

Requirements of the Honors Program

The Honors Program does have requirements regarding the format of the completed thesis or project:

1. A thesis should adhere consistently and correctly to a documentation style appropriate for the field of study -- following, for example, such style manuals as those of the MLA, APA, or the University of Chicago. Whatever documentation style a student uses, a bibliography or Works Cited page MUST be included.
2. An honors creative project must be in "greater depth" than the general departmental requirements. For example, a student may plan a recital, research and write program notes and arrange for publicity; or, a student may exhibit her own artwork, write a statement describing her sources of artistic inspiration and design a catalog to distribute to those attending the exhibit. Completion of a standard senior recital or art exhibition designed to meet graduation requirement does not constitute a creative project. Whatever the format of the creative project, a bibliography or a Works Cited page MUST be included.
3. There is no absolute requirement regarding length of an honors thesis; however, excellence in research and writing is expected. This should be the best project the student has submitted during her academic career and may well serve as an entree to graduate study. The thesis should require more effort than a typical term paper and less effort than a typical master's thesis.
4. A student will NOT be allowed to graduate as an Honors Scholar unless PRINTED and DIGITAL copies of the completed thesis or written component has been submitted to the Honors Director by the last day of senior exams for permanent housing in Carlyle Campbell Library. It must be free of errors in grammar and spelling. The digital copy must be in PDF format. The paper copy must be an unmarked original or an excellent copy printed on 100% cotton rag (or thesis paper). [Simply take it to the Copy center where the professionals will take excellent care of you.]
5. Students doing a creative project such as a recital, an art exhibit, or a video must submit paper and digital copies of explanatory text or description of the project and a bibliography or Works Cited page. Ideally, the student should submit an audio or video media file or photographs of the creative project to the Honors Director for housing in Carlyle Campbell Library. The library will bind the theses it receives; therefore, "instant immortality" is achieved for authors, whose names and works are listed in the library catalog. As Shakespeare said: "So long lives this, and this gives life to thee!"

General Formatting Information

1. The title page must include: (1) student's name, (2) thesis title, (3) requirement which the thesis fulfills, (4) date of submission to Honors Director, and (5) signatures of the thesis director, the honors student, and Honors Director. [Sample title pages](#) are included in this document.
2. Papers must be typed and free of error, double-spaced throughout, on one side only of standard-size (8½ x 11") white 100% cotton rag (thesis paper), with a "scholarly" font (Times

New Roman size 12 font is appropriate). The text should be double-spaced, except for blocked quotations, notes or footnotes, captions, legends, and long headings, which are to be single-spaced with a space between items.

3. Margins and font: Because of the binding the margins should be at least 1¼" on the left and no less than 1" on all other sides. Times New Roman, size 12 font is appropriate for the text, with footnotes or endnotes a minimum of size 10 font. The only exceptions to the 1" top margin rule are the Title page, abstract, first page of the preface (if any), first page of the Table of Contents, and the first page of each chapter (including the Introduction, if any), all of which begin 2" from the top of the page.
4. The documentation style (APA, MLA, etc.) should be standard for the discipline and consistent throughout the paper. A bibliography, a reference list or a Works Cited page MUST accompany all honors theses and creative projects.