The “front matter” of your thesis is the first few pages. Most academic institutions have a form that the first few pages of a thesis should take, and we have ours. Check with the honors advisor in your department to be sure that the form I am sending here will work well for your department. Some departments have a particular form that they expect all students to follow, and you should follow that form if it differs from the one I describe here.

There are specific instructions in the first section; examples follow. Perhaps looking at the examples while reading the instructions will make the whole process clearer.

Instructions

Title page (the first page):

First comes the title - using whatever form is appropriate for your discipline (e.g., in some disciplines all the words are capitalized, in others only the first word is capitalized - check with your advisor). In almost every case, there will be upper case and lower case letters. Do not use all capitals even if every word starts with a capital letter.

Next is the information about your affiliation and the purpose of the thesis. The thesis is in “partial fulfillment” because there are other requirements (e.g., grades). In some cases, the department name will appear in “Department of......” and “with Honors in .........”. When there is more than one major in a department, the department name will appear first and then your major will be listed in “with Honors in .........”.

Then comes your full name. Capitalize the first letters - not every letter. (Do not write: “Student’s name:” just put your name.)

The Research Mentor is put in if applicable. If you did your work supervised by a graduate student or postdoctoral fellow, the person’s name goes here. The person’s name is followed by his/her degree (Jeffrey Haugaard, M.A. or Jeffrey Haugaard, Ph.D.). When you use the degree at the end of the name, you do NOT put a title before - so it is NOT: Dr. Jeffrey Haugaard, Ph.D. - you put either a title or a degree. (You DO include “Research Mentor:” - then put the person’s name and degree. You include this because the person’s role would not be clear if you only put his or her name.)

Your research advisor is your professor. Again, it is the name and degree. (You DO include “Research Advisor:”)

If there is a second reader for your thesis, include: “Second Reader: (her/his name and degree)”

Then the month and year that your thesis is completed (no day): (e.g., May 2012).

There is NOT a page number on the title page. Every other page is numbered. Similarly, if you put your name or an abbreviated title on the top of each page, it is left off the title page.

Abstract (the second page):

The abstract (complete summary) of your thesis comes right after the title page. The abstract is typically 100 - 500 words. Rarely does it take more than one page.

It is usually single-spaced (the rest of your thesis will be double spaced).

It does not contain any tables, graphs, illustrations, etc.
Acknowledgments (the third page):

This is your formal “thank you” to people you would like to thank, for example, your thesis advisor, members of your lab, other professors, advisors, or others at the university. They do not have to have been directly involved in your thesis. You can also acknowledge parents, other family members, roommates, partners, and others. Say a bit about why you are thanking them (e.g., Thanks to Professor ...... for her support throughout my research........And, finally, thanks to my parents for everything else.)

Table of Contents (the fourth page):

Every thesis needs a table of contents. The first few pages are set. After that, put in page numbers for all your main headings/chapters (e.g., methods, results). Somewhat paradoxically, the only page that is not listed in the Table of Contents is the Table of Contents.
Title

An honors thesis presented to the
Department of ........,
University at Albany, State University Of New York
in partial fulfillment of the requirements
for graduation with Honors in ........
and
graduation from The Honors College.

Student’s Full Name (as it will appear on the diploma)
Research Mentor: ................. (if appropriate)
Research Advisor: ....................

Date (month and year)
Interim Breakups in College-Student Romantic Relationships

An honors thesis presented to the
Department of Psychology,
University at Albany, State University Of New York
in partial fulfillment of the requirements
for graduation with Honors in Psychology
and
graduation from The Honors College.

Lisa Seri

Research Mentor: Olivia Smith, M.A.
Research Advisor: Jeffrey Haugaard, Ph.D.

May, 2013
Abstract
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