GUIDELINES FOR MENAS MASTER’S THESIS
(revised 2/2016)

The Master’s Thesis should be at least 50 typed, double-spaced pages, but not exceed 100 pages and should represent greater breadth and depth than an average term paper submitted for an upper level seminar. In exceptional cases, previously graded work can be used for the thesis, but it must be substantially amplified, incorporating additional original research and must be approved by the CMENAS director. The student must either use primary sources or a theoretical framework to organize the material in an original way. Students are expected to make revisions recommended by their readers and complete the revision process before a thesis is approved. The thesis advisor is normally a full-time, tenured faculty member at the University of Michigan. Exceptions must be approved by the Center Director.

Format

It is recommended that the thesis should be prepared in accordance with the styles described in the University of Chicago Press, A Manual of Style; Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations; or William R. Parker, MLA Style Sheet. Please discuss specific formatting issues and preferences with your thesis advisor.

Procedure

1. In consultation with the CMENAS Director, the student will select and secure a thesis advisor by the end of their second term in the program. The student will work with the thesis advisor to agree on a research topic and to secure a second reader. The thesis advisor will monitor student progress of research and writing and serves as the primary reader for the thesis. The primary and secondary reader are both responsible for the style of the thesis as well as the overall content, quality and style

2. The student will submit a one-page thesis prospectus and supporting bibliography to each reader for approval before the start of their 3rd term of enrollment in the program. Readers will then submit written approval of the proposed project to the Center.

3. The student will submit a draft of the thesis by the middle of the final term of enrollment to the readers.

4. The student will submit the final draft of the thesis to each reader and to the Center Director for final approval. Both readers will be asked to submit to the Center their written acceptance of the thesis.

5. Once approved, the student will submit the thesis in its final, revised form to the CMENAS Academic Services Coordinator prior to the end of the term of graduation.