

# Guidelines for Writing a Research Masters Thesis

## Modern Languages and Literatures: Spanish

Students who wish to complete their Masters degree in Spanish by writing a Research Masters Thesis 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 thesis 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 Thesis 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 thesis director, establish a thesis committee including one or two faculty members as "readers" for approving the Research Thesis Proposal. The 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 thesis 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 thesis and other criteria for completing the research project.

According to the norms of the Graduate School, any student writing a Research Masters Thesis must complete the two-day RCRS (Responsible Conduct in Research and Scholarship) workshop. Students must follow the Loyola University Chicago policies of academic honesty. Any infraction of these policies may result in a failing grade for the thesis. 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 a Research Masters Thesis will not be under 80 pages, and will not exceed 100 pages (in font Times New Roman, 12 point, double-spaced, in MLA style academic formatting, with one inch margins and according to Loyola University Chicago thesis formatting policies), not including the bibliography. 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 thesis.

Once a student completes the research and writing of the thesis, he or she will submit the entire document for examination in the format of an oral defense, which will take place before the date set by the Graduate School for submitting the final copy of the thesis. For the oral defense, students must submit a completed copy of the entire thesis to each member of the thesis 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 thesis must follow all formatting regulations required by the Graduate School, 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, Research Masters Theses 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 thesis director; Fail.

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

Semester I:	Begin regular coursework
Semester II:	Consult GPD / by the end of the semester draft a Research Thesis Proposal for thesis director (fulfill the RCRS requirement in this semester or the next)
Summer:	A draft of the first chapter may be required for director's approval
Semester III:	Periodically meet with thesis director and submit drafts of written work
Semester IV:	By mid-semester or soon thereafter submit the final copy of the thesis to all members of the thesis committee for the oral defense