

Style Guide for Honors Thesis

Use the following guidelines to prepare your thesis for submission. Two bound copies (at least one must be hard bound) of your thesis must be submitted to the Carlson Honors office along with a “Honors Thesis Completion Form” by the last day of instruction of the semester you graduate. If you want your thesis to be considered for an award, you must submit the above items by April 1st of your graduation year along with a letter of support from your faculty supervisor.

An Honors Thesis typically has the following sections:

- **Title Page**, includes your thesis title, your name, level of Latin honors, name of your thesis supervisor, and abstract (100 to 200 words). See example.
- **Introduction**, describes your research question, its importance, and summarizes your paper’s contribution.
- **Literature Review**, compares and contrasts existing scholarly literature related to your topic.
- **Methodology or Method**, describes the information (e.g., data) and method used to address your research question; includes a statement of hypotheses (for statistical analyses).
- **Results**, describes the results from your analysis.
- **Conclusion**, answers your research question(s), discusses how results compare to literature, and outlines implications for future research.
- **Reference List**, includes list of works cited.

Tables and figures can either be imbedded in the text, or can follow your Reference List starting on a new page.

Formatting and Other Guidelines:

- Use 12-point, Times New Roman font with 1 inch margins (top, bottom, left, and right)
- Text should be double-spaced, except for abstract, tables, figures, references, and footnotes. Quotations longer than 3 lines should be single-spaced, left indented, and should not include quotation marks.
- Pages should be numbered, not including the Title Page.
- Sections should be numbered with Arabic numbers (i.e. 1., 2.,) with labels as those shown above, or labels more specific to your project (e.g., 2. Related Literature on Work-Family Policies).
- Tables and figures should also be numbered and have a descriptive label (e.g., Table 3: Regression Analysis of the Effect of Usage on Promotion Opportunities). Include essential information for interpreting tables in notes below the table (such as scaling, variable description, statistical methodology, etc.).
- Footnotes can be used, but should be kept to a minimum. Number all footnotes consecutively.
- Your thesis should be thoroughly checked for spelling & grammar errors. Exchange drafts with fellow thesis writers for help on proofreading.

Style Guide for Honors Thesis: Carlson School

- Include all citations in the text of your papers using author (year) style. Use APA-style guidelines for citations and for formatting reference list: see the following for details
<http://tutorial.lib.umn.edu/infomachine4051.html>
- If you include equations, they should be on a separate line and numbered consecutively; place number in parentheses on the right-hand margin.

Use of Work-Family Policies: Career Enabler or Path to Derailment?

by

Jane L. Smith

Abstract

Work-family policies (e.g., parental leave, flextime, telecommuting) were introduced to the workplace with the intent of helping individuals balance the goal of career advancement with family obligations. Recent research suggests, however, that workers are penalized when they take advantage of these policies, such as by being bypassed for promotion, given lower raises, or assigned to marginal projects, and therefore impeding the career progression of the worker. This study investigates the relationship between usage of work-family practices and career outcomes for employees at a Fortune 500 firm. Using a combination of survey and administrative data, I examine the extent to which usage of work-family policies is associated with reduced promotion opportunities and salary increases. In addition, this paper examines whether the outcomes differ by the user's gender.

Submitted under the faculty supervision of Professor Colleen Manchester, in partial fulfillment of the requirements for the Bachelor of Arts degree, *summa cum laude*, Carlson School of Management, University of Minnesota, Spring 2010.