# *California Lutheran University*

# Basic Formatting Requirements for Psychology Honors Thesis

## 1. General Format:

The final version of your Honors Thesis must be submitted to your faculty sponsor as one electronic file in **Microsoft Word (.doc)** or **Adobe Acrobat (.pdf)** format. Your faculty sponsor will then be responsible to forward your final version to the psychology department record keeping. No multiple files will be accepted. This means, photographs and other illustrative material must be scanned into a computer in order to be included in the Microsoft Word (or .pdf) file. You must **save your honors thesis file as your full name (last, first) followed by the year in which the thesis was completed**.

**Your Honors Thesis must strictly follow APA Formatting Guidelines (as outlined in the *Publication Manual of the American Psychological Association*).**

In addition to general APA formatting guidelines, the following format is required:

## 2. Paper Margins

Every page of your honors thesis must be kept within the following margins:

Top: 1.25” Right: 1”
Bottom: 1” Left: 1.25”

*No part of the manuscript may exceed these specifications! This means, photos and other illustrative material may need to be reduced to fit these requirements.*

## 3. Spacing

The thesis, including the abstract, dedication, acknowledgements, and list of Figures/Tables must be **double-spaced**. Footnotes, reference list, long quoted passages, as well as items in lists, tables, and appendixes may be single-spaced if that style is recommended by the faculty sponsor.

## 4. Pagination

Each page of the entire manuscript must be numbered, except where stated below:

- The Title Page is counted as page i (assumed, do not print number)
- The Abstract is counted as page ii (assumed, do not print number)
- The remaining preliminary pages (see below) are numbered with lower case Roman numerals (iii, iv, v, vi, etc).
- The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning page “1” and continuing throughout, including text, illustrative materials, reference list, and appendixes.

## 5. Font

The chosen font should be used throughout the entire Honors Thesis

### 5.1. Font Style

Arial, Times New Roman, Helvetica and Century Gothic are recommended.

### 5.2. Font Size

Font Size should be 12 (no font smaller than 10 will be accepted).

## 6. Core Components:

### 6.1 Title Page

The title page provides a basic introduction to your research. The title for your work should be a meaningful description of your thesis and include key words that can be used by modern retrieval systems. Use words substitutes, formulas, and symbols. Do not put a number on the title page. The Title Page should include the date when your thesis was accepted and all your committee members' names. The hard copy of your title page requires your faculty sponsor's signature.

### 6.2 Abstract

An abstract of 120 words or less is required. It is to be a succinct description of your work and should be in the following order:

1. Statement of the Problem/Phenomenon
2. Procedure and/or Methods
3. Results
4. Conclusions

### 6.3 Dedication and/or Acknowledgements

These pages are optional. If included, they must be numbered with Roman numerals. The Dedication page (i.e. you may wish to use a dedication to thank family, friends, etc. for their support of your efforts) comes before the acknowledgements page (e.g. "I wish to thank Professor ABC, for his/her support of this research and for his/her patience and guidance…", etc.).

### 6.4 Table of Contents

A table of contents is required and may follow any format acceptable to your advisor and committee. Be sure to include all main divisions and subdivisions within your text and double space. These pages are to be numbered with Roman numerals (bottom, center of page). Only pages that come after the Table of Contents are listed.

### 6.5. List of Figures and/or Tables

Follow the format used for your Table of Contents. Use a separate page for each type of list. Use appropriate Roman numerals. Make sure to double space between entries.

### 6.6. Main Text

You and your committee determine the quality and content of your text. Starting with page 1, the numbering must run consecutively throughout, in Arabic numerals (placed in the upper right corner of the page).

Text includes the introduction, method, results, discussion, footnote page, reference list, and any appendixes.