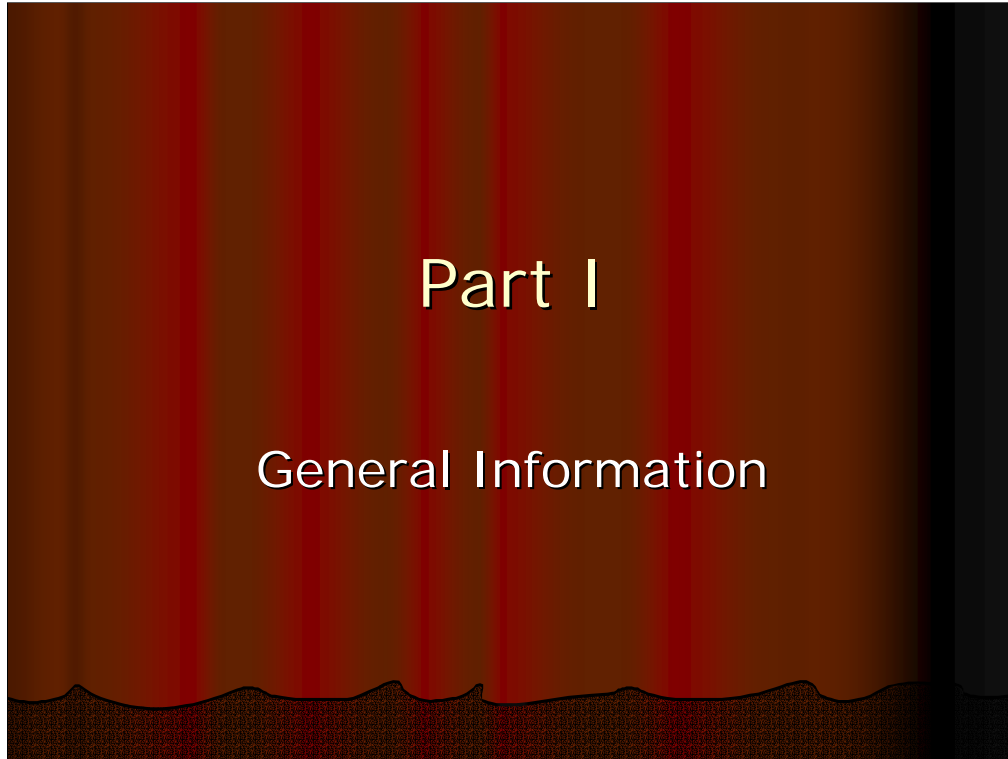


# HIM Thesis Informational Session

A workshop brought  
to you by  
M. E. Gomrad, Thesis Consultant



The general information section covers basic facts about services provided by the Thesis Consultant and the University Writing Center.

## Thesis Consultant

- Thesis Consultant Office Location:  
English Department Colbourn Hall  
Room 305G
- Thesis Consultant Email Address:  
[thesised@mail.ucf.edu](mailto:thesised@mail.ucf.edu)

1. The Thesis Consultant is M. E. Gomrad; her office is in the English Department located in Colbourn Hall room 305G
2. Professor Gomrad's days on campus and office hours vary each semester to accommodate her teaching schedule.
3. Email her for an appointment or with any questions or concerns you might have.
4. When you request an appointment, please mention what the appointment is for so she can schedule you or refer you to the UWC if necessary.
5. Do not request appointments on short notice as the thesis consultant's schedule tends to book up fast, especially during the final format deadline.

## UWC Contact Information

- UWC Location: MOD 608 (Behind Communications Building)
- UWC Telephone: 407-823-2197
- UWC Website: [www.uwc.ucf.edu](http://www.uwc.ucf.edu)

You can schedule appointments with a UWC consultant in person, by telephone, or using the online scheduler on the UWC website.

## UWC Website contains...

- HIM Writers Link
- Online Scheduler
- Thesis Submission Form
- Handouts for Thesis Writers
- Link to HIM Forms
- Link to HIM Handbook
- Link to Deadline List
- Thesis Consultant Contact Information

The UWC Website contains useful information for HIM writers. You are also able to access the online scheduler and make appointments.

## UWC for HIM Writers

- UWC Website: [www.uwc.ucf.edu](http://www.uwc.ucf.edu)
- Online scheduler:  
<http://www.uwcscheduler.ucf.edu/>
- 30-60 minute appointments with UWC Graduate Consultants

As an HIM writer, you are able to make 30 minute or 60 minute appointments with graduate consultants.

## UWC Services

- Peer consultations
  - Ideas and brainstorming
  - Planning and organization
  - Discuss your writing
  - Have another pair of eyes review your work
  - Format requirement information
- Reviews thesis at any point in the writing process
- Proposal review
- Initial format review
- Drop off point for your final copies of your ready-for-binding draft

1. The UWC offers support for you while you write your HIM thesis. We can help you at any stage in the writing process, from outlining and generating ideas to reviewing your finalized draft. Consultants can provide feedback on writing or formatting issues
2. You **MUST** meet with a UWC consultant about 10 days to 2 weeks prior to submitting your HIM Thesis Proposal to Honors; this is covered on the *Proposal Review* slide in this workshop presentation.
3. You should make an appointment with the UWC even before you begin actually writing your thesis. A UWC consultant to help you with planning, developing, and writing your thesis. You will probably develop a schedule to meet with them several times over the next semester or so.
4. You **MUST** meet with a UWC consultant for the initial format review; this is covered on the *Initial Format Review* slide in this workshop presentation.
5. When you complete your thesis and the Thesis Consultant approves your draft for binding, you will drop off your final copies to the UWC during their operating hours.
6. The Thesis Consultant will review them at the UWC and approve them for binding.
7. A UWC staff member will deliver your copies to the library for binding.

## Proposal Review

- Proposal review occurs during the directed readings semester
- Meet with a UWC consultant for your Proposal Review
- Deadline is usually about 10 days to 2 weeks before your Proposal is due to Honors

You need to meet with a UWC consultant with your proposal, prior to submitting it to the Honors College. This deadline is around the same time you submit your proposal to your committee for approval. However, many students make an appointment before submitting their proposal to their committee to ensure it meets proposal standards. In addition, some students meet with a UWC consultant if they made modifications suggested by their committee prior to submitting the final proposal to the Honors College.

## Initial Format Review

- Initial format review takes place during the semester you are defending your thesis.
- Meet with a UWC for your initial format review
- Check the Deadlines listed in your HIM Handbook

For the initial format review, your draft, of course, does not need to be 100% complete. However, you need to bring as much of your formatted draft as you have completed. Depending on your discipline, this might include your introduction, the literature review, the first chapter or two. You should be applying the correct format to your thesis when you begin writing so your draft must be properly paginated.

In addition to portion of you draft already completed, you might want to have your title page, and the preliminary pages you plan to include (dedication, acknowledgements, abstract, table of contents etc). If you have not completed these pages, you can include a placeholder page (a page with formatting--heading and page number--with no text). Your preliminary pages must have page numbers (Roman numeral for all pages preceding the actual thesis).

Of course, the preliminary pages listed in the handbook are not all required so you only have to use a placeholder page for those you plan to use. The required pages are the abstract and table of contents. The main purpose of this review is to check formatting issues to circumvent problems later on. You will certainly benefit from addressing format issues and organizing your thesis in the beginning.

# Thesis Consultant

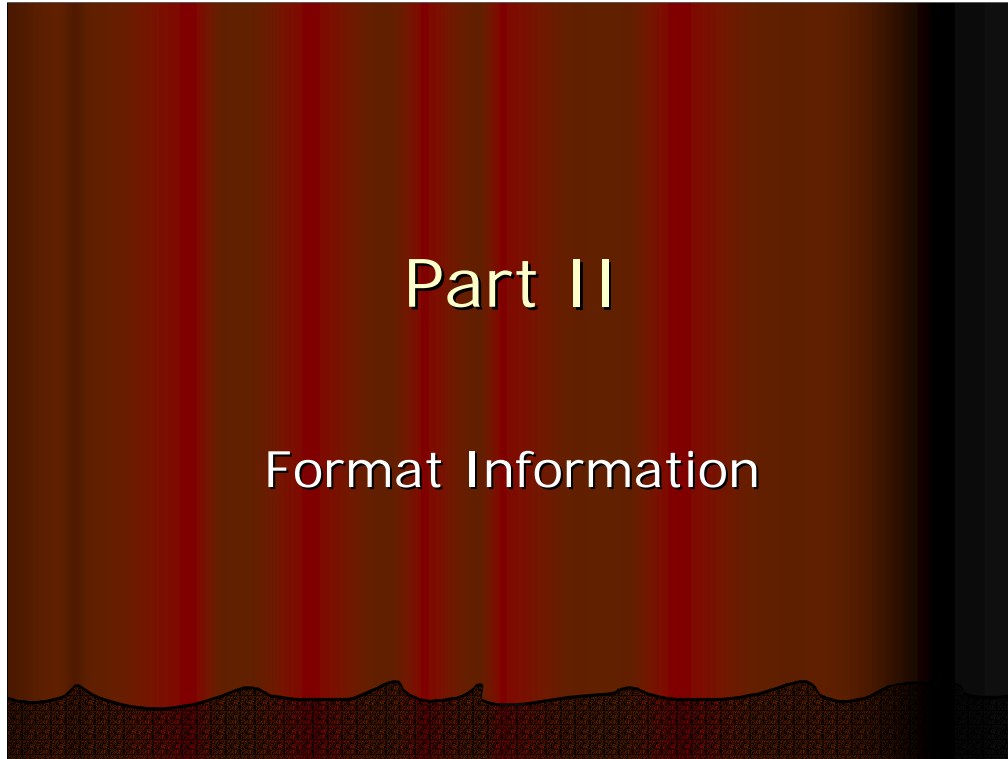
- Provides support and information to HIM writers
- Runs thesis format workshops
- Conducts face-to-face meetings for your final format review
- Ensures thesis meets library binding requirements
- Assists students prepare thesis for binding
- Approves thesis for binding
- Notifies Honors College for individual student's HIM certification
- Sends APPROVED theses to Library for binding

## Final Format Review

- Final format review takes place during the semester you are defending your thesis.
- Meet with the Thesis Consultant for your final format review
- Make appointment around the same time you submit your thesis to your committee
  - You do not need to wait for your committee corrections because the thesis consultant is not looking at content, just format and binding issues.
- Check the Deadlines listed in your HIM Handbook

1. In order to qualify for the final format review, your draft must include the title page, abstract, table of contents (with correct page numbers), list of figures/tables (with page numbers, if used), body sections/chapters, figures/tables (if used), appendices (if used), and list of references.
2. If any textual portion of the draft is incomplete--for example, the results or conclusion--a "placeholder" (page with formatting but no text) may be used in its place. I am only looking at the format to ensure that your draft will meet the binding requirements.

Please note: Each appendix **MUST** have a title page.



The Format Information highlights the format you need to follow to ensure your thesis will meet binding requirements.

This information is also located in your HIM Handbook.

## Format Requirements

- **Margins:** 1" all around EXCEPT the left margin MUST be 1.5" for binding
- **Spacing:** double spacing (single space block quotations and table text)
- **Headers:** Do NOT use running headers—only use heading if word processing program requires that page numbers are inserted in the header/footer function

Follow the format requirements to ensure your thesis will meet the library binding requirements.

Please note that on your **Margins**, the left (inside margin) **MUST** be 1.5". Your thesis will lose a half an inch on this margin during binding.

## Typeface

- **Body text:** Use an easy-to-read serif font
  - Times New Roman—Century Schoolbook—Book Antiqua
- **Headings:** Use a standard easy-to-read sans serif font
  - Arial—Tahoma—Century Gothic—Verdana

## Serif vs. San Serif

- Serif typefaces are easier to read because the short lines offer a natural resting place for the eye.
- Sans serif typefaces are harder on the eyes because the letters are less distinct.

NOTE: Information refers to traditional paper documents, not those created for an online environment.

# Headings

- Provides organization
- Helps establish hierarchy
- Stay with one Family of Type—do not mix and match typefaces
- Use three heading levels throughout your thesis
  - Can use four, if necessary

# Example

- **Heading 1**  
This is your Body Text
- **Heading 1**  
This is your Body Text
  - **Heading 2**  
This is your Body Text
  - **Heading 2**  
This is your Body Text
  - *Heading 3*  
This is your Body Text
- **Heading 1**  
This is your Body Text

**Used appropriately, headings help you organize your thesis to enhance provide a readable document.**

**A well designed document helps readers: find information, understand information, and retain information.**

# Pagination

- Front Matter—any page that appears before your actual thesis—uses lower case Roman numerals
  - Page numbers actually begin to appear on the first page following your abstract
- Body—all pages that follow preliminary front matter pages—uses Arabic numerals
  - Page numbers begin on first page of actual thesis

Note: Page numbers are located centered on the bottom of the page. Please insert electronically and check your numbers to ensure they are consecutive.

## Required Page Order

- Thesis approval page
- Title page
  - Copyright page (optional)
- Abstract (mandatory for all theses)
  - Page numbering begins on page following abstract
  - Dedication and Acknowledgements (both optional pages)
- Table of Contents (mandatory)
  - List of Figures/Symbols/Abbreviations

## Body of Thesis

- Introduction (optional)
- Body (divide into chapters/sections)
  - Chapter numbers are optional
- Appendices as needed
  - Each appendix must have a title page (also called a buffer page)
- Endnotes (optional)
- List of References (mandatory)
  - Follow the appropriate documentation style required by your discipline

## Supplemental Information

- Table of Contents: align page numbers at right margin using a dot leader
  - Chapter 1.....3
  - Chapter 2.....8
- Appendices: title page before actual appendix
  - Appendix A: Title
  - Appendix B: Title
- References: check with committee chair for approval. Apply style consistently for in-text citations and list of references

# Part III

## Library Binding Information

## Initial Format Review

- Make an appointment with a UWC consultant for your initial format review
  - Use online scheduler or call for an appointment
  - Tell UWC consultant you are meeting with him/her for your initial format review

## Final Format Review

- Make an appointment with the Thesis Consultant to review your final draft
  - Plan in advance! Do NOT expect to get an appointment to meet your deadline in a day or two
  - Meet thesis consultant at the time you submit final draft to your committee. Do NOT wait for committee to review your draft!
- Be sure to meet the submission deadline or you risk not graduating with HIM certification

## Prepare for Submission

**Note: Do not prepare for the binding process until your final thesis is approved and you are directed submit your thesis**

- Complete all required corrections indicated by thesis chair/director, committee, and thesis consultant
- Pay for all copies you plan to produce
  - Cost \$9.75
  - Location Cashier's Office Millican Hall

## Thesis Submission

- Produce three final copies (five for area campus students)
- Produce personal copies (up to ten)
- Print on Thesis Paper
  - 20 lb. 100% Cotton White Watermarked
  - Be sure copies are in pristine condition
- Submit copies to the UWC with appropriate forms and payment receipt

## Package your Thesis

Note: Package your thesis with care. Read and follow directions in the Handbook.

- Use clean envelopes
  - Do NOT seal or tape envelopes
- Label each envelope clearly with your name, current email, and telephone number
- Place the required forms and cashier's receipt in the copy marked Library copy 1

## Do NOT...

- Place your theses copies in any binding
- Staple your theses copies
- Use metal binders, clips, rubber bands, or any other securing device.