

**ANGELO STATE UNIVERSITY  
HONORS PROGRAM  
THESIS MANUAL**

**INSTRUCTIONS CONCERNING THE PROCESS**

**AND**

**PREPARATION OF AN HONORS THESIS**

**FALL 2008**

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# **HONORS PROGRAM THESIS MANUAL INSTRUCTIONS CONCERNING THE PROCESS AND PREPARATION OF AN HONORS THESIS**

## **I. INTRODUCTION.**

The Honors Program of Angelo State University has prepared this manual to assist Honors students and their selected thesis faculty advisor in the preparation of proposals and an honors thesis. The primary purpose of this manual is not only to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the acceptable practices of each academic discipline.

Students are cautioned to avoid using another student's honors thesis as a model. What was accepted in the past may not be accepted in the future.

## **II. PURPOSE OF THE THESIS OPTION.**

The Honors Program Thesis Option was developed in order to provide students in the Honors Program with the option to conduct a significant undergraduate research project.

## **III. HONORS THESIS INITIATION FORM.**

The student is required to complete and submit this form prior to the completion of HONR 3281. The form is available from the Honors Program web site.

## **IV. UNIVERSITY APPROVAL FOR RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS.**

For research involving human subjects, the Institutional Review Board Human Subjects Review Forms must be completed before beginning research. These forms are available from RamPort under the "Work Life Tab" section for "Administrative Forms." Again, data collection cannot begin until the research proposal is approved (with possible modifications) by the IRB.

At this time the University has not established an Institutional Animal Care and Use Committee (IACUC) for research involving animal subjects. Questions concerning guidelines for research with animal subjects should be directed to the Dean of the College of Graduate Studies.

## **V. STYLE MANUAL GUIDELINES.**

For questions concerning the style and format of an honors thesis not addressed in this manual, the Honors Program requests that the student, in consultation with the thesis supervisor and Honors Program Thesis Coordinator (HPTC), use either the most current edition of the *Publication manual of the APA* or *The MLA Handbook*. If the student and thesis supervisor wish to use another type of style manual or follow the style of a particular journal in the academic field, the written request should accompany the completed “Honors Thesis Initiation Form.”

## **VI. COPYRIGHT.**

Since a thesis is legally classified as a publication care must be taken not to violate United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc. from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in the acknowledgement sections of the thesis. If the student wishes to copyright the finished thesis, please contact the HPTC. Unless specifically restricted by the student in writing, the finished honors thesis will be accessible from the ASU Library’s online catalog.

## **VII. USE OF OWN PUBLISHED RESEARCH.**

Honors Program students may publish materials that subsequently may be used as a part of the thesis provided that the HPTC is notified in writing of this intention by the student at the time the paper is submitted for publication and no copyright laws are violated. The complete title, the names of authors as they appear in the paper, and the title of the journal must be furnished. Further, copyright laws may require that the student receive permission from the journal and/or any coauthors, even to use material the student has written. Reprints of these published articles or copies of manuscripts for submission to a journal are not acceptable in that format in the final thesis.

## **VIII. FORMAT AND “TYPING” REGULATIONS.**

### **A. Software Specifications.**

The Honors Program requires the use of the latest edition Microsoft Word that is supported on campus. Although a journal may be used as the model for a thesis, the student must not attempt to copy the journal’s use of various sizes and styles of font. Uniformity and legibility are still the primary concerns.

Use Times New Roman in a 12 pt. font in typing the body of the thesis. Chapter headings should not exceed 14 points. Boldface print may be used for chapter headings and first-order subheadings. Script, italic, block, or any other

unusual fonts or styles are not acceptable for the main body of the text. The thesis must be printed with double spacing.

In most cases the same font must be used throughout the thesis. Mixing of fonts is not normally acceptable. Italic font is acceptable for those words and/or short phrases which would be italicized in a published format. If a word processor and printer are used to produce the tables or figures, one font style may be used for the text of the thesis and another for the tables or figures. The smallest font size that may be used in a table or figure is 8 pt.

B. Output Specifications.

The Final submission of the thesis must be in the latest version of Adobe Acrobat and include a minimum of two print copies. (The two printed copies should not be produced until corrections are made and accepted by the HPTC.) For the print copies, the output must be done on a laser printer. Samples of **all** fonts to be used must be cleared by the HPTC before they are used if any question exists about quality. Students are cautioned again not to try to mimic exactly a journal font format.

C. Justified Right-Hand Margins.

Justified right-hand margins may be used only in a thesis with standard internal spacing (i.e., regular and consistent spacing between words in the text). Excessive variable spacing is not acceptable because it inhibits readability. Usually right-hand justification should be avoided.

D. Paper for Print Copies.

Quality bond paper of 25% or 100% cotton content must be used in all copies of the thesis. The standard sheet size, 8 ½ by 11 inches, should be used. You may use recycled cotton bond as long as the watermark indicates cotton content. All paper must be white.

E. Spacing.

The narrative text should be double spaced. Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular materials. **Any prose quotations of six or fewer lines should be double spaced like the text.** Longer prose quotations should be inset. If there are any footnotes, they should be placed at the bottom of each page, separated from the text by a solid line 1 ½ inches long. Footnotes that are longer than one line should be single spaced. Double spaces should appear between footnotes.

F. Margins.

The left margin should be 1 ¼ inches for binding purposes and the top, right, and bottom margins should be 1 inch. All page numbers, computer data, illustrations, and tables must conform to the margin requirements. (See Sample Form No. 5 example.)

H. Pagination.

Every page in the thesis except the Fly Page, the Title Page, and the Approval Page must be printed with a number. The Title page is considered to be page “i” and the Approval Page is considered to be page “ii,” but no page number should appear on these pages. Every sheet that is part of the thesis should be assigned a page number, even if it has only one word on the page.

Preliminary pages: Lower case Roman numerals (iii, iv, v, etc.) placed in the center at the bottom of the pages are used to number the preliminary pages (Dedication Page [if the thesis has one] would be numbered “iii” as it follows the Approval Page, on which no number appears.)

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text is numbered with the numeral “1,” and the numbering runs consecutively to the end of the thesis.

I. Placement of Page Numbers.

All page numbers of the thesis text and supplementary pages must be horizontally centered on the 1” bottom margin of the page, as are numbers of the preliminary pages. (See Table of Contents and Sample Form No. 6 examples.)

J. Photographs and Other Illustrative Materials.

Color images are acceptable for the Adobe Acrobat version of the thesis. (If the student wishes to include color images in the print copy, the student must provide the color copies.) For the printed copies of the thesis, photographs and other images must be securely and permanently fastened to the paper. Do **not** use rubber based adhesives or mucilage. (Special dry mounting paper is available. Various printing centers or photographic and visual aids laboratories can provide assistance and advice to students.) When a number of photographs are used in the thesis, some of them should be placed at the tops of page and some at the bottoms of pages within the correctly designated margins. This will help distribute the bulk.

All photographs must be within the standard margins. If photographs must be placed lengthwise or landscaped, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at the bottom of the illustration, not at the top or bottom of the page.

K. Oversized Illustrative Materials.

For the print version of the thesis, oversized materials, such as large maps or charts, which cannot be reduced and yet must be included as part of the thesis, must be folded to fit into a 6 ½" X 9 ½" envelope. All oversized materials must be identified with an appropriate number, which is noted or referred to in the text. The student's name and year of graduation (for further identification) must be displayed in a position that can be read while the material is folded. For additional information on complex materials, the HPTC should be consulted well in advance of the deadline for submitting the thesis.

L. Reductions.

Reduction of tables, charts, figures, etc. must be large enough to be clearly legible. The minimum size for numbers and capital letters is 8 pt.

M. Facing Page Captions.

Captions or titles on a facing page are to be used only when absolutely necessary. Facing-page captions may be used for illustrations only, never for tables. This exceptional format applies only when the caption cannot be typed directly onto the page on which the illustration appears. This caption is the only instance in which typing is permitted on the back side of a page. If a facing-page caption is necessary, only the page number appears on the front side of the page that contains the page number. The caption must fall within the specified margins. The blank page with the caption on its backside and the page actually containing the illustration are both consecutively numbered, with the page numbers in the standard position. On the List of Figures page, only the number of the page on which the illustration itself appears should be included.

N. Tables and Figures.

Tables and figures should be placed as close as possible to the first reference made to them in the text. A short table or figure should be separated from the text by triple spacing at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it.

Each table or figure in the main body of the thesis must have a separate number and a title, which must be indicated on the List of Tables page or the

List of Figures page. This is also true for all tables and figures that appear in the Appendixes, where their numbering follows, in a consecutive manner, the numbers of those found in the text. The numbering, wording, and pagination of titles and headings must be the same on the Table of Contents, List of Tables, or List of Figures page as they are in the text of the thesis. Only the first sentence of a lengthy table or figure title needs to appear in the Table of Contents, List of Tables, or List of Figures page. Tables and figures, respectively, are to be numbered consecutively throughout the thesis. A List of Figures or a List of Tables is not necessary if the thesis contains no more than a total of one figure or table. Titles should be concise, but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the style guide or journal which is being used as a model for the thesis. If tables or figures must be placed lengthwise, or broadside, the top of the table or figure should be at the left-hand, binding side of the page. The caption must be at either the top or the bottom of the table or figure, not at the top or bottom of the page. The journal model or style guide should be followed for correct caption placement.

Tables or figures more than one page long should have the complete title and table or figure number on the first page only. Subsequent pages of the same table or figure should have the table or figure number and the word “Continued,” plus the necessary column headings for ease of reading and reference. A table or figure may be placed on a separate page, regardless of the size of the table or figure.

## **IX. PARTS OF THE MANUSCRIPT.**

A thesis ordinarily has three main parts: preliminary pages, text, and supplementary pages.

### **A. Preliminary Pages (in the following order).**

1. Fly Page (blank).
2. Title Page.
3. Approval Page.
4. Dedication Page (optional).
5. Acknowledgments Page (optional unless copyright issues are involved).
6. Abstract Page (required; maximum of 150 words).
7. Table of Contents Page.
8. List of Tables Page (if more than one table).
9. List of Figures Page (if more than one figure).

- B. Text (normally requires the following pages).
  - 1. Introduction.
  - 2. Review of Literature.
  - 3. Main narrative body. Headings and subheadings are usually necessary to divide the text into appropriate divisions.
  - 4. Conclusion and/or Summary.
  
- C. Supplementary Pages (in the following order).
  - 1. Bibliography, Selected Reference, or Literature Cited.
  - 2. Appendix or Appendixes (if needed).

All preliminary page titles, major chapter or major section designations and titles, and supplementary page titles are centered at the top of the page (within the specified margins) and are typed in all capital letters. This format overrules all differences in format or layout by the style manual or journal model.

## X. PRELIMINARY PAGES.

- A. Fly Page. (Blank)
  
- B. Title Page.

The Title Page must follow the style, spacing, and form of Sample Form No. 1.

Title Page checklist.

- 1. The title is typed in capital letters, double spaced, and centered within the specified margins.
- 2. No page number appears on the Title Page (although it is considered page i).
- 3. The full legal name of the student, typed in capital letters without designation of profession, military rank, or marriage. **The name on the thesis must be the same as that recorded in the official records of the Registrar of Angelo State University.** Any changes must be cleared by both the Registrar and HPTC.
- 4. The full name of the degree to be awarded is typed in capital letters.
- 5. The appropriate month and year when the degree will be awarded must be indicated.
- 6. The student's major subject area is listed at the bottom of the Title Page. The major subject area must be one authorized by the Coordinating Board, as listed in the Angelo State University *Catalog* under which the degree is to be awarded.

C. Approval Page.

The Approval Page must follow the style, spacing, and form of Sample Form No. 2. The original thesis must have an Approval Page with original signatures that correspond to the Honors Thesis Completion Form.

Approval Page checklist.

1. Signatures: The signatures must be in black ink. The student may find it advisable to have a black pen on hand at the time the signatures of the committee are secured. The name of each committee member must be typed under his/her signature.
2. Format:
  - a. The title is typed in capital letters, double-spaced, and centered within the specified margins. The title on the Approval Page must be exactly the same as the title on the Title Page.
  - b. No page number appears on the Approval Page (although it is considered to be page ii).
  - c. The full legal name of the student, typed in capital letters. The student's name on the Approval Page must be exactly the same as the name of the Title Page.
  - d. The appropriate month and year when the degree will be awarded must be indicated.

D. Table of Contents Page.

The Table of Contents Page indicates the major divisions and principal subheadings of the thesis and the beginning page numbers of each section. The listing must start with the Dedication (iii) and must include all subsequent preliminary pages. Listing of the Table of Contents Page is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal (or first order) subheadings within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation. All supplementary pages (reference section and appendixes if any) must be listed in the Table of Contents. The wording, numbering, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the thesis. (See Sample Form No. 3.) The HPTC may be consulted for further advice on layout style.

## **XI. DIVISIONS OF NARRATIVE TEXT.**

The narrative text may be divided into chapters or sections. A student must use either the chapter or section style. A combination of these styles is not acceptable. Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page. Bold face type in the same font as the text of the thesis may be used.

Chapters are designated both by upper case Roman numerals used consecutively throughout the thesis and by chapter titles. The chapter designation (i.e., CHAPTER I) in capitals should be centered within the margins at the top of the page. The chapter title is also in all capitals and is centered a triple-space below the chapter designation. All chapter titles of more than one line in length should be double spaced.

Section titles need not be numbered but are typed in capital letters and must be centered within the margins at the top of the page. Section titles of more than one line in length should be double spaced.

Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or placed flush left. First order subheadings may be typed in all capital letters or bold face type (upper- and lower-case letters) provided that they are placed flush left. All capital letters may not be used for subheadings lower than first order.

## **XII. REFERENCES.**

The referencing system used in the thesis must follow the method used by the chosen style manual or chosen journal style. The Selected References section should include only those sources cited directly in the text of the thesis. If the student wishes to list general references consulted and used as background study, these may be listed as a separate subdivision of the Selected References section. Some subheadings, such as "Supplemental Sources Consulted," should be added at the end of the list of sources cited directly. Background materials cited should follow the recommendations of the chosen style manual or journal model.

## **XIII. HONORS THESIS COMPLETION FORM.**

The Honors Thesis Completion Form governs the process for the steps necessary for final submission of the Honors Thesis. The form is available from the Honors Program web site. The student should make sure that the thesis is in compliance with all the format regulations spelled out in this manual and has been spell-checked and grammar-checked. **Failure to turn in a professionally presented thesis MAY result in the student not receiving a thesis designation on their transcript.**

The thesis should be sent to the HPTC via E-mail. In order to finish reviewing and correcting the thesis, the student should plan on sending the document no later than two months prior to the month in which the student graduates.

#### **XIV. MAKING CORRECTIONS IN THE MANUSCRIPT.**

When the manuscript has been checked by the HPTC for style and format, the student will be notified via E-mail using their ASU E-mail address if corrections are needed. Corrections must be made to the manuscript; accepted by the HPTC; and the final Adobe Acrobat and minimum of two printed copies must be submitted prior to the end of the month in which the student graduates in order to receive the designation on their transcript. All necessary corrections must be made as promptly as possible so that the student does not encounter problems with the deadlines in the Honors Program calendar.

# SAMPLE FORMS

SAMPLE FORM 1 - Title Page<sup>1</sup>

A STUDY OF THE HISTORY OF GOODFELLOW  
AIR FORCE BASE, SAN ANGELO, TEXAS

4 single spaced lines

An Honors Thesis

Presented to the

Faculty of the Honors Program of

Angelo State University

8 single spaced lines

In Partial Fulfillment of the

Requirements for the Degree

BACHELORS OF ARTS

5 single spaced lines

by

MARY ANN JONES

May 2009

Major: History

Date degree  
is to be awarded

<sup>1</sup> Begin title 8 single spaced lines below top margin. **No page number on this page.**

A STUDY OF THE HISTORY OF GOODFELLOW  
AIR FORCE BASE, SAN ANGELO, TEXAS

by  
MARY ANN JONES

APPROVED:

\_\_\_\_\_  
Typed Name of Thesis Supervisor

\_\_\_\_\_  
Typed Name of HONR 4181 Instr.

\_\_\_\_\_  
Typed Name of Department Head

\_\_\_\_\_  
Typed Name of Honors Program Dir.

\_\_\_\_\_  
Date Accepted by Honors Program

May 2009

\_\_\_\_\_  
<sup>2</sup> No page number on this page.

SAMPLE FORM 3 – Table of Contents – Example A, Chapter Style

TABLE OF CONTENTS

	Page
ACKNOWLEDGMENTS .....	iii
TABLE OF CONTENTS .....	iv
LIST OF FIGURES .....	vi
CHAPTER	
I. INTRODUCTION.....	1
II. PROBLEM IDENTIFICATION.....	3
Mechanics.....	3
Thermodynamics .....	5
Constitution .....	8
Problem Summary .....	14
III. SOLUTION ALTERNATIVES .....	15

SAMPLE FORM 3 – Table of Contents – Example B, Section Style

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TABLE OF CONTENTS

	Page
ACKNOWLEDGMENTS .....	iii
TABLE OF CONTENTS .....	iv
LIST OF FIGURES .....	vi
INTRODUCTION.....	1
PROBLEM IDENTIFICATION.....	3
Mechanics.....	3
Thermodynamics .....	5
Constitution .....	8
Problem Summary .....	14
SOLUTION ALTERNATIVES .....	15

SAMPLE FORM 4 – Model Journal Form

[At the bottom of the first page of the body of the text, the professional journal that will serve as the model for the documentation of the thesis should be identified. Copies of enough pages from the chosen journal as well as an author's guide (if provided by the journal) to make clear the documentation style it follows should be clipped to the thesis proposal and to the thesis.]

[If the title of the journal is longer than one line, it should be single spaced. The title should be preceded by a line ten spaces long.]

Journal of Animal Science

SAMPLE FORM 5 -- Pattern for Margins

1.25" left margin  
1" top, bottom & right margin  
Page numbers within the margins