

GUIDELINES FOR SUBMITTING YOUR SENIOR HONORS THESIS

Department of Political Science

1. Binding and cover: any. Spiral is preferred but not required.
2. Title page: no pagination
 - a. center: TITLE OF YOUR THESIS
 - b. YOUR NAME
 - c. one inch down:
Senior Honors Thesis
Presented to the Department of Political Science
Weinberg School of Arts and Sciences
Northwestern University
 - d. two inches down:
In Partial Fulfillment
Of the Requirements for the Degree
Honors in Political Science
 - e. DATE
 - f. Advisor: NAME
 - g. Seminar Director: NAME
3. Abstract: one-half page. No pagination. State in brief your context, your hypothesis, and your contribution. You can 1.5-space your text but be succinct and target the lay reader - no scholarly jargon here. Tell Mr. Johnson on the corner of Chicago and Sheridan what is your point to make him interested in your story. At the bottom of the page, put the 5 keywords for your thesis: "Keywords: A, B, C, D, E"
4. Acknowledgments, if any. Be nice to people who helped you. No pagination.
5. Table of Contents (include appendices, if any). No pagination.
6. Separate page: List of Illustrations (if any). No pagination.
7. Separate page: List of Maps (if any). No pagination.
8. Separate Page: List of Tables (if any). No pagination.
9. Introduction. Start here: Page one. Hereafter your submission should be SINGLE SIDED, DOUBLE-SPACED, 12-points font.
10. Chapters. Start each chapter on a separate page. Print chapter numbers at the beginning of the chapter.
11. Conclusion. Do not make your conclusion long. Do not turn your conclusion into another chapter. Teach yourself how to stop and wrap up your argument.
12. Appendix (-ces): glossary, list of terms, abbreviations, documents attached, etc.
13. Bibliography: Chicago Manual of Style, 15th edition. Available on line at:
<http://www.chicagomanualofstyle.org/too> Is _ citationguide.html

I have pasted below these guidelines, for your convenience.

You may create rubrics in your bibliography such as: Primary Sources: Documents; Manuscripts; Newspapers; Internet sources; Unpublished Documents; Finding Aids; Encyclopedias; Secondary Sources: General Works; Works on your specific theme, etc.

If you used Primary Sources, I recommend that you organize your bibliography in Primary Sources (which may be further subdivided), and Secondary Sources. Archives should be also listed separately in the bibliography.

Do not group books, chapters, and articles separately. Last page of your thesis is the last page of your bibliography.

14. Footnotes. Preferably use footnotes, rather than endnotes. However, if that creates problems with pagination, feel free to use endnotes. In your foot(end)notes cite in full books or articles the first time you refer to them. Subsequently, use a short citation (Author, Short title, 27). Thus, if you refer for the first time to Author Smith, *Today is a Nice Day* (Cambridge: Harvard University Press, 2006), 18, the second time you refer to this book (say p. 34) you will have: Smith, *Today*, 34.

15. Submit THREE BOUND copies by April 30, 12 NOON to Ms. Bonnie Gordon, Scott Hall, room 200.

Chicago-Style Citation Quick Guide

The Chicago Manual of Style presents two basic documentation systems, the humanities style (notes and bibliography) and the author-date system. Choosing between the two often depends on subject matter and nature of sources cited, as each system is favored by different groups of scholars.

The humanities style is preferred by many in literature, history, and the arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system.

The more concise author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

Below are some common examples of materials cited in both styles. Each example is given first in humanities style (a note [N], followed by a bibliographic entry [BD] and then in author-date style (an in-text citation [T], followed by a reference-list entry [RD]. For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, 15th edition.

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