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

Your Name (CENTERED VERTICALLY)

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

[Signatures]

Professor’s Name, Ph.D.
Thesis Chair

[Signatures]

Professor’s Name, Ph.D.
Committee Member

[Signatures]

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):

<table>
<thead>
<tr>
<th>Heading level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase paragraph heading ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</td>
</tr>
</tbody>
</table>
A final format comment needs to be made regarding the insertion of graphs, tables, and figures for the Honors Program. The tables or graphs follow immediately after the page on which they are mentioned. Table captions appear at the top of the page, above the table. Figure captions appear below the figure. If equations are included, double space twice above and below the equation and number equations consecutively, with the numbers on the right margin.

Regarding electronic sources, make sure that you document them properly using the latest edition of the APA style (2010). This text is available at the university bookstore and is also online (http://www.liberty.edu/resources/library/public/cite.htm).

Now a mention of common mistakes that are made in format should be helpful. Beyond what has been stated above, the most common error that students make is to utilize quotation marks for emphasis. Quotation marks are to be utilized when inserting a direct quote of fewer than 40 words. When quotation marks are used, the quote must be accompanied by a reference, complete with date and page number. The student may identify slang or an invented phrase with quotation marks the first time the expression is used, but for clarity, this would be better if it were italicized. The content of the thesis is determined in consultation with thesis chairs, but should follow a general outline of a broad introductory statement to the topic which leads the reader into an in-depth review of the literature or background on the subject. If the investigation is an empirical study, the literature review would lead the reader through a narrowing-down process, similar to a funnel. In other words, the Literature Review would proceed from general information.
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/](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**
  o My chair HAS NOT requested a hardbound copy. Mail his/her copy to me.

  o 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.