

Distinction in Biochemistry: Thesis Guidelines

Format

Paper: The thesis should be printed on good quality 8 1/2" x 11" paper.

Margins: Left hand margins must be at least 1 1/2" to allow room for binding. This applies to the entire thesis, including title page, all appendices, diagrams and figures. Top, bottom, and right margins should be 1".

Type: The thesis should be printed in at least 12 point font.

Line Spacing: The body of the thesis should be double spaced and printed on one side of the paper only. The abstract and footnotes or endnotes should be single spaced.

Page Numbering: Every page of the paper, including blank pages, must be assigned a page number. Although counted in the pagination, the number should not appear on the following pages: title page copyright notice, abstract, or section title pages. Preliminary pages, are numbered using roman numerals (i, ii, iii, ...). Typically, the table of contents is the first page that displays a page number (page "iv" if all components below are included). The body of the text should be numbered consecutively in Arabic numerals beginning with "1". Page numbers should be placed so they appear clearly separate from the body of the text.

Written Components of the Thesis

The thesis should be compiled in the following order:

- Title Page
- Copyright Notice (optional)
- Abstract
- Table of Contents
- Acknowledgements (optional)
- Thesis Body
- References
- Appendices (optional)

Title Page: A sample title page is attached at the end of this document.

Copyright (optional): Copyright protection is automatic. No copyright notice is needed for full copyright protection to apply, but you may include a copyright protection notice if you wish. A sample copyright notice page is included at the end of this document.

Abstract: The abstract should provide a concise summary of the thesis. A typical abstract will include a statement of the problem, a brief description of the method(s) and design, and a concise summary of the major findings and their significance. The abstract should not exceed 1 page.

Table of Contents: The table of contents should list the page numbers for the following components: acknowledgements, thesis body (including chapter and section headings), references, and appendices (if any). As described above, this is the first page on which a lower case Roman numeral should appear.

Acknowledgements (optional): This section can be used to express your personal or professional appreciation to those individuals or organizations who contributed in some way to the work.

Thesis Body: This section should include a statement of research problem and objectives, background information and/or a review of the primary literature, a thorough discussion and analysis of the original research conducted, and an experimental section. The style and organization of the thesis body should be determined in close consultation with the research advisor.

References: Citations should be numbered consecutively and formatted according to the guidelines of the American Chemical Society. For a handy reference see ACS Style Guide (available in many labs) or check the following website: <http://chemistry.library.wisc.edu/writing/acs-style-guidelines.html>.

Appendices: Additional materials (crystallographic data, copies of spectra, etc.) relevant to the project can be placed in an appendix. Each appendix should have a title and should be listed in the table of contents. Be sure that all material in the appendix conforms to the margin requirements.

Honors Students:

Biochemistry majors who are writing a thesis to fulfill the Capstone requirement of the Honors Program may use the same thesis for the Degree with Distinction in Biochemistry. Document formatting to meet the requirements of the Honors Program will also meet formatting requirements for the Degree with Distinction in Biochemistry except that the title page for the latter should be modified appropriately. A sample title page follows.

Sample Title Page:

Thesis Project Title

Author's Name

Candidate for B.S. Degree
with Distinction in Biochemistry

Month Year

APPROVED: Thesis Project Advisor: _____
(advisor's name typed below line)

Thesis Reader: _____
(thesis reader's name typed below line)

Thesis Reader: _____
(if required thesis reader's name typed below line)

Sample Copyright Notice (Optional):

Copyright 1990 John Barry Doe

All rights Reserved