

Submitting the Final PSYC Thesis

Rev. (03/03/20)

By the last day of exams you must have completed the following:

- Print final copies* of your thesis, including title page and honor code page (see examples, pages 2-3). *You can use your printing quota with the on-campus public printers, providing you have a balance. [Reprographics provides the best quality for color and B&W printing. Please contact them directly regarding payment (cash, check, or Index number), fees, and timelines.]*
- Obtain signature of your thesis advisor on the title pages of your thesis.
- Turn in 3 copies* of your final thesis, secured with binder clips, to Tanya Hershey, PSYC Coordinator, MBH 282.
- Fill out a mailing label (provided by Tanya Hershey) with your home address to send your personal bound copy of your thesis (allow 4-6 weeks for delivery).

Send the following information by email to Tanya Hershey (tshershey@middlebury.edu):

- A final electronic copy of your thesis (*in a single PDF document*) to Tanya **and your thesis advisor**. [Titled: Lastname_thesis_year; e.g., [Smith_thesis_2017.pdf](#)]
- A final electronic copy **of your abstract** (*in a single WORD document*) to Diane. [Titled: Lastname_abstract_year; e.g., [Smith_abstract_2017](#)]
- If your thesis title is over 60 characters including spaces, send an abbreviated title that is no more than 60 characters long (including punctuation and spaces). This is for the spine of the cloth-bound copy only.

***How many copies do you need to print?**

At least three—maybe four:

- One copy for the Psychology Department (the Dept. will bind this at no charge to you)
- One personal copy for you (the Dept. will bind this at no charge to you)
- One for the college archives (unbound)
- One for your Thesis Advisor [***Optional:*** verify whether your advisor wants a hard copy in addition to the PDF version]--you can give it to him/her directly, or to Diane

Additional copies:

- If requested, copies (either paper or PDF in an e-mail) to other committee members
- If you'd like additional personal copies clothbound, the cost is \$18 each

Formatting Instructions:

- Formatting conventions: use the general APA format.
- Margins: Use one-inch margins on all copies, including the cloth-bound copy.
- Print the copies of your final thesis double-sided (see exceptions below).
- Start all new sections on a new, right hand page: Title page, Honor Code, Acknowledgements, Table of Contents, Abstract, Intro, Methods and Materials, Results, Discussion, Bibliography, Appendices. These are still double-sided, but each section should start on the right hand page.
- **Color** charts, graphs, and photos should be single-sided (This is not necessary if they are embedded within text.)
- Your personal copy can be single-sided if you prefer.
- **A sample title page and honor code page follow on page 2-3 of this document.**

Electronic copy: Please email a single **PDF** document of your entire thesis and a separate **WORD** file of your abstract to Tanya Hershey (tshershey@middlebury.edu) and your thesis advisor.

Title of Thesis

Student Name

A Thesis Submitted in Partial Fulfillment of the Requirements for Honors

**Department of Psychology
Middlebury College
Middlebury, Vermont 05753**

Date Submitted

Approved By:

[Type Name of Thesis Advisor], Ph.D.
Thesis Advisor

HONOR CODE PLEDGE

I have neither given nor received unauthorized aid on this assignment.

[Student name]

The Middlebury College Undergraduate Honor Code was written for students, by students, in 1965. As noted in the Preamble to its constitution,

"The students of Middlebury College believe that individual undergraduates must assume responsibility for their own integrity on all assigned academic work. This constitution has been written and implemented by students in a community of individuals that values academic integrity as a way of life. The Middlebury student body, then, declares its commitment to an honor system that fosters moral growth and to a code that will not tolerate academic dishonesty in the College community."