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## THESIS FORMATTING GUIDELINES

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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

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#### 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

The margins for the honors portfolio should be set at 1" top, bottom, and right, with a 1.5" left margin to allow for binding. All title page information should be centered horizontally between the margins as shown. Put "Honors Thesis" on top of the page.

Skip 5 lines and on 6<sup>th</sup> line, put your Honors Thesis title and it must be in all capital letters.

Skip 5 lines and on the 6<sup>th</sup> line type, by, and on the next line, type your name as it appears in AIM. Center name in the middle of the page.

Skip 5 lines then type, Submitted to Brigham Young University in partial fulfillment of graduation requirements for University Honors

Skip 5 lines then type your department, Brigham Young University, and the month and year of your graduation

Skip 5 lines then type, Advisor:, and type his/her name then skip a line then put, Honors Coordinator: then type his/her name.

# SAMPLE ABSTRACT PAGE

## ABSTRACT

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

David W. Coltrin

English Department

Bachelor of Arts

The word .ABSTRACT. should be on top of the page. It must be printed in the same font and size as the rest of the paper and should be in all capital letters. Three blank lines should follow.

The title of your work should be typed exactly as it appears on the title page, in all capital letters.

After three blank lines, type your name, the title of your department, and the full name of your degree, double-spaced.

After three blank lines, begin the body of the abstract, which should be double-spaced.

The abstract is a concise summary of the thesis or the capstone Project.

It must not exceed 250 words in length.

It is double-spaced and printed in the same font size and type as the rest of the text.

The abstract precedes the body of the thesis.

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,

## SAMPLE ACKNOWLEDGEMENTS PAGE (optional)

The acknowledgments page is optional.

### ACKNOWLEDGMENTS

On top of the page, type, ACKNOWLEDGEMENTS. It must be printed in the same font and size as the rest of the work and should be in all capital letters.

Following four blank lines, the text of the acknowledgements begins.

The text should be in the same font and style as the rest of the work and double-spaced.

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.

# SAMPLE TABLE OF CONTENTS PAGE

## TABLE OF CONTENTS

The phrase "TABLE OF CONTENTS" should begin on top of the page. It must be printed in the same font and size as the rest of the work and should be in all capital letters.

Leave three blank spaces between the title and the start of the text. Use a 12 point font for the text.

The table of contents is of importance because it enables readers see at once the entire content of your document and read selectively if they so desire.

Show all the divisions or chapter titles in the thesis. There should be as many headings as divisions of the thesis.

All headings should be substantive or functional to accurately signal the content of the section.

Lower case roman numerals are used for page numbers of prefatory sections, such as title page, abstract, table of contents, etc. The title page is page number i, but the number should not appear on the page.

Spaced dot "leaders" extend from each section entry to the page numbers in column at the right margin.

The works cited section follows the text; informational notes and appendices come after.

Appendices are given letter or number designations, and pagination of appendices continues from the rest of the thesis.

Title .....	i
Abstract (required) .....	ii
Acknowledgments (optional) .....	iii
Table of Contents (required) .....	iv
List of Tables and Figures (as necessary) .....	v
I. Introduction .....	1
II. Review of Critical Literature.....	7
III. O'Connor's Rhetorical Use of Visual Imagery .....	16
IV. Literary Painting in "Parker's Back" .....	28
V. Impact of the Visual on O'Connor's Reader. ....	41
VI. Conclusion .....	56
Works Cited .....	58
Notes (optional) .....	69
Appendix 1 (optional) .....	72
Appendix 2 (etc.) .....	75

# SAMPLE LIST OF TABLES/FIGURES PAGE (as required)

Center the heading "LIST OF FIGURES" or "LIST OF TABLES" two inches from the top of the page.

## LIST OF FIGURES

Leave four blank spaces, then start the list.

The list is double-spaced and printed in the same font size and type as the rest of the text.

FIGURE 1: Herman Melville, 1852.....	19
FIGURE 2: Nathaniel Hawthorne, 1847.....	20
FIGURE 3: First Edition of Scarlet Letter .....	22