



THESIS CHECKLIST

1. PLANNING STAGES: GETTING READY TO WRITE

- Conceptualize an idea that helps make an original contribution to knowledge.
- Research both secondary materials and consider what primary sources are available to you.
- If your idea has already been written about, go to step 1 and start over.
- Contact the graduate coordinator for enrollment to HIST 7300.
- Approach a faculty member you would like to direct your project and ask them to chair your thesis committee.
- Draft a thesis prospectus that outlines your idea and provides a bibliography to potential committee members.

2. RESEARCHING

- Locate databases and archival materials relevant to your project.
- Keep your thesis advisor up to date about your discoveries.
- Begin to outline the structure of your project based on research and be able to articulate and defend your methodology.
- Apply to the graduate college for travel funding if need be to access archives.
- Create a system to organize your research materials.
- Contact the program coordinator to enroll in HIST 7301 and apply for graduation.

3. WRITING

- Chapter 1 is usually a literature review and an explanation of how your work contributes.
- Make sure you keep your thesis advisor up to date on your progress and build your thesis committee with their help.
- Do not write in isolation – send chapters to your advisor and refer back to your outline for structure and narrative flow.
- Cite as you write; do not leave your citations until later and do not use ibid until you are totally done drafting.

4. SUBMISSION AND DEFENSE

- Your thesis advisor should see the full draft before committee members.
- Know your deadlines: the graduate college posts them for graduation and drafts.
- Committee members must have one month to read and review your draft; complete the thesis committee form.
- Your defense should be scheduled by your thesis advisor in collaboration with the committee.
- Prepare for your defense by reviewing your research methodology and considering comments committee members had of the draft.