

Submitting the Honors Thesis: A Checklist

To complete the Honors Thesis requirement, please submit the following by Prep Day:

- ✓ **A PDF of your final thesis on CD** – please include your first and last name in the file name and on the CD itself
- ✓ **Two (2) spiral-bound copies** of your final thesis
 - Each copy must include a *Title Page* in the required format: [Title Page](#)
 - Each copy must also include the required *Signature Page*: [Signature Page](#)
 - It is your responsibility to have each copy signed by your faculty mentor and the Director of the Honors Program.
 - Once signed, you will need to distribute one copy to your faculty mentor, and one copy to the Honors Program.

More details:

- Paper, printing, and binding
 - White, 20-lb weight and 25% rag content (or cotton fiber) paper
 - Laser-printed and double-spaced in a 12 pt. font, ideally Times New Roman
 - Spiral binding at campus printing centers ([@One](#) and [Learning & Resource Center](#), WRB 1021)
- Title and Signature Pages (*unnumbered*)
 - Use the templates available on the Honors website to create your title and signature pages
 - Correct the following items on the templates:
 - Thesis Title
 - Degree and major (i.e. Bachelor of Science in Geology)
 - Your name and your thesis professor's (faculty mentor) name
 - Month and year of graduation: May, August, or December
 - See the [Example of Title and Signature Pages](#) on the Honors website
 - Original signatures of the faculty mentor and the Honors Director are required
- Pagination (*all page numbers are in upper-right hand corner*)
 - Title Page (unnumbered)
 - Signature Page (unnumbered): including original signatures
 - Subsequent pages (Abstract, Acknowledgment, Table of Contents etc.) are numbered in small case Roman Numerals (i, ii, iii, iv,)
 - Text is numbered in Arabic numerals (1, 2, 3, ...) beginning with first page of text and continuing through ALL text, appendices, tables, etc.
- Margins
 - Top: 1.0"
 - Bottom: 1.25"
 - Left: 1.5"
 - Right: 1.0"
- Formatting
 - You may follow MLA or APA formatting for the text of your thesis.

For more detailed information on submitting a thesis, consult the Honors Thesis Handbook or the UNR Graduate School thesis guidelines: www.unr.edu/grad/forms. Please contact the Honors Program with questions.