

General Formatting for Undergraduate Theses
Department of Environmental Sciences
February 2009

General Formatting Instructions

Font: Please use one of the following fonts for ease of reading: Book Antiqua, Century Schoolbook, Courier, or Times New Roman.

Font Size: Please use 12-point or larger.

Spacing: All textual materials should be double-spaced; long quotations may be single-spaced.

Margins: The margins of all pages should be as follows:

Top margin 1”

Bottom margin 1”

Right margin 1”

Left margin 1 1/2”

These margins are important in order to allow space for binding the final volume.

Title: Please do not use all capital letters for your title. Please use full proper names of people, organisms, and places; spell out abbreviations for specialized vocabulary, and use word substitutes for formulas, symbols, superscripts, subscripts, Greek characters, etc.

Page Numbering: All pages must be present and numbered in the proper sequence. Do not use periods, brackets, hyphens, etc. before or after page numbers. The title page is page one (i) of the document; however, the page number is **not** printed on this page. Other preliminary pages such as abstract, acknowledgments, table of contents, etc., should be numbered separately using lower case Roman numerals (ii, iii, iv, v, etc.). The first page of the introduction will be numbered page one (1) with an Arabic numeral. All other pages of the document’s body including references and appendices must be numbered consecutively with Arabic numerals (1, 2, 3, etc.—please use the same font style as your text). All page numbers should be placed at the bottom center of the page, 3/4” from the bottom edge.

Organization of Document

The document will normally consist of the following sections, which should be arranged in the sequence indicated below:

1. Title page*

2. Abstract*
3. Acknowledgments*
4. Table of Contents*
5. List of Tables*
6. List of Figures*
7. Document text (body of thesis)
8. References
9. Appendices (if necessary)

*The above pages followed by an asterisk are considered preliminary pages, and are numbered with Roman numerals.

Title Page

All documents must have a title page and must be signed by the research advisor and the departmental honors advisor. The signatures certify the final approval of your document. The title page should be formatted as the example on page 5.

Abstract

All undergraduate theses require an abstract that contains a brief summary of the background, methodology, results, and implications of the research conducted. The abstract should be no longer than 350 words, and should be double-spaced.

Table of Contents

The table of contents should list all preliminary pages (abstract, acknowledgements, table of contents, list of tables, list of figures, the different sections of the document text, references, and any appendices. An example table of contents is provided on page 6.

List of Tables

A list of all tables should be provided, and the first sentence of each table caption provided along with the page number. An example of the list of tables page is provided on page 7.

List of Figures

A list of all figures should be provided, and the first sentence of each figure caption provided along with the page number. An example of the list of figures page is provided on page 8.

Figures and Tables

All figures and tables in the document text should be embedded in the text, aligned center, and the figure or table caption placed directly above the figure or table. Please leave an extra space between the regular document text and the figure or table caption. All figure and table captions should contain all information necessary to understand the figure without reading the text should be formatted as follows:

“**Figure 1.** Snowfall accumulation in Toledo, Ohio between 1978-1988 measured at Toledo Express Airport.”

Document text

The document text should be organized in the following order:

1. Introduction
2. Materials & Methods
3. Results
4. Discussion
5. Summary & Conclusions
6. References
7. Appendices

All document text should be double-spaced. Start each section on a new page, with the heading in bold font (e.g. **Materials & Methods**), centered at the top of the page, 1” from the edge. Any subheadings used within each section (e.g. ***Study site***, ***Data analysis***) should be typed in bold, italics and left aligned, and separated from the previous section with an extra space.

References

References and in-text citations should be formatted according to online submission instructions for a journal in your field (e.g. *Ecology*, *Conservation Biology*, *Geology*, *Soil Ecology*). You may ask your advisor for a suggestion for an appropriate journal to select. Please check formatting and spelling in the references carefully. Using a citation tool such as Reference Manager or EndNote is recommended, but not required. Make sure that all sources cited in the text are found in the references section and vice-versa. References should be double-spaced and lines other than the first line of each reference should be indented 0.5”.

Appendices

Appendices such as program code, extensive collections of maps or blueprints, long species lists, extensive genetic sequence information etc. should go at the end of the document text, and should be double-spaced.

Binding

All students must turn in two bound copies of the thesis to meet the requirements for the Departmental Honors Citation. One copy will be given to the research advisor and another copy will be held in the Department of Environmental Sciences office. The student may bind an additional copy to keep (optional). The thesis should be printed on only one side of the paper and taken by the student to a photocopy shop (e.g. Kinko’s) for binding. Each copy should be softbound with clear or black coil binding with a clear plastic front cover and a black vinyl back cover.

Length of thesis

The length of the thesis will depend based on the scope of the project. A suggested length is between 10-30 pages of document text. Please have your research advisor edit and approve the thesis before bringing it to the Departmental Honors Advisor for approval.

****Adapted from the Handbook for Preparation of Graduate Dissertations, Projects, and Theses of the College of Graduate Studies

A Thesis

Entitled

Your Title

By

Student Name

Submitted as partial fulfillment of the requirements for

the Bachelor of Science Degree

with Departmental Honors

in

Your Major

Advisor: _____
Your advisor's name

Departmental Honors Advisor: _____
Dept. honors advisor's name

Department of Environmental Sciences

The University of Toledo

Month & Year degree being awarded

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