

## University Honors Program Thesis Formatting and Submission Directions

The completed thesis must be submitted by the middle of the student's final semester. Specific dates for each semester can be found on the Honors website ([honors.unl.edu](http://honors.unl.edu)).

### THESIS SUBMISSION:

To submit the completed thesis, three elements are needed:

1. A hard/physical copy of the thesis, following the formatting guidelines details in the following pages and including cover page, abstract, thesis, and citation documentation (works cited, bibliography, references page, etc. as appropriate to the discipline's citation style).
  - a. Students who have undertaken a creative activity thesis need some documentation of the creative act—such as a video/audio recording, photos, URL to a website, etc.—as appropriate to the type of creative activity. Creative activity theses must also be accompanied by a substantive written document explaining how the research the student conducted informed the act of creation for the thesis project.
  - b. All written documents submitted as part of the thesis should have 1 inch margins, double spacing, and easy-to-read fonts (e.g.: Times New Roman, Calibri, Ariel, etc.), unless changes to these general formatting expectations are appropriate due to the nature of the project or expectations of a discipline-specific citation and writing style.
2. An electronic copy of the thesis, either brought to the Honors Office on a flash drive, emailed to [uhon-office@unl.edu](mailto:uhon-office@unl.edu), or shared with the Honors Office via Box.
3. A completed Thesis Completion Form signed by both the student and the thesis faculty mentor(s). The form can be found as a fillable PDF on [honors.unl.edu](http://honors.unl.edu). All elements of the form must be typed, except the signatures and dates.
  - a. On the form, faculty will be asked to evaluate the thesis on a “satisfactory” or “unsatisfactory” basis. The University Honors Program expects “satisfactory” theses to be high-quality, rigorous projects grounded in research that also fulfill all appropriate expectations of the discipline within which the student is working.

### FACULTY MENTORS:

Only one faculty mentor is required by the University Honors Program, but a student may certainly work with multiple faculty mentors. Individuals eligible to serve as faculty mentors include any University of Nebraska-Lincoln tenured, tenure-track, or professor of practice faculty and lecturers with long-term appointments. Non-University experts in a field with whom a student is working may serve as a co-mentor, but not as a sole mentor.

### DISTINCTION:

Completion of the Honors Thesis fulfills Honors Program requirements. Please note that levels of Distinction are a separate recognition determined by a student's home College and not by the University Honors Program. While the Honors Thesis may be submitted to the College as part of the Distinction review process, students are advised to make sure they are in compliance with all College procedures and expectations if also submitting the thesis for Distinction consideration.

Students and faculty mentors should contact the Honors Program at (402) 472-5425 or [uhon-office@unl.edu](mailto:uhon-office@unl.edu) with any questions about these components.

1 inch margins

TITLE

An Undergraduate Honors Thesis  
Submitted in Partial fulfillments of  
University Honors Program Requirements  
University of Nebraska-Lincoln

by  
Name, Degree [BA, BS, BM, BJ, etc.]  
Major(s)  
College(s)

Date

Faculty Mentors:  
Name, Degree, Department  
Second Faculty Mentor (if applicable)

STRONGER TOGETHER:  
AN ANALYSIS OF THE ROLE OF MUSIC DURING THE FRENCH REVOLUTION

An Undergraduate Honors Thesis  
Submitted in Partial fulfillments of  
University Honors Program Requirements  
University of Nebraska-Lincoln

by  
Jane Sandoz, BA  
History  
College of Arts and Sciences

March 10, 2015

Faculty Mentors:  
Patrice Berger, PhD, History  
Laura Damuth, PhD, Music

## Abstract

The abstract should be an overview of your thesis project. You should articulate your research question, your research methodology, and give a preview of your results or conclusions. Additionally, if your research builds upon significant previous research in the field, you can mention that to help readers quickly understand the context of your project. Most abstracts are about one-half to one full page double spaced, but yours may be longer if you and your faculty mentor(s) agree that is appropriate.

If you have undertaken a creative activity thesis, you are still obligated to provide an abstract and an accompanying written document explaining the research you undertook in the creative process and how that research informed your creative decisions.

If your discipline requires a running header, it should start on this page. 1

**Stronger Together:**

**An Analysis of the Role of Music During the French Revolution**

This is the first page of you're the main text of your thesis. Use 1 inch margins, an easy-to-read font (like Times New Roman, Calibri, or Ariel), double space, and number each page (except the cover page).

## **Citation List**

Following the text of your thesis, you need a list of all sources cited and/or consulted in the document in the format appropriate to your discipline. Title this page as appropriate to your citation style (Works Cited, References, Bibliography, etc.). It is always appropriate to include all sources quoted, paraphrased, or otherwise cited in your thesis.

The issue of whether or not to include sources you consulted but that you did not cite directly varies by discipline. Likewise, how to represent them varies (some disciplines expect them to be integrated into the list of all sources; some expect a separate list; some do not allow inclusion of them at all). Make sure you are aware of expectations for your type of project and consult with your faculty mentor on what is appropriate to include in terms of works cited and/or consulted.