



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)

Length

- 25-50 pages

Margins

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

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

Typeface

- 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

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

Headings

- First and second level should be in bold OR underlined

Page numbering

- 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

- 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