

**IONA COLLEGE  
HONORS PROGRAM  
THESIS HANDBOOK  
(2<sup>nd</sup> Edition, July 2011)**



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## **INTRODUCTION & OVERVIEW**

All Honors students are required to complete a thesis in their senior year. The thesis is a substantial research project in an area of scholarship chosen by the student and completed with the guidance of a thesis advisor. It is a piece of independent research which allows the student to contribute to a field of inquiry, to gain expertise in a specific area of interest to the student academically or professionally, and demonstrates the student's intellectual accomplishments.

This booklet is designed to provide students and thesis advisors with an overview of the Honors thesis and to answer some basic questions about the thesis process. This booklet also contains some key forms that students pursuing an honors thesis will need. These forms are explained throughout the booklet and provided in the Appendices.

Students with questions about the honors thesis are asked to consult the Honors Program Office and speak with either the Director or Assistant Director. Contact information is provided on the cover of this booklet.

## **THESIS TIMELINE**

### **Junior Year**

- Fall Semester:
  - Take HON 300 & HON 301
  - Select thesis topic
  - Select thesis advisor
  - First Monday in December, submit signed Thesis Advisor Agreement
  - Final Exam period, submit thesis proposal
- Spring Semester:
  - Take HON 302
  - Begin thesis research
  - Refine thesis question
  - If research involves human subjects or biological material, apply for IRB approval
  - Submit Thesis Progress Report I, due the first Monday in April

**Junior to Senior Summer:** Continue research, make preliminary statement of results, prepare outline, revise question, sources, or methodology as needed

### **Senior Year**

- Fall Semester:
  - Take HON 402 [for class of 2012 only, take HON 420]
  - Submit Thesis Progress Report II by the first Friday in November
  - In December, submit thesis to advisor
- Spring Semester:
  - Last Monday in January, submit bound copy of thesis to Honors office
  - Last Monday in January, submit electronic copy of thesis
  - End of the 1<sup>st</sup> week of classes in January, apply for Distinction
  - In February, present thesis at Thesis Day

## **JUNIOR YEAR**

Honors students lay the groundwork for their thesis during their junior year by enrolling in three related courses: HON 300 and HON 301 (Fall Junior year) and HON 302 (Spring Junior year).

### **HON 300 (Fall Junior Year) Honors Professional Development Seminar**

In this course, students will work closely with the Honors Program Director to develop an action plan for their last four semesters on campus and their post-undergraduate years. In particular, students will focus on finding and applying for prestigious grants, scholarships, awards and internships. The seminar will also focus on helping students pursue research and publication opportunities and identifying professional organizations through which they can present and showcase their scholarship. Finally, students will be given assistance relating to identifying and working with a mentor and pursuing post-graduate opportunities such as medical, law, graduate school, and employment opportunities. *2 credits. Honor students only. Fall Junior year. Pre-req HON 101.*

### **HON 301 (Fall Junior Year) Honors Pro-Seminar**

The Honors Pro-seminar will introduce juniors in the Honors program to the basics of conducting independent research in their particular discipline. These will be small classes of students interested in pursuing research in similar fields. Depending on the discipline, this may include abstract and proposal writing, research methodology, constructing a research plan, organizing, and synthesizing information, thesis writing strategies, producing a viable thesis, etc.... The course will be taught by an honors faculty member with research expertise in the students' broad area of interest – Business, Humanities, Natural Science, or Social Science. 1 credit. Fall junior year. Honor Students only. Pre-req. HON 101.

In order to assist students in developing their proposal, the Appendix contains the following:

> **Thesis Proposal Sample Outline [see Appendix 1]**

A complete proposal should include the following.

>**Thesis Proposal Form [see Appendix 2]**

>**Thesis Proposal Cover Sheet [see Appendix 3]**

>**Thesis Advisor Agreement [see Appendix 4]<sup>1</sup>**

### ***\*Institutional Review Board***

All students who are conducting research involving human beings or human tissue must receive approval from Iona College's Institutional Review Board (IRB) prior to beginning their data collection.

All students will be introduced to the IRB process in the fall of their junior year (HON 300). As part of the process, students will be required to complete an on-line training module and IRB certification. This training module and all other information regarding the IRB are located on the IRB website: <http://www.iona.edu/academic/irb/>

Depending on the nature of the student's research they may also be required to apply for IRB approval.

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<sup>1</sup> The Thesis Advisor Form must be signed by the student and returned to the Honors Program Office.

## **HON 302 (Spring Junior Year) Senior Research for Honors Degree Program I**

This course is an independent study during which Honors students in the spring semester of their Junior year begin the research which will culminate in their Senior Honors Thesis. Under the guidance of their thesis advisor the student will begin their research as outlined in their Thesis Proposal. This is a highly individualized process and the assignments and expectations of the course are determined by each Thesis Advisor. *1 credit. Spring junior year. Honors Students only. Pre-req. HON 101.*

### ***\*Thesis Progress Report I***

The Honors Project Progress Report I is a document that all junior honors students and their advisors will fill out during the spring semester of their junior year as a way to illustrate their progress on their honors thesis projects. These reports will be read by the Honors Director and may also be reviewed by relevant members of the Honors Council as a way to determine if students are making satisfactory progress on their research. Students and their advisors will be contacted if there is concern that they are not making good progress.

This report must be completed and submitted electronically and in hard copy to the Honors Office by the first Monday in April.

**>Thesis Progress Report I [see Appendix 5]**

## SENIOR YEAR

### IMPORTANT NOTE:

Students graduating in May, 2012 will be enrolled in HON 420, 3 credits (Fall Senior Year)

Students graduating after May, 2012 will be enrolled in HON 402, 2 credits (Fall Senior Year)

### HON 402/420: Senior Research for Honors Degree Program II

This course is an independent study during which Honors students in the fall semester of their senior year will finish the research and production of their Senior Honors Thesis. Under the guidance of their thesis advisor the student will conclude their research as outlined in their Thesis Proposal and started in the Spring of the junior year I HON 302. This is a highly individualized process and the assignments and expectations of the course are determined by each Thesis Advisor. *2 credits. Fall senior year. Honors Students only. Pre-req. HON 101.*

#### *\*Thesis Progress Report II*

The Honors Project Progress Report II is a document that all senior honor students and their advisors will fill out during this semester as a way to monitor thesis progress. These reports will be read by the Honors Director and may be reviewed by relevant members of the Honors Council to determine if adequate progress is being made. Once again, the student and advisor will be contacted if there is concern about the student's progress. The Progress Report II must be completed and submitted both electronically and in hard copy to the Honors Office by the first Friday in November.

>**Thesis Progress Report II [see Appendix 6]**

#### *\*Thesis Submission*

Students complete the thesis during the fall of their senior year; HON 402 is the official designation for this project. The completed thesis must be submitted in hard copy to the Honors Program Office by the last Monday in January of their senior year. The thesis must conform to the guidelines attached to this document and should be submitted both in hard copy and electronically.

>**Thesis Formatting Guidelines [see Appendix 7]**

>**Thesis Title Page [see Appendix 8]**

Students must submit an electronic copy of the final thesis on the Blackboard site under "Thesis (Submission)" by the last Monday in January of their senior year. All files should be in PDF format. A complete submission includes the thesis saved as a PDF file and named as:

honors\_thesis\_yourlastname\_yourfirstname\_2012.pdf

When submitting a hard copy of the thesis to the Honors Program office students must also include the signed Ryan Library release form:

> **Ryan Library Release Form [see Appendix 9]**

### ***\*Thesis Presentation***

The thesis projects are presented to the College community during Honors Thesis Day in February. All students must participate in order to graduate with honors; the thesis presentation cannot be re-scheduled for any reason. This event is usually scheduled for the Thursday before Presidents' Day. This is a time to recognize and celebrate the students' many accomplishments and it is hoped that students' friends and family will join in the event.

### ***\*Distinction***

Students who would like to challenge themselves and would like special acknowledgement on their transcript that they did a superlative job on their senior honors research project may apply for "distinction" on their project. Those who plan to apply for graduate programs would especially benefit from the experience and the "distinction" seal on their transcript. "With Distinction" will be noted on the student's transcript and will indicate that this student is more than capable of graduate-level work and/or professional performance.

Students who have received an "A" on their project should first speak to their advisor and receive approval to apply for "distinction." A student cannot apply for "distinction" unless he or she has received an "A" on the project. After receiving approval from the project advisor, students should contact the Director of the Honors Program. Once the Director and the advisor have both given their approval, the student and the advisor should work together to convene a faculty committee to review the student project. Students interested in applying for distinction must file the application form to the Honors Office by the end of the first week of classes in January prior to graduation.

**>Application for Thesis with Distinction [see Appendix 10]**

### ***\*Formatting for Submission of Thesis by the Honors Program to Ryan Library***

All Honors theses are submitted by the Honors Program to Ryan Library. The Honors Program uses the same guidelines as the graduate student theses. In order for the thesis to be cataloged, students must insure their thesis adheres to the graduate student thesis guidelines described in the Appendix "Ryan Library Guidelines for Thesis Deposit"

**>Ryan Library Guidelines for Thesis Deposit [see Appendix 11]**

## **EARLY GRADUATION**

A student who is planning to graduate early must give the Honors Program Director notice in writing by the due dates indicated below in order to graduate with honors.

### **Students Graduating One Semester Early**

Students who plan to graduate one (1) semester early must notify the Honors Director in writing by the first day of classes their junior year. The student must then take the following classes:

- \*HON 300 & 301 – Fall Junior Year
- \*HON 302 – Spring Junior Year
- \*HON 402 – Fall Senior Year

In addition to meeting all the requirements for honors, the student must agree to the following:

\*The student is still required to present their thesis during the February Honors Thesis Day and will receive their diploma after that event. Students who do not come back to participate in thesis day will not be able to graduate with honors.

\*Students who graduate one semester early are not eligible to graduate with Distinction unless they notify the Honors Director of their intent to pursue Distinction within three weeks after fall grades are submitted; students must defend their thesis before the February Thesis Day.

### **Students Graduating One Year Early**

Students who plan to graduate one (1) year early must notify the Honors Director in writing by the first day of classes their sophomore year. The student must then register for the following classes:

- \*HON 300 & 301 – Fall Sophomore/2nd Year
- \*HON 302 – Spring Sophomore/2nd Year
- \*HON 402 – Fall Junior/3<sup>rd</sup>/Last Year

In addition to meeting all the requirements for honors, any student graduating one year early must present her/his thesis during the February Honors Thesis Day (Spring of their Junior/3<sup>rd</sup>/last year on campus).

# **APPENDICES**

## **Thesis Proposal Sample Outline**

Your thesis proposal is a short document that briefly describes your topic, how you selected it, the manner in which you plan to research it, and some possible outcomes. The proposal should include the following sections, although the exact format of your thesis proposal may vary according to discipline.

### ***Introduction and Background***

The introduction should identify your topic and its context. Give a concise statement of the main idea and your goals. You should also provide a brief background of the central issues, problems, or concerns to which you are responding.

### ***Preliminary Outline***

Explain how your thesis will be organized, including what the main sections will be, and an outline of projected content. The structure will depend on the type of thesis you do; i.e. project-based, capstone-based, scientific research, literary analysis, etc.

### ***Documentation of Preliminary Research/Literature Review***

Conduct library research to learn what others have already said about the question, issue, problem, concern, or topic your project will address. You must show familiarity with relevant major indexes, bibliographies, or other finding aids.

### ***Methodology***

Outline in specific terms how you will use the valid methods of inquiry common to the discipline to produce the thesis including methodology, real and valid tasks, itemized steps, and specific procedures.

### ***Qualifications of the Investigator***

Briefly describe the coursework, projects, performances, skills and experiences you have that qualify you to research and write authoritatively on this subject.

### ***Projected Schedule***

Provide an outline of the stages and expected timeline for completing your project.

### ***References and Bibliography***

**Iona College  
Honors Program  
Thesis Proposal Form**  
**Submit to Honors Program Office; Final Exam Period, December Junior Year**

Name \_\_\_\_\_  
ID number \_\_\_\_\_  
Date of expected graduation \_\_\_\_\_  
Local Address \_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Major \_\_\_\_\_

Name of Thesis Advisor \_\_\_\_\_

Thesis Topic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

**TO BE FILLED OUT BY THE HONORS PROGRAM OFFICE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date received

**Thesis Proposal:**

**The Irrigation Techniques of South African Anteaters**

**Submitted October 1, 2012**

**Sally Smith**

**Under Advisement of Professor Rabbit  
Department of Ecology**

**Signature of Honors Director: \_\_\_\_\_  
Date Received: \_\_\_\_\_**

**Iona College**  
**Honors Degree Program**  
**Honors Thesis Advisor Agreement**

**Please fill out & Submit to Honors Director by 1<sup>st</sup> Monday in December students junior year (hard copy or email, [jzaino@iona.edu](mailto:jzaino@iona.edu) )**

Thank you for agreeing to work with a member of the Honors Degree Program in preparation of their senior thesis, which is the culminating experience of their Honors Degree. All the seniors will present their thesis work in a public forum in early spring of senior year. Outlined below are the components of being a thesis advisor, which we hope will help you answer any questions you have about your responsibilities. If you have other questions, or if problems should arise during the course of your work with an honors student, please do not hesitate to contact me. My office phone number is 633-2697, and my e-mail address is [jzaino@iona.edu](mailto:jzaino@iona.edu) Please sign this sheet (electronic signatures are fine) and send it to the Honors Director (either email or hard copy), which will indicate that you are willing to serve as a thesis advisor. Please keep another copy of this sheet for your records. The appointment of a thesis advisor is subject to approval by the Honors Program Director.

- ❖ In order to serve as a thesis advisor, you must be an Iona College faculty member or an Iona College administrator/staff with a terminal degree. Advisors who wish to serve but do not fall into either of these categories should contact the Honors Director.
- ❖ For each thesis that you advise to completion, you will be compensated as if you are teaching a 1 credit Independent study course (HON 302 spring of students junior year) and a 2 credit Independent Study course (HON 402 fall of students senior year) .
- ❖ Please plan to meet regularly (at least once a month) with your advisee in order to monitor his or her progress.
- ❖ Please work with the student to develop an appropriate framework for this significant research project. This may include creating research guidelines, demonstrating online databases, etc.
- ❖ During this process students will ask you to sign progress reports to the Honors Director (I & II)
- ❖ Please also feel free to contact the Honors Director if you have any questions, feel your student is not making satisfactory progress on the thesis,.... The final draft of the thesis is usually due during exam week of the fall semester (end of HON 402 in time for you to submit a grade on Peoplesoft)
- ❖ Please make sure that you will be able to attend your student's thesis presentation, which will be scheduled for early spring semester.

**Courses/Grading**

- ❖ During spring semester of their junior year, thesis students will enroll in HON 302, a one-credit course. You will be listed as the instructor of record for that course. Once you have filed the grade on Peoplesoft, your compensation will be processed.
- ❖ Fall of senior year, thesis students enroll in HON 402, which is a two credit course listed. You will be listed as the instructor of record for that course. Once you have filed the grade on Peoplesoft, your compensation will be processed.
- ❖ If you approve an incomplete for your thesis advisor for either HON 302 or HON 402, please email to inform the Honors Director ([jzaino@iona.edu](mailto:jzaino@iona.edu) ). Please also contact the Dean's Office in advance of exams to post an "I".

**Thesis Student Name (Please print):** \_\_\_\_\_

**Advisor Name (Please print):** \_\_\_\_\_

**Advisor Department:** \_\_\_\_\_

**Advisor Email:** \_\_\_\_\_ **Advisor Phone:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Honors Thesis Progress Report I**

To be completed by all Junior Honor Students enrolled in HON 302

Please return to the Honors Office by the **First Monday in April**. The forms must be submitted via email ([jjzaino@iona.edu](mailto:jjzaino@iona.edu)) and in hard copy (inter-office mail or drop off). For email copies, electronic signatures are accepted. All hard copies must be signed.

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Name: \_\_\_\_\_ School (Arts & Science OR Hagan): \_\_\_\_\_

ID Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Advisor: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Please circle:

1. Y      N\*      My thesis involves the use of human subjects (including tests, questionnaires, interviews, observations, surveys, and/or other experiments) or biological material.

*\*If you answered N (no) skip to question #4*

2. Y      N      I have already applied for Institutional Review Board (IRB) approval for this project.

3. If yes, please indicate date of IRB submission: \_\_\_\_\_

4. Y      N      I have met with my thesis advisor to discuss my thesis progress.

5. Y      N      I am satisfied with the progress I am making on my thesis.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY THE HONORS PROGRAM OFFICE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date received

**Honors Thesis Progress Report II**

**Part I:** To be completed & signed by all honor students enrolled in HON 402/420

**Part II:** To be completed & signed by Thesis Advisors

Please submit these forms by the **first Friday in November**. The forms can be returned via email ([jzaino@iona.edu](mailto:jzaino@iona.edu)) OR hard copy (inter-office mail). Electronic signatures are acceptable.

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**Part I: To be completed by Student**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ School (Arts & Science or Hagan): \_\_\_\_\_

Major(s): \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Advisor: \_\_\_\_\_

Please mark only one:

1. \_\_\_\_Y \_\_\_\_N I am satisfied with the progress I am making on my thesis.
2. \_\_\_\_Y \_\_\_\_N This thesis involves the use of human subjects (including tests, questionnaires, interviews, observations, surveys, and/or other experiments) or biological material [if Y please proceed to Q. 3, if N please skip to Q. 4]
3. \_\_\_\_Y \_\_\_\_N I have followed the procedures necessary to have my human subjects research project approved, including completing the required training.
4. \_\_\_\_Y \_\_\_\_N I have read and understand the formatting guidelines required for my thesis (see attached). Please note: If your advisor requests you follow guidelines more appropriate to your discipline her/his advice takes precedence.
5. \_\_\_\_Y \_\_\_\_N I have set a date to submit my thesis to my thesis advisor. I understand my advisor may set an earlier date for submission, but the last day the thesis must be submitted to both my advisor and the Honors office is noon the last day of final exams.

Notes:

\*We are looking forward to celebrating your work with you, your family, friends, and advisor at the Thesis Presentation Day.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY THE HONORS PROGRAM OFFICE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date received

**Honors Thesis Progress Report II**  
**Part II: To be completed by Thesis Advisor**

Advisor Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Please mark/check one

1. \_\_\_\_Y \_\_\_\_N I have met with my advisee to discuss her/his thesis progress.
2. \_\_\_\_Y \_\_\_\_N I am confident that my advisee is well prepared to complete his/her thesis by the end of this semester.
3. \_\_\_\_Y \_\_\_\_N This thesis involves the use of human subjects (including tests, questionnaires, interviews, observations, surveys, and/or other experiments) or biological material [if Y please proceed to Q. 4, if N please skip to Q. 5]
4. \_\_\_\_Y \_\_\_\_N [ONLY FOR THOSE WHO ANSWERED “Y” IN RESPONSE TO Q. 3] The student followed the procedures necessary to have her/his human subjects research project approved, including completing the required training
5. \_\_\_\_Y \_\_\_\_N I have recommended that my advisee follow the thesis guidelines attached OR I have substituted those for disciplinary specific guidelines.
6. \_\_\_\_Y \_\_\_\_N I have communicated a date for submission of the thesis to the student (advisors can set earlier dates for submission, but the thesis should be submitted to the advisor and Honors Office no later than noon, the last day of final exams).

Notes:

\*Please contact the Honors Director (Jeanne Zaino, [jzaino@iona.edu](mailto:jzaino@iona.edu) or 914.633.2697) if you have any questions or comments about the progress your advisee is making.

\*Advisors are listed as the instructor of record for HON 402/420. The grades for this course must be submitted by the advisor directly on Peoplesoft by the deadline set by the College for grade submissions that semester. If your student requires additional time to complete their thesis, please contact the Honors Office (Jeanne Zaino [jzaino@iona.edu](mailto:jzaino@iona.edu)) and submit a request to the Deans Office for an “I” grade (Incomplete) prior to the beginning of final exams.

**\*Please submit this form by the first Friday in November to the Honors Program Office or send it via email to [jzaino@iona.edu](mailto:jzaino@iona.edu) (electronic signatures are accepted)**

\*Thank you for all the work you have done with your students. We look forward to celebrating their achievements at the Thesis Presentation Day. This is an important day for the students, their family, and thesis advisor. We hope you are able to attend.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY THE HONORS PROGRAM OFFICE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date received

### **Thesis Formatting Guidelines**

**\*Bound copy of thesis due to the Honors Program Office, last Monday in January of students senior year**

**\*Electronic version of thesis must be submitted by the last Monday in January of students senior year**

The Honors Program has some basic rules regarding format for the submission of your Honors thesis. Specific requirements are listed below. The Honors Program defers to the Honors thesis advisor for any disciplinary specific formatting regulations. Students should verify all formatting requirements with their advisor.

#### **Front Matter**

Your thesis must contain and should begin with the title page, an acknowledgments page, a table of contents, and an abstract, in that order.

##### **●Title Page**

Use the title page format contained at the end of these thesis formatting guidelines.

##### **●Front Matter/Acknowledgments Page**

Your acknowledgments should include specific references to the following:

- the aid and support given by your thesis advisor
- any help received from various members of the faculty, administration, staff, other researchers or individuals in the preparation of the thesis
- access given to manuscripts, data, and unpublished work by various researchers
- support of any type, particularly financial, from the Department, a foundation, or a governmental agency; you should state the name of the foundation or agency; this applies not only to grants made directly to you but also to those made to your supervisor which have helped you in your research

Many thesis writers also extend thanks to those friends and family members who have provided personal support throughout the thesis process.

##### **●Front Matter/Table of Contents**

A table of contents listing at least the major headings should be prepared for any thesis that is divided into sections, as most theses are.

##### **●Front Matter/Abstract**

An abstract does not usually exceed 350 words and is usually single-spaced.

#### **Back Matter**

A bibliography/citations/reference section is required. Appendices are often appropriate.

#### **Bibliography/Citations/References**

Most theses will use the style appropriate to their discipline. You can access this information at the following web site: <http://owl.english.purdue.edu/owl/owlprint/585/>

You should also consult your thesis advisor and if you have any specific questions about using this style, your disciplinary librarian on campus.

You may also want to consult your disciplinary style manual for guidelines used to create tables and figures. Again, consult with your thesis advisor on these specifics.

### **Spacing/Margins/Pagination**

The thesis should be typed in a common 12 font (ex. Times New Roman), double-spaced with margins of 1 inch at the top and bottom and right; and a margin of 1.5 inches on the left-hand sides.

Individual footnotes, bibliographic references, and long quotations may be single-spaced, but double-spaced between entries.

Page numbers are required, but the format is up to you. As in a book, page numbers can be centered at top or bottom, or placed in the upper right-hand corner. Page numbers should be at least a half inch from any edge of the paper. It is customary not to have a page number at the top of a page containing a chapter heading; if you placed the numbers at the top of the page, we suggest it be omitted entirely on chapter heading pages. Be sure that page numbers are adjusted accordingly on any page where you have changed the orientation of the page to landscape.

The title page of a thesis need not be numbered, and all front matter through the Table of Contents can be numbered with lower-case Roman numerals - i, ii, iii, iv, etc. Following the Table of Contents, the Abstract can be page 1 and the body of the thesis can follow beginning with page 2.

### **Binding [please see Appendix 11]**

#### **Content: To facilitate cataloging, title page must include:**

- Type of report (thesis, practicum report, curriculum project, etc.)
- Title
- Student's name
- Name of department or program and instructor's name
- Date

In addition, all pages must be sequentially numbered, including all addenda and supplementary material.

#### **Physical condition: Theses are to be submitted in bound form. Several options are acceptable:**

- retail stores such as Staples bind documents with plastic spiral spines and plastic covers (total amount varies, but probably about \$10.00)
- the college bookstore sells black, heavy duty spring binders for approximately \$15.00

Three ring binders and folders with clasps are not acceptable enclosures because of the ease of removing pages from them.

Students are encouraged to retain a copy of their theses for their own use.

[Title]

An Honors Thesis presented

by

[Full Name]

to

The Honors Program

in Partial Fulfillment of the Requirements

for the Degree of Bachelor of Arts OR Bachelor of Science OR Bachelor of Business Administration

Honors Thesis Advisor: [Full Name, Title]

Iona College

New Rochelle, New York

[Month, Day, Year]

**Iona College Online Library Honors Thesis Use**

I hereby permit Iona College Libraries to make my honors thesis available in digital form to the libraries' online patrons for noncommercial scholarly use.

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Signature

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Print Name

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Date

**Iona College**  
**Honors Program**  
**Application for Thesis with Distinction**

*This form must be submitted in hard copy to the Honors Program Office by the end of the first week of classes in January prior to graduation.*

Name \_\_\_\_\_

ID number \_\_\_\_\_

Name of Thesis Advisor \_\_\_\_\_

Thesis Title \_\_\_\_\_

Thesis Topic \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommended Thesis Committee Panel Members (student/advisor may recommended up to four additional faculty to serve on the thesis distinction panel)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_

*Administrative Use Only*

Names of Faculty Committee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Received \_\_\_\_\_ Date of Thesis Defense: \_\_\_\_\_

**~GUIDELINES CURRENTLY UNDER REVISION~**  
**Ryan Library**  
**Guidelines for Deposit of Theses in the Iona College Libraries**

***Policy:***

The Iona College Libraries are pleased to accept one copy of student theses and other graduate program research reports written to satisfy degree requirements, for permanent addition to the Collection.

This material will be cataloged, listed in the online catalog of library holdings, and placed on Reserve at the appropriate library service desk (Ryan, Helen T. Arrigoni, or Rockland).

Theses on Reserve may be used in the libraries only, for a 2-hour loan period and are subject to the same recalls and fines as other library materials.

***Requirements for Acceptance by Library:***

**Content: To facilitate cataloging, title page must include:**

- Type of report (thesis, practicum report, curriculum project, etc.)
- Title
- Student's name
- Name of department or program and instructor's name
- Date

In addition, all pages must be sequentially numbered, including all addenda and supplementary material.

**Physical condition: Theses are to be submitted in bound form. Several options are acceptable:**

- retail stores such as Staples bind documents with plastic spiral spines and plastic covers (total amount varies, but probably about \$10.00)
- the college bookstore sells black, heavy duty spring binders for approximately \$15.00

Three ring binders and folders with clasps are not acceptable enclosures because of the ease of removing pages from them.

Students are encouraged to retain a copy of their theses for their own use.

11/98

Rev 9/06