THESIS FORMATTING GUIDELINES

When you have passed your defense, the following steps will be necessary to complete the thesis requirement:

1. **Correct and format your thesis.** Make the final corrections in your thesis required by your thesis defense committee and format your thesis for binding as detailed below. If extensive revisions were recommended, or if you were required to complete certain revisions before passing (i.e. if you passed with qualifications), have your final changes reviewed by your advisor and honors representative before notifying Honors that you are ready to order your bound copies.

Please follow these formatting instructions carefully. Each of the model pages shows how to format a particular part of the thesis and what to include in it. The small type in the left-hand margin explains the details and the reasoning behind the format conventions. You should also obtain the documentation style manual specific to your discipline and follow it for format and documentation considerations beyond the basics covered here. Your advisor is your ultimate reference on the style used in your discipline.

### Format Requirements for All Theses

#### Margins and Fonts
1. Margins: 1.5 inches on the bound side; 1 inch on the top, bottom, and unbound side.
2. Do not justify the right margin; doing so makes the text more difficult to read.
3. The required front matter (see below) should be single-sided. The body of your thesis and back matter may be printed double-sided (but make sure you mirror your margins to allow for binding).
4. A single font must be used throughout the thesis or report, the only exceptions being in tables, graphs, and appendices. Use at least a 12-point font for the body of the thesis (footnotes and captions for tables and figures can be set in a smaller font.)
5. Use a serif font for the text of the paper; research shows it is easier to read.
6. You may use a sans serif font for titles and headings.

This is an example of a serif font. This is an example of a sans serif font.

#### Front matter (The following pages should come before the text of the thesis in the order indicated. Follow the format on the sample pages exactly.)
1. Title page (Put **Honors Thesis** on the top, your **name** in the middle, **Submitted to Brigham Young University in partial fulfillment of graduation requirements for University Honors** in the middle, your **department** and the **month** and **year** you are graduating on the bottom (model page included).
2. Create a blank page
3. Abstract (summary) of the thesis
4. Create a blank page
5. Acknowledgments page, if desired
6. Create a blank page
7. Table of Contents
8. Create a blank page
9. List of Tables and Figures, if any have been used in the thesis

#### Body of the thesis (Please observe the following conventions in organizing the body of the thesis.)
1. Divide the body of the thesis into sections or chapters as indicated in the Table of Contents.
2. Give each section or chapter a heading that corresponds to headings used in the Table of Contents.
3. Number all pages of the body of the thesis sequentially with Arabic numerals.
4. Number tables, if any, sequentially, e.g., Table 1, Table 2, etc.
5. Number figures, if used, sequentially, e.g., Figure 1, Figure 2, etc. Figures include drawings, graphs, photos, diagrams, maps—anything that is not a table.
6. Give each table or figure a descriptive caption that explains clearly what is presented in the table or figure.
7. Place tables and figures close to the relevant text, but not before a reader needs them.

**Back Matter** *(All theses will have the first of these, and many will have the second.)*

1. References, Selected Bibliography, Works Cited, or Works Consulted. The title you use will depend on the documentation style you have followed. These pages must contain full bibliographic citations for all documents, printed or electronic, you have consulted and cited in the thesis.
2. Appendices. Place in an appendix raw data (e.g., calculations, transcripts, tabulations, etc.) which your readers are likely to want to see but which are either peripheral to the argument or too bulky to put in the thesis body.
SAMPLE ABSTRACT PAGE

Honors Thesis

STROKES OF GRACE: LITERARY PAINTINGS IN
FLANNERY O'CONNOR’S SHORT FICTION

by

John Doe

Submitted to Brigham Young University in partial fulfillment of graduation requirements for University Honors

English Department
Brigham Young University
April 2018

Advisor: Susan Elizabeth Howe

Honors Coordinator: Kristine Hansen
ABSTRACT

STROKES OF GRACE: LITERARY PAINTINGS IN FLANNERY O’CONNOR’S SHORT FICTION

David W. Coltrin

English Department

Bachelor of Arts

This thesis examines the thematic impact and rhetorical purpose of the aesthetic scenes that Flannery O’Connor frames in her short stories. Throughout her fiction, O’Connor casts themes of deliverance, redemption, and grace in a visual context. By probing the violent, grotesque reaches of human behavior, O’Connor portrays fallen human nature and highlights each individual's need to undergo a spiritual awakening. The effectiveness of O’Connor's portrayal of grace lies in her synthesis of literary and visual appeals. While playful narration and clever dialogue drive the body of her stories, the reader experiences in the epiphanic moments artistic descriptions of daunting treelines, flaming suns, charging bulls, and streaks of purple and red. In short, the climactic scenes in many O’Connor short stories can be best described as literary paintings.

As a “literary painter,” O’Connor effectively suggests both the workings of grace and the opposing depths of hell through an interplay of symbolic imagery, color, shape,
ACKNOWLEDGMENTS

Students may use the acknowledgments page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the thesis or capstone project. Acknowledgments should be simple and in good taste.
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