Formatting Your Manuscript

Completed Senior Honors Theses must be submitted to archives in digital form. Upload your manuscript to Digital Collections and Archives. Follow the formatting instructions below.

Font
Use Times New Roman, 12 pt., double-spaced.

Spacing and margins
All text material and preliminary pages should be double-spaced. Notes, bibliographic references, and long quotations may be single-spaced. The document should be arranged as if it were to be single-sided. The left and right margins should be 1 and ½ inches wide. The top and bottom margins should be one full inch.

Figures, Tables, and Appendices
If you will be referring to a visual image, table, chart, map, or graph, it is normally best to include it in the body of the text, as close as possible to that portion of the text where you discuss the figure.

An appendix (or appendices) is reserved for the complete texts of surveys, statistics, lists, graphs, and maps that are too long or too peripheral to be included in the thesis text itself.

If you are not sure if something should be incorporated into the text as a table (or figure) or appended to the end of the document, talk to your advisor.

Citations
You should use the style of citation recommended for your field. Ask your advisor if you're not sure. Instructions for citing references are contained in the standard style manuals (e.g., Chicago Manual of Style, MLA Handbook, APA Publication Manual) or the Purdue Online Writing Lab at <https://owl.english.purdue.edu>.

Title Page
The title should be centered on the horizontal measure of the area within the margins of a page of text. It should be one-third of the way down the vertical measure of the page and should be typed in capital and lower-case letters with no end punctuation. If it takes more than one line, it should be double spaced and the second line should begin with a capital letter whether or not it otherwise would do so. Centered five lines below it should be the statement:

An Honors Thesis for the Department of __________.
On the next double-spaced line below should be centered the author's name (in the same form as in other official college records). On the last line of the typing area of the page should be centered:

Tufts University, 2016.

Acknowledgments
Tufts Archives discourages students from including an acknowledgements page in their Senior Honors Thesis except to acknowledge professional academic support from those outside the thesis committee (for example, special funding, access to special archives maintained by a scholarly organization, or feedback provided by an influential scholar).

Pagination
Page numbers should be centered on the bottom of the page. Every page of your thesis, including blank pages, must be assigned a page number. Although counted in the pagination, the number should not appear on the title page or on other display pages such as the copyright, epigraph, or part titles. Usually, the first page of the thesis itself begins with the Arabic numeral 1. Pages before this—such as title page, acknowledgements, and table of contents—are numbered with small Roman numerals, such as i, ii, iii, iv, etc. The title page is number i, but do not print any numeral on this page or on the acknowledgments page, if included. Subsequent pages, such as the table of contents, would be numbered ii or iii. The first page of your thesis text is number 1, but do not print any number on this page. The page numbers would appear on the second and subsequent pages of the thesis. The pages of the bibliography and any appendices should continue the Arabic numbering of the thesis text itself.

<table>
<thead>
<tr>
<th>Order of Pages:</th>
<th>Page Number:</th>
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<tbody>
<tr>
<td>Title page</td>
<td>(i)-- does not appear</td>
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<tr>
<td>Acknowledgements (optional)</td>
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</tr>
<tr>
<td>Table of Contents</td>
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<td>List of Tables (if applicable)</td>
<td>iv</td>
</tr>
<tr>
<td>List of Figures (if applicable)</td>
<td>v</td>
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<td>Thesis text</td>
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<tr>
<td>Appendices (optional)</td>
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<tr>
<td>Endnotes (if not using footnotes)</td>
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<tr>
<td>Bibliography</td>
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</table>

Formatting page numbers for different sections
To create different formats of page numbers or to restart page numbering in the document, divide your document into "sections", then change the page number format for each section. (Note that specific steps will vary for different versions of Microsoft Word.) To insert a section break where you want to change the page numbers, click where you want to insert a section break. On the Insert menu, point to Break, and then click the type of section break you want to insert. With the cursor in a particular section, go to the Insert menu and choose Page Numbers. Choose the page
number options you want (click Format and change the page number format), and click OK. Repeat for each section in the document. (In some version of *Microsoft Word*, Break is under the Page Layout tab instead of Insert.)