



HNRS 4911/12

Style Guide for Honors Senior Thesis Submission

A requirement for graduating from the RMU Honors Program is submitting a clean copy of your thesis fit for publication to honors@rmu.edu.

It is extremely important to follow the style guidelines when turning in your thesis. Failure to do so really fouls up the whole process of assembling the theses into a bound volume and leads to endless hours of aggravation.

Observe the following guidelines:

- Cover page with the following information centered: Thesis Title, Your Name, Advisor's Name (no title, just his or her name). Do not put any more information than this.
- Insert a blank page after the cover page
- Do not use a "running head"
- Do not include a table of contents
- Use Times New Roman 12-point font for everything
- Single-space the body of the text
- Everything should be in black-and-white; leave out or recolor any color charts & graphs in the version you send us
- Everything should be in Portrait Orientation. If you have charts or graphs that require Landscape Orientation, insert a text box, drop the chart into the text box, rotate it 90 degrees so it fits in Portrait Orientation, click the text box and choose Format – Shape Outline – No Outline.
- Do not use page breaks or section breaks
- Subheadings should be bold and left-indented, sub-subheadings left-indented and italicized
- No extra spaces between paragraphs
- Indent the first line of new paragraphs

Other than this, please follow the conventions suitable in your own discipline, and if you have any questions please ask your thesis advisor.

Failure to follow these guidelines will jeopardize the inclusion of your thesis in the bound volume. Also remember, how your thesis appears in the printed volume is a reflection on you, so please carefully edit the document before you send it to us!