HONORS THESIS FORMAT GUIDELINES

1. Title Page: Develop a title page that includes:
· Title
· Student's name
· Email
· Graduation date
· Major(s)
· Faculty Thesis Advisor's name
· Department and College

2. Advisor Signature Approval Page: Have your advisor sign the *Advisor Signature Approval Page* and place it directly after your title page.

3. Abstract: Include your two-page abstract after the approval page. Write it in language that a general academic audience can understand.

4. Table of Contents: Develop a table of contents that guides the reader to the various sections of your paper.

5. List of Figures and Tables: If two or more figures or tables appear in the main body or your paper, you should include a list of figures/tables after the Table of Contents.

6. Main Body of Paper: There is a 25-page minimum for the thesis, which must be printed as double-spaced single-sided pages. The numbering of the thesis pages is determined by the style guide used. The paper should have one-inch margins, and be typed using 12-point font. All papers must be written in English. You should carefully proofread your paper so that there are no spelling or grammatical errors.

7. Appendix: If your thesis involves any type of external materials (pictures, figures, survey instruments, interview questions, tables), include them in the appendix. All of your appendix materials should be typed.

8. Binding: One hard copy of your thesis must be submitted to the Honors College. To bind your paper, go to the Pace library or a copy center. Your name and thesis title should be clearly visible on the title page according to the above guidelines. The Honors College will keep the copy. If you wish additional copies for your advisor or for personal use, please plan accordingly.

9. Submitting your thesis to the Digital Commons: The Pace University Library has set up a digital institutional repository where your thesis may be preserved for posterity and showcased to the larger community outside of Pace. In order to have your work published in the Digital Commons, you must submit it in electronic format to the Honors College in Word or PDF format. You must also complete a permission form (available on the Honors College website or in the Honors Office). Please refer to the form for specific instructions.

Thesis Writing Style and Reference Manuals
PLEASE CONSULT WITH YOUR FACULTY THESIS ADVISOR

Art
MLA Handbook.

Biology
CBE Manual and Day, How to Write and Publish a Scientific Paper.

Chemistry
Journal of American Chemical Society yearly issue and Handbook for Authors of Papers in Journals of the American Chemical Society.

Computer Science
See your advisor.

Economics and Business
See your advisor.

English
MLA Handbook.

Modern Languages
Turabian, A Manual for Writers of Term Papers, Theses and Dissertations (most recent edition).

History
Chicago Manual of Style (most recent edition).

Mathematics
See your advisor.

Performing Arts
MLA Handbook, Chicago Manual of Style.

Philosophy
See your Advisor.

Physics
See your Advisor.

Political Science
American Political Science Review.

Psychology
Publication Manual of the APA (most recent edition).

Sociology/Anthropology/Criminal Justice
Publication Manual of the APA (most recent edition)