Master of Science in International Relations and Politics (IRP/AMP) students are expected to develop a thesis proposal including a working title, abstract, and research methodology plan by the conclusion of the fall semester of the fifth year (see Addendum I for a detailed proposal guideline). The Advanced Research Methods (84-765) course will provide the forum for developing the thesis proposal. Students must also confirm a thesis adviser by the conclusion of the fall semester of the fifth year. The thesis adviser may be any faculty member within the Institute for Politics and Strategy.

The IRP/AMP graduate thesis work will occur during the spring semester of the fifth year. Students will be registered for 18 units of thesis work and are expected to dedicate a minimum of 18 hours per week to work on the thesis for the duration of the semester. The thesis adviser will provide a letter grade for the thesis work at the conclusion of the spring semester of the fifth year. The student is expected to meet regularly (once per week, on average) with the thesis adviser. It is the student’s responsibility to schedule regular meetings with the thesis adviser and develop and maintain a work timeline.

The student should consult with the thesis adviser through email, in person, or by phone. The student should arrange periodic meetings with the thesis adviser to assist with problems and assure adequate progress. The thesis adviser should help monitor and guide the student’s research progress. It is the student’s job to adhere to the thesis completion timeline in order to graduate on time. The student and thesis adviser should stay within the timeline created in the proposal as closely as possible. Ultimately, the student is responsible for the timely completion of the thesis. If the student experiences difficulties communicating with the thesis adviser, he/she should inform the Associate Director of Academic Affairs as soon as a potential problem is apparent.

The completed thesis will include the following parts:

I. A Master’s Thesis Signature Page (Addendum II)
II. A formal master’s thesis paper of publishable quality between 20 and 40 pages in length.
   a. Preceded by a Master’s Thesis Title Page (Addendum III)
III. A 2,000 word journal article derived from the master’s thesis. This article will be published in the CIRP Journal.
   a. A signed CIRP Journal Submission and Publication Agreement (Addendum IV)

The thesis should follow the Chicago Manual of Style. A basic style sheet may be found in Addendum V.

Upon completion of the research and writing of the thesis, the student will defend his/her work through an open forum oral presentation in April. The student will submit the thesis to the thesis
adviser for final review and comments. The thesis adviser may request additional work or additions to the thesis after the oral presentation/defense. The student will submit to the Associate Director of Academic Affairs an electronic copy of the final thesis and all associated materials, including a Master’s Thesis Signature Page (see Addendum II) that includes the signatures of the student and the thesis adviser. The Associate Director of Academic Affairs will obtain the Institute for Politics and Strategy Director’s signature on the thesis cover sheet. Her signature will confirm completion of the master’s thesis.
Addendum I

Thesis Proposal Guideline

The thesis proposal should include the following information.

I. Working Title
II. Thesis Adviser
III. Abstract
   The abstract is a brief but specific statement of the project’s objectives, methods, and impact. The abstract should offer readers a glimpse of your intended work. Please address what you hope to accomplish, what methodological approaches you intend to utilize, what resources you intend to use, and why the project is important and relevant to you, to the field of political science, and to the global community.

IV. Research Question(s) and Significance
   This is a key section that provides important background for your thesis. You should discuss the broader contextual framework.
      a. What has been done before in the field?
      b. What is new about what you are proposing?
      c. How will it advance the field?
      d. Provide an annotated bibliography that reflects your knowledge of the field of political science as related to your topic, and the significance of your topic to the field of political science.

V. Research Methodology and Timeline
   a. What methodological approaches do you intend to utilize in your thesis?
   b. What is your expected timeline for conducting your research?

Note on Human Subjects:

All research involving the use of human research subjects as participants must be reviewed and approved by the university’s Institutional Review Board (IRB) before the research may be initiated. To initiate a review, complete an application and submit it to the IRB for review. Contact the Office of Research Integrity and Compliance for answers to questions regarding the IRB or IRB review process.
http://www.cmu.edu/research-compliance/human-subject-research/faqs.html
Addendum III: Thesis Title Page Sample

Thesis Title
(in bold)

Submitted in partial fulfillment of the requirements for
the degree of
Master of Science
in
International Relations and Politics

Name of Student (include middle initial)

(list previous degrees)

M.S. International Relations and Politics, Carnegie Mellon University
B.S. International Relations and Politics, Carnegie Mellon University

(date of submission)
Addendum IV

CIRP Journal Submission and Publication Agreement

Thank you for submitting your article to the upcoming issue of Carnegie Mellon University’s Center for International Relations and Politics (CIRP) Journal. The following information outlines your (the author) necessary responsibilities and commitments, pertaining to the editing, publishing, and reproduction of your work by CIRP Journal. This agreement must be signed in order for your work to be published in CIRP Journal.

1. Agreement
   By signing below, I agree to the following:
   • My work is subject to any additions, deletions, or changes made by the CIRP Journal editing team.
   • My work is original (unless otherwise cited) and does not violate any copyright agreement.
   • In the event that my work is requested for further publishing, I agree to split the benefits 50/50 with CIRP Journal.
   • My submitted work has not been previously published or submitted for consideration elsewhere.
   • The manuscript will not be submitted elsewhere unless and until the editors of CIRP Journal confirm in writing that they have no intention of publishing the manuscript.
   • The manuscript is in no way defamatory and does not infringe on the rights of any third party.
   • I authorize CIRP Journal, and therefore third parties, to publish the manuscript in any of these formats (ex., Internet, CDs, online databases, etc.) as the editors deem appropriate without any remuneration to the author.

   If any of the above affirmations are breached, you, the author, agree to indemnify CIRP Journal and its editors for any loss, damage or any other liabilities that may occur as a result.

2. Copyright Transfer
   I, the author, hereby transfer all copyrights in and to the manuscript, which is named below, to the Center for International Relations and Politics (CIRP) Journal. This transfer is effective if and when CIRP Journal accepts your manuscript for publication.

3. Agreement of Author
   I agree to the terms outlined in this Agreement.

______________________________________________________               ______________________
Signature                 Date

______________________________________________________
Printed name

______________________________________________________
Title of Manuscript
Abbreviations

Academic degrees: BA, BS, MA, PhD
Organizations: EU, AFL-CIO, WTO
Countries: US, USSR

Note: In running text, spell out United States as a noun; use US for the adjective form only. For example:

US involvement in China
China’s involvement in the United States

Numbers

*Chicago Manual of Style’s General Rule: zero through one hundred.* Spell out whole numbers from one through one hundred and certain round multiples of those numbers.* For example:

- The property is held on a ninety-nine-year lease.
- According to a recent appraisal, my house is 102 years old.

*Chicago Manual of Style’s Alternative Rule: zero through nine.* Many publications, including those in scientific or journalistic contexts, follow the simple rule of spelling out only single-digit numbers and using numerals for all others.*

Using the general rule, any whole numbers between zero and one hundred followed by hundred, thousand, or hundred thousand are usually spelled out (except in the sciences). For example:

- A millennium is a period of one thousand years.
- Some forty-seven thousand persons attended the fair.

*but*
- The official attendance at this year’s fair was 47,122.

Whole numbers used in combination with million, billion, and so forth usually follow the general rule. For example:

- The city had grown from three million in 1960 to fourteen million in 1990.
To express fractional quantities in the millions or more, a mixture of numerals and spelled-out numbers is used. For example:

By the end of the fourteenth century, the population of Britain had probably reached 2.3 million. According to some scientists, the universe is between 13.5 and 14 billion years old.

Ordinals. The general rule applies to ordinal as well as cardinal numbers. The letters in ordinal numbers should not appear as superscripts (e.g., 122nd not 122nd). For example:

Gwen stole second base in the top half of the first inning.
The restaurant on the forty-fifth floor has a splendid view.
She found herself in 125th position out of 360.

*Consistency and flexibility: Where many numbers occur within a paragraph or a series of paragraphs, maintain consistency in the immediate context. If, according to rule, you must use a numeral for one of the numbers in a given category, use numerals for all in that category. In the same sentence or paragraph, however, items in one category may be given as numerals and items in another spelled out. For example:

A mixture of buildings – one of 103 stories, five or more than 50, and a dozen of only 3 or 4 – has been suggested for the area.

Between 1,950 and 2,000 people attended the concert.


Dates: March 15, 2015 March 2015
Decades: the 1990s the mid-1990s the late 1960s
Academic years: 2015-16 1999-2000
Abbreviations: A.D. 200 300 B.C. a.m. p.m.
Inclusive numbers: Less than 100: use all digits, such as 3-10, 71-72, 96-117
100 or multiples of 100: use all digits, such as 100-104
110-199, etc.: use two digits unless more are needed to include all changed parts, such as 321-28, 498-532
Cross-references: see chapter 12 see figure 15
Money: Spell out round amounts under $100,000:
twenty-five dollars, thirty thousand dollars
Use numerals for amounts $100,000 and over:
$900,000, $1 million, $2.5 million
Percentages: 73 percent 82.4 percent 20-30 percent
Decimals: Include leading 0 for decimals less than one (0.3 percent)
PLURALS

Where Webster’s gives two forms of the plural, like zeros and zeroes, the Chicago Manual of Style normally opts for the first form.

Plurals of compound nouns: fathers-in-law; courts-martial, coups d’état

Plurals of proper nouns: Names of persons or other capitalized nouns normally form the plural by adding s or es. Rare exceptions are generally listed in Webster’s.

The Jones family, pl. the Joneses
The Bruno family, pl. the Brunos

Plurals of noun coinages:
yeses and nos; thank-yous; maybes; dos and don’ts; ifs and buts; threes and fours

Plurals for letters, abbreviations, and numerals:
Capital letters used as words, numerals used as nouns, and abbreviations usually form the plural by adding s. To aid comprehension, lowercase letters form the plural with an apostrophe and an s. For example:

the three Rs
x’s and y’s
the 1990s
IRAs
URLs
BSs, MAs, PhDs

POSSESSIVES

The possessive of most singular nouns is formed by adding an apostrophe and an s. The possessive of plural nouns (except for a few irregular plurals, like children, that do not end in s) is formed by adding an apostrophe only. For example:

the horse’s mouth
puppies’ paws
a bass’s stripes
children’s literature

The general rule extends to proper nouns, including names ending in s, x, or z, in both their singular and plural forms, as well as letters and numbers. For example:

Singular:
Kansas’s legislature
Jesus’s adherents
Tacitus’s Histories
Dickens’s novels
Marx’s theories
Berlioz’s works
Borges’s library
Malraux’s masterpiece
Plural:
the Lincolns’ marriage the Williamses’ new house
the Martinezes’ daughter dinner at the Browns’

Letters and Numbers:
FDR’s legacy 1999’s heaviest snowstorm

Possessives of words and names ending in unpronounced ‘s’:
Descartes’s three dreams the marquis’s mother
Francois’s efforts Albert Camus’s novels

Possessives of names like “Euripides”:
Euripides’s tragedies the Ganges’s source
Xerxes’s armies

Exceptions to the General Rule

Possessive of nouns plural in form, singular in meaning:
    politics’ true meaning economics’ forerunners
    this species’ first record

Place or organization names:
    the United States’ role in international law
    Highland Hills’ late mayor
    the National Academy of Sciences’ new policy

Expressions:
    for goodness’ sake for righteousness’ sake
    but
    for appearance’s sake
    for Jesus’s sake


HYPHENATION

Consult the dictionary when in doubt about whether a compound term should be hyphenated, spelled as two words, or closed up as a single word.

“Words that might otherwise be misread, such as re-creation or co-op, should be hyphenated. Hyphens can also eliminate ambiguity. For example, the hyphen in much-
needed clothing shows that the clothing is greatly needed rather than abundant and needed. Where no ambiguity could result, as in public welfare administration or graduate student housing, hyphenation is unnecessary.”

For example:

- a five-year-old child; a group of nine-to-ten year olds;
- a half hour; a half-hour meeting; a 150-page book; a fifty-year project;
- the third-largest country; the second-to-last competitor;
- a highly paid consultant; the highest-ranking officer;
- decision making; a decision-making body;
- philosopher-king; city-state; city-state governance


QUOTATIONS

Placement of Terminal Punctuation Marks for Quotations

At the end of a quotation, the terminal punctuation mark is placed inside the closing quotation mark:

Jones stated that the manufacturing schedule was "entirely unrealistic." Jones screamed, "I quit!"
   Jones asked, "Where is everyone?"

A question mark or exclamation point that is added as an editorial comment (i.e., an emphasis supplied by the writer) is placed outside the closing quotation mark.

Jones, of all people, said, "The manufacturing schedule is entirely unrealistic"!
   Was it Jones who concluded that "the manufacturing schedule is entirely unrealistic"?

Single and Double Quotation Marks

When a quotation occurs within running text, an opening double quotation mark appears at the beginning of the quotation and a closing double quotation mark appears at the end. If a quotation extends over a paragraph break, an opening double quotation mark appears at the beginning of each paragraph, and a closing double quotation mark appears only at the end of the last paragraph in the quotation.

Single quotation marks are used to indicate a quotation within a quotation.
According to Gilliam, traffic "always expands to fill the capacity of a freeway, creating a 'demand' for more freeways."

The syntax of the sentence as a whole determines the punctuation immediately preceding and following the quotation:

In Emerson's words,

"A foolish consistency is the hobgoblin of little minds."

"A foolish consistency," Emerson says, "is the hobgoblin of little minds."

Emerson argues that "a foolish consistence is the hobgoblin of little minds."

In most cases, it is permissible to change the capitalization of the first word in a quotation to suit the syntax of the paper.

Source: "Proper words in proper places, make the true definition of a style."
Quotation from source: Swift defines style as "proper words in proper places."
Or: "The true definition of a style," according to Swift, is "proper words in proper places."


Block Quotations

When quoting material that is 100 words – or at least eight lines – set off the material as a block quotation. Block quotations are indented and are not enclosed in quotation marks.

Ellipses

An ellipsis (omission of a word, phrase, line, paragraph, or more from a quoted passage) is indicated by the use of three spaced periods with a space on either side. For example:

When a species ... increases inordinately in numbers

Other punctuation appearing in the original text may precede or follow three ellipsis points. Ellipsis points must always appear together on the same line along with any following punctuation. For example:

It does not build,... nor cherish the arts, nor foster religion.
As to Endymion, was it a poem ... and A Syrian Tale ...?

CITATIONS

N Footnote
B Bibliography

Books


Two Authors


Editor and/or Translator in Addition to Author


Chapters or Other Titled Parts of a Book


Contribution to a Multi-Author Book


Electronic Books

Note that electronic formats do not always carry stable page numbers. In lieu of page numbers, include an indication of the chapter or section.

**Books Consulted Online**


**Journals**


**Electronic Journals**


**Newspapers**


**Online Newspapers, News Services, and Other News Sites**

Citations are identical to their print counterparts, with the addition of a URL


PLAGIARISM

Unfortunately, accidental plagiarism has become increasingly common as more research is done online. Remember that the traditional rules for citing sources apply to material gleaned from the Internet.

The following tutorial on plagiarism was prepared by The Writing Place, a service of the WCAS Writing Program at Northwestern University. http://www.writing.northwestern.edu/writing-resources/handouts/avoiding-plagiarism/

What is plagiarism, and why should writers worry about it?

Deliberate plagiarism is cheating. Deliberate plagiarism is copying the work of others and turning it in as your own. Whether you copy from a published essay, an encyclopedia article, or a paper from a fraternity's files, you are plagiarizing. If you do so, you run a terrible risk. You could be punished, suspended, or even expelled.

Otherwise mild-mannered professors tend to turn into vigilantes when confronted with plagiarism. Why borrow trouble?

But there is also another kind of plagiarism: accidental plagiarism. This happens when a writer does not intend to plagiarize but fails to cite his or her sources completely and correctly. Careful note-taking and a clear understanding of the rules for quoting, paraphrasing, and summarizing sources can help prevent this.

Any college handbook (such as the St. Martin's Handbook, quoted in this document) will offer more guidelines for avoiding plagiarism when you write a paper. See also the excellent CAS page on plagiarism put together by Professor Jean Smith of the Writing Program. It has numerous examples of the right and the wrong ways to attribute sources.
Some tips for avoiding accidental plagiarism when you use sources:

- Cite every piece of information that is not (a) the result of your own research, or (b) common knowledge. This includes opinions, arguments, and speculations as well as facts, details, figures, and statistics.

- Use quotation marks every time you use the author’s words. (For longer quotes, indenting the whole quotation has the same effect as quotation marks.)

- At the beginning of the first sentence in which you quote, paraphrase, or summarize, make it clear that what comes next is someone else's idea.

- At the end of the last sentence containing quoted, paraphrased, or summarized material, insert a parenthetical citation to show where the material came from:

The *St. Martin’s Handbook* defines plagiarism as “the use of someone else’s words or ideas as [the writer’s] own without crediting the other person” (Lunsford and Connors, 602).
(Notice the use of brackets to mark a change in the wording of the original.)

**Applying these tips: Avoiding two common forms of accidental plagiarism**

1. **Paraphrases without citations**

Because a paraphrase is supposed to contain all of the author’s information and none of your own commentary, a paraphrase with a citation is an example of plagiarism. *The St. Martin’s Handbook* defines an appropriate paraphrase as follows:

A paraphrase accurately states all the relevant information from a passage in your own words and phrasing, without any additional comments or elaborations. [It] always restates all the main points of the passage in the same order and in about the same number of words. (Lunsford and Connors 596)
Lunsford and Connors go on to give two examples of unacceptable paraphrases: one that uses the author's words, and one that uses the author's sentence structures (597). Lunsford and Connors also state that "even for acceptable paraphrases you must include a citation in your essay identifying the source of the information" (597). This point is crucial: without the information about the source, an appropriate paraphrase becomes plagiarism.

Even if you have avoided using the author's words, sentences structure, or style, an unattributed paraphrase is plagiarism because it presents the same information in the same order.

2. Misplaced citations

If you use a paraphrase or direct quotation, it is important to place the reference at the very end of all the material cited. Any quoted, paraphrased, or summarized material that comes after the reference is plagiarized: it looks like it is supposed to be your idea. This is one reason why accurate note-taking is so important; it is possible to forget which words are yours and which are those of the original writers.

Original source:

Paraphrasing material helps you digest a passage because chances are you can't restate the passage in your own words unless you grasp its full meaning. When you incorporate an accurate paraphrase into your essay, you show your readers that you understand that source. (Lunsford and Connors, 596)

Plagiarism (misplaced citation):

Lunsford and Connors say that paraphrasing is useful because "[p]araphrasing material helps you digest a passage, because chances are you can't restate the passage in your own words unless you grasp its full meaning" (596). When you incorporate an accurate paraphrase into your essay, you show your readers your understanding of that source.

The reader would logically assume that the sentence following the citation is your own comment on the quotation when it is actually part of the original quote.

Finally, a point about multiple citations from the same source: cite them all individually. It is not adequate to give one citation at the end of the paragraph for a bunch of individual points abstracted from a source.

Parenthetical citations are intended to make citing your sources easy to do; don't be shy about using them.
Examples of acceptable paraphrases: putting the idea in your own words

Taken from Lunsford and Connors (597-98). Original:

But Frida's outlook was vastly different from that of the Surrealists. Her art was not the product of a disillusioned European culture searching for an escape from the limits of logic by plumbing the subconscious. Instead, her fantasy was a product of her temperament, life, and place; it was a way of coming to terms with reality, not of passing beyond reality into another realm.

Hayden Herrera, *Frida: A Biography of Frida Kahlo* (258) Paraphrase:

As Herrera explains, Frida's surrealist vision was unlike that of the European Surrealists. While their art grew out of their disenchantment with society and their desire to explore the subconscious mind as a refuge from rational thinking, Frida's vision was an outgrowth of her own personality and life experiences in Mexico. She used her surrealist images to understand better her actual life, not to create a dream world (258).


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