

All written work for the Honours Seminar should be formatted in accordance with the guidelines below. Significant departures from this guide must be approved by the Honours Program Coordinator in consultation with your thesis committee chairperson. This guide is intended to be compatible with the requirements of the University Archives for submission of theses to the Institutional Repository.

The department has adopted the Chicago Manual of Style and Author-Date system as the standard for formatting writing, citations, and bibliographic references in your honours thesis (see www.chicagomanualofstyle.org). Unless otherwise directed, use this style for formatting your thesis. This guide provides an overview of the major elements of that style, but for more detailed information you can also consult:

Turabian, Kate. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. Chicago: Chicago University Press.

Formatting

Your thesis should be printed single sided on 8½" x 11" letter-size paper, with 1" (2.5cm) margins. Page numbers, headers, footers, figures and tables must be within these margins.

Text in your thesis should be left-justified, in Times New Roman, 12 pt. font. Subscripts, superscripts, notes and tables may adopt smaller font sizes. Each new paragraph should be indented 0.5" or 1.27cm from the left margin. Do not add extra space between paragraphs.

Double space your text, except for:

- block quotations – single-spaced and indented
- notes – single-spaced, with each endnote separate by a space
- reference list – single-spaced, with each entry separated by a space
- captions and titles for figures or tables – single-spaced
- title page and abstract – single-spaced

Sections

Your thesis should be organized as follows, with each section beginning on a new page:

- *Title Page*: see the template at www.smu.ca/academics/archives/honours-thesis.html
- *Acknowledgments*: title as "Acknowledgements", followed by the names of individuals and organizations that have helped you write your thesis, including those who provided access to research materials

- *Abstract*: title as “Abstract”, followed your name, thesis title, and date of submission; outline of the major ideas of your thesis (maximum 300 words)
- *Contents*: title as “Contents”, then, beginning with your main thesis text, create a list of all major chapters and sections of your thesis (including Notes, References, and Appendices) followed by the relevant page number where that section begins
- *Thesis Text*: begin each chapter on a separate page
- *Notes*: title as “Notes” followed by a numerical list (superscript) of the endnotes included in your thesis text
- *References*: title as “References”, followed by a list of all references (and only those references) cited in the text of your thesis; references are listed alphabetically by last name of first author, and chronologically for two or more titles by the same author – see the Appendix for examples
- *Appendices*: labelled consecutively with upper-case letters and a title (i.e. Appendix A, Appendix B...)

Pagination

Do not number your title page. Number the front matter of your thesis (Acknowledgements, Abstract, and Contents pages) with lower-case roman numerals (i, ii, iii, iv...). Beginning with the first page of your thesis text, number all of the remaining pages with arabic numerals (1, 2, 3...). Page numbers should appear at the centre of the bottom page margin.

Headings and Subheadings

Major headings such as chapter or section titles should be bolded and centred at the top of a new page with one space inserted below. Subheadings, such as those labelling subsections of a chapter, should be bolded, flush with the left margin, and separated from the text above by an extra space. Subheadings are not usually numbered.

Style

Your thesis should adhere to Canadian spelling conventions such as those in the Canadian Oxford Dictionary; quotations or titles of published works should, however, use the spelling of the original. For information on the proper use of punctuation, refer to Turabian or the Chicago Manual of Style. Take note, also, of the following:

- Capitalize proper nouns, names, and titles (the Indian Ocean, the Bronze Age, Admiral Nimitz) but not less formally defined entities (the middle class, the ancient world)
- Capitalize and italicize the titles of books, magazines, journals, television shows, albums and movies (*Argonauts of the Western Pacific*, *The Sopranos*). Capitalize and enclose in quotation marks the titles of book chapters, journal articles, television episodes and songs (“On Communicative Competence”, “Can’t Buy Me Love”)
- Italicize Linnaean biological names, but not their derivatives or species’ common names: *Australopithecus afarensis* (or *A. afarensis*) but australopithecine or rhesus monkey
- Italicize non-English words such as *le pragmatisme* or *dim sum*, but not names, places or titles such as Tierra del Fuego or the Académie française

- Acronyms (NATO, GIF) and initialisms (CBC, AD, BCE) are fully capitalized and require no additional punctuation; other abbreviations are typically lower-case and require a period after (but no space between) each abbreviated element (i.e., e.g., a.m., etc.)
- Use of words or numerals for numbers should be consistent throughout your text
 - Generally, numbers as adjectives should be spelled out (seven years of war, fourteen districts) but as quantities should be given as numerals (65 km/h, 9%).
 - Numbers greater than one hundred are nearly always given as numerals (123rd day, \$250,000). Large quantities can combine numbers and spelling (7.8 million)
 - Numbers in charts or graphs should always be given as numerals
- Measurements should favour metric units, either spelled out (five kilograms, one millimetre) or abbreviated without additional punctuation (5 km, 1 cm)
- Years and decades should be indicated with numerals (1998, the 2010s). Centuries can be indicated by either numerals (1800s) or spelled out in lowercase (nineteenth century).

Quotations

When quoting the words of another person, enclose those words in double quotation marks (“”). Transcribe the words accurately from the source and enclose any additions to the text in square brackets ([]). Omissions should be indicated by an ellipsis (...). All quotations that come from a published source should include an in-text citation (see below) to identify the original author.

Direct quotations that exceed four lines of text should be set apart from the text as a block quotation. The quoted lines should be single-spaced, with a single blank line above and below, indented 0.5”, and omit the quotation marks. The in-text citation should be placed after the block quote’s final period.

Notes

Occasionally, you may wish to include a comment that is substantive, but tangential or separate from your main text. These comments may be included as endnotes; however, they should be used sparingly. Any notes in your thesis will be contained in a separate section immediately following the main thesis text (see Sections above). The place of the endnote in your text is marked by a superscript numeral, usually following the sentence’s period. Number each endnote sequentially. A matching superscript numeral will appear in your list of notes along with the comment itself.

Citations

The Chicago Author-Date style employs in-text parenthetical citations. Use of quotations, paraphrases or ideas, data, and methods drawn from a published source should all be accompanied by a citation identifying that source for the reader. Citations should also be provided for figures or tables reproduced from another source. Parenthetical citations take the following forms:

The Bocage collection is one of the largest in Portugal and contains almost 1700 identified skeletal human remains (Cardoso 2006).

“We recognize that every classification of mankind must be more or less artificial” (Boas 1911, 14).

Silverstein and Urban (1996, 2) have observed that texts are the way we “create a seemingly shareable, transmittable culture.”

For works with up to three authors, include all of their surnames in the citation; if there are more than three authors, list only the first author’s surname followed by “et al.” If multiple citations need to be included, they should be separated by semi-colons inside the parentheses. Multiple works by the same author should have the years of those publications separated by a comma. If multiple works by an author are from the same year, append lowercase letters to the year:

Other means of preparing bone broth without pottery include rawhide bags, baskets, or bark vessels (Binford 1978, 159-161; McClellan et al. 1975; Reber and Hart 2008a, 2008b).

For examples of more specific cases (such as publications without a date, websites, personal communications, archival sources, etc.) refer to the appropriate chapters in Turabian.

References

Your list of references should include all of the sources – and only those sources – cited in your text. Begin this section on a new page with the title “References.” Reference lists should be single spaced, with an extra line between each entry, and formatted with a 0.5” hanging indent.

The references are organized alphabetically by author’s surname, and then chronologically for multiple works by the same author. If two works by the same author are published in the same year, append a lowercase letter to the year (i.e. Wolff 2008a and Wolff 2008b). The first author’s name is inverted so that surname comes first, then given name; subsequent authors are not inverted. For chapters from an edited collection, always provide the page range of the chapter; for journal articles, provide the volume and issue of the journal as well as the page range.

Books

Hill, Jane. 2008. *The Everyday Language of White Racism*. Malden: Wiley-Blackwell.

Larsen, Clark Spencer, and George R. Milner. 1994. *In the Wake of Contact: Biological Responses to Conquest*. New York: Wiley.

Edited Book

Barker, Joshua, Erik Harms, and Johan Lindquist, eds. 2013. *Figures of Southeast Asian Modernity*. Honolulu: University of Hawaii Press.

Tupas, Ruanni, ed. 2015. *Unequal Englishes: The Politics of English Today*. New York: Palgrave.

Chapter in Edited Book

Higgins, Christina. 2015. "Earning Capital in Hawai'i's Linguistic Landscape." In *Unequal Englishes: The Politics of English Today*, edited by Ruanni Tupas, 145-162. New York: Palgrave.

Journal Article

Bayliss, Alex. 2015. "Quality in Bayesian Chronological Models in Archaeology." *World Archaeology* 47 (4): 677-700.

For examples of other types of publication (such as electronic sources, dissertations, and translations) refer to the appropriate chapters in Turabian.

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