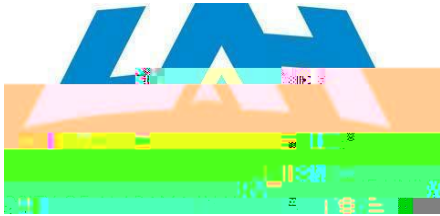

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Requesting deadline extensions for graduating students:



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Table of Contents (Yes, you should have one!)

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main body of text)	
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(Note – your thesis will have Bibliography Reference List – it will have one or the other!)

Obviously, the table of contents is written last. Microsoft Word has some automated table of contents features. They are exceedingly tricky to use. This one was constructed manually using margins and tab fields.

In publishing parlance, the title page, table of contents, dedication, and abstract are called the “front matter.”

Dedication:

This style guide is dedicated to all future Honors College Students, so that they may format in peace and with the knowledge that a well-formatted paper is a happy paper.

Dedications are entirely optional, but they are fairly common for graduate level theses. This work is the culmination of your Honors Undergraduate Career, and it is a graceful gesture to dedicate to somebody (or a group of somebodies) of singular importance to you.

You will note that page-breaks (not section breaks) are used to separate these pages in front matter. Section breaks that include page breaks can also be used, although you should attend to how section breaks do or do not affect your header and footer.

different standards for what should be included in an abstract and whether or not it should refer directly to the paper (as in “this paper attempts to...”). Consult you Project Director for the best practice in your discipline.

Your abstract should be no more than one page (**unlike this one!**), and preferably less. It should be paragraphed, if necessary, with 5-point indents and the word “Abstract” centered in bold, as above.

Bear in mind that the abstract you write for your Capstone Proposal Form (at the end of this document) will be a proposal of your basic thesis, methods, and what you hope to discover. Do not worry if you feel uncertain about some or all of these things. That is normal. Your initial abstract is *not a contract!* What you end up doing and writing may change substantially from your initial proposal. *That is totally normal, and even to be expected.*

Use a page break to separate chapters from each other. Don't just space down with "returns." Using returns can cause problems when printing (and converting to a PDF is a form of printing) and headaches when you revise.

(First level heading)

Let's begin by noting the general format: double-spaced, 12-point font with a ½ inch *tab* indentation for paragraphs. (Word will start automatically indenting after paragraphs. Publishers often prefer that you have as few automatic formatting features as possible, so try to stay with tabbing paragraphs manually.) Left-justify your text with a ragged right (like this paragraph); do not fill justify. Keep lines spacing even throughout. Annoyingly, the default on new versions of Word places extra spaces between paragraphs. You may turn this feature off by going to the Layout tab and formatting your

no page number or running head on the cover sheet, but that there is on all subsequent pages. This can be done in *Word* by selecting "different first page" under the header menu, or by inserting section breaks between the title page and the first page of the document and formatting each section differently. If you have difficulty getting the first page of your document to start with the numeral 1, remember that you can actually start the page numbering of your title page at 0 so that the actual second page starts numbering at 1. Always number all pages of your Thesis manuscript.

When using quotations, here is the Chicago guideline: "In general, a short quotation, especially one that is not a full sentence, is run in. A hundred words or more -- or at least eight lines -- set off as a block quotation." (Yes – that was just a “run in” quote. In other words, it was a quote “run into” the main paragraph of the text.) Also, it goes on to say that

other criteria apply, however: the nature of the material, the number of quotations, and the appearance of the printed page. A quotation of two or more paragraphs is best set off...as are quoted letters (if salutations, signatures, and such are included), lists, and any material that requires special formatting. If many quotations of varying length occur close together, running them all in may make for easier reading. But where quotations are being compared or otherwise used as entities in themselves, it may be better to set them all as block quotations, however short.

Poetry is nearly always set off. (Yes, that's a set off quote.)

Several things should be noticed here, in addition to what the paragraph actually says (which should be read carefully – it gives more rules for using quotes). Run in quotations are always in quotes. Set off quotations are not. The set off quotation is indented another ½

inch (do this by changing the actual margins for the quote only) but it still runs in double-space. The block quote begins with lower case because it continues a sentence. If your block quote begins with a sentence, it should obviously begin with a capital letter.

Use ellipses points (...) when you cut words or sentences out of the *middle* of the quote. We will use the simplest method, in which no more than 3 points are to be used, and may follow other forms of punctuation as necessary (e.g., "what could this mean?...you can see from the example"). *You do not need to begin or end quotes with ellipses points*, even if you cut into the middle of a sentence or end the middle of a sentence. To make quotes flow better, you may alter tenses or pronouns, but enclose the alteration in square brackets, as in, "what could this mean?...[she could] see from the example." Citation of these quotes will be covered below, and there are many, many more details and rules about using quotations, enough to merit their own chapter in *Chicago*. If you do not have access to this, just use common sense, good grammar, and consult your Project Director.

(Second level heading)

Clarity and consistency are the two most important virtues here. The same symbol should denote the same thing whenever it occurs and should never shift meaning in the text. Mathematical expressions, equations, and the like should be set off and centered, especially if they are to be discussed in the text. For example:

If $a=b$, then for all real numbers x ,

$$a + x = b + x, \quad ax = bx, \quad -a = -b$$

Sood, Mansi and H. Kaur. Preference based news recommender system. *International Journal of Advanced Computer Research*: 4 (2014): 575-581. Print. A multi-author journal article in print.

Zhang, Lun, L. Zheng, T. Peng. Structurally embedded news consumption on mobile news applications. *Information and Processing Systems*: 53 (2017): 1242-1253.
<http://dx.doi.org/10.1016/j.ipm.2017.04.009> A multi-author journal article from an electronic source.

There you are: the basics for formatting your paper. When it comes time to write your dissertation and master's thesis, universities usually require much stricter guidelines, including margin size, avoidance of widows and orphans, and so on. Publishing houses and journals often have their own style requirements, usually based on *Chicago*. For our purposes, it doesn't hurt to go through your paper when it is in its final form and make sure

