

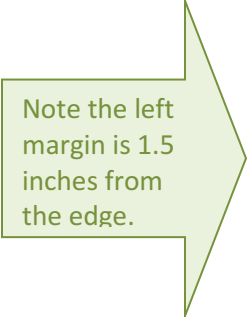
ABSTRACT

This is the Title of My Thesis Project

Joelle A. Student

Director: John Z. Goodguy, Ph.D.

Here is the text of your abstract. It goes on and on and on. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. The rest of this paragraph is a filler. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. It goes on like this for about 150 words, so it should all fit on this page. Note that the Abstract comes before the title page and has no page number. If your abstract is more than 250 words, consider shortening it.



Note that page number would not appear on this page in your thesis.



APPROVED BY DIRECTOR OF HONORS THESIS:

These are three inches from the left edge of the page (i.e., tab 1.5 inches from left margin)

Dr. Thesis Director, Department of Example

These are 2 inches from the edge of the page (i.e., tab 0.5 from left margin)

APPROVED BY THE HONORS PROGRAM:

Dr. Elizabeth Corey, Director

DATE: _____

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TITLE OF THESIS
[CONTINUES HERE IF NECESSARY]

A Thesis Submitted to the Faculty of
Baylor University
In Partial Fulfillment of the Requirements for the
Honors Program

By
Your Name
Waco, Texas
May 2022

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Top margin is 1.5 inches from the top edge (1 inch on subsequent pages of TOC)

TABLE OF CONTENTS

All major sections that appear after the Table of Contents are included in the TOC, including preliminary pages like List of Figures, Preface, etc.

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Include preliminary pages after TOC

Note the left margin is still 1.5 inches.

Note that the Table of Contents is always the first paginated page, and it would be numbered "ii" rather than 42.

Top margin is 1.5 inches from the top edge (1 inch on subsequent pages)

First-level heading;
Centered, all caps, 12 pt;
1.5 inches from the top of the page

CHAPTER NUMBER

Second-level heading;
Centered, no italics, 12 pt;
Double-space above,
triple-space below.

¶Chapter Title

Text begins at this level and continues on. Sample: Note that the first paragraph is

usually indented, but follow the specific requirements of your style guide. When you

get to the end of a section and need to start a new section, be careful with line spacing.

¶
¶
¶

¶*Third-level Heading* [level 3]

Third-level heading;
Centered, italics, 12 pt; Triple-space above; double-space below.

More text begins here and continues on and on and on and on. Note how there is

a triple-space above the third-level heading but a double-space below. If a fourth-level

heading immediately follows a third-level heading, there would be a triple space above

and below the third-level heading.

¶
¶
¶

¶*Fourth-level Heading* [level 4]

Fourth-level heading;
Flush Left, italics, 12 pt;
Triple-space above; double-space below

More text begins here and continues on and on and on and on. Note how there is

a triple-space above the fourth-level heading but a double-space below.² If a fourth-level

heading were to immediately follow a third-level heading, there would be a triple space

between the two rather than a double space as found here. But if a fifth-level

heading follows the text, it comes after a triple space.

¶
¶

¶*Fifth-level heading.* More text begins here and continues on and on and on and on.

Fifth-level heading; Indented, italics, 12 pt;
Triple-space above; indented; closed with a period; body of text immediately follows

Note how there is a triple-space above the fifth-level heading, but the paragraphs start

right away after a period. Only the first word in the heading is usually capitalized.

² Not all style guides use footnotes, but Turabian, often used by humanities departments, does. Footnotes should be single spaced, but with a double space between notes on a page, 10 or 12 pt. font.

Third-level heading followed by a fourth-level heading;

Triple-space above (unless at top of page, as shown here) and between the 3rd and 4th-level heading; double-space after 4th-level heading

¶ *Third-level Heading* [level 3]

¶ *Fourth-level Heading* [level 4]

Note that if a fourth-level heading follows a third-level heading, there is a triple space between the two, followed by a double space and then the text. Just remember that there is always a triple space above both the third and fourth level headings.

Below is an example of a figure included in the body of a thesis. Note that there is a triple space above the figure. Below the figure, the legend follows a double space, and then the thesis body follows after another triple space. All figures are numbered sequentially throughout the thesis.

Note the left margin is 1.5 inches from the page edge.



Figure 2: Dwight L. Moody

Tables and charts are formatted in the same manner as figures. A table, however, would be identified as “Table X” rather than “Figure X.” Note that if a figure, table, or chart is larger than three quarters of a page, it should be placed on a separate page by itself.

While there are a number of acceptable variations on bibliographic formatting, all references should be typed single space with a double space b/w references and with hanging indentation as shown here.

Top margin is 1.5 inches from the top edge (1 inch on subsequent pages)

BIBLIOGRAPHY

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Tip on Hanging Indentations in MS Word:

1. Highlight your bibliographic entries.
2. On the Home ribbon, expand the paragraph options and adjust your paragraph settings to look like the example to the left.

