1. Who should write an Honours essay?
The Honours essay option is available to students taking Honours in Economics or Applied Economics who have fourth-year standing, overall and major CGPAs of 9.50 or higher, and an interest in pursuing a particular research topic in greater depth than a regular undergraduate course would allow. Students who pursue the Honours essay must have good research and writing skills, and be able to select the topic, conduct the research, and write the essay with a minimum of supervision.

2. Selection and outline of topic
Students must choose their own topics and are expected to make their selection early in the term prior to their initial enrolment in ECON 4908, the means by which one receives (1.0) credit for the Honours essay. They are, however, encouraged to seek assistance in defining their topics, and should consult with the Undergraduate Supervisor from time to time while doing so. Note that the Honours essay is a two-term research project the first term of which students are not enrolled in any course.

3. Recommendations for approaching a potential Essay Supervisor
It is the student’s responsibility to find an Essay Supervisor to supervise the writing of the essay. With few exceptions, Essay Supervisors must be regular faculty members in the Department of Economics (see Section 11 below). A potential Supervisor is more likely to respond favourably to a supervision request if the student can show that background research has already been done on a topic and that a preliminary proposal has been drafted. The draft proposal will give the potential Essay Supervisor something concrete to consider. It is understood, of course, that the initial proposal is preliminary, and that there is plenty of room for development of the project in consultation with the Essay Supervisor.

The draft proposal should be about three pages in length and should include:
(a) a working title;
(b) a brief description of the issues to be addressed in the essay;
(c) a brief explanation of the theoretical approach and the empirical methodology, if any, to be used in the essay; and
(d) a preliminary bibliography.

4. The Honours essay prospectus
To be eligible for initial enrolment in ECON 4908 for the Fall, Winter, or Summer term, students are required to submit an Honours essay prospectus, pre-approved by their Essay Supervisor, to the Undergraduate Supervisor by the last day of the associated registration period. Note that what
precisely constitutes a prospectus is entirely at the discretion of the Essay Supervisor. To be deemed satisfactory, a prospectus must indicate clearly a sufficient degree of progress to make it likely that the student can complete the essay in a single (three-month) term—i.e., the expected work must be about half done. This determination will be made by the Undergraduate Supervisor on the advice of the Essay Supervisor.

Students will be granted permission to enrol in ECON 4908 only if they:
(a) are registered in an Honours Economics or Applied Economics program;
(b) have fourth-year standing;
(c) have overall and major CGPAs of 9.50 or higher;
(d) have found an acceptable Essay Supervisor; and
(e) have completed an Honours essay prospectus to the satisfaction of both their Essay Supervisor and the Undergraduate Supervisor.

Note that the foregoing are strict necessary conditions for permission to enrol in ECON 4908—i.e., if any of them are not satisfied, permission will definitely not be granted, and even if all of them are satisfied, permission may still not be granted.

5. Completion of the essay

Once enrolled in ECON 4908, students will be expected to complete the balance of their essays on their own. They should, however, consult with their Essay Supervisors at least once a month.

Students are required to meet with the Undergraduate Supervisor to report on their progress four to five weeks before the last day for handing in term work (as specified in the Undergraduate Calendar). Subsequent to this meeting and before they have finished their essay, students are also required to find a Second Reader who will assist in the ultimate evaluation of their work. With few exceptions, Second Readers must be regular faculty members in the Department of Economics (see Section 11 below).

6. Calendar regulations

If a student wishes to graduate at the convocation immediately following a term in which they are enrolled in ECON 4908, the deadline for the submission of the final version of the Honours essay is the last day for handing in term work (as specified in the Undergraduate Calendar). This deadline is necessary to allow ample time for evaluation of the essay before the deadline for the submission of course grades.

If the essay is not submitted by the last day for handing in term work of the first or second term in which a student is enrolled in ECON 4908, the Undergraduate Supervisor will consult with the Essay Supervisor and determine whether an extension is warranted. If it is, a grade of IP (“In Progress”) will be assigned for ECON 4908; if not, a grade of F will be assigned. If an extension has been granted (by the Undergraduate Supervisor) and the essay is not submitted by the last day of the registration period of the subsequent term, the Undergraduate Supervisor will grant the student permission to re-enrol in ECON 4908.

If the essay is not submitted by the last day for handing in term work of the third term in which a student is enrolled in ECON 4908, a grade of F will be assigned.
7. **Plagiarism**

The *Undergraduate Calendar* defines plagiarism as presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own. Plagiarism includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the Internet.

The University considers plagiarism to be a serious academic offence. Any student found to have committed plagiarism may be expelled or suspended from all studies at the University.

8. **Guidelines for the final version of the essay**

**Submission**

An electronic copy of the Honours essay must be submitted in PDF format to the Undergraduate Administrator, who will then (i) store it appropriately in the shared departmental electronic storage medium, (ii) notify the Administrative Assistant to Chair of having done so, and (iii) forward it to the Undergraduate Supervisor for grading purposes.

**Length**

Length is no substitute for excellence. As a rough guide, an Honours essay should be 60 to 75 pages long.

**Content**

The essay must be organized around a specific issue or hypothesis. It must be primarily analytical—as opposed descriptive—in nature. The essay should contain a review of the relevant literature, a theoretical framework, and an analysis of the evidence. Since students can substitute ECON 4908 (Honours Essay) for ECON 4901 (Honours Seminar: Microeconomics) and ECON 4902 (Honours Seminar: Macroeconomics) to satisfy a core requirement of Honours Economics programs, a satisfactory Honours essay must reflect at least a comparable level of effort and analytical ability as required to obtain a B- in the Honours Seminars. *Thus a minimum grade of B- in ECON 4908 is required.*

**Research Method**

In compiling a bibliography and in taking notes, students will find it helpful to record each source in full (including complete publication details and page references) on separate index cards. This practice will make it unnecessary to find the sources again for foot/endnote references and for the bibliography, and will facilitate final compilation.

**Format**

Students are strongly advised to obtain, at the University Bookstore, Kate Turabian’s *A Manual for Writers of Term Papers, Theses and Dissertations*. It is not costly, and has been ordered for your use. The Department of English’s “Instructions on Essay Form” may also be used as a guide. Students may also wish to consult *The Writing of*
The Honours Essay (1 July 2016)

*Economics* by Donald N. McCloskey (Macmillan, 1987). Copies are available in the University Bookstore.

The final version of the essay must be carefully proofread and all errors corrected before it is submitted. An essay with mistakes of fact, in grammar, or in spelling will not be accepted, but will be returned to the student for revision. Submission deadlines will *not* be extended for this purpose.

Notes must be placed *either* at the bottom of each page *or* at the end of each chapter. The title page must appear as it does on the cover of this document. Your student number should *not* appear anywhere in the essay.

9. Evaluation

The Undergraduate Supervisor will transmit the electronic copy of the essay received from the Undergraduate Administrator to both the Essay Supervisor and the Second Reader separately.

The Essay Supervisor and the Second Reader will grade the essay independently and in a timely manner, and then each will communicate his or her suggested grade, along with any comments he or she may have, to the Undergraduate Supervisor directly. If the Second Reader’s grade is the same as the Essay Supervisor’s, it will be assigned for ECON 4908. If not, the former’s comments will be forwarded to the latter along with a query as to whether he or she wishes to change his or her grade in the light of them. If not, the Undergraduate Supervisor will meet with the two examiners simultaneously. If the ensuing discussion does not lead to a resolution of the dispute, the Undergraduate Supervisor will grade the essay.

The Honours essay counts as 1.0 credit of course-work and a grade of B- or higher is required to satisfy the relevant Honours program requirement.

10. Duties of the Essay Supervisor and the Second Reader

It is the responsibility of the student to find an Essay Supervisor and a Second Reader. The student is encouraged to consult with the Undergraduate Supervisor for assistance.

It is the responsibility of the Essay Supervisor to try to ensure that the Honours essay is written at the required level (a grade of at least B-). Note, however, that the Essay Supervisor cannot guarantee that the final grade will be a B- or higher.

The Essay Supervisor must also try to ensure that the student is making adequate progress throughout the term in which he or she is enrolled in ECON 4908 (by, for example, promptly reading, commenting on, and returning to the student all essay drafts) and that the essay meets the required format (see Section 8 above).

However, it is *not* the responsibility of the Essay Supervisor to proofread the essay and correct spelling and grammatical errors. This task rests with the student.

Students encountering difficulty writing the essay should contact the Writing Tutorial Service and/or hire a professional editor.

The primary responsibility of the Second Reader is to evaluate the final version of the essay, although he or she may agree to serve as a secondary adviser for the essay.
11. Potential Essay Supervisors

Every faculty member who has been approved as a supervisor of graduate theses and research essays under criteria established by the Senate of the University is qualified to be an Essay Supervisor or a Second Reader of an Honours essay. With the express consent of the Chair, certain other members of the Department of Economics (namely, emeritus and adjunct faculty and visiting scholars) may also be allowed to serve in these capacities.

The list of certified potential Essay Supervisors and Second Readers in Economics includes all individuals with entries on the pages at carleton.ca/economics/faculty-and-staff/regular-faculty and carleton.ca/economics/faculty-and-staff/other-faculty/with-fgpa-supervisory-status.

12. Critical dates

For students hoping to enrol in ECON 4908 during the 2016 Summer, 2016 Fall, 2017 Winter, or 2017 Summer terms, the critical dates pertinent to the timely completion of the Honours essay (see Sections 4–6 above) are as follows.

(a) Last day for registration:
   - Friday, May 13 (2016 Summer);
   - Tuesday, September 20 (2016 Fall);
   - Wednesday, January 18 (2017 Winter);
   - Friday, May 12 (2017 Summer).

(b) Last day for handing in term assignments:
   - Tuesday, August 16 (2016 Summer);
   - Friday, December 9 (2016 Fall);
   - Friday, April 7 (2017 Winter);
   - Wednesday, August 16 (2017 Summer).

13. ECON 4908 Sections

In each Summer, Fall, and Winter term, three sections of ECON 4908 with the consecutive single-letter designations A, B, and C will be offered by the University. Students taking the course for the first time will be enrolled in Section A, students taking it for the second time will be enrolled in Section B, and students taking it for the third time will be enrolled in Section C.

14. Recently completed Honours essays

As of the date this document was prepared, the list of the (forty-seven) Honours essays completed since 1 January 2004 is as follows. (Embedded links are provided to the full text of most essays that were awarded a grade of A- or higher.)


Dick, Christopher H. “Determinants of International Trade in the Heckscher-Ohlin-Samuelson Model.” Sup. R. A. Brecher. 2nd. Z. Chen. 15 October 2015.


