

THESIS FORMAT

Check with your adviser for any format preferences. Below are general guidelines.

- **Margins:** One-inch margins are fine. On clothbound copies, the bindery trims 1/8" on all sides.
 - **Line Spacing:** Set to 1.5 for all sections except Bibliography, which can be single-spaced.
 - **Citation format** is at the discretion of your adviser.
-

TITLE PAGE: There are three versions of the thesis title page: one for high honors, one for honors, and one without honors. **BIOL majors: Once** you know which level of honors you're receiving (sometime after your defense), create the appropriate title page to accompany your final thesis and add to PDF. **MBB Majors: Since** your final thesis is due before final honors decisions are made, we ask that you print multiple versions of your title page (with either no honors, honors, or high honors), have all of them signed by your committee members and include them with your final thesis copies. Once the honors decisions have been made, we'll use the appropriate title page for your thesis!

- **Print is double-sided** (see exceptions below).
 - Start all new sections on a new page: Abstract, Intro, Methods and Materials, Results, Discussion, Bibliography, Appendices. These are still double-sided, but **each section should start on the right-hand page**.
 - Charts, graphs, and photos should be **single-sided** (although not necessary if they are embedded within text).
 - Each colored page (ie: photos/charts/graphs) should be followed by a blank page. This will keep the color copy from bleeding onto the next page of text and also keep the order with double-sided printing.
 - Include the title page.
 - All committee signatures are needed (sometimes electronic signatures are easier to obtain).
 - Thesis are only bound once a year, so these too will go out for binding in July.
- **Winter Term theses:** Instructions are above, however please email the PDF to the coordinator **by the last day of classes, or by a date agreed upon by you and your adviser**.

If you have any questions - don't hesitate to ask the coordinator or your thesis adviser!