

## Department of English

### Directions for Preparing the Final Copy of the Senior Thesis

These directions are meant to assure that all senior theses submitted in partial fulfillment of requirements for the degree of Bachelor of Arts in English are prepared to the same standard and contain consistent formatting and presentation. Since theses go on file both in the English Department and in the College Library, it is important that their presentation be professional, durable, and as flawless as is humanly possible. To this end, the following is required of all theses:

1. One final PDF of the thesis must be submitted to the English Department no later than the day on which senior grades are due (or the subsequent Monday if that date falls on a weekend).

This PDF copy is not to be confused with any hard copies that students may be asked to provide their readers for the purposes of grading.

2. Your thesis also goes into the Trinity College archives. To deposit an electronic copy in Trinity Library's Digital Repository, see the directions provided on the Library website at <http://digitalrepository.trincoll.edu/theses/guidelines.html>.

3. The thesis, whether in print or pdf form, must be double-spaced and in 12-point Times New Roman font. They must be proofread carefully for typos and errors before submission.

4. Your thesis must have a general title for the whole work, presented on a title page that should be formatted according to the attached model.

5. Each chapter must have a title that indicates what that chapter is about.

6. The thesis needs to be paginated consistently throughout, beginning with the first chapter and going through the Bibliography. Introductions not counted as chapters should be paginated with lower case Roman numerals.

7. If you wish to include an Acknowledgements page, it should be designated Acknowledgements, placed before your Introduction or first chapter, and paginated with lower case Roman numerals. If your Introduction is also paginated in this way, the lower case Roman numeral pagination should run consistently from the first page of the Acknowledgements through the last page of the Introduction.

8. Each thesis must have a Table of Contents, titled as such, which lists everything in the thesis, from Acknowledgements, through the Introduction, each chapter and title, a Conclusion (if you have one), and Bibliography. Each item in the Table of Contents must be correlated with its corresponding page number in the thesis.
9. If you have a page listing of Illustrations, it should be designated as such with the appropriate information and should be placed after the Table of Contents.
10. Each chapter of the thesis should begin on a new page with the title centered at the top of the first page. Quadruple space before the first paragraph.
11. The Bibliography, designated as such, comes after the last chapter and/or Conclusion. You may choose, in consultation with your advisor, to divide it into Primary Works and Secondary Works.
12. Throughout the thesis, use the MLA Handbook as your guide to all issues of formatting and for all issues involving proper form for citations, content footnotes, and bibliography. Be sure to consult on these important issues with your advisor.

October 2018

(model for thesis title page)

TRINITY COLLEGE

Senior Thesis

YOUR TITLE

submitted by

YOUR NAME AND CLASS YEAR

In Partial Fulfillment of Requirements for  
the Degree of Bachelor of Arts

YEAR

Director:

Reader:

Reader: