weapon by which people pursue power and their own interests in society. While these two theories are not mutually exclusive, they do emphasize different elements in the Mexican political system.

In an attempt to avoid ethnocentric conclusions, these two interpretations are proposed and discussed, and later reviewed to determine any bias that may be inherent within the interpretations themselves. While the two theories do assume a different emphasis in the motivation of ideology, it is possible to use both as valid interpretations of the motivation of ideology, and also allow one to draw descriptive, but not normative, conclusions about the Mexican political system.