HONORS THESIS GUIDELINES

Introduction
The Honors Thesis in Anthropology provides motivated students with a minimum major GPA of 3.6 with the opportunity to conduct their own independent research project or compose a synthesis of important research within the field of anthropology. Students with a GPA below 3.6 may write a senior paper with a faculty sponsor. Senior papers must follow the same deadlines for proposals and drafts as the honors thesis. Some general guidelines for thesis writing can be found in the Chicago Manual of Style, and Kate L. Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations, which can be obtained in Tutt Library or in the College Bookstore.

Important Dates
- Junior Year
  - First Monday, Block 8:
    - Proposal due to your advisor and the staff assistant in Barnes 302 by noon
  - Second Monday, Block 8:
    - Notification of approval or a request for revisions will be sent to all students who have submitted a proposal
- Senior Year
  - First Friday, Block 6
    - Complete first draft due at noon
  - Second Monday, Block 7
    - Final copy due at noon to both your advisor and the staff assistant in Barnes 302

Please note that individual faculty members may require additional draft deadlines or an accelerated schedule. These should be discussed with your advisor before submitting your proposal.

Proposal
Majors pursuing the Honors Thesis option must work with a faculty member to develop a proposal that demonstrates:

a) A clear research question, problem or hypothesis, and thesis argument that responds to it.
b) Evidence of adequate preparation in the form of coursework (including field or lab) and bibliographic research.
c) A detailed work plan and timeline.
d) A detailed estimated budget, if funding will be requested.

Your proposal will need to meet the following guidelines for review:

- Introduction
  - Short statement on the research problem.
  - Brief statement on previous literature.
  - Theoretical approaches that will be used in the proposal.
  - Proposed methodological approaches for the investigation.
  - Overall significance of the research problem.
- Describe your research question or research objective
  - The research question, or objective should be narrowly focused and ask “why,” “how,” or “what” about an issue of significance to anthropology.
Do not present a vast research topic as the object of investigation; instead, develop answerable questions in the context of the larger research topic.

- **How does your research build on existing scholarship in anthropology and related disciplines?**
  - It is important to clearly demonstrate that you have a good knowledge of the anthropological literature, as well as other disciplinary literature, relevant to your topic of research.
  - Be explicit in showing how your research will expand on previous findings.
  - Provide a clear and comprehensive discussion of the issues and demonstrate how your work fits into current theoretical and methodological debates in the field.

- **Research design**
  - What evidence will you need to collect to answer your research question? How will you go about collecting and analyzing this evidence?
  - You will need to clearly demonstrate that the evidence gathered and the analytical procedures proposed will realistically support the research goals expressed in your research question.
  - A timeline for the honors thesis should be submitted.
  - A feasible research plan with clearly defined procedures is much better than one so broad that it seems impossible to accomplish within the limits of the time available.

- **What contribution does your project make to anthropological theory and to the discipline?**
  - A successful application is one that emphasizes the contribution of the proposed research not only to the specific area of research being addressed but also to the broader field of anthropology.
  - Be explicit about the potential contribution of your research to anthropological theory and method in the broadest possible sense.

Proposals will be reviewed and approved by the department as a whole. The department reserves the right to offer suggestions, to request a revised proposal, or to reject proposals that do not meet the high standards of an Honors Thesis. In some cases, the department may recommend a second reader for Honors Theses.

The proposal is due by noon on the first Monday of block 8 of your junior year. Please submit a paper copy of your proposal to the Staff Assistant in Barnes 302, as well as to your thesis advisor.

**Blocks for Academic Credit**

With prior planning with and approval from a supervising advisor for the block, students may register for AN400: Research in Anthropology for one or, in special cases, two blocks of independent thesis work. AN400 is also used for independent studies and non-Honors Thesis senior papers. Students create their own subtitle for the course that is specific to the type of research they are performing. This subtitle will appear on official transcripts. The title of the thesis or senior paper will appear on official transcripts under AN450, whether or not the student chooses to take an independent study block. AN450 is not a course that is taken for credit; it is simply the categorization given to a thesis in order for the Registrar to include the title of it on official transcripts. AN450 is NOT a course for which students register.

**Institutional Review Board (IRB) approval**

IRB approval is required for all research involving living human subjects. This means that if you intend to do interviews or other ethnographic investigation involving interpersonal contact, you must describe your research procedures and the measures you will take to ensure the safety and privacy of the people with
whom you speak. **Plan ahead to meet the IRB's deadline for approval before you begin your research.** The application form and additional information can be obtained at the following link: [http://www.coloradocollege.edu/dean/oir/irb/](http://www.coloradocollege.edu/dean/oir/irb/)

**Components of an Honors Thesis**

At the minimum, an honors thesis must include the following sections:

- Title Page
- Abstract
- Honor Pledge
- Table of Contents
- References Cited

We recommend the following sections and format, although section headings may change and subsections may be added as appropriate to the thesis topic.

- Title Page (separate page)
- Abstract (separate page)
- Honor Pledge (separate page)
- Table of Contents (separate page)
- Table of Figures, Table of Graphs, etc.
- Acknowledgements (separate page)
- Introduction
- Literature Review
- Research Design or Methodology
- Results
- Discussion
- Conclusion
- Endnotes
- References Cited (separate section)
- Appendices (separate section)

**Page Limitations**

Honors theses are limited to 35 pages of running text, not including title pages, references cited, and appendices. They should resemble tight, publishable journal articles, which are informed by and are conversant with the relevant literature.

**Style Guide**

The best general guide to the writing of papers in anthropology is the style used in the journals which are concurrent with the standards in your area of research. In general, the department recommends the style used by *Current Anthropology*, which can be found at: [http://www.press.uchicago.edu/dms/ucep/journals/generaldocs/CA_style_guide.pdf](http://www.press.uchicago.edu/dms/ucep/journals/generaldocs/CA_style_guide.pdf)

**Pagination**

*Preliminary pages:* Includes title page, table of contents, lists of tables, graphs, and illustrations, and preface. Use small Roman numbers (i, ii, iii, etc.). Title page is page i, but the number does not appear.
Text: Use Arabic numbers (1, 2, 3, etc...) at top center or top right. Every page to be numbered consecutively, including tables, graphs, illustrations, references cited, etc.

Title Page
Although the title page is your first preliminary page i, no number appears on the page. The text for the title page should be the same font and size as that which you use in the rest of your paper. All title page text should be centered except the lines for “Approved” and “Date,” which should be aligned left. You should follow the condensed format provided below.

Thesis Title

______________________________________________________________

AN HONORS THESIS
Presented to
The Department of Anthropology
The Colorado College

______________________________________________________________

By
Author’s Name
Year

Approved: __________________
Date: ______________________

Abstract
The abstract immediately follows the title page, but is not paginated. It should be a concise (250 word maximum) summary of your thesis, double spaced. No citations should be included in your abstract.

Honor Pledge
Following the abstract, the Colorado College Honor Code must be typed out and signed by the author. On my honor, I have neither given, nor received, any unauthorized aid on this honors thesis. Honor Code upheld.

Endnotes and Footnotes
Consult your advisor on the type of notes you should use in your thesis. Footnotes must be placed at the bottom of the typed page on which the footnoted materials appear. Endnotes are placed at the end of the paper, and are not included in the page count. Please keep notes to a minimum. Use of notes is appropriate when a content note or a notice of permission granted may be called for. This makes the manuscript easier to read and verify. Only use notes when it is absolutely necessary to include the information, but would interrupt the flow of thought if introduced into the text.
In-Text Citations
In-text citations include the author’s name, date of publication, and page numbers when providing a direct quotation. In-text citations are given in parentheses within the running text or at the end of block quotations, and keyed to a list of References Cited which is listed at the end of the paper.

References Cited
This is NOT a bibliography. It should be single spaced for each entry and double-spaced between entries. Entries are listed alphabetically by author’s last name, and chronologically when there is more than one work by the same author. In general, the department recommends the style used by Current Anthropology, which can be found at:
http://www.press.uchicago.edu/dms/ucp/journals/generaldocs/CA_style_guide.pdf

Graphics, Figures, Illustrations, and Tables
All figures, photos, illustrations, and maps should be labeled as “Figure (number)” with consecutive numbering. Tables should similarly be numbered consecutively, but should be labeled as “Table (number)” with their numbers progressing separately from the figure numbers. Each figure or table must be referenced at least once within the text of the thesis. The figure or table should be placed immediately following the paragraph in which it is first referenced or in an appendix. A caption must be provided in the same font type and size as the main text for each figure and table. If a figure or table has been taken from someone else’s work, it must be cited in the caption, with a full citation in the References Cited Section.

Margins, Line Spacing, and Fonts
Your honors thesis should be printed with a 12 point font. Text must be doubled spaced. Indent first line of paragraphs 1 tab stop (½ inch). Footnotes must be single spaced. Long, quoted passages five or more lines should be single spaced and indented one tab stop (½ inch).

The left margin must be 1-1/2 inches (to allow for binding); the right, top and bottom margins must be one inch. Do not include pagination in the inch margin - nothing should be within this inch margin. A ragged right margin is preferable to a right justified margin.

Submission Process
A complete draft of your paper is due on Friday at 12:00 noon the first week of Block 6. The final copy is due Monday at 12:00 noon the second week of Block 7. It is your responsibility to anticipate and avoid delays. Any honors theses received after the specified due date may result in an “Incomplete” and a delay of graduation.

The final copy of your honors thesis is to be submitted to your honors thesis advisor and a digital copy sent to the Anthropology Department Staff Assistant. A digital file must also be submitted to the Tutt Library via http://coloradocollege.libguides.com/DigitalArchivesSubmission. If you want a personal copy, submit a hardcopy to the Tutt Library with $10 as per the Tutt Library website http://coloradocollege.libguides.com/content.php?pid=345211&sid=3038528. If others who have helped during research, (e.g., faculty advisor/s, informants, other libraries, government agencies, etc...) have requested a copy of your honors thesis, it is your responsibility to supply such copies.

Advisors will request a clean electronic copy of the final version by noon of the second Monday of Block 7. This award is presented at Honors Convocation during Block 8.
Funding Opportunities
There are two principal sources of funding for student research. The first and most important is the Venture Fund, which is administered by the Dean's Advisory Committee. It is a competitive campus-wide award that supports travel and expenses. Because available funds diminish late in the year, students hoping to secure funding should submit a Venture Fund proposal well in advance of the projected research. The application form is available at the department website or in the department office. Students are encouraged to request letters of support for their application well in advance of the deadline each block.

The second source of funding is the department’s Kathleen A. Jones Memorial Fund, established by the family of a 1980 graduate of the Anthropology Department. Students must apply for a Venture Grant first before they are eligible to apply for funding from the Kathleen A. Jones Memorial Fund. It is specifically for the support of majors engaged in research for the Honors Thesis or faculty-supervised projects. Most years faculty set a maximum cap on the amount a student can receive. All research funds are contingent upon department approval of a research proposal.

Regardless of funding source, the department will require you to write and sign a thank-you note to the donors or the honorees of the fund, which should also provide an informative explanation of your research interests. You must save all receipts and make a careful accounting of your expenditures to the department.

The Courtney Cusick Memorial Prize
The Courtney Cusick Memorial Prize was created in 2003 in memory of anthropology major Courtney Cusick, who died tragically in an automobile accident in January 2002, in the middle of her senior year. An avid and accomplished naturalist even before entering college, Cusick left her friends, fellow students, and professors impressed with her hunger for knowledge and dedication to serious academic study. The award recognizes an outstanding Honors Thesis which clearly demonstrates strong argumentation, a sound inter-weaving of theory, method and data, meticulous research of primary sources, and a commitment to using multiple lines of evidence.