

## Required Format for the Submission of Thesis Proposals

Adapted from William Kelleher Storey, *Writing History: A Guide for Students*, 2<sup>nd</sup> ed. (Oxford: Oxford University Press, 2004)

All thesis proposals must contain the following seven (7) elements. Please include appropriate sub-headings, where necessary, in your written proposal. Keep these elements in this order and follow the directions carefully.

- 1. Cover Page.** Provide a cover page with the proposed title for your first draft centered on the page and your name, date, and preferred email address in the bottom right-hand corner.
- 2. Description.** Provide a concise description of your topic, including the most relevant background information, a brief identification of the most important persons or events, and a synopsis of the events or themes that will be the focus of your research efforts.
- 3. Hypothesis.** Explain what you hope to prove or find out during the course of your research. What key questions will guide your research into the primary sources?
- 4. Significance.** What do you think or hope your research will add to our knowledge about your topic? What is the relationship of your topic to broader themes in the historiographic literature? What is the relationship of your topic to broader themes in the history of the period you are studying?
- 5. Methods and Organization.** How do you plan to go about conducting your research? What types of sources will you use (diaries, letters, government publications, newspapers, non-documentary sources, etc.)? Will you be employing any unique forms of analysis, such as statistics or literary theory? How do you plan to organize the first draft (chronologically, thematically, etc.)?
- 6. Outline.** On a separate page headed Outline, provide a preliminary outline of the principal topics and sub-topics you expect to research for your first draft.
- 7. Sources.** On a separate page headed Annotated Bibliography, provide an annotated bibliography of the principal secondary sources you intend to use for background information. In addition, provide a descriptive list of the principal primary sources you intend to use, including information about the size of the collection, location of the holdings, and their accessibility.