

MASTER OF ARTS  
History Major

GRADUATE STUDENT HANDBOOK

ASSEMBLED BY  
Graduate Director and Director of Public History  
Department of History  
Middle Tennessee State University  
Revised and in effect Fall 2011

*THE DEPARTMENTAL POLICIES AND GUIDELINES DESCRIBED IN THIS HANDBOOK SUPPLEMENT  
UNIVERSITY POLICIES AND ACADEMIC REGULATIONS, AS ARTICULATED IN THE GRADUATE CATALOG.*

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## **1. CORE COURSES**

These two courses are required for all students seeking a Master of Arts degree from the History Department. They are designed to introduce essential concepts and methods in scholarship as practiced by professional historians.

### **A. History 6010: Historiography**

This course introduces graduate students to the debate between professional scholars. Students learn about the development of the historical profession, the different schools of historical thought, and the theoretical debates that underpin them. Students are advised to take History 6010 during their first semester of enrollment in the History Department.

### **B. History 6020: Historical Research Methods**

This course introduces graduate students to the techniques and standards of research as practiced by professional historians. Students will learn about the development of research topics, the use of sources, standards of historical evidence, styles and standards of scholarly writing, and the process of publication in professional outlets. Students are advised to take History 6020 during their second semester of enrollment in the graduate program.

## **2. SELECTION OF A MAJOR FIELD AND ADVISOR**

Graduate students must choose their major field within the first 12 hours of graduate history coursework, preferably during the first semester. Students will take the majority of their coursework in their major field (see "Coursework" below). The History Department offers two major fields to graduate students pursuing an M.A. in History with a History Major (Traditional MA): American History and European History. Students who choose the non-Thesis Option will not have a major field advisor.

5000-level courses do not count towards a graduate degree. Students may count no more than three hours of Selected Studies courses (6910 or 6920) toward their degree.

### **A. Non-Thesis Option**

Students who are pursuing the Non-Thesis Option choose a major field but not an advisor; the Graduate Director will serve as the advisor for these students.

### **B. Thesis Option**

For students pursuing the Thesis Option the major field is the general area of intellectual and research interest on which the preliminary examinations and MA thesis will focus. The major field advisor will serve as director of comprehensive exams and thesis director. Students should select a major field advisor within the first 12 hours of coursework. Students may change their major field advisor if necessary.

## **3. FOREIGN LANGUAGE/PROFESSIONAL SKILL SET REQUIREMENT**

Before filing a Degree Plan with the College of Graduate Studies, students must elect to satisfy the foreign language/professional skill requirement by choosing one of the following options:

- a. Demonstrate reading proficiency in a foreign language for research purposes by passing the specific proficiency examination administered by the Foreign Languages and Literature Department.
- b. Earn a grade of A or B in GERM 5990, FREN 5990, SPAN 5920, or an approved course designed to develop proficiency in a foreign language for research purposes.
- c. Complete one of the following professional development courses: HIST 6190 State and Local History, HIST 6225 Oral History Theory and Methodology, HIST 6530 Administration of Historical Organizations, HIST 6550 American Material Culture, HIST 6551 American Architectural History, and HIST 6555 Archaeology and Public History. [Note: a course used to satisfy the professional skill requirement may not also be counted toward meeting another degree requirement.]
- d. In consultation with the Public History Director and the Graduate Director, elect an alternative research or professional skill such as GIS, quantitative analysis for history, American Sign Language, historical theory (e.g., Marxist, feminist, post-modern), or information technology for digital humanities. Students are responsible for finding appropriate courses and an expert willing to train them and test competency. The Public History Director and Graduate Director will approve petitions for alternative research or professional skills only if they are related to a student's work and career goals.
- e. Submit documentation verifying the completion of at least 40 classroom hours of professional development workshops. These may be a combination of workshops offered in conjunction with conferences, MTSU workshops, and workshops offered by professional organizations.

*A copy of the Foreign Language/Professional Skill Requirement Completion Form is attached to this handbook.*

#### **4. COURSEWORK -- THESIS OPTION**

Beyond the two core History courses, students who write a thesis will choose 21 hours of courses from the Department's graduate course offerings.

5000-level courses do not count towards a graduate degree. Students may count no more than three hours of Selected Studies courses (6910 or 6920) towards their degree.

##### **A. Major Field**

12-15 hours of courses must be completed in the major field (American or European History). Students will select these classes in consultation with their examining committee, to prepare them both for preliminary examinations and the thesis project.

##### **B. Non-Major Field Electives**

6-9 hours of courses must be taken from offerings OUTSIDE the major field – i.e., if the major field is American History, these courses must be either European or Global History. Consult with the Graduate Director to determine the geographic designation of graduate classes.

## 5. COURSEWORK -- NON-THESIS OPTION

Beyond the two core History courses, if a student chooses not to write a thesis, they will choose 24 hours from the Department's graduate course offerings.

### A. Major Field

15 hours of courses must be completed in the major field (American or European History). 3 of these hours MUST be a graduate research seminar (HIST 6105 Seminar: Research in American History, or HIST 6205 Seminar: Research in European History, depending upon the major field).

### B. Non-Major Field Electives

6 hours of courses must be taken from offerings OUTSIDE the major field – i.e., if the major field is American History, these courses must be either European or Global History. Consult with the Graduate Director to determine the geographic designation of graduate classes.

### C. Research Seminar Elective

3 hours of coursework must be taken in a graduate research seminar in any field (HIST 6105 Seminar: Research in American History, HIST 6205 Seminar: Research in European History, or HIST 6305 Seminar: Research in Global History).

## 6. SUMMARY OF COURSE REQUIREMENTS

<u>Thesis Option</u>	<u>Non-Thesis Option</u>
Students must complete at least 30 hours of course work at the 6000 level.	Students must complete at least 33 hours of course work at the 6000 level.
a. Core History Courses (6 hours) HIST 6010 Historiography HIST 6020 Historical Research Methods	a. Core History Courses (6 hours) HIST 6010 Historiography HIST 6020 Historical Research Methods
b. Major Field (12-15 hours) Four or five 6000-level courses in a major field, American or European history.	b. Major Field (15 hours) Five 6000-level courses in a major field, American or European history. One of these courses must be a research seminar.
c. History Electives (6-9 hours) Two or three 6000-level courses outside the major field.	c. History Electives (9 hours) Three 6000-level courses outside the major field.
d. Thesis Research (3 hours) HIST 6640 Thesis Research	d. Research Seminar Elective (3 hours) One research seminar in any field.

## **7. MAINTAINING SATISFACTORY PROGRESS**

The History Department maintains a “Satisfactory Progress” policy for graduate students.

### **A. Grade Requirements**

A student is maintaining satisfactory progress toward completion of the degree so long as he or she attains the grades of A or B (including B-) in classes that count toward the MA. The department will not accept as part of the master’s degree a grade of C+ or lower in any 6000-level course.

### **B. Intervention Committee**

If a student receives a C+ or lower grade in any course that counts toward the history MA, the Graduate Director will create an intervention committee composed of the Graduate Director and the student’s thesis advisor and reader (or two members of the graduate faculty if student does not have a thesis committee). This committee will meet with the student, ascertain the reasons for the C+ or lower grade, and determine what remedies need to be taken. The committee will then issue specific recommendations to the student and inform the Graduate Dean, in writing, of these recommendations.

### **C. Dismissal**

Following the initial recommendations, the intervention committee will monitor the student’s progress. If the student receives a second grade of C+ or lower, the committee may recommend to the Graduate Committee that the student be dismissed from the program. Upon receipt of the intervention committee’s recommendation to dismiss, the Graduate Committee will make its own determination, and, if it chooses to accept the intervention committee’s decision, it will recommend in writing to the Graduate Dean that the student be dismissed.

Students dismissed under this procedure have the right to appeal for cause to the Graduate Council.

## **8. DEGREE PLAN**

The Graduate College requires students to complete a Degree Plan. The Degree Plan form lists the courses students have taken and those that must still be taken in order to graduate. Students must submit this form before completing 24 hours of graduate work. Students will not be allowed to register for any more classes beyond 24 hours until the form is completed. See the Graduate Director to complete the Degree Plan. (Note: Students wishing to change from a Thesis Option to a Non-Thesis Option degree must file a new Degree Plan).

*A copy of the Degree Plan for M.A. History is appended to this handbook and available from the College of Graduate Studies online at*

[http://www.mtsu.edu/graduate/pdf/DegPlan\\_HIST.pdf](http://www.mtsu.edu/graduate/pdf/DegPlan_HIST.pdf)

## **9. THESIS PROPOSAL**

Students pursuing the Thesis Option must complete a thesis proposal and submit it to the chair of their examining committee the semester before taking M.A. examinations. The student “defends” the thesis proposal as part of the oral portion of their exams. Committee members will

not sign the Thesis Proposal Acceptance form without a successful defense of the proposal. The thesis proposal should conform to the following guidelines:

A thesis proposal contains the following elements:

- **Title Page:** All thesis proposals must include a preliminary thesis title.
- **Introduction:** In one paragraph, describe the topic to be studied.
- **Research question(s) and thesis statement:** Clearly articulate the research questions to be explored and a preliminary statement of your argument.
- **Historiography:** Identify the body of historical scholarship that informs your approach and discuss the historiographic significance of your topic.
- **Scope and approach:** Identify and discuss the primary sources you plan to use. Also discuss the research methods, theoretical or analytical approaches, and the geographical or temporal scope of your investigation.
- **Structure:** Explain the basis on which you plan to organize your thesis. Provide preliminary outline (as detailed as possible) of chapter divisions and contents. Estimate the length of your thesis, excluding appendices and bibliography. The History Department expects that the narrative will be between 80 – 100 pp. in length and contain at least three chapters.
- **Timeline:** Include a work schedule for completing research and writing.
- **Bibliography:** Append a working bibliography of primary and secondary sources that demonstrate an awareness of the broader historical context in which the thesis topic will be developed.
- **IRB approval (if needed):** If the student's thesis research will involve oral history, the thesis proposal must also include any and all documentation required by the MTSU Institutional Review Board. For current regulations and protocol, see the Office of Compliance website: <http://www.mtsu.edu/irb/>

The thesis proposal must be an essay of sufficient length (8-10 pages, exclusive of the bibliography) to convey research and writing plans to the readers. All proposals **MUST** specify a tentative title for the thesis and **MUST** have attached a full working bibliography of primary and secondary sources for the proposed topic prepared in standard form and format according to Turabian's guidelines.

If the student's thesis research will involve oral history, the thesis proposal must also include any and all documentation required by the MTSU Institutional Review Board. For current regulations and protocol, see the Office of Compliance website: <http://www.mtsu.edu/irb/>.

The student will submit a copy of the proposal to all members of his/her examining committee, and that committee will question the student on the proposal during oral examinations and make suggestions for appropriate revisions. When the committee approves a version of the proposal, the student will present a copy to the Graduate Director for review and placement in the student's file along with the Thesis Proposal Acceptance Form.

Note: Thesis proposals are research plans and are subject to alteration as investigation and consideration of the research material proceeds.

## **10. COMPREHENSIVE EXAMINATIONS -- THESIS OPTION**

After the completion of 24 hours of coursework, students will be eligible to take comprehensive examinations. The examinations will concern the student's history fields and the thesis proposal. When a student writing a thesis passes his/her examination, he/she can then proceed to composing the thesis itself. These exams will consist of two parts: a written portion and, assuming the student performs acceptably, an oral exam a short time later.

### **A. Selection of Examining Committee**

Students, in consultation with the Graduate Director, will select two members of the graduate faculty to serve as the major field advisor and second examiner. Students should select an exam committee before completing 24 hours of coursework. The major field advisor and second examiner will be responsible for advising student in his/her course selection and in preparation for comprehensive examinations. They will also administer those examinations and supervise the completion of the thesis. Students taking comprehensive examinations in the summer must be enrolled in History 6999, Comprehensive Exam Preparation.

### **B. Written Exam**

The written examination covers the student's history fields, and is four to six hours long. (Length to be determined by committee.) Format and questions will be arranged by the student's major field advisor and second committee member.

### **C. Oral Exam**

The oral examination lasts one hour. The student will be questioned by the two committee members.

Students are allowed one retake of all or part of the exam. Failure a second time terminates a student's participation in the program.

When the student has passed both written and oral comprehensive examinations, the student's major field advisor is responsible for obtaining signatures for, and submitting the following:

(1) Report of MA Comprehensive Examination form (*A copy of this form is appended to this handbook.*)

(2) Thesis Advisory Committee and Advancement to Candidacy form:

[http://www.mtsu.edu/graduate/pdf/ThesisCommittee\\_Candidacy.pdf](http://www.mtsu.edu/graduate/pdf/ThesisCommittee_Candidacy.pdf)

(3) Thesis Proposal Acceptance Form (*A copy of this form is appended to this handbook.*)

## **11. COMPREHENSIVE EXAMINATIONS: NON-THESIS OPTION**

### **A. Scheduling**

Comprehensive exams will be given once per semester, three weeks before Comprehensive Examination results are due in College of Graduate Studies (i.e. three weeks before the last week of class).

Students will answer 2 questions and be given a period of 6 hours to complete them.

### **B. Comprehensive Exam Committee**

Each semester the Graduate Committee will form a Subcommittee consisting of 5 faculty from the following fields:

US History (2 from different periods)

Public History

European History

Global History

This committee will select a chair and design, administer, and be responsible for grading the exam. After the exams are written, two committee members will be assigned, based on their areas of expertise, to read and evaluate each exam. If the committee feels unequipped to evaluate a particular answer, they may bring in an additional reader from the department faculty.

### **C. Comprehensive Exam Question Bank**

Each time History 6010, 6020, a Seminar or Essentials class is taught the faculty member teaching the class will submit a question based on the content of that course to graduate director which may be used on future comprehensive exams as the exam committee chooses.

### **D. Exam Content and Procedures**

Students will answer two questions from among 5 choices:

1 US

1 Public

1 Europe

1 Global

1 question from the Test Bank based on reading seminars that the students taking the exams have completed. (Students can pick one from a list of questions from recent readings seminars)

Questions can be constructed by members of the Comprehensive Exam Committee and/or drawn from the Comprehensive Exam Question Bank

Students will be permitted to bring a bibliography to the exam with author, title, and publication information.

The exam will be taken on a computer provided by the department.

### **E. Oral Exams**

Oral exams will be conducted by the readers who evaluated the questions. This may result in an orals committee of more than two people.

### **F. Sample Questions**

"At the graduate level, all history is historiography." Explain the significance of historiography in advanced historical study. Use the historiography of one specific historical topic to illustrate your answer.

"Great men and women do not make history; they respond to or harness wider social or political impulses." Select a major political or social leader in European history and evaluate the validity of this statement as it applies to this figure. What key historical texts inform your understanding of this subject? How do the perspectives of these texts differ and how has the historical perspective on this figure changed over time?

Pick any ONE major war in US history. What was the impact of this war on women and African Americans? Did this war change gender roles and racial ideologies or did they remain fairly constant? What changed for these groups in the aftermath of this war and what did not? Be sure refer to specific historical works and explain how different historians have evaluated these questions.

Imagine you have found a general history World History textbook written around 1955. Much about this book is quite different than what you would find in a similar book published today. Pick any one subject or theme from the book and discuss how historical interpretation of that topic has changed since then. List key historical works that have contributed to our changed understanding of this topic.

How has the "New Social History" changed the historical understanding of a particular historical event or time period? Discuss how scholarship on this topic has changed in the past fifty years and how social history informs our current understanding of it.

### **G. Evaluative Criteria**

Student demonstrates a thorough understanding of a field.

Student demonstrates the ability to understand, synthesize, and analyze the major themes and debates in the historiography of a field or topic area.

Student understands the significance of a field for larger historical processes.

Student demonstrates an understanding of the processes of historical change.

Student demonstrates an ability to write an organized essay with a clear argument, organizational structure, and free of major spelling and grammatical errors and errors of fact.

## **H. Timeline for Implementation**

This policy will be implemented in the Fall 2011 semester. Students taking their exams in the Fall 2011 semester may request to the Graduate Director an exemption from this policy, and take their exams under the old format.

*A copy of the Report of M.A. Preliminary Examination form is appended to this handbook.*

Students are allowed one retake of all or part of the exam. Failure a second time terminates a student's participation in the program.

## **12. THESIS**

To complete the Thesis Option for the M.A. degree in History, graduate students must receive approval for, write, and submit a thesis.

### **A. Thesis Director**

The student should find a faculty member with the appropriate expertise to serve as Thesis Director. In most cases, this professor will have been the student's Major Field Advisor, but changes can be made. The student should continue to work closely with the Thesis Director as he or she researches and drafts the thesis.

### **B. HIST 6640**

Students need to enroll in HIST 6640 Thesis Research with their Thesis Director. Thesis Research is graded on a Pass/Fail basis. Different faculty members have different expectations for the amount of Director-Student interaction involved in Thesis Research. Discuss expectations with your Director before enrolling. HIST 6640 is a 1 credit hour class, but students can enroll in up to 3 hours of 6640 per semester. M.A. students must complete 3 hours of 6640 in order to graduate. Remember, you must be enrolled in at least 1 hour of classes the semester you intend to graduate, so plan your schedule accordingly.

### **C. Thesis Guidelines**

The Department of History has detailed expectations for the scope, content, style, and format of Master's Theses. *A copy of the Department's current guidelines is appended to this handbook.*

The College of Graduate Studies has additional guidelines for Master's Theses. Most of them are technical, relating to format and hard copy submission. These guidelines are mainly found in the Thesis/Dissertation Checklist, which must be filed along with the finished thesis.

College of Graduate Studies Thesis/Dissertation Checklist:  
<http://www.mtsu.edu/graduate/pdf/ThesisDissChecklist.pdf>

#### **D. Signatures**

Master's students do not formally defend their theses. One must, however, obtain the approval of his or her Thesis Director and second reader before submitting the thesis to the Chair of the Department for signature. These approvals are indicated by signatures on a Thesis Approval Sheet. All departmental signatures must be obtained before a thesis is submitted to the College of Graduate Studies.

*A copy of the Thesis Approval Sheet form is appended to this handbook.*

#### **E. Deadlines**

The College of Graduate Studies maintains deadlines for the submission of completed, signed theses for graduation. Check the College of Graduate Studies website for those dates. HOWEVER, remember that your Director and second reader must read and sign your thesis. The student must correct minor errors and put the thesis in proper format before preparing the final copy and the required electronic file format for submittal to Graduate Studies. Do not expect to hand in a final draft a few days before the Graduate Studies' deadline and expect to get done. The best rule of thumb is to have a complete final draft of your thesis in the hands of your readers six weeks before the thesis-filing deadline set by the College of Graduate Studies.

*College of Graduate Studies – Graduate Student Academic Calendar On-Line:*  
<http://www.mtsu.edu/graduate/student/calendar.shtml>

### **13. GRADUATION PROCESS/PAPERWORK**

#### **A. Intent to Graduate Form**

At the beginning of the semester in which they intend to graduate, students must submit an Intent to Graduate Form to the College of Graduate Studies. Check the website of the College of Graduate Studies for precise deadlines.

College of Graduate Studies Graduation Checklist:  
[http://www.mtsu.edu/graduate/pdf/Intent\\_Graduate\\_Guidelines.pdf](http://www.mtsu.edu/graduate/pdf/Intent_Graduate_Guidelines.pdf)

College of Graduate Studies Intent to Graduate Form:  
[http://www.mtsu.edu/graduate/pdf/intent\\_graduate.pdf](http://www.mtsu.edu/graduate/pdf/intent_graduate.pdf)

#### **B. CGS Exit Survey**

Students must also complete a brief exit survey for the College of Graduate Studies when filing their Intent to Graduate Form. It is currently available online at this URL:  
[http://frank.mtsu.edu/~graduate/survey\\_cgsexit/cgsexit.htm](http://frank.mtsu.edu/~graduate/survey_cgsexit/cgsexit.htm)

### **C. Graduation**

Middle Tennessee State University has three graduation ceremonies each academic year – August, December, and May. All details concerning graduation are handled through the College of Graduate Studies. See current graduation information and procedures:

<http://www.mtsu.edu/graduate/student/graduation.shtml>

**FOREIGN LANGUAGE / PROFESSIONAL SKILL COMPLETION FORM**

Department of History  
Middle Tennessee State University

Student Name \_\_\_\_\_

Student M Number \_\_\_\_\_

Check One:

\_\_\_\_\_ A. Foreign Language Option

Language \_\_\_\_\_

*Attach documentation from the MTSU Department of Foreign Languages noting a passing score on the selected translation exam.*

*NOTE: Foreign Languages not tested at MTSU must go through the "Other Research Skill" procedure, below.*

\_\_\_\_\_ B. Pre-approved MTSU Course

HIST \_\_\_\_\_

Completed: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ B. Other Research or Professional Skill

Skill \_\_\_\_\_

Name of Expert \_\_\_\_\_

*Attach skill set petition made to the Graduate Director, and documentation of completion of the testing/assessment of the skill set.*

\_\_\_\_\_  
Graduate Director

\_\_\_\_\_  
Date

**REPORT OF M.A. PRELIMINARY EXAMINATION**

Department of History  
Middle Tennessee State University

Student Name \_\_\_\_\_

Student M Number \_\_\_\_\_

Date \_\_\_\_\_

Major Field \_\_\_\_\_

Major Field Advisor \_\_\_\_\_

Writtens	P	F
Orals	P	F

Examiner \_\_\_\_\_

Writtens	P	F
Orals	P	F

We report that this student (check one):

\_\_\_\_\_ has successfully completed their preliminary examination.

\_\_\_\_\_ will have to retake portions of their preliminary examination indicated by the failing grade(s) above.

Signatures of committee members:

Major Field Advisor \_\_\_\_\_

Examiner \_\_\_\_\_

**THESIS PROPOSAL ACCEPTANCE FORM**

Department of History  
Middle Tennessee State University

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Name \_\_\_\_\_

Student M Number \_\_\_\_\_

Thesis Director \_\_\_\_\_

Second Reader \_\_\_\_\_

Date \_\_\_\_\_

Estimated Thesis  
Completion Date \_\_\_\_\_

## **M.A. THESIS GUIDELINES**

Department of History  
Middle Tennessee State University

In addition to the general thesis and dissertation guidelines issued by the Graduate Office, the Department has the following guidelines which apply specifically to theses and dissertations in history. Please familiarize yourself with the rules and work out ambiguities and questions with your director early in the composition process. Assume that your early chapter drafts should be submitted to your director with proper footnote/endnote citations and in the proper page format. Furthermore, it is highly recommended that you double-check questions regarding format with the Director of Graduate Studies and/or the Graduate Office. Finally, feel free to submit sample pages, notes, photograph set-ups and the like both to your director and the Graduate Office.

**1. Responsibilities of students, directors, and readers:** Students are responsible for submitting the thesis in the proper format, proofreading the copy, and taking the initiative to work out with the thesis/dissertation director and the Graduate Office any problems or questions regarding text, notes, citations, photos, etc. Thesis directors are there primarily to assist students with the process of composition: strategies of chapter presentation and organization, narrative rhetoric, and the issues of logic and analysis. Although directors should certainly help with any problems or questions about format, it is not their job to set up the thesis for the student, or to act as line by line copyeditors.

The above having been said, thesis directors are likewise responsible for double-checking the student's project to make sure all is in order before it goes to the Chair of the Department for signing. Responsible thesis directing means making sure that the student has submitted the project in proper format. The Graduate Office will not accept a thesis without the Chair's signature.

Thesis directors should work together with their second readers to ensure the successful completion of the student's thesis. Directors and readers should feel free to work out in their own way the particulars of how they will direct their student's work project, but they should establish these particulars at the time the student turns in her or his thesis proposal. This is best done in a meeting where all the parties are present. This way, details and potential misunderstandings can be worked out face to face beforehand. At minimum, thesis directors, and dissertation directors too, are to ensure that drafts are submitted to second readers in a timely manner. It is the director's responsibility to provide the readers with full opportunity to fulfill her/his own responsibilities in a professional manner.

Second and other readers of theses and dissertations are responsible to review the student's project to see that it conforms to acceptable standards of logical argument as defined by the historical discipline. The second readers bear no responsibility for proofreading the student's project for mistakes in format or style, although they may certainly take notice of errors and suggest corrections. Moreover, second readers are not obligated to sign any thesis or dissertation that is sloppily composed or improperly formatted. The Department Chair, moreover, is not obligated to read any thesis/dissertation that second readers have not signed.

**2. Length and purpose of a thesis:** The thesis is an opportunity for the student to demonstrate that she or he can conduct intelligent independent research from an historical perspective. For this purpose, a 80-100 page thesis is sufficient so long as it sustains one continuous argument subdivided into chapters, and so long as it provides an interpretation of secondary and primary sources.

**3. Style manuals:** The history department's manual of choice is Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, most recent edition, or, in certain situations, the *Chicago Manual of Style*. Students are advised to use the style manual for all work submitted in graduate school - - book reviews, critical essays, seminar papers - - so that the forms and formatting become second nature before the thesis project begins.

**4. Endnotes/Footnotes:** Students may use either footnotes (notes at the bottom of each page of the text) or endnotes. Endnotes, if used, must be placed at the end of each chapter (the introduction, if there is one, is counted as a chapter). Whether using footnotes or endnotes, each source cited must receive a first full reference citation the first time it is cited in a chapter. For subsequent references to the source in the chapter the student may use the second reference according to the style manual.

**5. Bibliography:** Bibliographies must be subdivided according to primary and secondary sources. Finer categorizations may be made (for example, newspapers, manuscript correspondence, etc.) depending upon the nature of the project. Students should consult their director on this issue. Bibliographies indicate the sources used to compose the thesis/dissertation.

**6. Order of Arrangement:** Use the order of arrangement provided by the Graduate Office guidelines. Use the pagination and numbering system cited in the example attached to these guidelines. In fact Graduate Office guidelines, which may be subject to periodic change, always take precedence over *Turabian* or *Chicago Manual of Style*

**7. Deadlines:** The Department Chair signs each thesis/dissertation before it is sent to the Graduate Office. Make sure you leave enough time for this with the Graduate Office's deadline for the semester.

## **8. Master's Thesis Timetable**

a) As required by departmental guidelines, you need to declare your thesis field sometime within your first 12 hours of graduate history courses and have arranged with the Director of Graduate Studies and, where applicable, the Public History Director, for the appointment of a field director and reader

b) Within your first academic year (normally a fall and spring semester), seriously explore possible topics so that you can use your first summer semester to read secondary works and examine possible primary sources (maybe aim to complete 80% of your primary research here)

c) By the semester before you take your comprehensive examinations, you must, according to departmental guidelines, submit a formal thesis proposal to your thesis director and second reader (the proposal requires signatures from the director and second reader, and is developed according to a form established by the Department - - see the Graduate Director for details)

d) Keep constantly in contact with your thesis director during the entire process of composition of the thesis. Assume that it will take six months beyond comprehensive examinations at the least to compose your thesis

e) Work by the rule of thumb that your thesis must be complete by the end of the semester before the one during which you plan to graduate

f) Submit your completed and approved (by thesis director and second reader) thesis to the Department Chair for signing.

**9. Graduate Office Procedures for Master's theses:** After your thesis has been signed by your thesis director, second reader, and the Department Chair, it goes to the Graduate Office. The procedure works as follows:

a) When the student has made the corrections suggested by the thesis director, second reader, and Department Chair (note, the Department Chair will not sign the thesis until all these corrections are made), the student should take one completed, corrected copy of the thesis to the Graduate Office. The deadline for submission to the Graduate School is posted each semester in the schedule book. This copy must include the signature page, thesis abstract, title and table of contents pages, acknowledgements (optional), body of the thesis, notes, appendices (if applicable), and bibliography.

b) The Dean of the Graduate School will read the completed thesis and make his/her own suggestions for corrections. Once read, the Dean will send a letter to the student, thesis director, Department Chair, and Director of Graduate Studies notifying these persons of his/her decision to accept or reject a thesis. Note: the Dean's signature is required on the thesis, and (s)he has every right to refuse to accept a project if (s)he deems it beneath Graduate School standards.

c) Once the letter of acceptance from the Dean is received, the student must then produce three additional copies of the thesis. Each copy should be placed in a large envelope, with the components of each copy in proper order ready for binding. On each envelope the student should type or print the title of the thesis, the author's full name, the expected graduation date (96F, say), and the number of the copy. If the student has used a typist, that person's name and telephone number should appear on the envelope.

**10. Abstract:** The abstract summarizes the content and argument of the thesis/dissertation for scholars working in the discipline, providing them information to decide whether or not they wish to read the complete work. In history, abstracts should include a brief statement of the intellectual/historical issue(s) explored in the original research, a brief description of the sources used, and a summary of the major argument presented. Thesis abstracts should not exceed 150 words; dissertation abstracts should not exceed 350 words.

