

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. The Library will continue to maintain preservation copies of theses (made from the electronic originals). These files will remain available for consultation in the library. With the permission of thesis authors, however, the Library has also begun making thesis work available on a restricted site online. The Dean of Faculty's Office therefore calls your attention to the following submission requirements. **Please read these regulations carefully.**

1. **Number of copies:** The secretary of the department will require an electronic version of your thesis for submission to the Library. You will probably desire to keep a copy for yourself, and your department may want one too. Check with your thesis advisor about the number of additional copies you should provide and in what format.
2. **Permission Form:** The secretary will also 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** <http://union.edu/library/pdfs/honors-theses/permission.pdf> Forms are also available in departments. 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. 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 on the library's web site. <http://union.edu/library/pdfs/honors-theses/electronic-format.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 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.**
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.
8. **Abstract:** You will be required to submit an **Abstract** 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. **If required by your department, 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.
9. **Submission:** The thesis and accompanying material should be presented to your department secretary who will then forward the electronic thesis and permission form to the Library. Full submission procedures are explained online.
<http://www.union.edu/library/pdfs/honors-theses/submission.pdf>

The process is not complete until you have submitted all of the following items:

- **Electronic copy of your thesis**
 - **Printed and signed Union College Honors Permission Form(s)**
 - **Copy of the title page and abstract, in the form required by the department**
 - **Paper copy of thesis, if required by the department**
10. **Binding the Thesis:** If you or your department wishes to retain a copy of your thesis in a hard-cover binding, you must make your own arrangements for that service. The Library can provide you with contact information for bookbinding firms.

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 thesis web site online.

Do not submit your thesis and permission form directly to the Library. The Library will accept depository copies only when they are transmitted by the department secretary.

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, 20__

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.

Our second experiment involved immature, intact female rats. Half of these animals received 6-MBOA. All animals received pregnant mare serum gonadotropin (PMSG) treatment in varying doses. When 3 IU PMSG was administered to 6-MBOA treated animals, significantly larger ovarian weights were recorded than for animals receiving 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.