

Instructions for Faculty and Departments: Preparation of a Bachelor's Thesis

1. A thesis subject/topic should be selected by the student and the instructor of the department/academic unit in which it is written.
2. The credit assigned to theses differs among the departments/units. See appropriate departmental/unit personnel for further information.
3. The thesis should be prepared using the guidelines outlined in this document and by your department/unit.
4. The thesis and [thesis certification form](#) should be completed and submitted to:
 - a. The head of the department/academic unit according to the departmental senior thesis deadline and
 - b. The College of LAS through the online [Undergraduate Theses & Capstone Online Submission System](#).
 - c. Please note, the thesis and certification form will be uploaded separately as PDF documents. If you need a scanner for your thesis certification form, the library has several: <https://www.library.illinois.edu/library-technology/scan/>

Formatting Guidelines

- a. Please use this [template](#) to help format the introductory pages of the thesis.
- b. The thesis must contain both a Table of Contents and a Bibliography.
- c. Use one-inch margins and double-spaced text.
- d. Pages should be numbered at the center of the top or bottom of each page or at the upper right-hand at the beginning of the margin.
- e. For all other questions concerning format, particularly the form to be employed for footnotes, table of contents, or bibliography, see the instructor or a format guide.

If you have additional questions, please contact LAS Honors at LASHonors@illinois.edu or 217.333.1158.