

## Senior Thesis/Project formatting guidelines

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### The thesis should have the following structure:

TITLE page (*see Appendix 1 for sample*) - includes thesis title, subject, name of student, department, faculty supervisor's name, institution and year of graduation/defense

DECLARATION of AUTHORSHIP page (*see Appendix 2 for sample*)

ABSTRACT (*see Appendix 3 for sample*) - statement of what a scholarly written work contains, presented as a summary; aims to present only the gist of the subject matter and stresses brevity (approx. 100-200 words)

TABLE OF CONTENTS (*see Appendix 4 for sample*) – lists the major divisions of the paper, giving their titles and page numbers

LIST OF TABLES, CHARTS, GRAPHS (if applicable) lists individual headings of any tables used, their numbers, and page numbers

LIST OF ILLUSTRATIONS (if applicable) gives titles of illustrations used in the paper, their reference numbers, and page numbers (here or in the end)

ACKNOWLEDGEMENT (optional) recognizes the assistance of people or institutions in the research for this paper. It may be included with the preface

PREFACE – a brief statement of the topic covered including its scope and purpose

TEXT – main body of the work; pages should be consecutively numbered

### REFERENCES:

- Bibliography – list of relevant sources used in writing the thesis/project. The library has manuals to show the correct form for bibliographic entries (*see Appendix 5*)
- Glossary (where applicable) lists unfamiliar words or technical terms with their explanation
- Appendix (optional) - this is used for material not absolutely necessary to the body of the work, i.e., technical notes, copies of documents, long case histories, etc.

Font and spacing - the preferred font is 12-point Times New Roman, double-spacing of all thesis, except of the footnotes and the bibliography

Margins - the left margin must be 3,5 cm to accommodate the binding of the thesis; the top, bottom and right margins must be 2,5 cm

**Numbering:**

- Title page, Declaration of authorship page, and Abstract are NOT numbered
- Table of contents, lists of tables, graphs, charts, illustrations, acknowledgements, preface are numbered using lower-case Roman numerals (i, ii...), centered at the bottom of the page
- Main body of the work, references are numbered with Arabic numerals beginning with "1" centered at the bottom of each page

Footnotes – may be placed at the bottom of the page, at the end of the chapter, or at the end of the thesis before the bibliography

**Submitting the thesis/project:**

- Electronic versions must be submitted in PDF file, named as `lastname_year.pdf`
- Paper copies must be bound before submitting, or ask a librarian for help.

Note: these guidelines are relevant for both – print and electronic versions of the senior thesis/project.