

**WILKES HONORS COLLEGE
of
FLORIDA ATLANTIC UNIVERSITY**

**REQUIREMENTS AND GUIDELINES
FOR
HONORS THESES**

updated: Nov. 12, 2009

REQUIREMENTS AND GUIDELINES FOR WILKES HONORS COLLEGE THESES

The following are the Honors College requirements for honors theses. Individual concentrations may have additional requirements.

I. THESIS COMMITTEE

The thesis committee will be composed of at least two members, one member from the proposed concentration area of the thesis who will serve as the thesis advisor and at least one other member from any area. The student and the thesis advisor will choose the second committee member. Students who want to double concentrate will have a committee composed of one person from each concentration plus a third member from any area.

II. THESIS PROPOSAL

The student must turn in a completed and signed thesis proposal form to the academic office for placement in the student's advising file. This must be done prior to each term during which a student earns credit for the thesis. Each concentration may have different proposal requirements. Students should check with the concentration advisory board for information on the requirements for their concentration.

All research that involves federal compliance mandates must be approved by the appropriate University Committee before any data are collected. Compliance issues include: human subjects, animal subjects, infectious agents, recombinant DNA, radioactive material, x-rays, lasers, hazardous chemicals and boating/diving safety. Please contact the Division of Sponsored Research for information. The web site is <http://www.fau.edu/dsr/committee.htm>

III. ACCEPTANCE OF THESIS

Each concentration advisory board will determine the requirements for the thesis in that concentration. The thesis committee will evaluate the thesis proposal and the final thesis. The thesis advisor will assign a grade to the final thesis. The signed copies of the thesis will be due 3 business days prior to graduation date. Your thesis advisor will determine the date your final draft is due to your committee. You must also submit a completed Thesis Assessment Form to the Associate Dean, with all required signatures, by the same date your signed thesis is due; the form is available online: <http://wise.fau.edu/divdept/honcol/forms/ALC.doc>.

IV. FEES

(NOTE: All fees are due to the university cashier before the final copy is submitted to the Director of Academic Support Services. The Academic Coordinator will not accept the thesis without a receipt from the cashier. Prices are subject to change.)

A. Binding (Required)

Up to 2" thick \$ 11.70
More than 2" thick \$ 1.25 per additional 1/2 inch

V. SUBMISSION OF THESIS

After acceptance of the thesis by the thesis committee, the student will submit the thesis to the Director of Academic Support Services. The student's thesis committee has the responsibility to make sure that the thesis meets the standards of the particular discipline and of the Honors College. **It is the student's responsibility to comply with all requirements.** Students should submit the thesis release form when submitting the thesis.

A. Paper Version

The student must submit to the Director of Academic Support Services one copy of the thesis and the original, signed signature page on at least **20 lb. wt / 25 % WHITE cotton bond paper**. It is recommended that a medium or broad tipped pen **with dark opaque ink (e.g., a black felt tip pen)** be used for the signatures. Individual advisors may request additional copies of the thesis.

The copy should be submitted in a covered box and labeled with the student's name. All fees are due to the university cashier before the thesis is submitted. The Academic Coordinator will not accept the thesis without a receipt from the cashier.

Library copy of the bound thesis: The Director of Academic Support Services will transmit one copy of the thesis to the University Library. The library will be responsible for transmitting the thesis to the bindery. Upon return from the bindery, a bound copy will be placed in the library.

Personal copies of the bound thesis: If students wish to have personal copies of the thesis bound, they must make these arrangements on their own. The contact information below is not a recommendation or endorsement of the binderies or of their products and services. Evaluation remains the responsibility of the individual to whom this information is provided. Students will be responsible for negotiating their own agreements for shipping, receipt, pricing and payment.

Atlantic East Coast Bindery (800) 785-7746	Boca Bookbinding (407) 654-0003	Dobbs and Brodeur, Inc. (305) 885-5215
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439 East 8 th Street Jacksonville, FL 32206	2712 Rew Circle Ocoee, FL 34761	1030 East 14th Street Hialeah, FL 33010
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B. PDF File

The student must also submit the final thesis as a PDF file, sent to the Associate Dean. The file name should be: last_first_S10 (for Spring 10). Email to Mark Tunick (tunick@fau.edu). For confirmation of receipt, when emailing use the 'return receipt' option. Students should also submit a thesis release form, available at <http://www.fau.edu/divdept/honcol/forms/thesisrelease.doc>, and submit to David Flanigan when turning in the thesis.

VI. FORMAT

The use of other theses as guides for format is **NOT** recommended. An error in a previous thesis is insufficient grounds for obtaining a waiver of the rules in these guidelines.

A. Style

Unless otherwise specified by a concentration, students may use the style by Turabian, K. L. (1996), *A manual for writers of term papers, theses, and dissertations* (6th ed.). University of Chicago Press. A concentration advisory board may select a style manual appropriate to the discipline. Special attention should be given to style manual sections that deal particularly with theses (e.g., *Publication Manual of the American Psychological Association* and *MLA Handbook*). Students should check with their thesis advisor to establish the style for their thesis.

B. Format

Theses typically have three main parts: preliminaries, text, and references. The sequence is as follows:

1. **Preliminaries.** These pages are to be numbered in small Roman numerals, centered at the bottom of the page.

a. Title Page is never numbered, but considered page i. **The degree date should be the month in which the degree is conferred.** Check the Academic Calendar for the proper month.

b. Signature page

c. Acknowledgements (or Preface). (Optional). Do not reference the acknowledgements in the Table of Contents.

d. Abstract. This must include author, title, institution, advisor, degree, concentration, and year. An abstract summarizes a thesis. It should echo the style, reflect the emphasis, and follow the structural pattern of the original. It should be succinct and accurate and should be written in complete sentences, not in telegraphic phrases. The abstract, which appears before the Table of Contents, need not be referenced in the Table of Contents. The honors thesis abstract may not exceed **150 words**, and must not exceed one page.

e. Dedication. This is **optional**. Dedications are usually brief and need not include the word "dedicated." To is sufficient (e.g., "To Mom and Dad"). It is not necessary to identify, or even give the whole name of the person to whom the work is dedicated. The dedication, typed in uppercase and lowercase, should be centered on the width of a line three inches from the top of the page. There should be no final punctuation. A dedication is not listed in the Table of Contents. The page appears after the Abstract and no number appears on its page. It is not counted in the pagination of the preliminaries.

f. Table of Contents. The wording of chapter titles and all subheadings should **exactly follow** the wording within the body of the paper. Period leaders to page numbers must be used. All page numbers must be aligned - one digit number placed over the second digit of a two-digit number. The Table of Contents should not include any pages preceding it. However it **SHOULD** include:

g. List of Tables. The wording of all table captions should follow **exactly** their wording within the body of the paper. Period leaders to page numbers must be used.

h. List of Illustrations. The wording of all legends, titles, or captions should follow **exactly** the wording within the body of the paper. Period leaders to page numbers must be used.

2. **Text.** This consists of the introduction and body. The larger divisions and more important minor divisions are indicated by suitable, consistent headings. Chapter organization as practiced by the discipline should be followed.

3. **References**

a. Appendices - if any

b. Bibliography

VII. PREPARING THE THESIS

A. Paper. Use good quality bond paper. Good bond of twenty-pound weight and not less than twenty-five percent cotton fiber content is required. If the paper you are planning to use does not have a watermark indicating it is 25% cotton content, you must bring the package of paper with the label showing its composition to your thesis advisor for approval.

B. Typing. Typing must be on only one side of the paper. Double-space all textual material. Footnotes and long quotations should be single-spaced. The type size should be 10 or 12 point. The printer must produce a letter quality product. The characters must be solid and opaque.

The student should be sure that the use of numbers is consistent and correct according to the usage in the field and all spelling, especially of scientific terminology or nomenclature, is consistent and correct. Special care should be given to the references and/or bibliography to assure correctness of author names and dates in the text and in the bibliography. **The ultimate responsibility for correctness lies with the student.**

C. Numbering the Pages. Each page should be assigned a number. However, no number appears on the title page. The following plan of page numbering is required.

1. For the preliminary pages use small Roman numerals (ii, iii, iv, etc.). The title page is page i, but the number does not appear. The signature page is ii. The preliminary pages are numbered by centering the page number one inch from the bottom of the page.
2. For the remainder of the manuscript, including text, charts, illustrations, appendices, bibliography, etc., use Arabic numerals (1, 2, 3, etc.). Each page must be consecutively numbered. Do not use letter suffixes such as 10a, 10b. The numbering begins with 1 and runs consecutively to the last page of the paper. **All page numbers should be centered at the foot of the page, one inch from the bottom edge.**

D. Illustrations and Tables. All charts, graphs, maps, diagrams, figures, and tables must be numbered and given a title. Color printing appears as slightly varying shades of gray. Therefore, lines on a graph should be identified by labels or symbols rather than by colors. Similarly, shaded areas such as countries on a map have better contrast if crosshatching is used instead of color.

E. Oversize pages. Charts, graphs, maps, and tables that are larger than the standard page size might have to be used in your thesis. If so, they should be carefully folded into the manuscript. It is recommended that such pages be avoided unless they are absolutely necessary. Try to arrange the layout to fit the chart or table on a standard page, or use a photographic reduction of the graphic material.

F. Margins. The left-hand margin should be one-and-one-half inches wide on all pages, including the title, signature, copyright, and abstract pages. One-half of this margin is the allowance for binding. Margins at the top, bottom, and right side of the paper must be at least one inch wide. **Page numbers should be centered and placed at least one inch from bottom edge of the paper.** Under no circumstances should the pages be perforated.

G. Photographs. Ideally, each photograph should have a full range of contrast from true black to pure white. Photos with limited contrast will be unclear in photographic copies. Color photos should not be used in the thesis unless the color itself is essential to communicate the data. Photos should be scanned and printed on 8-1/2 x 11 inch paper.

SAMPLE TITLE PAGE

TIME PRESSURE INCREASES AGE DIFFERENCES
IN ACTIVITY MEMORY

by

Dana Miccio

A Thesis Submitted to the Faculty of
The Wilkes Honors College
in Partial Fulfillment of the Requirements for the Degree of
Bachelor of Arts in Liberal Arts and Sciences
with a Concentration in Psychology

Wilkes Honors College of
Florida Atlantic University

Jupiter, Florida

December 2001

SAMPLE SIGNATURE PAGE

**TIME PRESSURE INCREASES AGE DIFFERENCES
IN ACTIVITY MEMORY**

by
Dana Miccio

This thesis was prepared under the direction of the candidate's thesis advisor, Dr. Julie L. Earles, and has been approved by the members of her/his supervisory committee. It was submitted to the faculty of The Honors College and was accepted in partial fulfillment of the requirements for the degree of Bachelor of Arts in Liberal Arts and Sciences.

SUPERVISORY COMMITTEE:

Dr. Julie L. Earles

Dr. Paul Kirchman

Dean, Wilkes Honors College

Date

SAMPLE ABSTRACT

ABSTRACT

Author: Dana Miccio
Title: Time pressure increases age differences in activity memory
Institution: Wilkes Honors College of Florida Atlantic University
Thesis Advisor: Dr. Julie L. Earles
Degree: Bachelor of Arts in Liberal Arts and Sciences
Concentration: Psychology
Year: 2001

Older adults have more difficulty than younger adults remembering performed activities (e.g., Earles, 1996). Because memory for activities that we perform is essential for everyday functioning, this age-related decline in activity memory is of great concern. One important variable that may influence age differences in activity memory is time pressure. Thirty-six older and 36 younger adults performed a series of cognitive activities. For half of the activities, participants were under extreme time pressure to complete the task. For the other half of the activities, participants did not experience time pressure. The age difference in activity memory was much larger for those activities performed under time pressure than for those activities for which there was no time pressure. Increasing time pressure may increase the frustration and anxiety level of older adults, reducing their ability to remember activities.

If copyrighting, this will be numbered page iv.

ABSTRACTS ARE LIMITED TO 150 WORDS AND ONE PAGE. They may be single spaced.

Harriet L. Wilkes Honors College: Thesis proposal form

This form should be turned in each time a student registers for thesis credit.

Student name _____ Student ID number _____

Course title (21 characters): **H _ T H E S I S** _ _ _ _ _

Course # option	Section #	Semester	Year	Credit Hours	Grade
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Concentration _____ Anticipated graduation date _____

Working title of thesis _____

Brief description of work to be done during term (attach additional pages if necessary):_____

Students and advisers are reminded that all research that involves federal compliance mandates must be approved by the appropriate University Committee before any data are collected. Compliance issues include: human subjects, animal subjects, infectious agents, recombinant DNA, radioactive material, x-rays, lasers, hazardous chemicals and boating/diving safety. Please contact the Division of Sponsored Research for information. The web site is <http://www.fau.edu/dsr/committee.htm>.

Signatures:

Student _____ **Date** _____

Thesis Supervisor _____ **Date** _____

2nd Committee Member _____ **Date** _____

3rd Committee Member (where appropriate): _____ **Date** _____

Associate Dean _____ **Date** _____

Dean _____ **Date** _____