



EHP THESIS MANUAL SUPPLEMENT

THESIS MANUAL

This document is intended as a supplement to the “Senior Thesis Manual” for departmental honors programs, published by the Liberal Arts Honors Programs Office. That manual includes additional, useful information about the thesis year. Please note that the policies in this thesis manual supplement do supersede any conflicting guidelines noted in the manual.

2008-2009 DATES

- September 29: Undergraduate Research Fellowship application due: www.utexas.edu/research/vp/awards
October 3: Rapoport-King Thesis Scholarship application due:
www.utexas.edu/cola/progs/lahonors/scholarships/rapoport_king/
December 5: thesis prospectus, bibliography, and progress report due (to supervisor)
December 8: 679HB registration form due in PAR 114 by 5:00 p.m.
February 1: George H. Mitchell Award nomination form available:
www.utexas.edu/provost/initiatives/undergraduate_awards/mitchell/index.html
February 9: Undergraduate Research Fellowship application due: www.utexas.edu/research/vp/awards
March 30: complete penultimate draft of thesis due (to supervisor and second reader)
April TBA: Undergraduate Research Week
April 16-18: Formal Thesis Defense
May 8: signed, bound thesis due in PAR 114 by 5:00 p.m.
May 11: English Honors Colloquium
May 21-24: University Commencement Ceremonies

FORMAL THESIS DEFENSE

During the third week of April each student will take part in an honors thesis defense. This formal academic exercise offers students the opportunity to defend orally their argument and methodology. It also provides students with feedback on the penultimate draft of their thesis, thus allowing them to revise long *before* it has been bound and submitted to the department. Defenses will be conducted by the student’s thesis supervisor, second reader, and a member of the Honors Program Committee; a defense will last approximately thirty minutes. A typical defense discussion might focus on what revisions might so enhance the thesis as to make it eligible to be nominated for a prize (see below); another defense might rally around helping the student to complete the thesis in accordance with the standards of the Honors Program. Students are encouraged to dress “business casual.”

HONORS COLLOQUIUM

The “dead” Monday after classes in the spring semester hosts the English Honors Colloquium, which allows students to share their research with a broader community of students, faculty, staff, friends, and family. The Colloquium thus also serves a celebratory and valedictory function. Faculty thesis supervisors and readers are encouraged to attend the Honors Colloquium; English Honors juniors are required to attend. All presenters are welcome to invite family and friends. Each Honors candidate will describe their completed project, speaking for no more than their allotted time (3 minutes). Each student will be allowed to provide the content for two PowerPoint slides in the session’s collated slideshow. These slides may contain visual or verbal content. (Use them for material that needs to be processed visually and that you do not have time to read.)

STYLE RESOURCES

Booth, Wayne, *The Craft of Research*

The Chicago Manual of Style

Turabian, Kate, *A Manual for Writers of Term Papers, Theses, and Dissertations*

FORMATTING GUIDELINES

- Please use Chicago style.
- Theses should be approximately forty-five to sixty-some pages in length. Forty-five pages is the minimum acceptable length.
- Pages must be single-sided, double-spaced, and typed in Times 12-point font (or another font of similar size). There should be roughly 250-300 words per page.
- Your thesis will be housed in Parlin 114.
- Margin and binding requirements for this copy should match the library copy requirements below (1.25" and tape binding, respectively). For the Parlin copy, though, archival paper and a Velo cover are recommended, but not required.
- Please provide your printing or copy store (any vendor) either a hard or pdf copy of your thesis in order to avoid any inadvertent changes to text or formatting.

LIBRARY COPY

You may print an extra copy of your thesis for the permanent collection at the PCL. Libraries such as ours rarely allow undergraduate work to become part of their catalogued collections; this is truly an honor. We encourage our students to partake of this opportunity, especially those who want their theses to be preserved. If you wish to do so, please respect the following rules:

- The copy must be bound in a simple tape flat binding (no spiral bound). A Velo vinyl report cover is preferred.
- The library copy should be printed on 100% cotton, acid-free, archival paper.
- A minimum 1.25" (to 1.5") left margin is required. Other margins should also measure 1.25".
- The title page should be based on the template for the master's thesis or dissertation, with title, author, "special honors in English," and month and year of degree (see following page).
- The online catalog entry for the thesis will show the full name of the student, the degree, the date, and the department.

[sample title page]

**Printing, Popularity, and Women Writers:
How the Eighteenth Century Made Me**

Frances Burney, B.A.

Submitted in partial requirement for
Special Honors in the Department of English
The University of Texas at Austin

May 2009

_____[first reader's signature]_____

Professor Janine Barchas
Department of English
Supervising Faculty

_____[second reader's signature]_____

Professor John Rumrich
Department of English
Second Reader