APPENDIX A:
Instructions Regarding Theses

I. Length
A. The minimum length of the text of the thesis is 15,000 words (about 60 pages). The maximum length of the text is 35,000 words (about 130 pages). Theses longer than the maximum will be penalized.
   1. The minimum and the maximum are only for the text. They are exclusive of footnotes, bibliographies, glossaries, or appendices. For example, a thesis with 12,500 words of text and 2,500 other words is below the minimum acceptable length.

II. Physical Layout
A. At least one copy of the thesis must be on archive-quality paper (acid-free, alkaline buffered, and of at least 20-lb. weight). This kind of paper (common brands are Xerox and Hammermill) is widely available at Bob Slate and Staples. Other copies may be on plain paper.
B. All copies of the thesis must be bound in springback binders (also available at Bob Slate and Staples). Purchase these in advance because demand can exceed supply in mid-March.
C. Print on only one side of each page.

III. Formatting
A. The title page and the table of contents should conform to the style of the sample in Appendix B.
B. Acknowledgments are not permitted in submitted copies of theses. No reference should be made to the author’s thesis adviser or other informal advisers, such as tutorial leaders or House Advisers. The author may add such references after the Department votes on honors recommendations in May.
C. The left margin should be 1.5 inches (to make room for the binding); the top, bottom, and right margins should be one inch.
D. Text
   1. Text must be double-spaced, except for block quotations and footnotes.
   2. The same font should be used throughout the text and additional materials.
   3. The font for text should be 12 characters per inch. The font for text in footnotes should be no smaller than 10 characters per inch.

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IV. Style and Usage


B. Select one of the following guides for footnotes and the bibliography and be consistent throughout the thesis.


V. The Deadline

A. Two bound copies of the completed thesis must be submitted to the History Tutorial Office (Robinson Hall 101) by the deadline listed on the Timetable for Thesis Writers. Joint concentrators should consult both programs’ tutorial offices regarding submission procedures.

B. Extensions may be granted by the Director of Undergraduate Studies only in cases of dire emergency, such as a disabling illness.

C. All theses or parts of theses (e.g., footnotes, bibliographies, glossaries, appendices) that are late for unacceptable reasons will be penalized. All penalties will be decided by the Board of Examiners.
APPENDIX B:

Sample Title Page and Table of Contents (Annotated)

While you have some latitude in how your format the text within your thesis, it is important that your title page follow the format mandated by the College. It is also important that your Table of Contents fulfill certain basic functions, for the sake of your readers’ ability to comprehend your thesis. In this section, we offer you a template for both of these items, which we strongly encourage you to follow.”
TILLING THE VIRGIN SOIL
Youth Organized Summer Camping and the Advancement of Progressive Education, 1900-1935
by
Michael Sheldon Press, Jr.

A thesis submitted to the Department of History in partial fulfillment of the requirements for the Degree of Bachelor of Arts with Honors

Harvard University

Cambridge
Massachusetts

25 March 2004
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Every introduction should contain multiple parts. Here, the author has chosen to label them with subheadings, though this is not required. First he discusses the historiography of Progressivism. Then, he provides a definition of Progressive education and discusses its historiography. Finally, he introduces the topic of the thesis: the intersection of a fledgling summer camp movement and Progressive education.

Notice how catchy titles and subheadings pique reader interest while hinting at the trajectory of the thesis. These subheadings also play with the language of the author’s subjects, Progressive educators.

This author has chosen to include subheadings for every chapter. Subheadings are not required (chapter titles are sufficient), but if you use them, you should do so for every chapter.

This chapter title effectively captures the momentum of the thesis. After describing the Progressive educators’ attempts to shape summer camps according to their pedagogical theories, this chapter evaluates how the educators’ rhetoric (analyzed in previous chapters) translated into actual practice.

A thesis should contain a bibliography, not a list of works cited. It is appropriate to include sources that do not appear in your footnotes, but which shaped your thinking on a topic. Readers of your thesis will likely review this section to assess the depth and breadth of your research. Even as you trim coverage of sources from your text, you can still let your readers know the scope of your efforts by retaining citations in the bibliography.