

INSTITUTE OF EUROPEAN, RUSSIAN and EURASIAN STUDIES

EURR 5908 and 5909

Regulations for Research Essay / Thesis and Language Requirements (updated **January 2023**)

Please note that the Institute will need to receive the formal request for evaluation a minimum of **two weeks** for a research essay and a minimum of **three weeks** for a thesis.

The writing of an MA research essay or thesis should be one of the most rewarding experiences in a student's higher education. It gives the student an opportunity to explore a particular topic in depth, to become personally involved in creative research and writing, and to learn the techniques necessary for more advanced professional or scholarly work. This guide is designed to describe the recommended procedures in the choosing, researching, writing, and presenting of your paper as well as help you avoid common pitfalls. It is the student's responsibility to be familiar with the specific material contained herein as well as with the general regulations pertaining to research essays and theses as enumerated in the relevant University calendars.

I. Research Essay or Thesis

Each M.A. student is required to complete either a research essay or a thesis. The student should consult with the graduate supervisor in deciding which type of research project to complete. The MA research essay option counts as one full course credit and the thesis as two full course credits. **Students will be allowed to select the thesis option only with the consent of the graduate supervisor.** In general, the following characterizes the difference between the thesis and the research essay.

A. Length

The research essay will normally be 15,000 words and will not exceed 20,000 words (excluding endnotes or footnotes and bibliography). Theses will normally be 25,000-30,000 words. Students submitting essays over this limit will be required to present a justification for the expanded length, along with the signed approval of the supervisor, two months before the work will be submitted. The graduate supervisor will decide whether to approve the request.

B. Conceptual Framework and Originality

In terms of scope and concept, a research essay should be conceived of as an extended paper for a research seminar. The essay should deal with a clearly delineated topic, state a conceptual framework for analyzing the topic, place the study within the context of existing scholarship, and provide a well-organized approach to addressing the problem in question.

A thesis will have a more developed conceptual or theoretical approach than a research essay, will deal with a more original topic, and will use more original source material. The problem should be somewhat larger in scope than that addressed in a research essay.

C. Use of Original Language Research Materials

Authors of both research essays and theses should make use of original language research materials from the region appropriate to the subject of study. However, their use should be more extensive for a thesis. As a rule of thumb, a research essay should normally include use of at least 10 significant original language sources. A thesis should have at least double this number and it should use or analyze these sources in greater depth.

D. How to Decide?

IN MOST CASES IT IS ADVISABLE FOR STUDENTS TO SELECT THE RESEARCH ESSAY OPTION. This option usually leads to quicker completion times and offers no obstacles to continued work at the PhD level. Students may be tempted to choose a thesis because it requires less course work than the research essay; however, this is a poor reason for choosing the thesis. It is generally easier for a student to plan to do course work at the beginning of their degree in conjunction with a research essay rather than initially planning to do a thesis and then changing one's mind later.

The supervisor of graduate studies will take the following factors into account when considering requests to select the thesis option:

- A. Only students with an A or high A- average should consider doing a thesis.
- B. Students who propose to do a thesis should have a clear conception of their research topic when they begin considering their research proposal.
- C. Students proposing to do a thesis should be highly self-disciplined and capable of imposing on themselves a firm schedule of work. They should already have an advanced level of knowledge of their original language of study. They should also enjoy working with original-language sources and be highly motivated to pursue a particular research question in detail.
- D. Students taking part in exchanges abroad should consider the thesis option, since they will have time to undertake a larger research effort. However, in some cases, with reference to points A-C above, selection of the thesis option still may not be permitted.

Once you have considered which option to pursue, you **must receive written approval from your research supervisor and from the Research Proposal Committee. Please see Section VIII-Approval of your Research Essay or Thesis for further information.** You should do this early in your course of study, in conjunction with the proposal-writing phases of the core seminar.

UNLESS SPECIFIC APPROVAL IS GIVEN, STUDENTS WILL BE CONSIDERED TO BE IN THE RESEARCH ESSAY OPTION.

II. Choice of Research Topic

The choice of an appropriate topic is crucial for the successful completion of the paper. Remember that you are engaged in a training exercise and not in the writing of a doctoral dissertation. It is better to approach your topic as if you are writing a long term paper rather than a short book.

If you are having difficulty in selecting a topic, do consult your temporary supervisor and individual faculty members for suggestions. Don't put off asking faculty members for advice, even if you do not yet have a well-defined topic. Early consultations will help you to decide which projects are feasible, as well as enable you to determine the availability of faculty members for supervision. It is important that your proposed topic fall within the areas of proficiency of one or more members of faculty so that your supervisor can help identify resource people and guide you to appropriate conceptual tools and sources. The availability of research materials should be one of your first tasks in planning your research project – not left until the end of the proposal-writing process.

If you are having difficulty finding an original research topic, you may wish to base your work on an existing study. This would involve following an existing research design by an established scholar and changing the domain (e.g., a different country, a different institution) using a different data set. Your work could then test whether the same general findings apply in your case, and the resulting implications.

Students frequently try to take on too large a topic or one that is poorly defined. The research effort can then become frustrating because “the reach exceeds the grasp”. A general topic should be narrowed down by selecting an appropriate case study or focus for analysis: for example, an historical event within a particular country, a policy change within a specific time period, or a concrete political institution. Set and maintain limits to your research project. Consult recent EURUS research essays and theses if you need ideas about topics, approach, and format.

III. The Research Proposal

Each student must submit a research proposal. Formal approval of the research proposal is required before you begin writing your research paper or thesis. The proposal should be approximately 10 pages in length, excluding bibliography.

You should begin consulting with your core course instructor or temporary supervisor during your first term in the program about the formulation of the research project (see below, Part IV). By December, you should have a general topic for your project. Over the course of the winter semester, you will complete early drafts and then a version of the proposal as part of the course requirements for EURR 5010. You must then submit a final version of your research proposal for formal approval by the end of April of the first year in the program. If you are a part-time student, you should consult with the graduate supervisor regarding deadlines for submission of your proposal.

Research proposals undergo an established approval process. To initiate the approval process, you must submit an electronic copy of your proposal to the Research Proposals Committee (EurusResearchProposals@cunet.carleton.ca), along with the “Supervisor’s Approval of Research Proposal” ([Form A](#)), signed by you and by your research supervisor. Always use your official Carleton email account for communications with the Research Proposals Committee.

The goal of the approval process is to assist the student in developing a feasible and analytical project. The proposal may be approved as submitted, approved with comments or suggestions, or returned to the student for further revisions. Since it is fairly common for students to be asked to clarify or revise their proposals prior to approval, it is important for students to monitor their Carleton email accounts.

The Committee is more likely to reach a speedy decision when students submit their proposals at specific times of the year: May 1, September 15, and February 1. If all requirements are complete, the goal is to reach a decision within 2-3 weeks. During the summer, when faculty frequently travel on research or leave, the process of approving proposals is likely to take longer.

Content of the Research Proposal. The research proposal should include the following:

- 1) Statement of your research question: The proposal should include a **concise** statement of the problem or question you wish to explore in the research essay or thesis. The topic of your project should centre around some type of puzzle or question which has interesting intellectual content. In other words, it should normally involve a “why” or “how” question, not simply a “what” question. For example, it could seek to explain a puzzling development, or to identify the reasons for a trend or an evolution.
- 2) Scope of the Project: The proposal should clearly define the scope of the research project in terms of the time period covered, the geographical focus, and the subject matter.
- 3) Theoretical/ Conceptual framework and preliminary hypotheses: The proposal should situate your research project in an appropriate theoretical/ conceptual framework. Normally, the framework that you select would suggest hypotheses to be tested. Please identify the hypotheses or propositions that you wish to examine or test as you undertake your research. A “hypothesis” is simply a tentative, possible answer to your research question; you should not already have made up your mind about what your conclusions will be, although you may have a preliminary idea or hunch based on your preliminary reading. Since different disciplines vary in their approach to the use of theory and in the formulation of hypotheses, you should consult individually with relevant faculty members. But, at a minimum, you should indicate what kinds of findings you are hoping to elucidate from your study.
- 4) Situate your problem in the existing literature: This involves a brief indication of the existing scholarship on the topic and where your project fits. A literature review should focus on the conceptual and analytical frameworks used by the authors and should explain how your research question adds to existing scholarship. It should not simply describe the content of the works you discuss.

- 5) **Methodology**: A detailed discussion of how you plan to undertake your research. What kind of research methods and materials will you use? How do you propose concretely to answer the questions you set out in your proposal? For example, will you analyze particular documents in depth? Will you complete interviews with officials or other subjects? Will you draw on public opinion survey data? Will you examine literary or historical texts? What are the advantages and possible problems that might arise in connection with the approach you propose? You are expected to draw on original-language sources for your research. Furthermore, at the graduate level you ought to be comfortable with research using primary source materials, such as government documents, laws, election results, treaties, or leaders' speeches. You should delimit the temporal, spatial, and thematic scope of your proposed research project. What time period will your project explore, and why have you chosen these dates? What country and/or countries will you include in your analysis? If you have chosen a very general topic, what case study or focus will you give the research project so that it will be manageable?

COMPARATIVE STUDIES: Since many EURUS students are interested in a variety of European and Eurasian countries, it is understandable that they often wish to do comparative research projects. However, such projects require special attention since not all topics lend themselves to feasible comparisons. Ask yourself the following questions: can I provide a good reason why a comparison will shed light on my research question? Are source materials available in comparable quality and quantity for all the regions or countries being compared? Will a comparison require me to take more time to complete my degree? The answers to these questions may persuade you that a single case study approach is more realistic. Your supervisor will be able to assist you in this decision.

INTERVIEWS: At Carleton, interviews done for research are considered to be research involving human subjects. Such research requires written approval from the university Ethics Committee. Such approval is required IN ADVANCE even for interviews with public officials or non-governmental organization workers who are accustomed to answering questions from the public and media (unless they are designated organization spokespeople). If you plan to do interviews, inform your faculty supervisor promptly, and plan to seek approval from the Ethics Committee as soon as possible. Do not expect to receive retroactive approval for any interviews completed without permission. (See Section VI below)

- 6) **Work Schedule**: A concrete schedule of work, indicating deadlines and goals you have set for yourself to complete various stages of the project.
- 7) **Outline**: An outline of chapters to be included in the paper with a brief description of each.
- 8) **Bibliography and Research Sources**: A preliminary bibliography, including archival materials, serials, or newspapers. The bibliography must include specific original-language sources if your proposal is to be approved by the committee. A discussion of the availability of required research materials should be included. If they are not available in Ottawa, how will you gain access to them? If you plan to do research outside of the Ottawa area, how will you organize this and what will be the purpose?
- 9) **Language**: On Form A (see below) submitted with your research proposal you should indicate which language you plan to utilize to fulfill your language requirement. In those cases where a student wishes to complete the language exam in a language other than those specifically allowed in the calendar, permission is required; to receive permission the

student must make a commitment to specific resource materials to be used from the proposed language.

IV. The Research Supervisor

The selection of a research supervisor is made in consultation between you, your temporary supervisor (who may or may not become your research supervisor), and the graduate supervisor. Once you feel you know a regular faculty member whom you would prefer to supervise your work, approach them and inform the graduate supervisor. You should not approach an adjunct research professor or a contract instructor to act as your research supervisor without first consulting the graduate supervisor. Faculty members on leave are, generally, unavailable for supervision.

It is the potential supervisor's responsibility to accept, reject, or modify in consultation with the student a topic suggested by the student. The potential supervisor may ask the student to do some preliminary investigation about availability of sources or to submit a brief outline of the topic before the student is accepted formally. Once you agree on the proposal, your proposed supervisor will then sign a form entitled "Approval for M.A. Research Essay/Thesis Proposal" ([Form A](#)) indicating that they approve your proposal and are willing to supervise the project. If you have drafted your proposal but have not yet found a supervisor, the graduate supervisor will assist you in finding one.

It is wise to ask your potential supervisor whether they will be on campus during the period when you expect to research and write your paper. Faculty members frequently travel for their own research, particularly between May-August and during sabbatical leaves. You should expect to submit drafts to your supervisor for comments throughout the process of writing, and it is important to give your supervisor plenty of time to read your work.

For further information, please see "Graduate Supervision: Responsibilities and Expectations Policy" from the Faculty of Graduate and Post-Doctoral Affairs:
(<https://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilitiesexpectations-policy/>)

V. The Interdisciplinary Character of the Project and the Second Reader for Thesis Projects

Your research project should have an interdisciplinary character. This means that materials or methods should be drawn from at least two disciplines (for example, history and anthropology, or politics and economics) represented in the Institute's program, although one of the disciplines may predominate. Consult with your supervisor if you have questions about your specific topic.

MA Theses: If writing a Thesis, to assist with realizing this goal, you should indicate when submitting your proposal to the MA Research Proposals Committee who will serve as a potential second reader for your project. To do so you should consult with your research supervisor and the graduate supervisor. The MA Research Proposals Committee or the

graduate supervisor must approve your second reader. The second reader can assist you and offer you advice as you carry out your research and write your paper. In consultation with your supervisor, you may feel free to approach other faculty members to read your work as well.

Research Essays do not require a second reader. You should consult with other faculty members, in addition to your supervisor, as needed.

VI. Policies and Procedures for the Ethical Conduct of Research.

There is a requirement that the conduct of all research at Carleton (funded or unfunded) conforms to acceptable ethical norms. The University Ethics Committee is required to give ethical clearance to projects involving human subjects, including student projects involving surveys or interviews. Students should consult with their supervisor or the graduate supervisor regarding issues of research ethics. Students must submit a form online through the university research portal along with a form indicating approval by your supervisor. Please consult the website of the Office of Research Ethics for details: <https://carleton.ca/researchethics/submit-an-application/>. You should allow adequate lead time before you plan to conduct interviews in order to be sure that have received approval from the University Ethics Committee. Students should plan for the possibility that they may be asked to revise or clarify their proposals if the Ethics Committee raises concerns.

VII. Questions of Style, Referencing, and Transliteration

The research essay/thesis must be presented in a satisfactory literary form, consistent with the disciplines concerned, and must display a scholarly approach to the subject and a thorough knowledge of it. Academic research is not a monologue with yourself; you must communicate effectively with a larger community. There are several excellent style guides for citation form, bibliographies, etc. Especially good is Kate Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* (University of Chicago Press). An online guide that is useful to follow for MLA, APA, and Chicago style can be found at the Purdue Online Writing Laboratory: https://owl.purdue.edu/owl/purdue_owl.html. Since citation styles vary both in terms of references to the literature as well as bibliography, you should select one and adhere to it consistently. Please see Appendix A for one citation system used in previous research essays and theses. Please consult with your supervisor or the graduate supervisor on the most appropriate style for your subject. When you are ready to submit your thesis/research essay be certain to consult the Faculty of Graduate and Postdoctoral Affairs, *Thesis Requirements* with respect to formatting details: <https://gradstudents.carleton.ca/thesis-requirements/formattingguidelines/>.

If you use a transliteration system for Cyrillic sources, it should be applied consistently throughout your paper. We strongly recommend use of the [Library of Congress system](#) as it corresponds to the form citations taken in major libraries. If you prefer to use another transliteration system (or introduce some modifications into the Library of Congress system) please indicate this in your introduction and make use of that system consistently. For names of public figures (e.g. Yeltsin) you may prefer to use the commonly accepted transliteration.

VIII. Submission of the Final Paper and Possible Oral Defence

Before you can submit your research essay (to the Institute administrator) or thesis (via e-thesis through Carleton Central) for evaluation, your research supervisor must sign the “Research Essay/Thesis Permission to Examine” ([Form C](#)). If a student writing a research essay requests a defence, and in all cases for a thesis, a “Request for Oral Defence” ([Form D](#)) must be submitted to the Institute Administrator. Only at this point will an examination committee be established and the student will be informed whether paper copies will be needed. For research essays, examiners must be given two weeks to read the final version before an oral defence or final grade submission. For theses, three weeks will be needed before the examination. In the case of a thesis, you must also allow sufficient time after the examination to make any revisions or corrections required by the committee *before the final deadline* for submission through the e-Thesis system to the Faculty of Graduate and Postdoctoral Affairs. The Institute Administrator will make students aware of upcoming deadlines early each semester. Research essays or theses that do not make use of original language sources may not be accepted.

The minimum amount of information each student provides when submitting their paper should be:

1. Contact information, i.e., e-mail, phone
2. Name of supervisor, second reader (in case of thesis), and their contact information
3. If an oral defence is requested or required, preference of when you wish to have it scheduled. Scheduling of oral defences will also be determined by availability of faculty and examiners.

Examination Boards

An oral examination is optional for M.A. research essays and required for M.A. theses. The examination board for the research essay will include two examiners. One of the examiners is your research supervisor and the other examiner is selected by the graduate supervisor in consultation with your supervisor. The student may request an oral examination, as may either examiner. If no oral examination is requested, the two examiners will consult and arrive upon a letter grade based solely on the written work. If an oral examination is requested, both examiners will be present and the board may include a chair. The chair of the board, if one is present, may or may not ask questions. In this case the board will take both the oral examination as well as the written work into account for evaluation purposes.

The oral examination board for the thesis includes the chair and three examiners. One of the examiners is your research supervisor and the second is your second reader. The third member will be selected by the graduate supervisor in consultation with your research supervisor but is external to the Institute (although they can be from another unit at Carleton). Normally at least two academic disciplines are represented on the committee. The chair of the board may or may not ask questions.

SETTING THE DEFENCE

The Institute can now organize your board. The Graduate Supervisor will appoint members of the board, with input from the supervisor and the student.

Normally, the defence date will take place approximately two to four weeks after initial submission, depending if it is a research essay or a thesis.

For theses, the Deans of the Faculty and Graduate and Postdoctoral Affairs and the Faculty of Public Affairs are *ex officio* members of the examination board.

Defence Procedures

At the beginning of the examination you will be given the opportunity to make some brief comments about your work (maximum ten minutes). You should not repeat the contents of the essay (or thesis) but highlight your main arguments and scholarly contributions as well as explain points which may not be evident to the board, e.g., problems which arose while conducting the research, unanticipated issues, questions relating to source materials, or future research suggested by your project. Following this, there will be two rounds of questions. The first will be one-on-one between each examiner and the student; the second can be more of a roundtable discussion. Each examiner will pose both general and specific questions. You will be asked to step out of the room both before and after the examination to allow the examiners to consult. After the end of the examination you will be informed of the committee's evaluation. The committee will judge the oral defense as either "satisfactory" or "unsatisfactory". Masters' theses will be graded: "accepted"; "accepted after minor revisions"; "accepted after major revisions"; or "rejected". Research essays will be given a letter grade.

In almost every instance the committee will present the candidate with a list of typographical and factual errors which must be corrected on electronic and hard copies (if applicable). Sometimes more substantial changes will be required and these, when completed, must be corrected on all official copies. These changes must then be approved by the supervisor.

Please note that both theses and research essays require a 150-word abstract of the paper. The abstract is placed after the title page.

Students are reminded that they must maintain continuous registration until the day the corrections are submitted to the Administrator.

AFTER THE DEFENCE – Submitting Final Copies

RESEARCH ESSAY: Students submitting a research essay are required to submit two hard copies of the corrected essay, one for the Library and one for the Institute, to the Institute Administrator. Research essays cannot be accepted unless the supervisor has certified that the corrections have been completed. If a student wishes to receive a bound copy of their research essay they will need to submit an additional copy (or additional copies) to the Administrator who will send them to the binding company. A fee of \$10 per copy will need to be paid.

THESIS: Students are required to submit one hard copy of the thesis, which is for the Institute, after the supervisor has certified that the corrections have been completed via the e-Thesis system. If a student wishes to receive a bound copy of their thesis, they will need to submit an

additional copy (or copies) to the Administrator who will send them to the binding company. A fee of \$10 per copy will need to be paid.

Application for Graduation

Students who are in their last term of registration and completing degree requirements must submit an Application for Graduation electronically by accessing Carleton Central on the University website. The application to graduate deadlines are:

Feb. 1 for Spring Convocation

Sept. 1 for Fall Convocation

Dec. 1 for Winter Graduation (no ceremony for winter graduation)

If for whatever reason you are not able to complete degree requirements, your application will automatically be cancelled by the Faculty of Graduate and Postdoctoral Affairs and you will be required to submit a new application.

IX. Language Requirement

To complete the M.A. degree each student must demonstrate proficiency in one of the languages listed in the graduate calendar, depending on your field. If another language is selected, this language must be utilized in undertaking research for the research essay or thesis. The graduate supervisor must approve the choice of this language and the student should receive this approval in writing.

Based on an assessment of language proficiency, incoming students may be advised to complete a specified language course or courses (in addition to regular M.A. course requirements) to assist them in meeting the program's language requirement through coursework or examination. Students who have completed previous university degrees in regional languages may apply for an exemption to the language requirement.

Language courses taken below the 4000 level cannot be used to fulfill the minimum M.A. course requirements. Students may count .5 credits of language courses at the 4000 level (e.g. RUSS 4115, .5 credits of GERM 4110) towards the degree.

ADDITIONAL PRACTICAL TIPS FOR WRITING RESEARCH PAPERS

Drawing up of Working Bibliography

The first task after deciding on a topic is to compile a list of the books, documents, and articles you wish to consult. You can save yourself time later on if you carefully record full bibliographic information for each source (e.g., author's name(s), the title of the publication, the place and date of publication or the volume and issue number (if a periodical) and relevant page numbers). You should also note where you found mention of this source (you will need this

information for Inter-Library Loan requests), whether it is available at Carleton and, if not, the date on which you requested it from Inter-Library Loan. ***You are strongly encouraged to start using reference management software (free options include [Zotero](#) or [Mendeley](#)) as you begin researching your paper.***

If you access Internet sources, make a careful note of the complete web address (url), the specific name and date of document found, and the date that you accessed the document. As websites may change frequently, it is sometimes difficult to find a document later. Please see the citation guide in Appendix A.

The drawing up of a bibliography usually begins with a systematic check of English-language publications. Please consult materials provided by the library for our program to assist you in finding various search tools. The Institute subject librarian will also be able to provide assistance. Your supervisor will probably suggest some specialized bibliographies and periodicals in your field which you should consult. Examining the bibliographies and footnotes in a few recent monographs or articles which directly relate to your topic will provide additional bibliographic leads.

After compiling a preliminary bibliography and noting which items are available at Carleton, you should show your list to your supervisor and discuss whatever gaps you feel exist in your sources. Books and articles can be ordered from other Ontario university libraries (including the University of Toronto) through the [Omni](#) or [RACER](#) systems, and often arrive within a week. Books not available at other Ontario universities may require two to four months to reach Carleton; some libraries (e.g., New York Public) will not loan anything; others will not loan old or rare items. Many journal articles can be accessed online or can be obtained quickly and free of charge through Omni or RACER. Students are encouraged to order books from the Library's [Inter-Library Loans](#) Service, but should avoid relying on Inter-Library Loans for more than thirty percent of his/her material. Doctoral dissertations can be obtained through the Dissertation and Theses Fulltext database. They often contain excellent bibliographies of other books that can be consulted.

Outline, Research, and Draft

Students should consider the process of research and writing together. The greatest danger during this process is for students to continue to research indefinitely, putting off writing.

Once you have completed your preliminary research for your proposal, you should draw up a detailed (at least two pages) chapter-by-chapter outline of your thesis. Show this to your supervisor who may suggest certain areas to be avoided or others that need expansion. Indicate approximately how many pages you intend to devote to each chapter. You will find already that some of the material you have gathered is outside of your outline. Do not try to force it in or allow yourself to go off on unnecessary tangents.

Research is the most time-consuming, but often the most enjoyable part of a thesis. No definitive guidelines can be provided as every student works differently. You should keep in touch with your supervisor throughout the process. In general, we recommend that you begin with the most important (and often the longest and most difficult) sources. You should work to draft out your chapters as you research and discuss with your supervisor when it would be useful to submit sections or chapters for comments. At the very least, set yourself a cut-off date for completing your research (you never will be able to cover everything, so don't try). Find a

system that will allow you to take notes systematically and neatly, always remembering to keep thorough citation records when you are quoting or paraphrasing authors.

The writing of your draft will require concentrated and uninterrupted work. You might best begin with a chapter where you feel most confident in your analytical framework and research. Strive for good organization and logical argumentation the first time around. You can always go back and fit in the appropriate evidence and quotations, if necessary. Make sure your introduction spells out what you are going to cover (as well as what you are not going to discuss), why you have chosen this particular topic, your general hypothesis and how this related to prevailing views of your subject in the scholarly literature, and perhaps mention the major sources of your information. Throughout your paper, make sure you take time to analyze or interpret the data being presented; do not provide just a straight narrative or a string of quotations and facts. It can be helpful to present data in the form of tables, figures, or chronologies. It is generally advisable to submit chapters in draft form to the supervisor for comment as they are completed.

After you have finished a draft, put it away for a few days; then go back and polish your syntax, eliminate repetitious statements, check questionable facts as well as quotations, and perhaps condense your paper somewhat. Any draft should be double-spaced and submitted to your supervisor with complete footnotes (these may be at the end of the draft as endnotes). Your bibliography should list all items consulted. Your supervisor may suggest that it be divided into primary and secondary accounts or in some other manner. You may wish to provide a bibliographical note discussing your major sources and mentioning pertinent material you were unable to obtain. Be sure to proofread your draft which can include inserts, corrections and excised material as long as it is neat and readable.

Revision

Normally it will take your supervisor at least a week to ten days to read your draft if it is submitted during the academic year. You can expect to do more than one draft of each chapter, based on comments from your supervisor. Do not assume that it can be read while final examinations are being marked, during holidays, or while the supervisor is trying to meet personal research deadlines over summer. Your supervisor may note areas where your organization or argumentation should be improved; where facts or quotes should be checked; or where your mode of expression could be improved. Very often, a chapter or two will be edited stylistically and you will be expected to apply these lessons to later chapters yourself. It is possible that entire chapters should be rewritten and resubmitted. Sometimes a supervisor's remarks will be suggestions only, which the student is free to accept or reject. The student, in the end, will be evaluated on the basis of their own writing and research.

Preparation of Final Draft

Pay close attention to formatting requirements when preparing the final copy. Examiners will notify you if they prefer electronic or hard copies. Be sure to use the standard Carleton title page and to include a table of contents and of charts (if applicable). An abstract of no more than 150 words must also be included. Number the pages consecutively throughout (including the bibliography); number the footnotes or endnotes consecutively in each chapter and place at the bottom of the page (for footnotes) or at the end of each chapter (for endnotes). The footnotes or endnotes must remain consistent throughout. The margins should be unmarked and an inch wide on all sides but the left side where 1.5" margins are recommended. Do not bind the paper in any way. Use a good quality bond paper.

Appendix A

FORMATTING

Please follow the required format set by the Faculty of Graduate and Postdoctoral Affairs at Carleton University, which is outlined in a document on the Faculty's web site at:

<https://gradstudents.carleton.ca/thesis-requirements/formatting-guidelines/>

Citation guides

There are two type of common citation approaches. You may use either, after consulting with your research supervisor.

- 1) "Author-date" citation. It is increasingly common in the social sciences for authors to use the author-date system, which involves in-text parenthetical references with the full reference provided in the bibliography. This style is also sometimes referred to as the Harvard referencing system. Please note that this referencing system can be used with Chicago style citation formatting. When using this system, authors and dates of publications (and pages, where appropriate) are included in parentheses in the main body of the paper, while footnotes or endnotes are used solely for explanatory purposes. For example:

It is sometimes observed that Gorbachev sought to reform the Soviet system, not to demolish it (Brown, 1996).

Gel'man (2015) approaches authoritarianism and kleptocracy in Russia from a rationalist perspective.

- 2) An alternate style of citation, most often used in history, places references in footnotes or endnotes as well as the bibliography. Footnotes are at the bottom of each page; endnotes are at the end of each chapter. In either case, begin numbering anew in each chapter. Initial references provide full citations, while later references to the same source use a short form that usually includes just the author, title of the work, and page number. Also, if notes are repeats of sources from a previous chapter, give the full citation the first time the source is cited in each chapter. Italics or underlining are both acceptable for book or journal titles.

Regarding online sources (including blogs and social media posts):

Be sure to include the date that the document was posted or last updated (if available), as well as the date you accessed the site. You need to include as full information as possible for online sources, including the name of the website and organization that maintains it, the title of the resource on the website, and the author (if available), and the date the material was published (if available). It is not adequate to include only the web address because if the material is removed or relocated (e.g., achived elsewhere on the web), it will be difficult or impossible to search for it with only the original web address.

Be aware that internet sources should be used sparingly. They can disappear as fast as they appear. You also need to be cautious about their credibility, as often they are not subject to any type of independent refereeing process. You should also include internet sources in your bibliography, alphabetized by author or institutional author. *Please note that journal articles that you find online (such as from the library's online catalogue) should be cited as journal articles per the Harvard or Chicago style guides and not as online sources.*