

## Keck Science Thesis Formatting Guidelines.

Keck Science no longer requires “hard” copies of theses; electronic copies, in PDF format, should be submitted.

Each thesis should include a standard **Cover page** (template online) with the authors full name, College affiliation, and date. (Do not include faculty advisors; theses have a single author).

The main text should be written in American English, 12 pt, in a common font (e.g. Times Roman, Calibri, etc). Figures should be annotated in at least 8pt font. Use standard margins of 1” (top, bottom, left and right).

Figures should be placed within the text, where first referred to.

All pages except the **Title** page should be consecutively numbered in the lower right corner of the footer.

All theses should include a **Contents** page.

All theses should include an **Abstract**. In some cases, a second Abstract in a relevant alternative language may be appropriate.

The following sections are common, but may be adjusted for different styles of theses after consultation with your Readers:

- Introduction
- Materials & Methods
- Results
- Discussion
- Acknowledgements
- Literature Cited.

Start each section on a new page.

**Literature Cited** should be presented in a consistent format appropriate to your discipline. If in doubt, use the CSE format:

<https://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>

There is a very convenient style generator at:

<https://app.bibguru.com/?style=council-of-science-editors>

The Honnold Library also has information on Citation management software:

<https://library.claremont.edu/citation-help/>

OPTIONALLY, you may wish to print out one of more hard copies of your thesis for your own bookshelf, or as gifts to parents etc. Thesis binding can be done at Connections (Honnold Library) - the traditional hard, black binding costs ~ \$16 (2022).