

Josef Korbel School of International Studies

Substantial Research Papers

## **Guidelines**

# **Manuscript Preparation for Substantial Research Papers**

Length: An SRP (INTS 4991-Substantial Research Paper) should be at least 35 pages, inclusive of text, references, and endnotes.

Typing: 12-point font is required.

Margins:

Left margin:	One-and-one-fourth Inches
Right margin:	One inch
Top margin:	One inch from bottom of page number

## **ON TIME**

1. Keep a notebook with thesis ideas as they occur to you during your coursework: 3 ideas per course, no matter how far fetched. It is best to keep this log at the time, but it can be done after the fact.
2. Meet with the professor in each course that is broadly related to your interests to float these ideas.
3. Brainstorm: choose most promising 2-4, and write up one page each (with no notes, no books) that lays out basic question and approach. Write this as if you are trying to explain to a friend why the issue is interesting, and how you might tackle it.
4. Distribute these "proposals" to all relevant faculty, and set up meetings to discuss them. It is perfectly appropriate to meet with several different faculty to discuss your ideas.
5. Based on these conversations, **CHOOSE A TOPIC AND SECURE AN ADVISOR SOON, and DON'T LOOK BACK.** There is no one ideal topic, so don't waste too much time agonizing over which to choose.
6. Pull together all readings/lectures/notes from all courses that relate to your topic, including your own papers. Once your topic is chosen, try to use remaining coursework to research your paper (with professor's approval).

7. Track down other relevant literature. Take the one-hour, free courses in electronic searches at the library (e.g., dialog) seek out computer networks that relate to your field, and use them whenever they exist to seek assistance in finding relevant literature (e.g., in economics there are such networks for Keynesian, feminist, environmental, progressive and other kinds of economists). Begin reading.

8. Develop the SRP outline - early. This may get revised from time to time, but it is imperative that you have a working outline as soon as possible.

9. Read - - Write - - Read - - Write. Completing a research project is an iterative process that entails moving back and forth between reading and writing. Don't think you must read "everything" related to your topic before you begin writing. It is far better to begin writing early in the process, even if this early work must be revised later. This will help you to identify just what you should read so as to advance the project and what to look for when you do read. Write early, write often.

10. Work out a MUTUALLY AGREEABLE schedule for submitting work to your advisor, AND KEEP IT. Think of it as a binding contract. Show it to family and/ or friends and ask them to help you stay on it. When you hit snags or get bogged down, DON'T AVOID YOUR ADVISOR. There is no need to be ashamed of lack of progress, difficulty with writing, etc. The faculty are here to help you through this, so seek out the help you need when trouble arises.

NB: the worst part of the research assignment, whether it is a thesis or two substantial research papers, is the anticipation. If you've followed the above steps, the actual writing can and should be rewarding.

11. Join a Support Group. Working with other thesis/SRP writers will help to overcome the feelings of uncertainty and isolation that solitary work can entail. It will also provide you with an audience for your initial drafts, and advice about how to overcome the challenges you face.

12. An SRP does not need an oral defense and is NOT submitted on-line. Instead it is submitted (bound copy) to the Office of Student Affairs and one copy to the final faculty supervisor. The faculty supervisor submits the grade for the SRP (and thesis as well) to the Director of Student Affairs in Ste 101. We recommend you complete at least a month prior to graduation date!

## Preparing a Substantial Research Paper: An Overview

Purpose: A Substantial research paper (SRP) is designed to demonstrate a student's ability to carry out research and analysis beyond the expectations of a normal graduate seminar term paper produced in a one quarter class. It is intended as an integrative experience that allows the student to bring together substantive knowledge and research skills gained at our school. The faculty decided in January 1997 that candidates for the Masters Degree can write two "Substantial Research Papers" in lieu of a thesis.

Scope: A substantial research paper should be a rigorous, analytical, and completed piece of work, not a research design. The work involved represents the approximate equivalent of 5-quarter hours of graduate work, or roughly the time and effort required for course assignments in one seminar. The exact scope is determined by the student and faculty supervisor. The final manuscript should be at least 35 pages (not counting endnotes) although an SRP may be expanded up to 50 pages.

Startup: Students are strongly urged to begin work on Substantial Research Papers near the end of their first year of study. For a full-time student, this means deciding on a topic for each one, choosing an advisor, and working out a timetable for completing the work by the time you are finishing your third quarter of coursework in the program.

Registration: Students may register for substantial research paper credit by enrolling in INTS 4991 (Independent Study Credit). Students are allowed a maximum of 5 hours of registration for this purpose - representing the idea that each SRP is worth 5 credits and two such papers are required as substitution for an M.A. Thesis (students may do 2 SRPs for a max of 5 hrs each) These hours may be taken all at once during one quarter or spread out over several quarters. Please note that the credits will be divided equally between the two SRPs, at 5 credits per SRP. Registration in INTS 4991 (for SRP) each time requires a "Description of Study" Form available in the bins outside the Office of Student Affairs in 101. Students should sign up for such credit only while they are actually working on an SRP. Note that such credit is not **required**. Some students prefer to take additional methodology/skills courses instead of the hours of SRP credit.

Evaluation: Each SRP is written under the direction of a professor chosen by the student and graded by the professor with a letter grade. These papers are graded whether or not a student registered for any SRP credit. The faculty advisor may be a permanent, adjunct, or visiting professor at Josef Korbel School of International Studies, though you must get prior approval from the Associate Dean in the case of non-permanent faculty. For an MA Thesis, the professor must be a permanent faculty member at the Josef Korbel School of International Studies

Time and Effort: Normally, a student submits several drafts of an SRP before the final manuscript is accepted and graded. This process often takes several months. It is important that the student and faculty advisor establish a specific time period that is considered reasonable for comments to be provided on a student's work, with the understanding that this might need to be changed because of other responsibilities. Students should not expect professors to examine their work in the summer, unless they have spoken with the faculty member to confirm the individual's availability.

Final Manuscript: The substantial research paper is to be original text prepared entirely by degree candidates. Typists or colleagues may proofread, but it is unacceptable for candidates to rely on anyone to make any substantive changes in the content of an SRP. A final copy of each SRP should be typed and bound in standard form using a Manual for Writers, sixth edition, by Kate Turabian (Chicago: University of Chicago Press, 1997).

**The Turabian manual is available for purchase at the University of Denver bookstore. The Turabian manual gives specific detailed instructions concerning typing fonts, pagination, margins, title page form, and table of contents, reference citation, and bibliography.**

Submission: One final copy of each bound SRP, a written evaluation and letter grade prepared by the faculty advisor, are due in the Office of Student Affairs two weeks before the end of the quarter that a student intends to graduate.

### Remember to Submit

- 1. A straight-bound tape or spiral copy of the final, accepted draft of each Substantial Research Paper. Front cover should be clear, and the back cover a heavy backing paper.**
- 2. A copy of the evaluation form with your advisor's signature and a letter grade for each Substantial Research Paper.**

to the Office of Student Affairs at least two weeks prior to the date of your graduation! SRPs are NOT submitted on-line (MA Theses must be)

*failure to meet these deadlines will delay graduation  
to a subsequent quarter*

**SAMPLE TITLE PAGE**

(8 spaces)

**CHANGING PROSPECTS FOR A COMMON  
ARMAMENTS MARKET**

(6 spaces)

A Thesis (or Substantial Research Paper) Submitted to  
University of Denver

(6 spaces)

In Candidacy for the Degree of  
Master of Arts

(4 spaces)

John Doe

June 2002

(8 spaces)

JOSEF SCHOOL OF INTERNATIONAL STUDIES  
University of Denver

SRP Approval Page

Name of Student: \_\_\_\_\_

Title of SRP: \_\_\_\_\_

\_\_\_\_\_

Length: \_\_\_\_\_

Evaluation:

Final Grade: \_\_\_\_\_

Number of Credits: \_\_\_\_\_

Advisor signature: \_\_\_\_\_

*One copy of the SRP must be submitted to the Graduate Studies Office along with this signed form at least TWO WEEKS prior to graduation.*