Academic Support: Resources for Honors Thesis Preparation

It is expected that the creation of the Honors Thesis should be a year-long project. After nomination the Honors Candidate should begin consulting with their advisor(s) and the research librarians at Ladd on their chosen topic. By the end of the first semester the Honors Candidate should have accomplished substantial work. Many resources are available on campus to help with research, writing, and formatting.

Library

For individual research consultations, Candidates should contact the Librarian with the [subject expertise](#) for your thesis topic. Librarians can provide assistance with formulating research strategies, conducting comprehensive literature reviews, using bibliographic citation software to manage research findings, and possibly purchasing supporting resources. (http://www.bates.edu/library/research-services-staff/) The [Thesis Writers Guide](#) summarizes library support. (http://libguides.bates.edu/thesis_writers).

For [copyright questions](#) (http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/) and permissions guidance, contact Chris Schiff, cschiff@bates.edu , 786-6274. He can advise candidates on the need for permission to use particular images, music, audio or film clips, charts or other material; how to locate non-protected material; how to obtain permission to use copyrighted material; and how to protect the candidate's work.

For any questions pertaining to SCARAB, contact Christina Bell, batesscarab@bates.edu, in Ladd Library.

Help Desk

For strategies and techniques when working with large files and using some of Words more sophisticated function as you will with Honors thesis work, the Help Desk is essential. They can assist with safely storing thesis drafts, formatting and preparing the manuscript with headings, page numbers, and an auto-updating table of contents; and incorporating images, spreadsheets, and figures. Theses that include material in multiple formats and files (e.g., text, images, and audio files), will need to be converted to a zip file to upload onto SCARAB and the Help Desk can assist with this conversion. Watch for workshops that they will be sponsoring during the semester.

For more assistance, contact Lee Desiderio, ldeside2@bates.edu, 786-6181

Writing

For writing assistance, candidates have support from [Writing at Bates](#) in a number of venues, including individual consultations, Honors-specific workshops, and Thesis Cafe. Writing at Bates can guide candidates from the beginning of the process—writing the Honors abstract—to the very end - defending the thesis in an oral examination. (http://www.bates.edu/writing/for-senior-thesis-writers/)

For more information, contact Writing at Bates staff, writing@bates.edu

Formatting and Elements of a Thesis

The Thesis Advisor that is the final arbiter of the necessary form and parts of thesis and the suggestions below are meant to be modified with that in mind. There are Word templates in the [Thesis Writer's Guide](http://libguides.bates.edu/thesis_writers) which can be quite helpful and are designed to facilitate discussions with between the candidate the Thesis Advisor about formatting. It is important to understand that these are only a useful way to start that conversation. (http://libguides.bates.edu/thesis_writers)

1. Prepare the **title page** as follows.

<div align="center">

Thesis Title

An Honors Thesis

Present to

The Faculty of the Department or Program of _____*

Bates College

In partial fulfillment of the requirements for the

Degree of Bachelor of Arts [or Science]

By

Author's Full Name

Lewiston, Maine

Date

</div>

*The name of the department or program should be given as it is shown in the latest Bates College Catalog.

PLEASE NOTE: The use of the official seal of Bates College is limited to the Office of the President. Candidates may not use the seal on their thesis cover page.

2. Set a **margin** of 1" on the left, right, top, and bottom. (For print copies that will be bound, set the left margin to 1.5" to insure space in binder.)

3. **Pagination** should account for every page in the thesis. The title page is page 1 (or page i, if you are using Roman numerals for certain introductory parts), even though it is not so numbered. The second page is page 2 (or ii), whether it is a dedication, acknowledgement, table of contents, introduction, or preface. Each page thereafter should be numbered consecutively. If for any reason--such as appearance--the candidate chooses not to put the page number on a given page, it should still be accounted for in the numbering. All pages of illustration, whether interspersed with the text or included in a separate section, should be numbered consecutively with text.

4. The **components** of your thesis will depend on your academic discipline. If your advisor and department or program do not have specific guidelines, the example below may be helpful.

- Title Page
- Acknowledgments (might include faculty, funding organizations, family and friends, your host family during fieldwork)

- Table of Contents
- (List of Abbreviations, List of Figures, Abstract, if required by your department or program, Table of Tables, A Note on the Text or other discipline- or thesis-specific materials, if needed.)
- Introduction
- Chapter I, II, III, IV, etc.
- Conclusion
- Bibliography (which should be titled Works Cited, References, or whatever your disciplinary style requires)
- Appendices (e.g., illustrations, maps, charts, other figures, key documents, key texts)