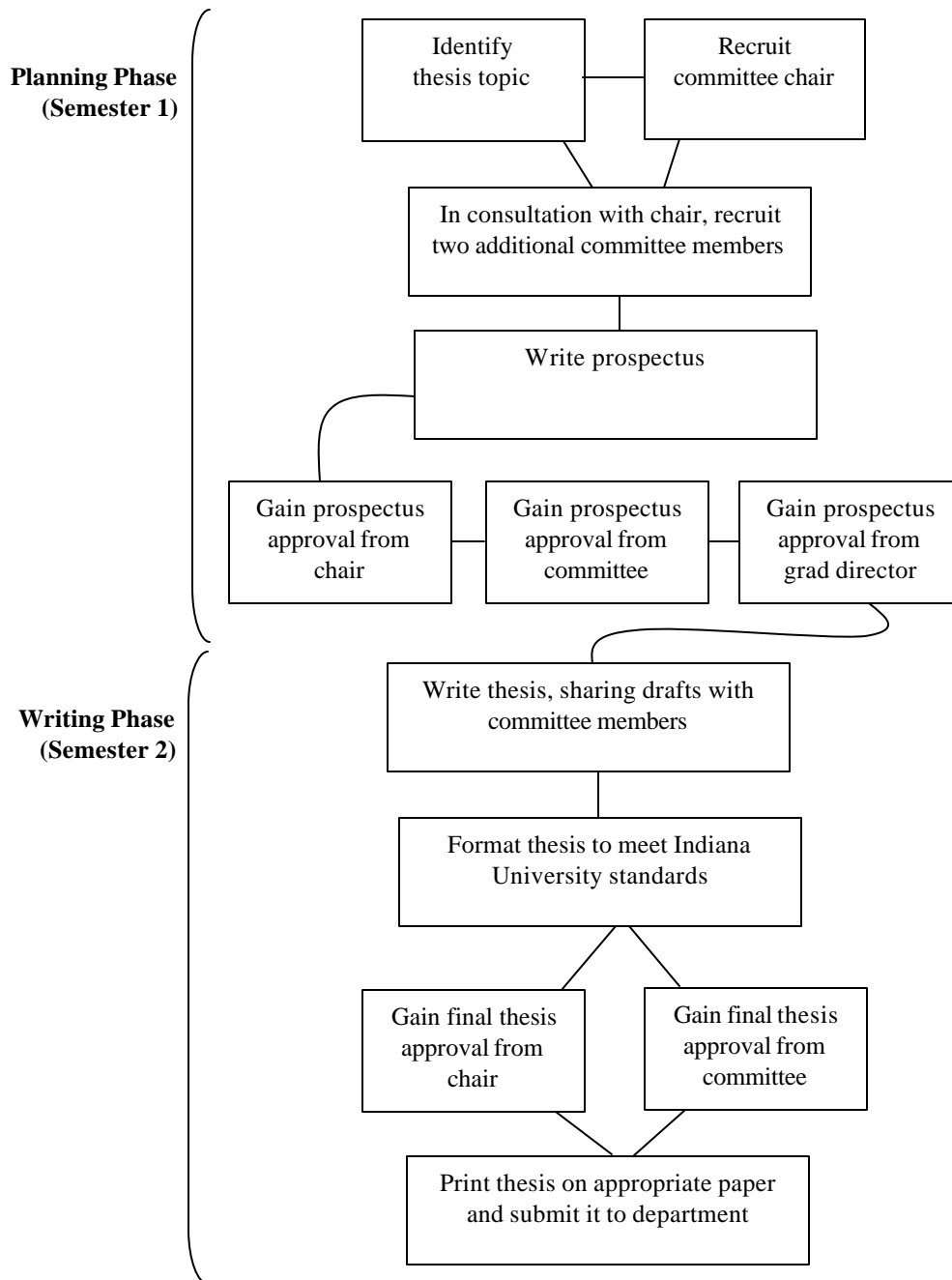


Two Views of the Procedure for Completing an M.A. Thesis

Department of English and Linguistics • Indiana University-Purdue University Fort Wayne

To complete a thesis, a student must follow a series of steps through two phases: planning and writing. The flow chart on this page offers a visual overview of the entire process while the list on the opposite page explains each step in detail. As the flow chart suggests, students should think of the thesis project as a two-semester undertaking.



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1. Once the student has identified a thesis topic, the student must recruit a thesis advisor. The thesis advisor will chair the thesis committee.
 - a. The student and advisor will work together to recruit the two other members of the committee. (The Master of Arts thesis must be written under the direction of a committee consisting of one thesis advisor and two other members of the Indiana University Graduate School Faculty with expertise in the area(s) of thesis topic. The thesis advisor must be a faculty member in the Department of English and Linguistics, while one of the other two committee members may be from another department, including departments on other campuses.)
 - b. Once the committee has been created, the student will notify the Director of Graduate Studies.
2. The student must submit to the department a 1500-3000 word thesis prospectus, setting forth the problem or question being investigated and describing the method and plan of research, to which a preliminary bibliography is appended.
 - a. Documentation shall follow the style of the most recent editions of *The MLA Style Manual* or *The MLA Manual for Writers of Research Papers*, or an appropriate substitute style manual. (Creative theses will normally include an outline, a description, and a plan, as well as a sample of the writer's work; if a bibliography is deemed inappropriate by the thesis advisor, a more extensive portfolio may be submitted.)
 - b. The prospectus must be approved in writing by the chair of the thesis committee on an acceptance page similar to that used for the Master of Arts thesis itself (see the department office for a copy), and transmitted to the Director of Graduate Studies.
3. Once the prospectus has been approved, the student must register for English L699. The thesis advisor shall be the instructor of record for the Master of Arts thesis.
4. During the preparation of the thesis, the student should consult regularly with the thesis advisor and share drafts with all the members of the thesis committee. No grade (other than "I" or "F") may be awarded for thesis credit until the thesis has been accepted for the Graduate School by the thesis committee.
5. Once the committee has offered initial approval of the thesis, the student must prepare a final draft that meets Indiana University standards for format and paper quality. The physical format and binding of the thesis, as well as the chronology and acceptance page format, are governed by the latest version of *A Guide to the Preparation of Theses and Dissertations* published by the Indiana University Graduate School, copies of which are available in the English & Linguistics department office at IPFW or from the University Graduate School, Kirkwood 111, Bloomington.