

SUNY ESF Honors Program Format for Thesis Project Reports & Title Page

The final project or paper should be made into an electronic file (PDF) for submission to the Honors Program through a Director.

Margins:

Left-hand margins on all pages, including the title page and all appendices, diagrams, and figures, must be 1.5 inches to allow room for binding. Top, bottom, and right margins should be at least 1 inch.

Type:

The thesis project should be printed in 10 or 12 point font. Unless professional quality micro-justification is used, full justification is discouraged. The margins should be unjustified.

Line spacing:

The thesis project report should be double-spaced, with approximately 25 lines per page. The list of sources cited and consulted, as well as footnotes or endnotes, should be single-spaced. (Consult an appropriate style manual for proper citation form.)

Page numbering:

The Abstract precedes the Table of Contents; these pages are not numbered. All pages AFTER the Table of Contents should be numbered in the upper right hand corner. Acknowledgments sections should be numbered in lowercase Roman numerals. All pages thereafter should receive continuous Arabic numbering.

TITLE PAGE

The proper format for the title page is illustrated on the final page of this document and should be printed on paper to allow for signatures. After signatures are gathered it can be scanned and added to the final PDF version for final submittal.

COPYRIGHT PAGE (optional)

The original copy of the thesis project report is regarded as unpublished work and will be kept in the Honors Program Office (227 Bray Hall) and Moon Library. If the student envisions publication of the work or wishes for other reasons to reserve rights to the work, he or she may file for copyright protection and include a copyright page following the title page. Copyright registration materials are available in the Office of Instruction and Graduate Studies.

ABSTRACT

Each thesis project report must include a one-page abstract. The abstract is a summary of the thesis project and describes the essential ideas of the thesis project. Typically, an abstract includes a statement of the problem, a summary of the methodology used, the argument, the nature of the proof or evidence, and the conclusion. For a project executed in a non-print medium, the abstract should typically include a statement of the concept, the context of the work, a discussion of the medium/processes used in the project's creation, and the conclusion.

Because the abstract summarizes what the thesis project report has accomplished, it should be written in present or past, not future, tense.

TABLE OF CONTENTS

Every thesis project report should include a table of contents listing the page numbers of the preface, acknowledgements, the thesis project body or essay, footnotes/endnotes and sources cited and consulted, and appendices.

ACKNOWLEDGMENTS

In this section, students have an opportunity to express their appreciation to those who have contributed to their academic and personal growth as scholarly creators.

THESIS PROJECT BODY OR ESSAY

For a thesis project that is executed as a printed document, the body of the work is usually about 60-70 pages, though some, particularly in the natural sciences, may be shorter, and those in the social sciences may be longer. The body of the work should be an expanded version of the information contained in the abstract and it should follow the conventions of the author's discipline.

For a thesis project executed in a non-print medium, the body of the work is the creation itself.

FOOTNOTES/ENDNOTES AND SOURCES CITED AND CONSULTED

The student should use whatever style of documentation is appropriate for the discipline in which he or she is writing. The thesis project advisor can recommend the correct style to follow. Reference copies of the most commonly-used documentation style guides--the MLA handbook, the Chicago Style Manual, and the Publication Manual of the American Psychological Association--are available in Moon Library.

APPENDICES

Any tables, graphs, illustrations, or other material that the student refers to in the thesis project should be included with the body of the thesis or as appendices, consistent with the conventions of the discipline.

SUMMARY OF THE ORDER OF THE THESIS PROJECT REPORT

Title Page
(Copyright Page)
Abstract
Table of Contents
Acknowledgements
Thesis Project Body or Essay
Sources Cited and Consulted
(Appendices)

Adopted by the ESF Honors Faculty Committee on 20 January 2000. Updated October 9, 2002;
updated 9.20.2007, Updated 6/6 2011, Updated 9/26/2018

(Title)

by

(name of honors student)

Candidate for Bachelor of (Science or Landscape Architecture)

(Department Name)

With Honors

(month) (year)

APPROVED

Thesis Project Advisor: _____
(typed name of honors advisor)

Second Reader: _____
(typed name of second reader)

Honors Director: _____
William M. Shields, Ph.D. or
Stewart Diemont, Ph.D.

Date: _____