Guidelines for Preparing an Honors Thesis in the Department of Political Science

SUBMISSION AND BINDING

The original and one (1) copy of the completed and successfully defended thesis are to be submitted by the student to the Bartle Library Circulation Desk, along with a payment of $10.00 for each personal copy of the thesis a student wishes to have bound at the Library. The Library retains the original copy of the bound thesis and the Department of Political Science receives one bound copy.

The original and each copy (or copies) must be submitted in separate envelopes or folders with the student’s name and the word “thesis” on the outside of the envelope. The envelope or folder containing the original must have the notation “original” on the outside while any envelope containing a copy must have the notation “copy” on the outside.

Personal copies will be delivered to the Department of Political Science office, where they will be held for student pickup. If a student wishes to have copies mailed, he or she must advise the Department of Political Science office and submit a mailing fee of $5.00 for each copy to be mailed. Allow approximately eight (8) weeks for return of personal copies from the bindery.

Stephen Wright of Library Services (777 4921) is in charge of theses.

FEE INFORMATION

- Binding Fee: The library binding charge is $10.00 per personal copy of thesis. Payments must be made by check or money order only. No cash or credit cards can be accepted. Binding fees are paid to the Library.
- Mailing Fee: The mailing fee is $5.00 per copy to be mailed. Checks for that purpose must be made payable to Foundation Account 50330. Mailing fees are paid to the Department of Political Science

MANUAL OF STYLE

Students must use the Style Manual for Political Science (Revised Edition 2001) published by the American Political Science Association.

PAPER QUALITY

The original of the completed and approved thesis must be prepared on 8 ½ x 11 white bond paper (25 percent cotton content). The paper used in the laser printers at the University Copy Center is acceptable. Copies may be high quality photocopies.

SEQUENCE OF PAGES

1. Title Page
2. Copyright Page
3. Signature Page
4. Abstract
5. Dedication
6. Acknowledgements
7. Table of Contents
8. List of Tables
9. List of Figures
10. Body of Manuscript
11. Bibliography
TITLE PAGE (REQUIRED)

- Center all lines on the page.
- Place the title on the tenth line from the top of the page.
- Use all capital letters for the title.
- Underline only words that would appear in italics.
- Single space if the title requires two lines.
- Double space if the title requires more than two lines.
- Use inverted pyramid form, dividing lines by thought groups if possible, if the title requires more than one line.
- Type the word BY in capital letters thirteen lines below the title.
- Type the author’s full name in capital letters two lines below the word BY.
- Type the word THESIS in capital letters eighteen lines below the author’s full name.
- Type the submission statement two lines below the word THESIS. (See sample title page for the submission statement.)

COPYRIGHT PAGE (OPTIONAL)

- If a copyright page is desired, it should appear as an unnumbered page immediately following the title page.
- Type “© [YEAR] by [STUDENT NAME]. All rights reserved” centered on the bottom of the page.

SIGNATURE PAGE (REQUIRED)

- Single space.
- Centered on the page:
  - Type the acceptance statement 25 lines from the top of the page. (See sample signature page for the acceptance statement.)
  - Type “Honors Thesis [MONTH YEAR]” three lines below the last line of the acceptance page.
- Left-justified on the page:
  - Type “Committee Members” three lines below.
  - Insert signature line five lines below.
  - Type the full name and academic rank of the Honors Thesis Committee Chair one line below, followed by “Honors Thesis Committee Chair” on the same line.
  - Type “Department of Political Science” one line below.
  - Insert signature line five lines below.
  - Type the full name and academic rank of the second Honors Thesis Committee member one line below
  - Type the name of the second Honors Thesis Committee member’s department one line below.
  - Insert signature line five lines below.
  - Type the full name and academic rank of the third Honors Thesis Committee member one line below.
  - Type the name of the third Honors Thesis Committee member’s department one line below.

ABSTRACT (OPTIONAL)

- Double space.
- Type ABSTRACT in capital letters centered on the first line.
- Type the text of the abstract beginning on the next line.

DEDICATION (OPTIONAL)
• Double space.
• Type DEDICATION in capital letters centered on the first line.
• Type the text of the dedication beginning on the next line.

ACKNOWLEDGEMENTS (OPTIONAL)

• Double space.
• Type ACKNOWLEDGEMENTS in capital letters centered on the first line.
• Type the text of the acknowledgements beginning on the next line.

TABLE OF CONTENTS (REQUIRED)

• Double space.
• Type TABLE OF CONTENTS in capital letters centered on the first line.
• Type each chapter title, followed by the page number on which that chapter begins. (See sample Table of Contents.)
• Indented 0.5 inches, type each chapter subheading, followed by the page number on which that subheading appears. (Optional)

LIST OF TABLES (REQUIRED IF TABLES INCLUDED IN THESIS)

• Double space.
• Type LIST OF TABLES in capital letters centered on the first line.
• Type the table number, table caption, and page number on which the first table appears on the next line.
• Type the table number, table caption, and page number on which the second table appears on the next line.
• Etc.

LIST OF FIGURES (REQUIRED IF FIGURES INCLUDED IN THESIS)

• Double space.
• Type LIST OF FIGURES in capital letters centered on the first line.
• Type the figure number, figure caption, and page number on which the first figure appears on the next line.
• Type the figure number, figure caption, and page number on which the second figure appears on the next line.
• Etc.

BIBLIOGRAPHY (REQUIRED)

• Single space each bibliographic entry.
• Double space between each bibliographic entry.
• Type BIBLIOGRAPHY or REFERENCES or WORKS CITED in capital letters centered on the first line.
• Follow the bibliographic format provided in the Style Manual for Political Science (Revised Edition 2001) published by the American Political Science Association.

SPACING AND MARGINS

• Double space the text of the manuscript.
• Single space footnotes, the bibliography or list of references, tables and figure.
• Bibliographic entries must be separated by double spacing.
• Margins must be one inch on the top, bottom, and both sides.
• Begin each chapter on a new page, with a two-inch top margin.
• Justifying the copy at the right margin is optional.

PAGE NUMBERING

• Number each page.
• Page numbers may be centered at the top or bottom of the page, or may appear at the top right-hand corner.
• For the preliminary pages (title page through the list of figures), use lowercase Roman numerals (i, ii, iii, etc.).
• The title page counts as “i”, but the number does not appear.
• For the remainder of the manuscript, including all text, illustrations, appendices, and the bibliography, use Arabic numerals (1, 2, 3, etc).
• Numbering begins with “1” on the first page of text and runs consecutively to the end of the manuscript.
• Page numbers may fall within the one-inch top or bottom margins, but at least a one-half inch margin must remain between the page number and the edge of the page.

CORRECTIONS AND HANDLETTERING

• Corrections in pen or pencil are not acceptable.
• Hand lettering may be used for symbols, accent marks, and equations, if necessary.
• Use only a fine-point pen with black ink.

ILLUSTRATIVE MATERIALS

• Full-page (8 ½ x 11) photographic prints are acceptable.
• Smaller photos must be mounted with dry-mounting tissue on the same size and quality paper used for the manuscript. Rubber cement or cellophane tape is unacceptable for affixing photos.
• Good quality photocopies from original photographs, copied onto the same paper used for the text, are acceptable.

TABLES AND FIGURES

• Tables and figures must conform to the same margins as the text.
• Oversized computer-generated tables can be reduced and photocopied onto bond paper for inclusion in the original.
• If a table or figure must be placed broadside (horizontally on the page), the margins and page numbering location must be the same as on a regular page.
• Captions for tables and figures and page numbers must be in the same font as the body of the text.

CITATION FORMAT

• Citation format must follow the Style Manual for Political Science (Revised Edition 2001) published by the American Political Science Association.

PRINT QUALITY

• The manuscript must be clearly readable throughout the thesis.
• Print quality must be consistent throughout the thesis.
• All photocopies must be legible.