



# UNIVERSITY HONORS PROGRAM

## THESIS REQUIREMENTS

Submission of a completed Honors Thesis is required for an honors student to graduate with the special “University Honors Program” transcript distinction.

Both an electronic and a hard copy of the thesis should be submitted as outlined below:

1. A .pdf file of the complete thesis emailed directly to the Director of the University Honors Program
2. A paper copy submitted to the University Honors Program (UHP) Office

When the Honors Thesis is submitted to the UHP Office it must:

1. Include a Title Page with abstract and original signatures (see sample title page)
2. Be unbound and unstapled

### Order

1. Title page (see following sample) with original signatures
  - a. Abstract can be no more than 200 words
2. Acknowledgements
3. Body of Text
4. List of References (or equivalent)
5. Appendices (if needed)

### *Margins*

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- Left: 1.5 inches
- Right: 1 inch
- Top: 1 inch
- Bottom: 1 inch

All pages, including graphs and charts, must follow these guidelines.

### *Typeface*

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- 12 point font (choose from Arial, Cambria, Calibri, Geneva, Times New Roman, or Verdana)
- Must be printed on a quality printer using black ink and white paper

### *Spacing*

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- 1.5 OR 2.0 spaced text should be used
- Text should be justified OR left-aligned

### *Headings*

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- First and second level should be in bold OR underlined

### *Page numbering*

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- Must be on the foot of the page, either centered OR on the right
- Must be consecutive
- Title page should not be numbered – all other pages should include a number

### *Citations*

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- Discipline-specific citation style should be used for in-text citations, footnotes/endnotes, list of references (or equivalent) only

A sample title page follows on the next page:

***Title of thesis***

*Student's Name*

Submitted as part of the requirements for  
The University Honors Program

Semester Year

**ABSTRACT**

*The text of the abstract should appear here. It should be no longer than 250 words.*

Thesis Advisor:

Honors Director:

*Department Name*

University Honors Program - North Carolina Central University