

## **University Honors Program-Upper Division University of California, Riverside**

### **Format Instructions for Honors Thesis/Project**

The copy of your thesis that you turn in will be bound with other thesis from the year and kept in the UHP office. Therefore, it must conform to the following physical requirements:

1. **Printing.** The document must be printed using a laser printer or comparable quality printing. NO DOT MATRIX
2. **Paper.** Any Printing and Reprographics service on campus will be able to supply it. Make sure it is at least 20% cotton bond paper.
3. **Margins.** The margins for the entire documents, including the title page, appendices and tables, etc., must be at least 1.5 inches on the left and 1 inch on the top, bottom, and right. On the title page, the top margin should be at least 2 inches.
4. **Page Numbering.** Page numbers should be in the center at the bottom of the page.
5. **General Format.** Because this copy will be bound as it is, you must include all illustrations, tables, etc., in the body of the paper where you want them or make appendices for them and then include appropriate references in the body of the paper. Also, avoid having one or two lines of a paragraph left alone at the top or bottom of a page. Most word processing programs have features designed to avoid this problem.
6. **Title Page.** See the sample on the other side of this sheet. Put in your own information in place of the individual information on the sample: your name, your title, the date you are turning in your thesis, the name of your advisor. Use either "thesis" or "project" (choose the one that is most appropriate) in the submission line and under the advisor's signature.
7. **Submitting your thesis.** DO NOT BIND OR STAPLE YOUR THESIS IN ANY WAY. Have your advisor sign the title page when he/she has approved the thesis/project. Make sure to submit a title page with an original signature (not a copy). Place the entire document in a large manila envelope. Submit your thesis to the UHP office by the deadline for your desired graduation date.
8. **Deadlines.** Deadlines for submissions of these are listed each year in the University Honors Program Student Handbook. If you miss the deadline for the quarter you are graduating, it may not be possible to arrange to have your thesis title appear on your transcript or in the commencement program.

**TITLE**

**by**

**First Name, Middle and Last Name**

**A thesis or project submitted for  
Graduation with Upper Division Honors**

**Date**

**University Honors Program  
University of California, Riverside**

**APPROVED:**

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**Primary Faculty Mentors Name  
Department of \*\*\*\*\***

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**Secondary Faculty Mentors Name  
Department of \*\*\*\*\***

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**Howard Wettstein, DIRECTOR  
University Honors Program**