



## Style Sheet for Honors Thesis

### Copies for Thesis Committee:

1. Word processed copies of your thesis or project must be submitted to your advisor and each member of your committee. Since the committee may suggest or require that changes be made to your thesis or project, be prepared to make these changes on the final copies submitted to the Library.
2. The style of the thesis or project shall meet the professional standards of the discipline within which it is written. Check with your advisor to be sure you are adopting the correct format for your paper (see further formatting instructions below). Style manuals for many disciplines are available in the Library.

### Final Library copies:

If your thesis or project is approved by your examining committee, as evidenced by signatures on the Signature Form, you are then required to submit two copies suitable for binding and preservation to Stewart Memorial Library. These copies must be accompanied by the Signature Form which the librarian accepting the copies will in turn sign. This form is then submitted to the Registrar's Office.

The permanent nature of your thesis imposes additional format and style constraints:

1. Body Margins: Left = 1 ½ inch, Top, Bottom and Right = ¾ inch or more.  
Page numbers must be within these margins.  
Graphs, tables, charts, images and fold-over pages must be within these margins
2. Title Page: Center horizontally using the above margins. Title at the top of the page. Space 14 lines. by Author's name, space 10 lines, "Submitted in Partial Fullfillment for Departmental Honors", space 6 lines, list Department, space 9 lines "Coe College" "Cedar Rapids, IA" "April year". (See attached sample for vertical spacing.)
3. Word Processing: Use Standard typeface ie: Times New Roman, Ariel, Courier. Font size is 12 point for the Body, 13 point for titles and headings, 14 point for the Title on the Title Page.  
Double-spaced with the exception of long quotations which are single spaced.  
Footnotes, when used, are single spaced.  
Bibliography or reference list should be according to style guidelines of your discipline.  
Appendices should be paginated continuously with the rest of the paper.
4. Corrections and insertions: Handwritten are unacceptable. The final copies MUST be free of errors in spelling, punctuation, and grammar.
5. Printing: Must be laser printed. Four blank sheets of the paper must accompany the two copies.