

# Honors Thesis Formatting Guidelines and Requirements

## 1. Font style and size

Use Times New Roman 12 pt. throughout (including title page)

## 2. Cover Page

Follow the example below to create the title page:

DOCUMENT TITLE IS IN ALL CAPS, CENTERED, DOUBLE  
SPACED, AND IN AN INVERTED TRIANGLE

By

Your Name

Honors Thesis submitted in partial fulfillment  
for the designation of Research and Creative Honors

Your Department

Your Advisor

Your Committee Members

Your Discipline College

University of Nevada, Las Vegas

Month, Year

(Cover Page continued):

- Center each line of type between the 1½ inch margin on the left and the 1 inch margin on the right.
- Do not divide words at the end of lines.
- Do not number the Cover Page.
- The title is in all CAPITAL LETTERS, centered in an inverted triangle as shown, double-spaced and in the same font and size as the rest of the document. Use your full legal name as listed with the UNLV Registrar's office.
- The date should include the month & year of official graduation (only options: December, May or August).

3. Page numbering

- Do not number the title page.
- All numbered pages must be numbered in the center of the bottom of the page.
- Page numbering must be continuous throughout the text beginning with the Arabic numeral 1 on the first page after the Title page, and continuing through the bibliography and appendices if applicable.

4. Spacing

- The body of the document must be double spaced; the only exceptions are captions, foot-notes, long quotations, bibliographic references, and inserted materials such as tables, images, diagrams, graphs, etc.
- Paragraphs should be indented the same number of spaces throughout the document, and there should be no extra spaces before, after, or between paragraphs.

5. Margins

- All pages must have 1½ inch left margin.
- The top, right, and bottom margins should be 1 inch.

6. Numbering of images, tables, diagrams, graphs, etc.

- Be sure that all inserted information (images, tables, graphs, diagrams, etc.) are numbered consecutively.