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McDaniel Undergraduate
Formatting Guidelines
Last updated February 2023

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Contents

I.   Official Guidelines

- The McDaniel Formatting Requirements contained in this document are designed to guide undergraduate thesis projects for all majors. The set of formatting requirements provided in this document ought to introduce the student is to the formal academic writing standards expected in an undergraduate thesis..

- For everything not covered by these Guidelines, the APA Style Guide, 7th Ed. is the authority for the following majors:
  - ➢ Communications
  - ➢ Psychology
  - ➢ Business and Economics

- For the following majors, either the APA Style Guide, 7th Ed. or Chicago Style can be used:
  - ➢ Political Science
  - ➢ Art History

II. Structure of the Thesis

<u>Types of Theses</u>

There are two possible types of theses to choose from: a thesis based on research or a thesis based on creative activity. Although the form of the thesis may vary, in every case, the thesis represents an opportunity to display the ideas, practices and skills learned during the undergraduate program. Following are brief descriptions of each type of thesis.

- **Research Thesis**: For this type, a relevant research question within the student's field is identified. Using a variety of possible sources (e.g., academic literature, statistical surveys, personal interviews, archival documents, etc.), the student will respond to the thesis question by critically analyzing and synthesizing the results of their research and formulating an argument to answer the question posed.
- **Creative Thesis**: For this type, the student will show evidence of the creative process in communication or the arts. This evidence could be from the visual arts (e.g., a film, painting, graphic design, etc.), from the literary and social arts (e.g., building a website filled with one's creative work, carrying out a carefully crafted social media campaign) or from any other form of creative expression. In addition to the artistic work, an essay describes the creative process and principles followed in the creation of the work.
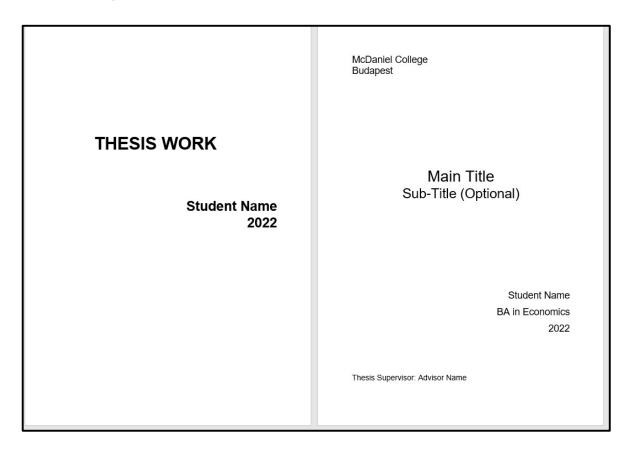
<u>Basic Requirements for Research-Type Thesis</u>
- 30-35 pages (10,000 words)
- Page numbering to start at the Introduction Section
- Sections (the example below is common in communication and psychology)
    1. Introduction (2-3 pages)
    2. Literature Review (10 pages)
    3. Methodological Background and Approach (2-3 pages)
    4. Analysis and Critical Evaluation of the Thesis Question (10 pages)
    5. Conclusion (2-3 pages)
- Abstracts and keywords are not required.

For psychology senior capstone projects which include original research, the structure is modified:
- 20-25 pages (5,000-7,000 words)
- Page numbering to start at the Introduction Section
- Sections
    1. Introduction (2-3 pages)
    2. Literature Review (5 pages)
    3. Methodological Background and Approach (2-3 pages)
    4. Report and analysis of research results (5-6 pages)
    5. Conclusion (2-3 pages)

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III. Title Page

THESIS WORK

Student Name
2022

McDaniel College
Budapest

Main Title
Sub-Title (Optional)

Student Name
BA in Economics
2022

Thesis Supervisor: Advisor Name

<u>McDaniel Guidelines</u>
In order to have consistency across all theses, for formatting the **Front Cover**, the following criteria are to be applied:
- "THESIS WORK": centered and approximately the middle of the page; 36 font; **Bold**
- "Student Name beginning with first name": capitalize the first letter of each name, right aligned and close to the bottom of the page; 28 font; **Bold**
- "Year": new line after author; right aligned and close to the bottom of the page; 28 font; **Bold**
- No page number.
- No McDaniel logo.

Regarding the formatting of **Title Page**, the following criteria are to be applied:
- "McDaniel College": left aligned and approximately at the top of the page; 20 font; single space with no points before or after
- "Budapest": left aligned and on a new line after "McDaniel University"; 20 font; single space with no points before or after
- "Thesis Title" 32 font and "Subtitle" 28 font: centered and approximately at the middle of the page; single spacing.
- "Student Name beginning with given name, ending with family name": right aligned and close to the bottom of the page; 1.5 line spacing; 20 font
- "Study Program": right aligned on the line after author name; 1.5 line spacing; 20 font
- "Year": right aligned on the line after the study program; 20 font
- "Thesis Supervisor": left aligned near the bottom of the page, but not as a footer; 16 font
- No page number.
- No McDaniel logo.

Additional APA Guidelines regarding Capitalization
- APA Style uses two types of capitalization for titles of works (such as paper titles) and headings within works: title case and sentence case.
- In **title case**, major words are capitalized, and most minor words are lowercase.
- In **sentence case**, most major and minor words are lowercase (proper nouns are an exception in that they are always capitalized).
- **major words:** Nouns, verbs (including linking verbs), adjectives, adverbs, pronouns, and all words of four letters or more are considered major words.
- **minor words:** Short (i.e., three letters or fewer) conjunctions, short prepositions, and all articles are considered minor words.

IV. Table of Contents

McDaniel Requirements
- Use Arabic numerals to number the chapters and sub-chapters.
- If sub-chapters are used, then there must be a minimum of two. There is no maximum.
- No more than 3 levels shown in the TOC.
- Example for a section at the 3rd level: "2.3.1".

Formatting Headers
Regarding the formatting of Headers, the following criteria are to be applied:
- Heading Level 1: Arabic numbers, e.g., "1"; left aligned; not Bold; size 14 point; text begins as a new paragraph.
- Heading Level 2: Arabic numbers, e.g., "1.1"; left aligned; not Bold; size 12 point; text begins as a new paragraph.
- Heading Level 3: Arabic numbers, e.g., "1.1.1"; left aligned; not Bold; italics; size 12 point; text begins as a new paragraph.

V. Body Text

<u>McDaniel Requirements</u>
- Margins approximate: Left (2.5 cm), Right (2.5 cm), Top (2.5 cm), Bottom (2.5 cm)
- Use a Serif font type. "Times New Roman" is an example of a Serif font.
- Font size 12
- 1.5 line spacing (except for lists) with no points before or after each line
- Page numbering start with the "Introduction" section. Do not add "Page" in front of the number.
- Use in-text citations. For all in-text citations, the reference detail must be given in the References section.

<u>Additional APA Guidelines</u>
- Left alignment of body text. Right margin is uneven ("ragged").
- Indent 1st line of paragraph 0.5 inches from the left margin.
- The page number location is the top right corner of the page.
- Write body text in standard (nonbold, nonitalic) font.
- Use italics sparingly, e.g., to highlight a key term.
- All text is "Black", i.e., no color.

VI. Quotations

Quotations

- Quotations of less than four lines in length should be quoted inside paragraphs. E.g. "As one scholar notes, "Stalin presented himself as a kind of father figure, who was simultaneously trustworthy and stern." This helped to cement his position as beloved leader of the country (Lyon 2004, p110)."
- Quotations of more than four lines in length should be placed in a separate paragraph, with a line break on either side of the quotation, as well as an indentation of the quotation on both sides and on all lines. Quotation marks should not be used. E.g.:

"As early as 1919, Lenin predicted that victory was inevitable for the Bolsheviks against the adversaries in the Russian Civil War:

The bourgeoisie inundates Russia with blood, waging war upon us and inciting against us the counter-revolutionaries, those who wish the yoke of capital to be restored. The bourgeoisie inflicts upon the working masses of Russia unprecedented sufferings through the blockade and through the help it gives to counter-revolution, but we have already defeated Kolchak and we are carrying on the war against Denikin with the firm assurance of our coming victory (Lenin [1919] 1965).

This optimistic portrayal continued over the years that followed…"

- Quotations should be provided verbatim.
- Spellings from different dialects of English (e.g. British English) should be replicated verbatim when placing text into quotations and should not be changed into American English.
- Square brackets should be placed around words that have been changed or added inside quotations. E.g. "Negative freedom was anathema to [Rousseau] for many reasons".
- Three periods in a row, followed by a single space, should be placed between quotations when skipping between two sections of text within a single passage of text. E.g. "The weather was hot and balmy in South America… This slowed the progress of the Conquistadors".

VII. References—general

<u>McDaniel Requirements</u>
- Each entry in the reference list must be cited in the body text.
- Must be in alphabetical order by the last name (surname) of the first author.
- Leave a blank line between each reference for readability.
- Do not include general websites like Wikipedia.
- It is recommended, but not mandatory, that the references be generated using either the MyBib (www.mybib.com) or Zotero (www.zotero.org).

<u>Additional APA Guidelines</u>
- If you read a work while doing your literature search but did not end up citing it in the text of your paper, do not include it in the reference list.
- Use the section label "References" (not "Works Cited" or "Bibliography").
- Start the reference list on a new page after the text of your paper.
- Order references alphabetically based on the first letter of the **first author's last name.**
- Include the authors' first and middle initials (if they have them). Do not write out first or middle names.
- Write author names in inverted format so that the last name comes first, followed by a comma and the initials. Place a period and a space after each initial.
- Include a DOI or URL at the end of the reference for any work that has one.
- If a work has both a DOI and a URL, include only the DOI.
- Do not add a period after the DOI or URL.
- DOIs and URLs can be either blue and underlined or plain text that is not underlined.
- Use the word "and" between two authors' names in narrative in-text citations. For example, "Sanders and Jang (2020) found …".

- Use an ampersand (&) between two authors' names in parenthetical in-text citations and before the final author's name in reference list entries. Parenthetical in-text citation example: "A positive association was found … (Sander & Jang, 2020)". Reference list entry example: "Sanders, F. A., & Jang, T. D. (2020)".
- Most references include only the year as the date.
- See "APA Journal Article Reference Checklist" for additional detailed requirements with examples for a complete list of all possible reference types.

For more on reference style rules and expectations, please see the following.

APA style referencing (in-text citation):
https://apastyle.apa.org/apa-style-help

Chicago style referencing (footnote citation):
https://apastyle.apa.org/apa-style-help

X. Figures, Tables, and Reproductions of Artwork and Photos
- Should be numbered separately and consecutively.
- Table of Contents of figures and tables is recommended.
- Make sure that any reproductions of artwork, historical photographs, and any other images are legally shareable and being properly cited.
  For more information on this, please see:
  - https://blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-1.html
  - https://creativecommons.org/licenses/

XI. Appendices
- Include questionnaires, lists of questions used in interviews, calculations.
- Include Figures and Tables not related to a specific section of the thesis.
- Include large Figures and Tables even if they relate to a specific part of the thesis.