

Below are instructions to preparing the final draft of your Honors Thesis, which will then be sent (by the Honors Director) to the OBU Copy Center for printing and binding.

1. Personalize and complete the Thesis Cover Page template. Save it and have it prepared to email to the Honors Director.
2. Personalize (with the correct information for your thesis, of course), print out, and complete the Signature Page. You will need two signatures on it (thesis advisor and Honors Director). If you have the ability, please scan the Signature Page, save it, and have it prepared to email back to me. If you do not have such ability, please hand-deliver the Signature Page to the Honors Office.
3. Print out and sign the Thesis Release Form. Again, if you have the ability, scan it, save it, and prepare to email it to the Honors Director. Otherwise, hand-deliver to the Honors office.
4. Personalize and complete the Title Page template. Save it and have it prepared to email to the Honors Director.
5. Polish and finalize your Thesis Body. Save it and have it prepared to email to the Honors Director. Further instructions for the body of your Thesis Project:
 - a) Please ensure that you have a table of contents that provides page numbers for chapter divisions, and large subsection headings if appropriate. Appendices (if applicable) and Bibliography should be included in the Table of Contents.
 - b) Please ensure that you have an acknowledgements page that expresses gratitude to the faculty, peers, and family who have been instrumental in your education and thesis-writing.
 - c) Please ensure that the body of your thesis is double-spaced, preferably in 12-font Times New Roman.
 - d) Please ensure that your Thesis is paginated!
 - e) Please ensure that there is a Bibliography at the back of your Thesis as well.
 - f) Please ensure that the Body of your thesis is contained in ONE document in a format compatible with Microsoft Word (.docx format) *or* a PDF file.

Once you have all five documents together, please send them via email to the Honors Director (or, if necessary, hand-deliver the Signature Page and Release Form, and email the other 3 documents) to the Honors Director.

I hope these instructions are relatively clear and helpful. Reminder: the Final Draft of your thesis is due no later than the last day of classes @ 3:00 P.M.