

Towson University

Honors Thesis Format Review

To: Dean, Honors College

From: Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Enclosed is a copy of my Honors Thesis. This thesis was presented successfully on \_\_\_\_\_ (date). The format of this thesis has been approved by my Faculty Thesis Advisor. I am now asking for final approval of the format from the Honors College. After making any corrections, I will deliver two (2) unbound copies and one electronic copy of the appropriate paper to the Honors College.

**Areas reviewed by the Honors College**

- |  |           |          |
|--|-----------|----------|
| 1. Quality of the paper (25% cotton)         | Yes _____ | No _____ |
| 2. Appropriate Margin Spacing in Text        | Yes _____ | No _____ |
| 3. Correct Positioning of Page Numbers       | Yes _____ | No _____ |
| 4. Correct Page Numbers in Table of Contents | Yes _____ | No _____ |
| 5. Correct Font Style and Size               | Yes _____ | No _____ |
| 6. Correct Line Spacing in Text              | Yes _____ | No _____ |
| 7. Correct Ordering of the Preliminary Pages | Yes _____ | No _____ |

**Areas reviews by the Thesis advisor**

- |   |           |          |
|---|-----------|----------|
| 1. Appropriate Reference Style used in Text | Yes _____ | No _____ |
| 2. Correct Table Names                      | Yes _____ | No _____ |
| 3. Correct Figure Names                     | Yes _____ | No _____ |
| 4. Correct Reference Style in Bibliography  | Yes _____ | No _____ |
| 5. Correct Headers and Chapter Titles       | Yes _____ | No _____ |

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

Date: \_\_\_\_\_

Advisor telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_