

# INSTITUTE OF EUROPEAN, RUSSIAN and EURASIAN STUDIES

## EURR 5908 and 5909

### Regulations for Research Essay / Thesis and Language Requirement (updated September 2014)

Please note that the Institute will need to receive the formal request for a defence 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 enjoyable and 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 50-70 pages (double-spaced, 12 pt. font, 1 inch margins top, bottom, right and 1.5 inches on left) and will not exceed 80 pages (excluding endnotes or footnotes and bibliography). Students submitting essays in excess of the page limit will be required to submit a justification for the expanded length, along with the signed approval of the supervisor, at least two months before the work will be submitted. The graduate supervisor will decide whether to approve the request.

A thesis is normally around 100-150 pages in length. The exact length of the thesis depends in part on the nature of the topic.

##### 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 on.

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 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 (i.e. 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, a 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 final version of the proposal as part of the course requirements for EURR 5010. You must then submit the 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 one hard copy and one electronic copy of your proposal to the Research

Proposal Committee, along with the “Supervisor’s Approval of Research Proposal” (Form A), signed by your research supervisor, and a completed “Checklist for Research Essay/Thesis Proposals” (Form B) signed by you and your research supervisor.

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 ensure that their contact information is up-to-date.

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: 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) Preliminary hypotheses: A preliminary presentation of hypotheses or propositions which 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 formulating 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: 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, instead of simply describing the works’ content, and how your research question adds to existing scholarship.
- 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 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? In this case, students may have to apply for off-campus research status; check the graduate calendar for further details.
- 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**

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. All EURUS faculty members and faculty associates listed in Appendix A (as well as on the EURUS website) are qualified to act as supervisors. Other Carleton faculty members may be approved by the graduate supervisor. Once you feel you know a faculty member whom you would prefer to supervise your work, approach her/him and inform the graduate supervisor. If you wish to work with an adjunct research professor, Carleton University rules require that a faculty member acts as co-supervisor. You should not approach an adjunct research professor 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) (available from the Administrator) indicating that he/she approves your proposal and is 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 he/she 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.

#### **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.

MA Theses: If writing a Thesis, to assist with realizing this goal, you should, early in the process, consider a potential second reader for your project. To do so you should consult with your research supervisor and the graduate supervisor. 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) conform to acceptable ethical norms. The University Ethics Committee provides a forum to monitor and give ethical clearance to projects involving human subjects, as well as those projects dealing with questionnaires and interviews (where applicable). Students should consult with their supervisor or the graduate supervisor regarding issues of research ethics. Students must submit a form "Graduate Student Proposal for Research with Human Subjects" to the Office of Research Services located in Room 1301 of Dunton Tower. Four copies of this form must be submitted for approval prior to the writing of your paper. The Ethics Committee usually meets once a month, but less frequently during the summer. Students should plan for the possibility that they may be asked to revise or clarify their proposals if the Ethics Committee raises concerns. Students should also note that the Ethics Committee will only consider your proposal if you are registered for the term in which you file the application.

## **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 a number of 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). 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 B for the citation system which the Institute prefers. If you wish to use an alternate system, please consult with your supervisor. 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. <http://www5.carleton.ca/fgpa/thesis-requirements/formatting/>

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 (see Appendix C). 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 Oral Examination**

While you work on your research essay and thesis, it is essential to keep your supervisor informed about your progress at all times. This is usually done by sending him/her your draft chapters for comments and discussion. Your supervisor will need to see a complete draft of your thesis/research essay at least two weeks before the date by which you intend to submit the final version to the Institute.

The final version of your research essay or thesis must be submitted to the Institute Administrator. Please consult the document on “Deadlines for Thesis and Research Essay Submission”, which is updated each term, for information about the procedures and deadlines.

Research essays must be submitted in two copies, theses in four copies. They must be submitted along with Form C (Research Essay/Thesis Permission to Examine), signed by your supervisor, and Form D (Request for Oral Defence or Research Essay examination), signed by yourself. Only when these forms have been submitted, an examination committee will be established.

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

1. Contact information, i.e. e-mail, telephone
2. Name of supervisor, and contact information
3. Preference of when you wish to have your oral defence scheduled. Scheduling of oral defences will also be determined by availability of faculty and examiners.

### **Examination Boards**

An oral defence is required for theses and optional for MA research essays. In the case of a research essay, an oral defence can be requested by the student and either of the two examiners. If a student wishes to request a defence, that request should be made when the research essay is submitted to the Institute Administrator. If one of the examiners requests a defence, the student will be informed by the graduate supervisor; he/she will be given a minimum of five days to prepare for the defence. If no defence is requested, the examiners will consult and arrive upon a letter grade based solely on the written work. If a defence is requested, both the written work and the oral examination will be taken into account in the evaluation.

In the case of theses, the committee for the defence consists of your supervisor, one second reader (internal examiner), one additional faculty member (external examiner), as well as the chair of the defence. In the case of a research essay, the committee consists of your supervisor and one additional faculty member; the committee may also include a chair. The committees are formed by the graduate supervisor, based on a suggestion from your supervisor. Normally, the defence date will take place approximately two to four weeks after initial submission.

### **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 “passed with distinction”, “satisfactory” or “unsatisfactory;” 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 all copies. 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**

Students are required to submit three copies of the thesis, two of which will be given to the Faculty of Graduate and Postdoctoral Affairs and one to the Institute. Students must also submit the forms received at the end of the defence. It is very important to complete and submit these documents along with the copies of the thesis. All copies of the thesis must be in a separate envelope. Theses cannot be accepted unless the supervisor has certified that the corrections have been completed. All of the above must be submitted to the Administrator who will ensure that everything is in order and then direct the student to deliver the two copies, along with the required documents, to FGPA. If a student wishes to receive a bound copy of their thesis 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.

Students submitting a research essay are required to submit two copies of the corrected essay, one for the Library and one for the Institute. Research essays cannot be accepted unless the supervisor has certified that the corrections have been completed. Students must also submit the forms received at the end of the defence. It is very important to complete and submit these documents along with the copies of the research essay. All of the above must be submitted to the Administrator. 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.

#### **Application for Graduation**

*Students who are in their last term of registration and completing degree requirements must submit an Application for Graduation form by accessing Carleton Central on the University website. The Faculty of Graduate and Postdoctoral Affairs must receive the application by the following deadlines:*

***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 a language other than English, depending on your concentration. Note that the language selected for the language requirement must be utilized in undertaking research for the research essay or thesis. The Research Proposal Committee must approve the choice of this language.

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. Please note: If a student fulfills the language requirement through course work by successfully completing the courses specified in the Graduate Calendar, these courses cannot be counted towards other MA program requirements. Students may count a maximum of 0.5 credits in fourth-year language courses to their MA course requirements only if these courses are not used to fulfill the language requirement.

Students who intend to fulfill the language requirement through a language exam are advised to attempt the language examination no later than May of the first year in the program; students entering in January should take the examination no later than November of the same year. Part-time students should consult with the graduate supervisor regarding timing of the language examination. (Please note that results of the language exam will be made available within 3 weeks of the day that it is written.)

Students who are native speakers of the language that they intend to use for the language requirement may be exempt from the language exam. Please contact the graduate supervisor if this applies to you.

## **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 each 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.

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

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. Your supervisor will probably suggest some specialized bibliographies and periodicals in your field which you should consult. The Institute subject librarian will also be able to provide assistance. You might as well look at the bibliographies and

footnotes in a few recent monographs or articles which directly relate to your topic and are available at Carleton to see if they 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 RACER system, 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 RACER. Students are encouraged to order books from the Library's Inter-Library Loan 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 also not consider the research and writing phases as separate, but work to draft out your chapters as you research. 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 as well as if you are quoting or paraphrasing authors.

The writing of your draft will require concentrated and uninterrupted work. 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 is often 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 typed (double spaced) and submitted to your supervisor with complete footnotes (these may be at the end of the draft as endnotes) and a bibliography. 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 preface it with 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. (Check with your supervisor to see if he/she would prefer that you submit the draft version of your research essay or thesis chapter-by-chapter.)

### **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 his/her own writing and research.

### **Preparation of Final Draft**

Pay close attention to formatting requirements when preparing the final copy. A minimum of two copies (including original) is required for the research essay and four copies (including original) for theses. Be sure to use the standard Carleton title page (see sample in Appendix C) 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 or place endnotes at the end of each chapter or at the end of the work.. 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

### INSTITUTE OF EUROPEAN RUSSIAN AND EURASIAN STUDIES FACULTY AND ASSOCIATES RESEARCH INTERESTS

#### EURUS

**James Casteel**, Ph.D. (Rutgers University)

Transnational relations between Germany and Russia in the nineteenth and twentieth centuries; nations and empires in central and eastern Europe; diasporic cultures and belonging; European Jewish history including the Holocaust; transnational and global approaches to the European past.

**Joan DeBardeleben**, Ph.D. (University of Wisconsin-Madison)

Russian politics and political sociology; democratization processes and marketization; federalism and regionalism in the Russian Federation; public opinion and civil society; environmental politics and policy; German politics.

**Piotr Dutkiewicz**, Ph.D. (Russian Academy of Science, Moscow)

Comparative political and social development in Eastern Europe; regional development; ethnic conflicts and human rights in Eastern Europe; labour market and social net in Russia, transformation in Eastern Europe.

**Martin Geiger**, Dr. rer. nat. (Ph.D. equivalent in Natural Sciences) (University of Bonn)

Migration and migration politics; Global and regional governance; UN/international organizations; Human development; International security; Surveillance/control; Geopolitics; Security and military companies; Industrial markets and lobbying.

**Achim Hurrelmann**, Ph.D. (University of Bremen)

European integration; EU institutions and policies; Western European states (particularly Germany, UK, France); democracy and constitutionalism; multilevel governance; state development and transformations; legitimacy and legitimation; methods of text/media analysis.

**Jeff Sahadeo**, Ph. D. (University of Illinois at Urbana-Champaign)

Modern Russian and Eurasian history; imperialism, colonialism, and diaspora; migration in Russia and Eurasia; ethnicity and nationality in Eastern Europe, Russia, the Caucasus, and Central Asia; frontiers and borders in the creation of identities and states across the region.

**Crina Viju**, Ph.D. (University of Saskatchewan)

European Economic Integration; Economies in Transition; EU Enlargement; EU's Common Agricultural Policy; Integration of Agricultural Markets; Biofuel Trade Issues; Globalization

#### BUSINESS

**Ian Lee**, Ph.D. (Carleton University)

strategic management.

## COMMUNICATIONS/JOURNALSIM

**Kirsten Kozolanka**, Ph. D. (Carleton University)

The publicity state, government communication, alternative media, critical media literacy.

## ENGLISH

**Dana Dragunoiu**, Ph.D. (University of Toronto)

Russian literature.

## GEOGRAPHY

**Nancy Doubleday**, Ph.D. (University of Wisconsin)

The Russian and Canadian north.

## HISTORY

**Aleksandra Bennett**, Ph.D. (McMaster University)

Conflicts and dilemmas arising from moral, humanitarian, and conscience questions posed by the wars of 20th c. Europe; 20th c. international, especially 1890-1945; War and society in Britain, 1890-1956.

**Carter Elwood**, Ph.D. (Columbia University) (Distinguished Research Professor)

Lenin and the development of the Bolshevik Party, 1906-1914; John Reed: American poet, journalist, and socialist, 1887-1920; Canadian involvement in the Russian Civil War, 1918-20; Russian revolutionary women.

**Jennifer Evans**, PhD. (State University of New York at Binghamton)

Modern European History (comparative east/west); German history; cultural history of warfare, war, and society; gender, state and family in modern Europe.

**Susan Whitney**, Ph.D. (Rutgers)

European youth and women's history, French communism and Catholicism in the interwar period, 20th c. social and political history.

## INTERNATIONAL AFFAIRS

**David Carment**, Ph.D. (McGill University)

Conflict analysis, conflict mediation, international organization, conflict resolution and development, research interests include the international dimensions of ethnic conflict, the role of communication technologies in conflict analysis and resolution, early warning, peacekeeping, conflict prevention and peacebuilding.

**David Long**, Ph.D. (London Institute of Economics)

European integration and the European Union,; international relations in Europe; international conflict analysis; international theory; history of political thought.

**David Mendeloff**, Ph. D. (Massachusetts Institute of Technology)

Russian politics; post-conflict reconstruction; causes and prevention of war; nationalist and ethnic conflict; pernicious nationalisms

**Inger Weibust**, Ph.D. (Massachusetts Institute of Technology)  
Environmental Issues, Regulation, Voluntary Codes, Governance.

## **LAW**

**Zoran Oklopcic**, LL.B. (University of Zagreb) S.J.D. (University of Toronto)  
State formation and self-determination; comparative constitutional studies  
between Canada and the former Yugoslavia.

**Christiane Wilke**, Ph. D. (New School for Social Research)  
How people deal with massive violence, and specifically discourse surrounding  
violence and legal categories. Imaginaries of perpetrators and responsibility, of  
law and legality, and of suffering and victimhood in criminal trials, based on  
Germany and Argentina.

## **LINGUISTICS AND APPLIED LANGUAGE STUDIES**

**Marina Sabanadze**, PhD (St. Petersburg State University)  
Russian language.

## **POLITICAL SCIENCE**

**Andrea Chandler**, Ph.D. (Columbia University)  
Comparative politics of the Soviet successor states; post-Communist government  
and public policy; politics of social welfare reform in post-communist countries,  
especially old age pension reform in Russia; Soviet border control policy.

**Jeremy Paltiel**, Ph.D. (University of California at Berkeley)  
Politics, governments and foreign policies of China and Japan; development  
politics.

**Jon H. Pammett**, Ph.D. (Michigan)  
Comparative elections and electoral behaviour; political parties; public opinion,  
survey research.

**William Walters**, Ph.D. (York University)  
European Union, immigration, politics.

## **SOCIOLOGY/ANTHROPOLOGY**

**Amina Mire**, Ph. D. (University of Toronto)  
Feminist and anti-racist frameworks to examine masculinity, militarism, and  
mastery. Social construction of the female body and the erasure of the  
militarized maternal body in post World War II Soviet cinema. Sport and culture  
in the Caucasus.

**Daiva Stasiulis**, Ph.D. (University of Toronto)  
Citizenship, transnationalism and migration; diasporas, migrant integration,  
racism and multiculturalism; settler colonialism; securitization of borders.

## **ADJUNCT RESEARCH PROFESSORS (co-supervision only)**

**Helen Belopolsky**, D.Phil. (Oxford University)

National security in the post-Soviet space.

**Mark Biondich**, Ph.D. (Toronto)

Balkan history and politics, nationalism, fascism, genocide, and Holocaust.

**Robert Gould**, Ph.D. (Princeton)

Political language in Germany, German language, Goethe's writings.

**Milana Nikolko**, Ph. D. (V. Vernadsky Taurida National University)

Social capital formation and conflict in multi-ethnic societies. Diaspora and horizontal legitimacy in global epoch. Political legitimacy in Post-Soviet space.

**Vladimir Popov**, Ph.D. (Soviet Academy of Sciences)

Economies in transition; the Russian economic transition and Russia's regions; East-west economic relations; comparative economic systems; international aspects of transition

**Daniel Stockemer**, Ph.D. (University of Connecticut, Storrs)

Political participation, elections, social movements, right-wing extremism, democracy and democratization, women's representation, quantitative and qualitative methods. Dr. Stockemer is Professor of Political Studies at the University of Ottawa.

**Anna Shkuropat**, Ph.D. (Odessa State University of Economics)

Integration into the international economy as a means to greater economic efficiency for economies in transition. Maximizing the benefits from Russian participation in regional and multilateral economic groupings. Russian policy in Northeast Asia and the Pacific.



## Appendix B

### 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:**  
<http://www5.carleton.ca/fqpa/thesis-requirements/formatting/>

#### **Citations guide**

Please use the following format for citations. For more specialized sources, please consult Kate Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* (University of Chicago Press). For a condensed online version, see:  
[http://www.chicomanualofstyle.org/tools\\_citationguide.html](http://www.chicomanualofstyle.org/tools_citationguide.html)

Your research essay or thesis should include both a bibliography and endnotes or footnotes. 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. 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.

#### **1. Footnote or endnote for a book (first mention)**

<sup>1</sup> J.L. Black, *Russia Faces NATO Expansion: Bearing Gifts or Bearing Arms?* (Lanham MD: Rowman & Littlefield, 2000).

#### **2. Footnote or endnote for book (subsequent mention)**

<sup>3</sup> Black, p. 25.

Note: If there is more than one title by the given author, include a short title, e.g.,  
<sup>3</sup>Black, *Russia Faces NATO*, p. 27.

#### **3. Footnote or endnote for article (first mention)**

<sup>4</sup>R.H. McNeal, "Women in the Russian Revolutionary Movement," *Journal of Social History*, 5, no. 2 (Winter 1971): 150.

#### **4. Footnote or endnote for article (subsequent mention)**

<sup>6</sup>McNeal, "Women," 25.

Note: *Ibid.*, plus page, may be used in either case if the work is the same as the one mentioned **immediately** above it (even if on another page).

#### **5. Footnote or endnote for chapter from an edited volume**

<sup>7</sup>S. F. Cohen, "Bolshevism and Stalinism," in *Stalinism: Essays in Historical Interpretation*, edited by R. C. Tucker (New York: W.W. Norton, 1998), 23.

## 6. Translated Sources

Please note that for translated sources you should include the original source and title as well as the source where you located the translation, e.g.

<sup>10</sup>L. Butuzova, "Red Belt: Repetition of the Past," *Moskovskie novosti*, 23 February 1997, p. 7, translated in *Daily Report*,\_FBIS-SOV-97-034, 23 February 1997.

## 7. Bibliography

Black, J.L. *Russia Faces NATO Expansion: Bearing Gifts or Bearing Arms?* (Lanham MD: Rowman & Littlefield, 2000).

Cohen, S. "Bolshevism and Stalinism." In *Stalinism: Essays in Historical Interpretation*, edited by R. C. Tucker. (New York: W.W. Norton, 1998), 3-29.

Butuzova, L. "Red Belt: Repetition of the Past," *Moskovskie novosti*, 23 February 1997, p. 7. Translated in *Daily Report*,\_FBIS-SOV-97-034, 23 February 1997.

McNeal, R.H. "Women in the Russian Revolutionary Movement." *Journal of Social History*, 5, no. 2 (Winter 1971): 143-63.

## 8. Internet sources:

For details, see [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

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. 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.

FORM A

THE INSTITUTE OF EUROPEAN, RUSSIAN AND EURASIAN STUDIES

SUPERVISOR'S APPROVAL OF RESEARCH PROPOSAL

STUDENT NAME: \_\_\_\_\_

DATE \_\_\_\_\_

Indicate which of the following applies:

- Thesis
- Research Essay

Title: \_\_\_\_\_  
\_\_\_\_\_

Research Supervisor \_\_\_\_\_

Proposed Second Reader  
(Thesis only) \_\_\_\_\_

Proposed language examination:

- Russian
- German
- Other (specify): \_\_\_\_\_  
Will be approved only if sources in this language  
to be used in research.

I hereby approve the research proposal as appended, and am, willing to act as supervisor for this project.

\_\_\_\_\_  
Name Signature Date

## FORM B

### Institute of European, Russian and Eurasian Studies M.A. RESEARCH PROPOSAL CHECKLIST

**Please complete this checklist when submitting the M.A. Research Essay/Thesis Proposal. All of the items of this list should be complete before the proposal is examined by the Research Proposal Committee.**

- Name of student, with current e-mail address and phone number:
- Title of the Project
- Components of the proposal:
  - Statement of thesis or question
  - Relevance of project to existing scholarship
  - Preliminary hypotheses/working arguments
  - Research methods to be used; sources to be consulted; availability of sources
  - Work schedule
  - Outline of work
  - Bibliography
  - Original language sources: explicit mention of sources to be used in Russian or other approved regional language
  - Indicate under "bibliography" the general availability of sources
- Indication of language in which you plan to meet the language proficiency requirement (This must be Russian or German, unless original language sources in the requested language are included in the research proposal.)
- Form A, signed to indicate supervisor's approval of the project
- Followed the accepted style manual (same as to be used in thesis) when doing footnotes (or endnotes) and bibliography
- Proposal no longer than ten pages plus bibliography
- ONE hard copy and ONE electronic copy sent to Joan DeBardeleben, Chair, EURUS MA Research Proposals Committee

**EURUS M.A. proposals must be submitted to and approved by the Research Proposal Committee. The goal of the approval process is to assist the student in developing a feasible and analytical inter-disciplinary 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 ensure that their contact information is up-to-date.**

**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. Students are therefore advised to submit their proposals well in advance.**

**Signed :** \_\_\_\_\_

**Signed:**\_\_\_\_\_

**Student:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FORM C**

**INSTITUTE OF EUROPEAN, RUSSIAN AND EURASIAN STUDIES**

**Carleton University**

**Research Essay**

**Thesis**

**Permission to Examine**

**I have read**

\_\_\_\_\_  
**Student's Name**

**Research paper and agree that it is ready to be examined.**

**TITLE OF PAPER**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**

*Please note: Defence will not be scheduled until this form is completed  
and returned to the Director of EURUS*

**FORM D**

**Institute of European Russian and Eurasian Studies**

**REQUEST FOR ORAL DEFENCE  
OF RESEARCH ESSAY/THESIS (EURR 5908/5909)**

YOU MUST SUBMIT TWO (2) EXAMINATION COPIES FOR A RESEARCH ESSAY OR FOUR (4) EXAMINATION COPIES FOR A THESIS AT LEAST THREE WEEKS BEFORE YOU WISH TO HAVE YOUR ORAL DEFENCE SCHEDULED.

Thesis: \_\_\_\_\_ # of pages: \_\_\_\_\_ Research Essay: \_\_\_\_\_ # of pages: \_\_\_\_\_

Title of Research Essay/Thesis: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ (Email/phone): \_\_\_\_\_

Examiner: \_\_\_\_\_

Department: \_\_\_\_\_ (Email/phone): \_\_\_\_\_

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In order to facilitate the scheduling of your defence, please state your availability and your preference of approximately when you wish to have your oral defence scheduled.

Preferred Date/s \_\_\_\_\_

Once you have submitted the examination copies of your research essay/thesis including written approval from your supervisor, your oral defence will then be scheduled taking into account your preferred dates and availability of members of the examination board.

Date of Submission: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_