



Senior Thesis Formatting and Submission Guidelines

The senior honors thesis/project is an important piece of work, involving much time and effort. In many ways, it will be the culmination of your work as an undergraduate student.

Because each student's thesis will become part of a collection of outstanding work performed by undergraduate students at The University of Mississippi, the Sally McDonnell Barksdale Honors College has established basic criteria for the final, published version of the thesis. The thesis will look very much like a graduate-level thesis; therefore, the Honors College has adopted much of the formatting guidelines used by The University of Mississippi Graduate School. There may be more information here than is needed, but theses can contain so many different elements (tables, photographs, figures, etc.) that it is best to cover all possible questions.

You will need to submit your thesis in Portable Document Format (PDF) to the University's institutional repository, eGrove (egrove.olemiss.edu). We recommend that you submit your thesis as one pdf file, rather than multiple files.

The remainder of this handout describes the formatting of a hard copy of your thesis, which you will then save as a pdf.

Margins

If you plan to bind a hard copy, the left margin for the entire thesis must be 1½ inches to accommodate the binding; otherwise, the left margin can be 1 inch. The bottom and right margins should be 1 inch (except for page numbers). The top margin generally will be 1 inch except where noted in the description of the Required Elements below.

Required or (Optional) Elements: Below is a list of required and optional elements for each thesis. Required elements are **underlined and bolded**; optional elements are in italics. The elements appear in your thesis in the order of the list. Explanations of each element follow the list.

Title/Signature Page

Copyright Page

Dedication Page

Acknowledgements

Abstract

Preface

Table of Contents

List of Tables and/or Figures

List of Symbols and/or Abbreviations

Bibliography or List of References

Title/Signature Page:

Each copy of the thesis submitted to the Honors College must have a title page with signature lines following the format and including the text shown in the sample (see appendix). The top margin should be 2 inches. Because you will bring this page to your defense (for the signatures) be sure it is on the same brand and weight of cotton paper as the rest of your thesis if you want a bound copy. The number of signature lines must equal the number of committee members (minimum of three).

The title page is assigned Roman number "i," although the number does not appear on the page. The date used is the month and year of commencement.

Copyright Page: While not a required page, we recommend that you include a copyright page to protect your work. The copyright page is page ii. See appendix for a sample.

Dedication Page: If the student wishes to dedicate the manuscript, the dedication statement is included at this point. The dedication should begin two inches from the top of the page.

Acknowledgements: This page is to thank those who have helped in the process of completing the thesis. Permissions to quote copyrighted material are listed here, as well as acknowledgments for grants and special funding. You may also acknowledge other students in a research group. Begin with ACKNOWLEDGEMENTS centered and two inches from the top of the page. The text of the acknowledgements can be single-spaced.

Abstract

Each thesis must have an abstract. Although the content can vary, the following information is appropriate: (1) a short statement concerning the area of investigation; (2) a brief discussion of methods and procedures used in gathering the data; (3) a condensed summary of the findings; (4) conclusions reached in the study. The abstract should be no more than 350 words.

Preface: A personal statement about the thesis project would be included in a preface. The tone of a preface, however, must be appropriate to a scholarly work. The preface can be single-spaced.

Table of Contents

The Table of Contents may vary in style and amount of information included. Chapter or Section titles, the Bibliography or List of References, and the Appendix(es), if any, must be included. Although it is not necessary to include all levels of headings and sub-headings, inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included.

List of Tables and/or ***List of Figures:*** If there are five or more tables or figures, a List of Tables and/or List of Figures should be included. Any tables or figures appearing in an appendix are also included in the appropriate list. Each title should be different from the other titles, and all titles entered in the lists must be worded exactly as they appear on the table or figure. Additional explanatory information need not be included in the list. See appendix for a sample.

List of Symbols and/or ***Abbreviations:*** The title of this material should reflect its content and may be included to define specialized terms or symbols. See appendix for a sample.

Body of Thesis

The manuscript should be divided into a logical scheme that is followed consistently throughout the work. Chapters are a common major division, but sections and sub-sections are also permissible and are more appropriate for scientific work. Each chapter or section must be numbered consecutively and begin on a new page. **The first page of each chapter** should begin 2 inches from the top of the page, with the top margin of the other pages being one inch. The text of the body should be double-spaced.

Subdivisions: Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. The appearance of the heading must vary for each level of subdivision unless a numbering system is used to indicate level. The subdivisions within a chapter or section do not begin on a new page unless the preceding page is filled. If there is not room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page. First and second level subdivisions are

always preceded by extra space to indicate to the reader a major shift in subject. Any levels of subdivision below the first two are not required to have extra space above but must be treated consistently.

Citation of Sources

Notes documenting the text and corresponding to superscripted numbers in the text are called footnotes when they are printed at the bottom of the page. This format is only used occasionally and has generally been replaced by references. References usually consist of information in parentheses or square brackets within the text. Three common methods of reference are (1) to use MLA documentation, as in (Smith 27), (2) to use author's name and date of publication, as in (Smith, 1990), or (3) to assign numbers to the bibliographical entries and insert the corresponding number for the authors as they are cited in the text, as in Smith (95). The purpose of references is to guide the reader to the corresponding entry in the List of References or Bibliography, where complete information is available. The form, style, and content of footnotes or reference notes should be determined by what is generally accepted in your field of study, using a professional journal or style manual. Consult with your thesis advisor about what documentation style to use.

Bibliography or List of References

A thesis must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include all works consulted (Bibliography). The list is preceded by a numbered page with the title—BIBLIOGRAPHY or LIST OF REFERENCES—centered vertically and horizontally. The purpose of listing the citations is threefold: (1) to serve as an acknowledgment of sources, (2) to give readers sufficient information to locate the source, and (3) in the case of personal interviews or correspondence, to save readers the trouble of attempting to locate material that is not available to the general public.

The format for the citations should be that used in the field of study.

Tables, Figures, or Plates

Since tables and figures are separate entities, they must be numbered independently. Each table or figure must have a unique title descriptive of its contents. This title appears at the top of the table and at the bottom of the figure. No two figures may have exactly the same title. The formatting of the titles must be consistent for all tables and figures.

Numbering. Tables and figures may be numbered in one of several ways. Three of the most common numbering schemes are (1) to number consecutively throughout the manuscript, including the appendix, using either Roman or Arabic numerals; (2) to number consecutively within chapters or sections, with a prefix designating the chapter/section (e.g., 3-1, 3-2 ... 4-1, 4-2). Appendix tables or figures would use a prefix of A for Appendix or a prefix designating the specific appendix (e.g., A-1, A-2 or A-1,

B-1, B-2); or (3) to establish a consecutive numbering system for the body of the manuscript and a different one for the appendix (e.g., 1, 2, 3 for text and A-1, A-2, A-3 for appendix). The style of numbering must be consistent.

Placement of tables or figures within the body of the manuscript. Each table or figure should immediately follow the page on which it is first mentioned (except as noted in the next paragraph) and all tables and figures must be referred to by number, not by expressions such as “the following table/figure.” When more than one table or figure is introduced on a page of text, each follows in the order mentioned. It is recommended that tables and figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. In degree of importance, tables and figures are secondary to the text so that the text dictates where the tables or figures are placed. All pages must be filled with text and in no case should a page be left significantly short because of the mention of a table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately ½ inch between each.

A table or figure less than one-half page in length (approximately 4 inches) may be incorporated within the text, provided it appears in the proper order as the other tables or figures, it is separated from the text by extra space (approximately ½ inch), it does not continue onto a following page, and that it follows its specific mention in the text.

It is not necessary to designate as figures small diagrams within the text, nor to designate as formal tables compilations which are no more than a few lines in length.

Horizontal tables and figures. To accommodate large tables or figures, it is sometimes necessary to place them in landscape orientation on the page. The margin at the binding edge must still be 1 ½ inches, and all other margins at least 1 inch. The margin at the top of the page and the placement of the page number must be consistent with the rest of the thesis. The table or figure and its captions will be placed so that they can be read when the thesis is turned 90 degrees clockwise.

Tables

Type face. The type face used for the manuscript must be used for tables. The size of the type may differ, depending on the “fit” of the information within the margins. Because of the type requirements for the tables, it is seldom possible to use a table from another source “as is.”

Since tables consist of tabulated material or columns, the use of ruling or lines in tables helps the reader distinguish the various parts of the table. Tables may be continued on as many pages as necessary, provided the column headings remain the same and are repeated for each page. The table title is not repeated, but continuation pages are indicated with the designation: Table ____ (continued). Tables too large to fit within margins may be reduced.

Table footnotes. Footnotes to tables consist of four different categories: (1) source notes, (2) general notes, (3) notes to specific parts of the table indicated by superscripts, and (4) notes on level of probability.

If the table or data within the table are taken from another source, the word Source(s): is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future by an interested reader, all bibliographic information is contained within the page. All references must be included in the List of References or Bibliography.

Figures

Type face. Since figures are considered illustrations, regardless of the nature of their content, any print that is part of the figure can be in any type face, provided it is neat and legible. The figure title (or caption) and page number must be in the same type face as the rest of the manuscript because this material is considered to be part of the typeset body of the manuscript.

Legends. Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title.

Continued figures. A figure containing several related parts too large to be included on a page may be continued onto other pages. The first page contains the figure number and complete title, and subsequent pages contain the remainder of the figure and the designation: Figure ___ (continued).

Figure footnotes. Footnotes are placed below the figure title but are not separated by a dividing line. If the figure or information within the figure is taken from another source, the word Source(s): is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text (see Table Footnotes above). If changes are made in a figure from another source, this is indicated by using the phrase "Adapted from" All references must be included in the Bibliography or List of References.

Plates

Plates are a special category consisting of pages of related figures, multiple photographs or material that cannot be bound into the manuscript in the normal binding process. Plates must be mentioned in the text by number. The plate pages then follow the first mention. Since plates may be composed of multiple figures or parts, all parts of each plate may be discussed in any manner the writer desires without further referencing once the plate is mentioned. Following are the most frequently used methods of including plates:

Printed as full-page 8 ½ x 11 inch photographs on double-weight glossy paper preceded by a legend page. Affixed to the required paper with a permanent spray mount adhesive

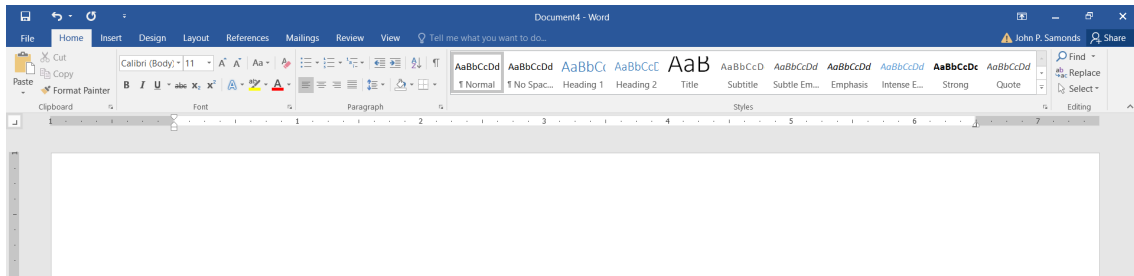
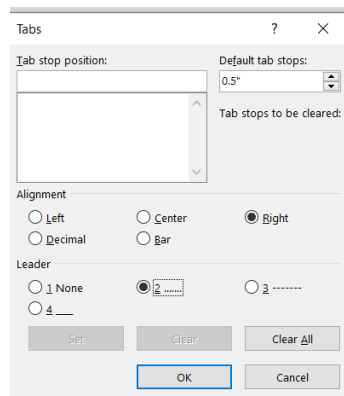
copied on archival-quality paper (not necessarily the required paper) to be placed in a pocket attached to the inside back cover of the manuscript at the bindery.

Appendix

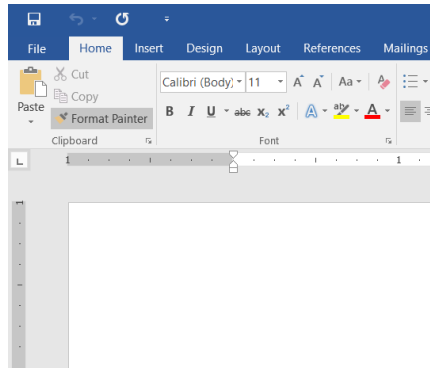
An appendix, if included, is preceded by a numbered page with the designation APPENDIX or APPENDICES centered vertically and horizontally between the margins. Original data and supplementary materials are usually placed in the appendix. In some cases, all tables, figures and/or plates are moved to the appendix to avoid interrupting text.

Helpful Tips

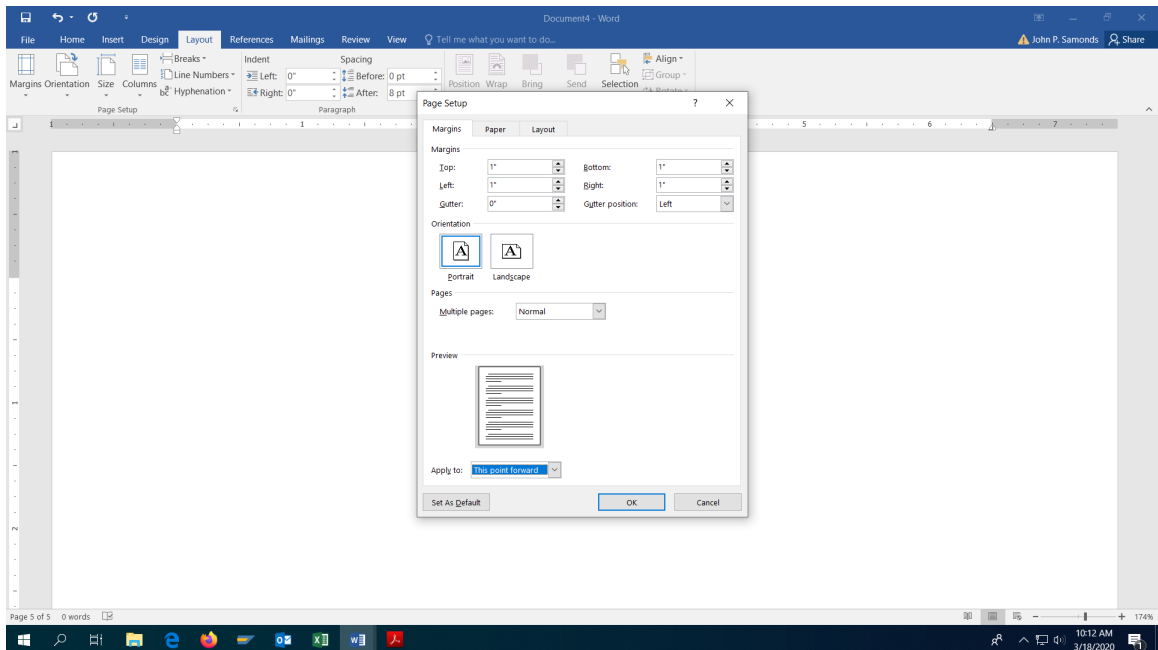
To make page numbers on the Table of Contents line up properly, use a right-justified tab set on the right margin of the paper (in MS Word, find tabs under Paragraph formatting in Layout). If you have Rulers visible, you can click on the tab box in the upper left-hand corner of the rulers to get one that looks like a backward L, then click on the horizontal ruler near the right margin. After that, drag the backward L to the right margin. You can also format the tab to have a dot leader instead of using the period key.



Once you have one line formatted the way you want, you can use the format painter to “paint” other lines the same way:



When formatting the different portions of your thesis, particularly switching from lower-case Roman numerals for the front matter to Arabic numerals for the body, you can divide them into “Sections” using Layout->Breaks->Next Page (on a PC) or Insert->Break->Section Break (Next Page) (on a Mac). Another way to do this without inserting a new page is to put your cursor on the top line of the page where you want new formatting to begin, select Layout, select the Page Setup arrow, and then select This Point Forward:



REGULATION OF THE INTERLEUKIN-1 RECEPTOR ANTAGONIST

by
Mary Jane Doe

A thesis submitted to the faculty of The University of Mississippi in partial fulfillment of
the requirements of the Sally McDonnell Barksdale Honors College.

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Approved by

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Reader: Professor Robert Jones

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ABSTRACT
JOSEPH PAUL SMITH: A History of the Choctaw Indian Nation in Mississippi
(Under the direction of Mary Shaw)

[The abstract should be double-spaced and no longer than 350 words.]

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LIST OF ABBREVIATIONS

ACD	acid/citrate/dextrose
ADA	Adenosine deaminase
AUC	fibroblast line GM0328
BSA	bovine serum albumin
C41	control fibroblast line
C53	control fibroblast line
CAA	carbamyl aspartate
cDNA	complementary DNA
CRM	cross-reacting material
DHO	dihydroorotate
DIT	dithiothreitol
EBV	Epstein-Barr virus
HEPES	4-(2-hydroxyethyl)-1 piperazineethanesulfonic acid
HTC	rat hepatoma cell line
kd	degradation rate constant
Ki	inhibition constant
mAb	monoclonal antibody
MLD	metachromatic leukodystrophy
mRNA	messenger RNA
NaN ₃	sodium azide
OMP	orotidine 5' -monophosphate