

Guidelines for Writing a Research Masters Essay

Modern Languages and Literatures: Spanish

Students who wish to complete their Masters degree in Spanish by writing an article-length Masters Essay must first consult the Graduate Program Director. Once permission to undertake this project has been granted, the Graduate Program Director will make arrangements for a member of the Graduate Committee of Modern Languages and Literatures to serve as the student's research project director. Ideally, this will happen towards the end of the second semester of coursework for fulltime students. Those who wish to write a Research Masters Essay should have an A or A- average in their LUC coursework and will have proven their ability to undertake a project of graduate-level research and writing in Spanish.

The Graduate Program Director will, in consultation with the student and the appointed director, establish a committee including one or two faculty members as "readers" for approving the research project. A proposal should be submitted later in the same semester, or very early in the next, and at least one semester prior to the final semester of study (please see the timeline, below, including summer deadlines). Students will work closely with their project director, who will orient them in the research and writing process, provide deadlines for submitting written work, and advise them on the layout of the research article and other criteria for completing the project.

Students must follow the policies of academic honesty upheld by the Graduate School and Loyola University Chicago. Infractions of these policies may result in a failing grade for the project. Other measures may also be applied, as specified by the Graduate School and Loyola University Chicago. Students are responsible for familiarizing themselves with these policies.

Normally, the length of the Masters Essay will not be under 25 pages, and will not exceed 30 pages (in font Times New Roman, 12 point, double-spaced, in MLA or APA style academic formatting, with one inch margins), not including the bibliography. The aim of this research project is to produce a publishable article in an academic journal. The bibliography must consist of a full list of works used and cited, both primary and secondary, in the research and writing process. All research material must be accurately cited in the body of the article.

For the oral defense, students must submit a completed copy of the Masters Essay to each member of the project committee (electronic copy as a Word or PDF document is acceptable, except when a committee member requests a hard copy). This completed copy of the article-length essay must follow all formatting regulations set by the director and committee members, and must be *as free as possible* of grammatical errors, typos, and any mistakes or errors made in the research and writing process.

At the conclusion of the oral defense, Masters Essays are graded in the following manner: Pass with distinction and no revisions; Pass with no revisions; Pass with required revisions, which will be approved by the project director; Fail.

Timeline for the Completion of the Research Masters Essay (exceptions may apply)

Semester I:	Begin regular coursework
Semester II:	Consult GPD / early in the semester draft a research proposal for the director
Summer:	A bibliography and a first draft of the article may be required by the director
Semester III:	Periodically meet with project director and submit drafts of written work
Semester IV:	By mid-semester or soon thereafter submit the final copy of the Masters Essay all members of the project committee for the oral defense