

General Senior Paper/Thesis Guidelines

B.A. in History

Division of Social and Historical Studies

School of Interdisciplinary Arts and Sciences

University of Washington Tacoma

2015

(revised September 2019)

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## General Instructions

**Senior Paper:** Your work in THIST 380 has prepared you to write your Senior Paper, a seminar paper of no less than 20 and no more than 30 numbered pages (footnotes, bibliography, and images do not count towards page count), double-spaced with *Times New Roman* 12-point font (Word) and normal margins (full formatting instructions are in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9<sup>th</sup> ed., Chicago: University of Chicago Press, 2018). The paper should be based on both primary and secondary source materials. You will apprise your advisor and the Capstone instructor of your progress with weekly journal entries and work with the professor in your area of expertise to produce a *rough draft* and final draft of your paper.

Writing a senior paper involves sifting through multiple primary and secondary sources and developing an argument grounded in your interpretation of the evidence. *Avoid forming conclusions or finalizing your thesis until you have conducted your research. Do not prejudge the results of your research.* Take careful notes as you do your research. Record page numbers and locations of pertinent information and quotes so that you can recall them when you are writing. Think about history in terms of interpretation and evidence. As you conduct research, you can slowly develop your own interpretation of the evidence.

Reading and writing are intertwined pathways that improve critical thinking skills. Therefore, careful reading and taking precise notes are essential to gain a full understanding of the material under consideration. This allows you to develop a sound interpretation of the material. *Do not ignore evidence that counters (challenges) some of your beliefs and even your conclusions.* Your reader may consider these counter-arguments, so you want to present them in a manner that serves to strengthen the credibility of your work, not call it into question.

As you are conducting your research, slowly start to plan your paper. The key is to write an orderly, concise, documented (footnoted) essay telling your (hi)story and expressing your point of view. Use a “parts-whole” perspective: to minimize being overwhelmed, approach and write each section of your paper separately, yet always consider the impact each section will have on the larger essay.

The “macro” organization of your senior paper will be an *introduction, body, and conclusion*. In the introductory section, introduce your reader to the subject and summarize your conclusions (your thesis). You should immediately follow the introduction with a brief discussion of your methodology followed by your literature review (historiography) -- the one you wrote in THIST 380 -- setting the stage for your own narrative and analysis. In the body of the paper, go on to narrate and analyze at length the various elements of your history, supporting your argument with evidence. After you have completed this narrative, summarize your conclusions in a concluding section (bibliography will follow). The result will be a senior paper that combines facts with analysis to create your interpretation of the subject. See the following pages of this manual for more details on organization.

Do not assume that your reader has any prior detailed knowledge of the subject---write for an educated but uninformed reader who you are trying to teach. Check your spelling and

punctuation. Avoid jargon, slang, passive voice, and present-tense verbs. Stick to the point. Proofread and spellcheck what you have written. The paper must include footnotes and a bibliography. Students should note *all* sources of borrowed information, not just direct quotations. Plagiarism--the use of others' words or ideas without acknowledgment---is grounds for failure. The *Chicago Manual of Style* (aka "Turabian") is your guide for composing footnotes and bibliography.

Some of the most common errors students make on this assignment are failing to use Chicago Style, providing full citations for all sources in all notes (only the first citation is complete; subsequent citations are abbreviated), footnoting only quoted sources, and citing the author's last name first in footnotes (only the bibliography cites last name first). Use selected quotes to make your points; do not line up quotes as "filler" substituting for your own prose and analysis. Single space all block quotes (five lines or more). If you don't understand anything, *please ask me*, as I am glad to help. Your senior paper advisor and the Learning Center Staff are also able to assist you.

Make hard drive, flash, and hard copies of your drafts and email copies to yourself; save a copy in "the cloud." Make two hard copies of your final paper---one to turn in and one to keep in a safe place at home. Accidents happen! Do not risk losing the results of all of your hard work!

***Honors in History:*** History majors can graduate with honors in History by meeting the following criteria:

1. Submit a formal application;
2. Meet all program and major graduation requirements;
3. Retain a 3.5 cumulative UWT GPA in upper-division coursework at the time of application *and* at the time of graduation;
4. Retain a 3.5 cumulative GPA in all History (HIST/THIST) coursework;
5. Earn a minimum grade of 3.5 in THIST 498 History Capstone;
6. Write a senior paper in THIST 498 History Capstone and read a version of the paper in a scholarly venue.

Title of Paper or Thesis

A Senior Paper

Presented in Partial Fulfillment of the Requirements for Graduation

Undergraduate History Program of the University of Washington Tacoma

by

Your Name Here

University of Washington Tacoma

Month of Award 2019

Advisor: Dr. Helpful

## Acknowledgments

Use this space to thank the people who helped you with your paper. Always include your advisor, but also think about those who helped you along the way. Other professors, librarians, and even family members are good people to include in your acknowledgments. Keeping a list at the back of your writing journal will aid in composing your acknowledgments.



## Abstract

This is where you describe your project, stating your thesis, what methods you used in your research, and why your research is significant. The abstract should be no more than 250 words.

## Checklist – Paper Sections

\_\_\_ Title Page

\_\_\_ Acknowledgments

\_\_\_ Abstract

\_\_\_ Introduction: Why is your research significant?

\_\_\_ Methodology: What methods did you use in your research? Archival research? Fieldwork? What types of sources did you use? If you use a particular theoretical framework, say so.

\_\_\_ Literature Review (Historiography): What have scholars written about your topic, broadly defined? Understand that they may not have written on your specific focus, but what has been written about it more broadly. Then transition to your contribution.

\_\_\_ Body of thesis/paper: subheadings for separate sections should reflect the content of your paper and can vary depending on your research and conclusions.

\_\_\_ Conclusion: restate your thesis, state significance, tie up loose ends. Identify directions for future research.

\_\_\_ Bibliography: separated by source (primary or secondary) goes at the very end of your paper.

\_\_\_ Figures/Illustrations (optional): if you use illustrations, they should go right after your text. Include a list of illustrations first, and caption each figure. Map and photograph collections should be included in your bibliography under Primary Sources. For more specific instructions on illustrations, see pages 9-11.

\_\_\_ The title page, acknowledgments, and abstract are not numbered. Page numbering begins on the first page of your introduction.

## Citing Figures/Illustrations (images, etc.) in Chicago Style<sup>1</sup>

The basic information you will need:

- Artist's name
- Title of the work
- Date it was created
- Repository, museum, or owner (in other words, where it is now located)
- City or country of origin
- Dimensions of the work
- Material or medium (oil on canvas, marble, found objects, etc.)

If you found the image in a book, you will also need the author, title, publisher information, date, page, and figure or plate number of the reproduction. If you found the image online, you will need an access date, the web site address (URL), and, in some cases, an image ID number.

Give as much information as you can reasonably find.

For your history paper, please give all illustrations a caption (using Figure) and list them in the bibliography.

Here are some examples:

### General

#### Bibliographic entry – general

Gogh, Vincent van. *The Starry Night*. 1889. Oil on canvas, 29 in. x 36 ¼ in. Museum of Modern Art, New York.

#### Caption – general

Figure 1. Vincent Van Gogh, *The Starry Night*, 1889, oil on canvas, 29 in. x 36 ¼ in., Museum of Modern Art, New York.

### Website or database

#### Bibliographic entry – online (websites or databases)

Duveneck, Frank. *Whistling Boy*, 1872. Oil on canvas, 28 in. x 21 ½ in. Cincinnati Art Museum, Cincinnati. <http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html>, accessed 12 Aug. 2007.

#### Caption – online (websites or databases)

Figure 1. Frank Duveneck, *Whistling Boy*, 1872, oil on canvas, 28 in. x 21 ½ in. Cincinnati Art Museum, Cincinnati, <http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html>.

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<sup>1</sup> Two helpful websites, also used to create this guide on citing figures, are:

<http://guides.highpoint.edu/c.php?g=19475&p=109847> and

<https://sites.google.com/a/colgate.edu/colgatevr/citing-images/citing-images-chicago>

### **Slide in the library**

#### Bibliographic entry – slide in the library

Gris, Juan. *Newspaper and Fruit Dish*, 1916. Oil on canvas. 18 1/8 in. x 14 7/8 in. Solomon R. Guggenheim Museum, New York. University of Cincinnati, OH: Visual Resources Center, 2005, slides.

#### Caption – slide in the library

Figure 1. Juan Gris, *Newspaper and Fruit Dish*, 1916, oil on canvas, 18 1/8 in. x 14 7/8 in. Solomon R. Guggenheim Museum, New York. University of Cincinnati, OH: Visual Resources Center, 2005, slides.

### **Image scanned from a book**

Figure 1. Alice Neel, *Nancy and the Rubber Plant*, 1975, oil on canvas, 203.2 x 91.4 cm. The Estate of Alice Neel. From: Ann Temkin, et al. *Alice Neel*. New York: Harry N. Abrams, 2000. Plate 64.

### **Image downloaded from ARTstor**

Figure 2. Rogier van der Weyden, *Saint Catherine of Alexandria*, 1430-1432, diptych panel, 18.5 x 12 cm. Kunsthistorisches Museum, Vienna, Austria. Available from: ARTstor, <http://www.artstor.org> (accessed September 30, 2009).

### **Image downloaded from museum website**

Figure 3. Caravaggio, *The Denial of Saint Peter*, early 15th century, oil on canvas, 94 x 125.4 cm. The Metropolitan Museum of Art, New York. From: The Metropolitan Museum of Art, <http://www.metmuseum.org> (accessed September 29, 2009).

### **Image downloaded from Flickr Commons**

Figure 4. Thomas Eakins, *William Rudolf O'Donovan*, 1981, black and white photographic print, 6 x 8 cm. Archives of American Art, Smithsonian Institution, Washington, DC. Available from: Flickr Commons, <http://www.flickr.com/photos/smithsonian/2547841439> (accessed September 29, 2009).

### **Image downloaded from Flickr (personal images uploaded by others):**

Figure 5. Friedrich von Schmidt, *Vienna Rathaus*, 1872-1883. Source: Harshil Shah, Vienna – Rathaus, 2009, digital image. Available from: Flickr, <http://www.flickr.com/photos/harshilshah/3823135957> (accessed September 14, 2012).

Credit lines

(Images with copyright restrictions)

Reproduced with permission from Jan Newstrom Thompson, *Duveneck: Last Paintings Found* (Santa Clara, CA: Triton Museum of Art, 1987), 55, © 1987 by Triton Museum of Art.

(Images without copyright restrictions)

Man and boy fishing in Ohio River, September 14, 1929. Courtesy of Rosemary Bart  
Photograph courtesy of Cincinnati Art Museum

**The Chicago Manual of Style can answer additional questions.**

### **Publishing your paper on the UW Tacoma Digital Commons Webpage**

Papers earning a 3.5 or higher will be published on the UW Tacoma Digital Commons Webpage.

Please see the Capstone instructor for more information.

[https://digitalcommons.tacoma.uw.edu/history\\_theses/](https://digitalcommons.tacoma.uw.edu/history_theses/)

### **And, finally:**

If there are questions or concerns about your paper, including detailed style matters related to the instructions above, first consult Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9<sup>th</sup> ed., Chicago: University of Chicago Press, 2018; and then ask your advisor.