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WHEATON COLLEGE

Norton, Massachusetts

Requirements for Presentation of an

Honors Thesis

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Revised April 2007



# NOTES

Wheaton College  
Norton, Massachusetts

## REQUIREMENTS FOR PRESENTATION OF AN HONORS THESIS

Your thesis is an original, unpublished manuscript in which you should take great pride. The physical appearance of your work is very important. These requirements are presented to help you prepare an acceptable thesis, which can be bound, cataloged, and preserved permanently in Archives and Special Collections in the Library. Departmental Honors will not be approved unless your thesis complies with these college wide rules. Consult with your advisor to determine if you are expected to adhere to specific departmental guidelines.

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You **must submit an original** copy (not a photocopy) to the Registrar for certification and binding. You may have up to two additional copies bound at no charge. Additional copies may be bound for \$20.00 each. Please contact the Serials Librarian at extension 3715 or 3714.

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The copy of your thesis submitted to the Registrar **must** be presented on Perma-Dur bond paper, or 100% rag bond paper. You may purchase the paper from the Wheaton College Bookstore. If you wish to have personal copies bound, we recommend that you use the Perma-Dur bond paper.

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If your thesis contains illustrations, such as pictures, graphs, and the like, make certain that they are **readable** and fit entirely within the correct margins. If you must include digital or photocopied versions of paintings, etc. taken from books or other sources, make certain that they are **clear** and include source citations so that the reader may refer to the original illustrations from which your photocopies were made. If you are including illustrations, graphs, charts, etc. at the end of your text, be sure those pages are numbered. Color prints and photocopies are fifty cents apiece through Office Services. Please consult the Archivist (extension 3712) with questions regarding inclusion of illustrations.

### VI. STUDIO ART

Departmental Honors in Studio Art require the submission of a thesis. Include the same materials listed in the Order of Pages below. The goals and results of the project should be described, and a list of the works created included. Slides of the works must be submitted; these will be bound, in slide holders you provide, into your thesis.

Chapter I

[Or main part of thesis]

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If your thesis includes digital media or other non-traditional formats, please be certain that the recording medium is of the highest quality available. Title page information (see below) should be included. Metadata, describing software and hardware requirements for listening and viewing, must be included in the paper text portion of your thesis. Please consult the Archivist (extension 3712) with any questions regarding presentation of non-traditional media.

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2. **Acknowledgement or Dedication** - if any
3. **Table of Contents**
4. **Introduction** - if any
5. **Chapter I or main part of Thesis**
6. Note: each page should be numbered consecutively.

WHEATON COLLEGE  
Norton, Massachusetts

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