

Distinction Thesis Expectations and Guidelines

Project / Thesis Expectations

- Your thesis should represent original work.
- The nature of your research should follow the expectations of others in your particular discipline. Your advisor or advisors should be your primary source of guidance when it comes to the level and methods of inquiry and discussion.
- All completed projects (whether creative, experimental, etc.) must include a written component. Other products are welcome in addition to a written thesis, including artwork, music score, computer program, etc., but they cannot be submitted instead of a written thesis.

Thesis length

The length of a Distinction Thesis will naturally vary widely depending on the scope and nature of a particular project. In general, theses are 30 – 40 pages with an extensive bibliography. Artist statements, however, will look dramatically different. Individual departments will most likely have existing guidelines or expectations for Distinction and Honors theses and students should consult their advisors. Students are also strongly encouraged to look at copies of Distinction Theses in their discipline available in the library.

Formatting Guidelines

- **Paper and printing** – all theses will now be submitted electronically, so no paper copies are required. However, students must still print out the title page and obtain the signatures of their committee members.
- **Style** – the style of your thesis should be determined by consulting your advisor and written in a style appropriate to your discipline.
- **Font** – all theses should use a serif font (Times or Times New Roman is best), 12 point.
- **Text spacing** – all text should be double-spaced, with the exception of blocks of quoted text, figure captions, table headings, or other labels.
- **Pagination** – all pages should be clearly numbered in a consistent style.
- **Bibliography and citations** – all theses must include a complete bibliography citing all materials used in the preparation of the thesis. Citations should be formatted using a style consistent with the chosen disciplinary style.
- **Title Page** (sample included) – every thesis must include a title page formatted as in the sample shown on the next page.
- **Table of Contents** – All theses (excluding artist statements) must include a table of contents. Specifics will vary depending on the nature of the thesis, but should include references to all sections of the thesis. The specific organization of the thesis may vary with discipline. For example, figures and tables may appear in the document as they are referenced, or they may be compiled into a single section at the end. Consult the library for example theses in your discipline, and work with your advisor to develop a table of contents that best fits your project.
- **Abstract** – All theses that are not artist statements should have an abstract.
- **Acknowledgements** – All theses should contain an acknowledgements section in which individuals or organizations are recognized for their assistance.

Example Title Page

POPULATION DYNAMICS OF SIX OF OHIO'S BREEDING
GRASSLAND BIRDS

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15 May 2000

Submitted in partial fulfillment of the requirements for
graduation with Distinction

Advisory Committee:

Michael A. Hoggarth, Ph.D.
Distinction Advisor

Advisor's Signature

Diane Jedlicka, Ph.D.
Second Reader (or Co-advisor if applicable)

Second Reader's Signature

Jeffrey S. Lehman, Ph.D.
Distinction Representative

Distinction Rep's Signature