

Senior Honors Thesis Information 2009 - 2010

September 18, 2009: By this date you should have completed the online Senior Thesis Information form. See Blackboard for the link.

September 30, 2009: IF YOU DID NOT HAVE A THESIS FOCUS AND/OR THESIS FACULTY MENTOR IDENTIFIED WHEN YOU FILLED OUT THE ONLINE FORM (ABOVE), submit your Thesis Focus & Mentor form.

December 4, 2009: Submit your Thesis Proposal Draft. Students enrolled in certain courses are exempt. You'll be notified of this exemption in response to the information you provide to the online Information Form (see above). This draft will contain at a minimum your hypotheses or research question(s) as well as your literature review or an annotated bibliography.

February 5, 2010: Submit your Thesis Draft. Again, students enrolled in certain courses are exempt.

TBA (about March 31, 2010): Submit your honors thesis to the Academic Showcase (Entry available on Blackboard)

April 23, 2010: Deadline for Thesis Title & Completion Date Form (Available on Blackboard)

Your faculty mentor MUST certify through signature on the Thesis Title & Date form (see above) that your thesis meets guidelines and will be completed by the end of the semester in order to ensure that your name and honors designation is included in the graduation program in May. A working draft of your thesis must be attached to this form.

May 12: Deadline for Completed Thesis Submission, including the Signature Page.

Thesis “contents”

Unless your faculty mentor has directed otherwise, your thesis should contain the following sections in the following order.

Signature/Approval Page

Title Page

Dedication Page (Optional)

Table of Contents

List of Figures (Optional)

Acknowledgements Page

Abstract (If required in your discipline)

Text of the paper

Appendix/Appendices (Optional)

Bibliography/References/Works Cited

Thesis Formatting Guidelines

Unless your Senior Thesis Faculty Mentor has other requirements, all final theses should conform to these guidelines. See also the University's *Cite Right* manual for assistance (posted to Blackboard; also available on the RWU website: <http://www.rwu.edu/academics/centers/cad/writing/resources/citeright.htm>).

Margins	Left = 1.5 inches
	Top, Bottom & Right = 1 inch
Page Numbers	Bottom center of each page (except for the title page & the cover sheet)
Font	Times New Roman, Arial, or other similar standard font
	12 points
	Use the same font style and size throughout, except for tables
	Tables may look better, especially if you are presenting numbers, if you use a sans-serif font such as Arial or Helvetica.
Alignment	Align left
Spacing	Double space, except for tables and the cover page (use the prescribed format)
Paragraphs	Don't leave just one line of a paragraph on a page
Headings	Use major and minor headings
	Center and make bold the major headings
	Left align and make bold the first level of minor headings
	Double space before major headings
	At a minimum, each major section of the paper should have a heading; Use sub-headings as needed
Quotations	Short quoted material should be properly identified by the use of quotation marks and a proper citation afterwards
	Long quoted material (quotes that will take five lines or longer in your paper) should be identified in the following manner: Indent five spaces both left and right. Single space. Do not use quotation marks. Follow with a proper citation.
Citations	Use the format that is the standard for your discipline
	If there is no established format, use APA
Footnotes	Use the format that is the standard for your discipline
	If there is no established format, use footnotes only for explanatory material. Use Endnotes or the "References" section for full references to works that you cite.
Bibliography/ References/ Works Cited	Use the format that is the standard for your discipline
	If there is no established format, use APA
	Note: If you use "Works Cited" only list the materials that are cited in the paper
Title Page	Follow the attached sample
Signature Page	Follow the attached sample

(Sample Senior Thesis Title Page)

Title of Thesis

A paper submitted to
(Name of Faculty Thesis Advisor)
(Rank, Academic Department)

Roger Williams University
(College or School)

In fulfillment of the University Honors Program Thesis Requirement

By
(Name of Student)
Class of 2010
April 30, 2010

Course Title or Independent Study Title

Director, University Honors Program

Thesis Advisor



University Honors Program

Honors Senior Thesis Report

I wish to confirm the satisfactory completion of the senior research thesis for the graduating student named below.

Student (Name)

Faculty Thesis Mentor (Name)

Mentor Signature

Course associated with Thesis

Date

Please attach this form to the final copy of the project report and return to:

Peter Deekle, Director (University Honors Program)
c/o Main Library