

## Format Instructions for University Honors Thesis

The final copy of each student's thesis will be bound by the University Honors with the other completed theses from the year. **All thesis are housed in the Rivera Library Special Collections under call# Y2R5H6.** Students are encouraged to review completed thesis in their subject field for ideas on structure.

Thesis formats may vary by discipline; students are encouraged to consult with the faculty mentors for specifics within the discipline. Students are required to follow the general guidelines listed below.

### **FORMATTING**

**Academic Integrity:** In writing the Honors thesis you will use references from a variety of sources, be sure that you take time to cite your sources and credit ideas that you derive from those sources. Document all books, documents, web links, email communication, films, interviews, list serves, etc... Per the UC Riverside Standards of Conduct - University Academic Integrity document "The culture of academia requires that each student take responsibility for learning and for producing products that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully, claim only work that is their own acknowledge their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments." Plagiarism is defined as using another's work without giving credit." Examples include:

- Reproducing another person's work, with or without that person's knowledge or permission, whether published or unpublished, including but not limited to, original ideas, strategies, and research, art, graphics, computer programs, music, and other creative expression. The work may consist of writing, charts, pictures, graphs, diagrams, data, websites, or other communication or recording media, and may include sentences, phrases, innovative terminology, formatting, or other representations.
- Submitting as your own any academic exercise prepared totally or in part by another.
- Copying information from computer-based sources, i.e., the Internet
- Allowing another person to substantially alter or revise your work and submitting it entirely as your own.
- Using another's written ideas or words without properly acknowledging the source. The term "source" includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and

unpublished sources (class lectures or notes, handouts, speeches, casual conversation, other students' papers, or material from a research service).

- Failure to acknowledge study aids such as Cliff's Notes or common reference sources.
- Unauthorized use of another person's data in completing a computer exercise or other classwork.

Helpful resources which offer *guidelines* for avoiding plagiarism and illustrations of correct and incorrect citation follow. Please note that specific requirements for citation may vary by discipline or course.

- *Avoiding Plagiarism*. Purdue University, Online Writing Lab.

[http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)

- *Plagiarism: What It is and How to Recognize and Avoid It*. Indiana University. Writing Tutorial Services.

<http://www.indiana.edu/~wts/wts/plagiarism.html>

- *Using Sources*. Lisa Trivedi and Sharon Williams, Hamilton College, Writing Center.

<http://www.hamilton.edu/academics/resource/wc/usingsources.html>

**Documentation Style:** You should follow the most recent edition of the manual of style accepted in your discipline. Some of the most commonly used are the MLA Handbook for Writers of Research Papers, the Manual of the American Psychological Association (APA), and the American Institute of Physics Style Manual. You should check with your faculty mentors to determine the most appropriate format to follow.

**General Formatting Guidelines:** The submitted thesis will be bound as-is. Students should not bind or staple the thesis in any way. It is the student's responsibility to include all illustrations, tables, etc. in the body of the paper, insuring that they are not cut off the page. Appropriate references to the illustrations, tables, etc. should be included in the body of the paper. Students should avoid having one or two lines of a paragraph left alone on the top or bottom of a page.

**Font:** Use 12-point Times New Roman Font.

**Spacing:** The text of the thesis must be double-spaced. Depending on the style manual followed, spacing may vary for footnotes, endnotes, appendix material, and the bibliography.

**Title Page Margin:** Left Margin should be 1.5 inches, top margin should be 2 inches, right and bottom should be 1 inch.

**Margins for the thesis:** Left Margin should be 1.5 inches, and 1 inch on top, bottom, and right. This includes appendices, tables, etc. Do not justify the right margin.

**Page Numbering:** Numbers should be bottom-center, unless discipline style manual indicates otherwise.

**Printing:** Please print using a laser printer or comparable quality printer.

**Paper:** Paper must be acid free 20% cotton bond paper. The paper can be purchased at UCR Printing and Reprographics or at most office supply stores.

**Thesis Submission:** The advisor(s) should sign the title page when the final thesis/project is approved (signature is not needed on drafts). The original signed title page must be submitted with the thesis (copies are not accepted). Signature should be in black or blue ink only.

**Important components to thesis/project are as follows:**

**TITLE PAGE**

All submissions must have a title page. (See sample on following page)

The title page is the first page of the thesis; it is considered page 1 but is not numbered. Students should update the form with their own information in place of the sample. Items in parenthesis should be deleted, un-bolded, and replaced with the appropriate information pertaining to the student (i.e. title, student name, thesis or project (select one), date of thesis approval, faculty mentor(s) names and department). Please note that title should be in all CAPS

As a reminder the margins for the title page are as follows:

- 1.5” on the Left
- 2” on the Top
- 1” on the Right and Bottom

**(TITLE)**

By

**(First Name, Middle Name, Last Name)**

A **(thesis/project)** submitted for  
Graduation with University Honors

**(Date)**

University Honors

University of California, Riverside

APPROVED

---

**(Primary Faculty Mentor Name Here)**  
Department of **(their department)**

---

Dr. Thomas M. Perring, Associate Vice Provost, Undergraduate Education  
Faculty Director of University Honors

THE AMERICAN PRESIDENCY: 1960-2010

By

Jane Doe Smith

A thesis submitted for  
Graduation with University Honors

May 25, 2012

University Honors

University of California, Riverside

APPROVED

---

Dr. David Jones  
Department of History

---

Dr. Thomas M. Perring, Associate Vice Provost, Undergraduate Education  
Faculty Director of University Honors

## THESIS ORGANIZATION:

Generally, a thesis will be organized with the following sections (*confer with your advisor(s) for appropriateness in your discipline*).

- Title Page (blank number)
- Abstract (page ii) o Brief summary of the research. Provide an overview of the research question, methodology, and conclusion (what is the problem you are researching, the procedure or methods used to conduct the research, the outcome, and contributions of your work). This will be different from the original abstract submitted at the start of the thesis. The abstract should not exceed 350 words.
- Acknowledgements (optional) (page iii) o Not required, however if you would like to thank people who were helpful to the completion of your thesis, faculty mentors, librarians, interviewees, advisors, lab mates, family, etc., this is the place to do it. Make sure you acknowledge the University or outside agency that provided financial supported for your research.
- Table of Contents (page iv) o This section should be done once all of your pagination is complete. The titles of each section should be aligned to the left and page numbers of those sections flush to the right.
- List of illustrations/Lists of tables/Lists of Figures (when needed) (page v.....)
- Introduction (begin with regular Arabic numerals centered at the bottom of the page, i.e. page 1) o Introduction of the topic of the thesis project and its background (what, why, and how). Summarize the background information that the reader should know to best understand the relevance of your work. Provide a statement of the topic, motivation for research, the solution, and summary of main results with a conclusion.
- Thesis (statement of position, arguments, hypothesis)
- Methodology and Theoretical Paradigms. Describe how results were obtained, process for data gathering. If appropriate present outcomes in graphs or histograms. Explain how you are interpreting the outcomes.

- Literature Review (situate your work within the context of existing published scholarship)
- Analytical Discussion (presentation of results with discussion and conclusion)
- Conclusion of Implications of study (with possible limitations or possibilities of further study). Describe how project could be extended. What are interesting problems or questions that resulted from your work.
- Endnotes (optional)
  - The notes must be numbered consecutively throughout the text by a raised Arabic numeral which corresponds to the number of the note at the bottom of the page or at the end of the text.
- Appendices (optional)
  - The appendices contain material that is pertinent to the text, but not directly included (raw data, questionnaires, consent forms, etc.). If there is only one appendix, it is called "APPENDIX" (not Appendix A) and is given a title. If there are two or more appendices, each is labeled, given a title, and entered on a new page. The titles of the appendices should be listed in the Table of Contents
- Bibliography (all of the works cited, see style manual for formatting)

**Additional resources for citing sources of information and writing guides:**

**UCR Library Style Manuals & Writing Guides**

<http://library.ucr.edu/?view=help/guides/styleguides.html&sitesearch=style>

<http://library.ucr.edu/?view=help/citing.html&sitesearch=cit>

**MLA:** English and other humanities

<http://www.mla.org>

<http://library.ucr.edu/?view=help/guides/mla7th2009.html&sitesearch=mla>

<http://citationonline.net/CitationHelp/csg04-manuscripts-mla.htm>

**APA:** The social sciences

<http://flash1r.apa.org/apastyle/basics/index.htm> - Great tutorial

<http://library.ucr.edu/?view=help/guides/apa5thed.html&sitesearch=apa>

**Chicago:** History/Humanities

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**CSE (formally CBE):** Biology

<http://library.osu.edu/help/research-strategies/cite-references/cse>

**\*\*\* Diana Hacker's *Research and Documentation in the Electronic Age*, provides guidance for Humanities, Social Sciences, History, and Sciences**

<http://www.bedfordstmartins.com/hacker/resdoc>

\* Citing Internet Sources

Internet sources, such as web sites, reference works, electronic texts (books, poems, etc.), government documents, news articles, newsgroups and listservs, MUDs and MOOs, email, etc., should be documented fully. A rule of thumb when citing on-line sources is to include as much information as available: web site title, web site producer, database name, online address (URL), update date, access date, etc. The way in which these are arranged within the bibliographical entries should be consistent throughout.

Most manuals have developed guidelines for citing sources from the World Wide Web. If there are doubts that the available print copy of a manual is not up-to-date enough and/or does not include guidelines for citing a specific electronic source, students should double check with the web site of the professional organization publishing the manual or consult one of the following regularly updated on-line reference sites providing information about citing Internet sources.