

## **Political Science Honors Thesis Guidelines**

Please submit 2 bound thesis copies to the Department Undergraduate Administrator, Hana Meckler, in Encina Hall West Room 100.

### **Paper**

All copies must be on white, 8.5 x 11 inch paper. Double sided copies may be submitted, but please be sure that the margins are re-aligned on the binding edges to 1.5 inches.

### **Typeface**

Types size should be 12 point font. Notes and text in tables, etc., should not be smaller than 10 point.

### **Margins**

Margins on the binding edge (left edge if single sided; right edge for even numbered pages, and left edge for odd numbered pages if double sided) must be 1.5 inches; all other margins must be one inch. (Pagination, headers, and/or footers may be placed within the margin, but no close than one-half from the edge of the page) **For double sided copies, margins must be 1.5 inches on the binding edge.**

### **Spacing**

One and a half or double spacing is required in the main body of the thesis except where conventional usage calls for single spacing; e.g. footnotes, indented quotations, tables, etc.

### **Word and Text Division**

Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word division. Avoid short lines that end a paragraph at the top of the page, and any heading or subheading at the bottom of a page that is not followed by text.

### **Footnoting Style**

Department Recommendation: American Political Science Review

Note: You may use another style based on the recommendation of your thesis advisor.

## **Order and Content**

1. Preliminary Pages
  - a. Title Page – see sample page
  - b. Abstract
  - c. Preface and/or Acknowledgements
  - d. Table of Contents
  - e. List of Tables, with titles and page references
  - f. List of Illustrations, with titles and page references
2. Text
  - a. Introduction
  - b. Main body, with the larger divisions and more important sub-divisions indicated by suitable, consistent headings
3. References
  - a. Appendices
  - b. Bibliography

## **Pagination**

Each page of thesis, including blank pages, and with photographs, tables, figures, maps and computer program printouts should be assigned a number. Consistent placement of pagination, at least one-half inch from the paper's edge, should be used throughout the manuscript. If previously published papers are included, the pagination for the thesis must be distinct and it is recommended that the pagination for the published work be removed.

*Important:* The following pagination plan should be used:

1. Single sided thesis – number pages on the upper right side.
2. Double sided thesis – number pages on the upper right side of the right page and upper left side of the left page.
3. For the Preliminary pages, use small Roman numerals (i, ii, iii, iv, etc...). The title page does not have a number but counts as page i; the following page is page ii. The placement of these numbers should be consistent on each page.
4. For the remainder of the thesis, use continuous pagination for the text, illustrations, images, appendices, and bibliography, using Arabic number (1,2,3, etc.) Remember to start with page 1, as this is not a continuation of the Roman numeral numbering.

## **Landscape**

For text, illustrations, charts, graphs, etc., printed in landscape form, the orientation should be facing away from the bounded edge of the paper

## **Photographs**

All photographs should be professional quality. Large maps and charts should be avoided.

*Important:* If you use color in your thesis, copies will almost always come out nearly identical shades of gray.

**Binding**

All theses should be in a black spiral vinyl covering. The front page should be a clear plastic covering.

**Use of Copyrighted Material**

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