

HAVERFORD

COLLEGE

Department of History

Guidelines for Organizing Your Thesis

History 400

In an effort to provide all students with clear directions and a level playing field, the History Department suggests the following guidelines for organizing your thesis. We have also included a sample title page.

- 1) We would like your thesis to be bound. Spiral binding, a transparent folder cover or whatever binding is affordable within your means is fine, but the pages need to be held together.
- 2) We need three copies, one for your first reader, one for your second reader and one for the library.
- 3) Number your pages.
- 4) We would like your theses to have clear headings for sections and sub-sections, or A and B levels. The model for a successful thesis is a scholarly journal article rather than a book. Thus, your theses don't need chapters, but they do need sections.
- 5) In the text, these sections can be divided into two levels, an A LEVEL, IN CAPS. And a B level, not in caps. So the breakdown might go

INTRODUCTION

The problem
The field
The sources

BACKGROUND

Origins of X
X in the Y century

CASE STUDY 1

And so on. We encourage you to make the section headings descriptive rather than cute, so the reader has a roadmap.



- 6) In addition, we would like that roadmap spelled out in a Table of Contents.
- 7) You should also include a list of illustrations (images, maps, buildings) after the Table of Contents.
- 8) You need to put an abstract at the head of the thesis. This is a 250-500-word summary of your thesis (one to two paragraphs, not to exceed one page). You will also receive an e-mail message with instructions on how to submit your abstract to the College publications office for use by the admissions office.
- 9) Use professional citation style throughout. We prefer footnotes or endnotes rather than parenthetical citation. The following useful link provides examples of citation styles: <http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html>.
- 10) Conclude your thesis with a bibliography containing separate sections marked “Primary Sources” and “Secondary Sources.”

Amazing Title:

A Careful Analysis of Thesis Title Pages

Name
Senior Thesis
History

Date

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Title of Section 1	1
Title of Section 2	23
Title of Section 3	40
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Note: This is just a sample. Use your actual section titles and page numbers. Your Acknowledgements, if you have any, will begin on page ii. Your List of Figures will begin on the page following your Acknowledgements, also indicated with a lower-case Roman numeral. The first page of your text begins on page 1.