

Running head: SHORTENED TITLE

1

(1.5 inches)

Thesis Guidelines: The Title of Your Thesis Goes Here in Mixed Caps

(2.5 inches)

Tip: Go to view tab and turn your ruler on. Name should be exactly at 4 on the ruler.

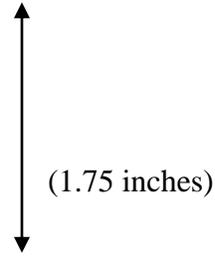
Your Name (CENTERED VERTICALLY)

(2.5 inches)

A Senior Thesis submitted in partial fulfillment
of the requirements for graduation
in the Honors Program
Liberty University
Fall 2018

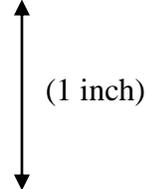
SHORTENED TITLE

2

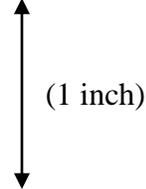


Acceptance of Senior Honors Thesis

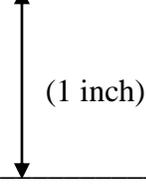
This Senior Honors Thesis is accepted in partial fulfillment of the requirements for graduation from the Honors Program of Liberty University.



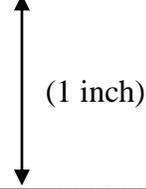
Professor's Name, Ph.D.
Thesis Chair



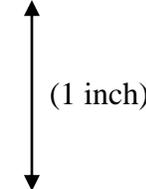
Professor's Name, Ph.D.
Committee Member



Professor's Name, Ph.D.
Committee Member



James H. Nutter, D.A.
Honors Director



Date

Abstract
(double space)

The abstract of a paper is a brief synopsis of your work, stated in 120 words or less.

Notice that the first line has no paragraph indentation. The abstract should give the reader a full perspective on the topic, beginning with a very short, one to two sentence literature review or background, proceeding through data collection procedures (if an empirical study was conducted) and ending with condensed versions of the results and conclusions.

If the abstract is more than one paragraph long, the subsequent paragraphs are indented. The writer should keep in mind that this is a very difficult portion of the paper to write because words must be chosen very carefully to convey the full content of the paper. For more information on writing an abstract, please refer to pages 25-27 in the *APA Publication Manual* (2010).

This thesis guideline attempts to encompass general procedures for producing the thesis. A generic time line is included to aid the student in consistently working towards the final product in hopes of avoiding undue stress near the end of the semester. Final document specifications are included as well.

Repeat the Title of Your Thesis Here in Mixed Caps

Before discussion of the content of the thesis, format guidelines need to be specified. This document is prepared according to the guidelines of the American Psychological Association (2010), which is recognized as the format choice in most graduate programs. Permission to write the thesis in another format, such as MLA (2010) or Turabian (2007), is acceptable when an email from the Committee Chair is submitted to the Honors Program (jhnutter@liberty.edu) at the beginning of the semester in which you are enrolled in Honors 495. Although the American Psychological Association (APA) specifies 1" margins on all sides (section 8.03), the Honors Program requests that the document have 1.5" margins on the *left side only*, to allow space for binding and a remaining 1" margin. Top, bottom, and right margins are to be *one inch*. Font and point size must be as follows: Times New Roman and 12-point font. The entire document is to be double spaced (including the references and any appendices) with the exceptions noted on the title page and signature page.

Headings within the thesis must follow APA guidelines as well. Listed below is a summary of APA headings (2010, p. 62):

Heading level	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>

down to the specific area to be investigated. Then, after a thorough discussion of the topic to be studied, the hypotheses would be stated. The second major section of the thesis would be the *Method* section. This includes subjects, apparatus, and procedures. The third section of the thesis would be the *Results*, to be followed by *Discussion*. References are in the last section of the document and are followed by *Appendices*. (Obviously, if the student is not conducting an empirical study, the above sections or headings would not be appropriate). The student needs to be aware of the amount of work required to produce a paper of this magnitude (25-page minimum) and quality. Generally, work must begin during the junior year and proceed through the summer. Upon return for the senior year, data collection should be complete, and writing of the thesis should be well under way.

Deadlines are firmly established by the Honors Program (See Appendix A), but the student should set his or her own in order to meet those of the Honors Program (December graduates should see Appendix for suggested time-line):

- The first draft needs to be to your chair by the first week in February (or September for December graduates). The chair needs ample opportunity to read and evaluate the thesis with you prior to the rest of the committee even seeing it.
- The second draft should be complete by the first week in March (or October) and given to both the committee chair and the other two committee members.

This will only save you time, since the thesis will be in better form when the committee members receive it. In effect, they will have the assurance that the thesis meets the approval (unofficial) of your chair. Now, if you are going to have the paper to your chair

by early February (or September), that means that you are going to have to come back from Christmas (or the summer) with most of the writing complete.

Assuming you have met the early March (or October) deadline, and have the thesis to your committee on that date, you should expect to meet with each committee member several times for further refinement and corrections. All of their recommendations must be incorporated and changes made within about three weeks, because you have to present a single, clean copy to your HONR 495 professor in early April (or November). In addition to this clean copy, you need all of your signed signature pages turned in at this time also.

Signature Pages

Signature pages must be on 20 lb. bond paper (with a water mark) on which you will produce the final copies of the thesis. Again, the copy of the thesis that you turn in to your HONR 495 professor in early April (or early November) is on regular, white copy paper, but the Signature pages must be on the 20 lb bond. You should have five original signature pages (two extra) all with original signatures (in other words, you cannot photocopy signature pages).

Appendix A

Time Line for Thesis Preparation

May Graduates

First Semester, Junior: begin selection of thesis chair by informal discussion of topics
with professors

Second Semester, Junior: Thesis Proposal due

March: select chair, topic and establish time line

April: select committee; discuss thesis proposal and their participation

Summer: Data collection and/or literature search.

Begin writing. Outline for chair by September

Fall, Senior year:

September: Go over data/progress with chair, set up monthly meetings

November: Final meeting with chair prior to semester end. Meet with
committee members to update them on progress and ask for
feedback

Spring, Senior Year:

February (1st week): **First Draft** to thesis chair

March (1st week): **Second Draft** to committee & thesis chair

April (1st week): **Third Draft** due to Honors Director (with *signatures*)

April (4th week): **Final Draft** due to Honors office; submit receipt

Appendix B

Time Line for Thesis Preparation

December Graduates

First Semester, Junior: begin selection of thesis chair by informal discussion of topics
with professors

Second Semester, Junior: Thesis Proposal due

October: select chair, topic and establish time line

November: select committee; discuss thesis proposal and their participation

Winter: Data collection and/or literature search.

Begin writing. Outline for chair by September

Spring, Senior year:

February: Go over data/progress with chair, set up monthly meetings

April: Final meeting with chair prior to semester end. Meet with
committee members to update them on progress and ask for
feedback

Fall, Senior Year:

September: **First Draft** to thesis chair

October: **Second Draft** to committee & thesis chair

November: **Third Draft** due to Honors Director (with *signatures*)

Late November: **Final Draft** due to Honors office (with mailing
instructions)

Thesis Paper

Type of paper for HONR 495 Thesis:

- **Southworth (popular brand but any will do), white, 20 lb. watermarked, 25% cotton paper.**
- Where to buy: Staples or OfficeMax or Amazon

Options for Printing (do not print until you have PERMISSION TO PRINT):

1. You can print at Staples or another outside source. You should save your document as a PDF to retain formatting.
2. You can purchase your paper and print in a Computer Lab or the printing station near the Honors Office. You might be requested to provide paper packaging indicating laser copier compatibility. Bring paper and packaging (or if sharing paper, proof in the form of a picture of packaging on your phone) to the Computer Lab attendant and he/she will load the paper for you.

The Binding Process

The Honors Program uses a bindery in Brown Summit, NC for hard binding purposes.

The course fee includes the cost of three hardbound copies—one for the Honors Program, one for you, and the thesis chair (unless the chair prefers an electronic copy). If the chair does not want a bound copy, you can elect to only print two copies or have the third copy also sent to you. If you want additional copies printed, you must contact the bindery directly and submit your thesis according to their instructions.

- <http://thesisondemand.com/>

Mailing Hard Bound Copies of the Thesis

Upon completion of the thesis, please print this page and submit it to the Honors Office. Attach 2 or 3 printed copies of your thesis (with original signature pages inserted) for binding.

- **Copy 1 – Honors Program**
- **Copy 2 – Student’s copy: mail my hardbound copy to:**

Name: _____

Address: _____

City/State/Zip: _____

- **Copy 3 – Chair’s copy**
 - My chair HAS NOT requested a hardbound copy. Mail his/her copy to me.
 - My chair requested a hardbound copy of my thesis. Please inter-campus that copy to:

Professor’s Name

School/Department

7 Last Steps to Completing Your Honors Thesis

In order to pass the course, all of these steps must be completed by no later than the Thesis party.

1. Keep revising your thesis until you have the official APPROVAL to print from your HONR 495 Professor.
2. Print a copy of the Mailing Hard Bound Copies page.
3. Once the Honors faculty has approved your thesis, print out 2 or more copies on the good, 20-pound bond, water-marked paper; then bring those copies for your HONR 495 faculty to sign (or 3 or more copies, if the chair requests one and if you want more copies).
4. If your other committee members request a paper copy, you can give them a soft bound copy on regular paper than can be bound in the Curriculum Library, which is on the Terrace Level (basement) of the JF Library. Cost is about a dollar for the soft binding.
5. Submit the following to the Honors Office: 2 copies of your thesis on good 20-pound bond, white water-marked paper and the Mailing Hard Bound copies page.
6. Submit an electronic version of your thesis to Digital Commons (see PDF with instructions on Blackboard): <http://digitalcommons.liberty.edu/honors>
7. If you want additional copies hard bound, you must contact the bindery directly and submit your thesis as a PDF: <http://thesisondemand.com/>

Please let me know if you have any questions.

J. Nutter
HONR 495
jhnutter@liberty.edu

P.S. – for those of you who complete the seven steps on time, we are having our Honors Thesis PARTY as the last required class session in the Honors Office with tea/coffee and pastries. You will receive your certificate and Honors medallion and a group picture will be taken.