Honors Program: Thesis Guidelines

Below is a summary of the required depositing procedures and format requirements of the B.S. Honors Thesis. The Honors Thesis guidelines are based upon the required format for Theses submitted to the Graduate School of Purdue University. More detailed information can be found in Chapters 2 and 6 in the Graduate Thesis Manual. (http://www2.itap.purdue.edu/GradSchool/downloads/thesis/graduate-thesis-manual.pdf).

Procedures for Depositing the Honors Thesis

One copy of the Honors Thesis must be submitted to the Chemical Engineering Undergraduate Office by the end of the spring semester of your senior year. Please see the deadline sections for an exact date. This copy must be bound in a black three-hole screw-post binder with a backing strip (service available at the Boiler Copy Maker, PMU room 157).

A second copy should be submitted to your Thesis Advisor. This copy may be bound by any method specified by the Thesis Advisor.

Honors Thesis Format Requirements

Paper Requirement
White paper must be used. The paper size should generally be standard, eight and a half by eleven inches.

Typeface and Quality
Only one typeface may be used throughout the thesis. All text, page numbers, table numbers, figure numbers, captions, references, and footnotes must be in the same typeface. For general text, the type size should be 12 points. Variations of the basic typeface and size may be used for symbols or emphasis when appropriate.

Spacing
The vertical spacing of all thesis text, including bibliographic references, should be four lines of text per vertical inch (three lines per inch is acceptable). Long quotations, headings, and captions may be printed at six lines per inch (single-spaced). Multi-lined and subdivision headings, figure and table captions, footnotes, and endnotes normally are printed six lines of text per inch.

Margins
The following page margins must be observed:

Left Page Margin 1.5 inches
Right Page Margin 1.0 inch
Top Page Margin 1.0 inch
Bottom Page Margin 1.25 inches

All tables and figures, including their captions, must conform to the margin requirements.

Page Numbering
Every page of a thesis that includes typing or drawing is numbered. Except for the title page, page numbers must be placed on each page of the manuscript. Preliminary pages are numbered consecutively in lowercase Roman numerals. The text and all reference pages, including appendices, are numbered consecutively using Arabic numerals (beginning with 1 on the first page of the text).

The number usually is placed in the upper right corner, one-half inch below the top edge of the page. The last digit of the page number is even with the right margin. The title page is the first numbered page (Roman numeral “i”). The numeral “i”, however, does not appear on the title page. The page following the title page is the first page that has a number (Roman numeral “ii”). The word “page” never accompanies the number.

**Title Page (Required)**
The title page must include the full, official title of the thesis, your full name as it appears in the University records, the title of the degree awarded, and the date the degree is awarded (see Figure 2).

The degree title is “Bachelor of Science in Chemical Engineering with Honors”. The date is the month and year that the degree is actually awarded (e.g., May 200X).

**Table of Contents (Required)**
A Table of Contents is required (see Figure 3). The heading TABLE OF CONTENTS, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. The list begins at the left margin, three blank lines below the heading. All material following the Table of Contents is listed in it. No preceding material is listed. The headings of parts, sections, chapters, and their principal subdivisions are listed in the Table of Contents and must be worded exactly as they appear in the body of the thesis. When listing the subdivisions, list the same levels of headings and subheadings consistently for each chapter. Dotted leaders are required between headings and page numbers. If the Table of Contents continues beyond one page, allow a one-inch top margin on successive page(s). The word Page should be typed above the listing of the page numbers. Number the Table of Contents pages in lowercase Roman numerals.

**List of Tables and List of Figures (Optional)**
The heading LIST OF TABLES, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. Number the List of Tables page in lowercase Roman numerals. The list begins at the left margin, three blank lines below the heading. The List of Tables contains exactly the same numbers and captions as appear above the tables in the text and in the appendices. If the List of Tables continues beyond one page, allow a one-inch top margin on the following page(s). The format for the List of Tables is the same as for the Table of Contents. Type the word Table above the listing of the table numbers and captions. Type the word Page above the listing of page numbers.

The heading LIST OF FIGURES, in capital letters, is centered between the left and right margins, without punctuation or underlining, two inches from the top of the page. Number the List of Figures page in lowercase Roman numerals. The list begins at the left margin, three blank lines below the heading. The List of Figures contains exactly the same numbers and captions as appear below the figures in the text and in the appendices.
If the List of Figures continues beyond one page, allow a one-inch top margin on successive page(s). The format for the List of Figures is the same as for the Table of Contents. Type the word Figure above the listing of figure numbers and the word Page above the listing of page numbers.

Abstract (Required)

An abstract consisting of two paragraphs is required (see Figure 4). The first paragraph contains your name as it appears on the title page but with the last name first, the abbreviation of the degree title, the name of the institution granting the degree, the month and year the degree is awarded, the exact title of the thesis, and the name of the Honors Thesis Advisor. The second paragraph is a summary of the research, not to exceed 350 words. The first paragraph of the abstract is printed at six lines per inch (single-spaced). The spacing used in the summary paragraph must be the same as the spacing in the rest of the text. The 350-word limit of the abstract does not include the first paragraph. Mathematical formulas, diagrams, and other illustrative materials are not recommended for the abstract.