

Department of Culture:
Guidelines for Project Reports and the First Dissertation Draft
(Graduate School of North American Studies)

FIRST PROJECT REPORT

The first project report should be a substantially reworked exposé (description and outline) of your project, containing an abstract, a concise literature report (to position your project), a prospective chapter structure with brief descriptions of all planned chapters and their methodologies, plus a detailed timeline and complete bibliography. It should be at least 20 pages (regular 12 pt. font, regular page design, 1.5 line spacing; bibliography single-spaced), but no longer than 40 pages. The report *may* contain the draft of a (part of a) sample chapter. If you would like to write a different kind of report, please contact your advisors in advance (at least one month before the deadline).

SECOND PROJECT REPORT

The second project report should contain the draft of at least one sample chapter, or a substantial part thereof, framed by an abstract of the overall project and a chapter structure with brief descriptions that illustrate how the chapter draft fits into your overall project design. Please also include a detailed timeline. Altogether, the second report should be at least 25 pages (regular 12 pt. font, regular page design, 1.5 line spacing; bibliography single-spaced), but no longer than 50 pages. If you would like to write a different kind of report, please contact your advisors in advance (at least two months before the deadline).

FIRST DISSERTATION DRAFT

The first draft of your dissertation should contain drafts of *all* chapters. Within a chapter, you may indicate individual passages that are still missing or parts of your argument that still need to be fully formulated or worked out, but approximately 80% of each chapter should already exist in draft form. Please follow an established style sheet consistently in all parts of your dissertation (such as MLA or Chicago). If you would like to hand in a first draft that deviates from these guidelines, please contact your advisors in advance (at least three months before the deadline).

Department of Economics :

Guidelines for Project Reports and the First Dissertation Draft (Graduate School of North American Studies)

In economics there are two possible dissertation structures: i) the traditional, single-authored monograph and ii) the cumulative completion of at least three distinct papers of which at least one is single-authored, and the shares of authorship ($1/N$, where N is the number of authors) for all the papers add to at least 2.0. When all papers are single-authored, the line between monograph and cumulative dissertation depends upon the range of topics and their links to each other.

I. Single-authored monograph

FIRST YEAR'S PROJECT REPORT

The first project report should be a substantially reworked exposé (description and outline) of the project, containing an abstract, a brief literature survey to locate the project within the existing research literature, a preliminary chapter structure with brief descriptions of all planned chapters, principal theoretical framework(s) and evidence (statistical and otherwise). The report will also include a detailed timeline and bibliography. It should be at least 20 pages (regular 12 pt. font, regular page design, 1.5 line spacing; bibliography single-spaced), but no longer than 30 pages. The report *may* contain the draft of a (part of a) sample chapter.

If you would like to write a different kind of report, please contact your advisors in advance (at least one month before the deadline).

SECOND YEAR'S PROJECT REPORT

The second project report should contain the draft of at least one sample chapter, or a substantial part thereof, framed by an abstract of the overall project and a chapter outline with brief descriptions that illustrate how the submitted chapter draft fits into the overall project design. Please also include a detailed timeline. Altogether, the second report should be at least 25 pages (regular 12 pt. font, regular page design, 1.5 line spacing; bibliography single-spaced), but no longer than 50 pages.

If you would like to write a different kind of report, please contact your advisors in advance (at least two months before the deadline).

THIRD YEAR: FIRST DISSERTATION DRAFT

The first draft of your dissertation should contain drafts of *all* chapters. Within each draft chapter there needs to be a clear indication of the remaining gaps in the argument that will be coming, but approximately 80% of each chapter should already exist in draft form. Please follow an established style sheet consistently in all parts of your dissertation (such as MLA or Chicago).

If you would like to hand in a first draft that deviates from these guidelines, please contact your advisors in advance (at least three months before the deadline).

II. Cumulative Dissertation

FIRST YEAR'S PROJECT REPORT

The first project report should be a substantially reworked exposé (description and outline) of the project, containing an abstract, a brief literature survey to locate the project within the existing research literature, a preliminary descriptions of planned papers, and principal theoretical framework(s) and evidence (statistical and otherwise) to be drawn upon. The report will also include a detailed timeline and bibliography. It should be at least 20 pages (regular 12 pt. font, regular page design, 1.5 line spacing; bibliography single-spaced), but no longer than 30 pages. The report *may* contain the draft of a (or part of a) paper.

If you would like to write a different kind of report, please contact your advisors in advance (at least one month before the deadline).

SECOND YEAR'S PROJECT REPORT

The second project report should contain a complete draft of at least one paper, a partial draft of a second paper (with preliminary results to be reported) and a revised outline for a third paper. Please also include a detailed timeline. Altogether, the second report should be at least 25 pages (regular 12 pt. font, regular page design, 1.5 line spacing; bibliography single-spaced), but no longer than 50 pages.

If you would like to write a different kind of report, please contact your advisors in advance (at least two months before the deadline).

THIRD YEAR: DISSERTATION DRAFT

The first draft of the thesis must contain a draft of what may be considered a job-market paper for which you may claim sole authorship and at least a rough draft of the second paper for which the substantive conclusions/results are clear and robust but for which the exposition may still need some revision.. The third paper should be at least at the stage of preliminary results that would be suitable for a presentation at a professional conference or workshop. Bibliographies for all papers should be essentially complete and the draft of an introductory chapter that summarizes the importance and contributions of the papers included.

If you would like to hand in a first draft that deviates from these guidelines, please contact your advisors in advance (at least three months before the deadline).

Stipulations for GSNAS progress reports (after first and second year), research report (after 1.5 years), first draft (after 3rd, 4th year) in the Department of History, JFKI

Progress Report after 1st year:

- a sound historiographical review addressing the relevant theoretical, conceptual and historical literature pertaining to the chosen topic
- a bibliography listing works considered for the above assignment
- a preliminary chapter of the dissertation
- a detailed summary of the work completed during the first year and an outline for the research planned during the coming 12 months, along with reflections on past and current challenges
- length: 40-60 pp (Times New Roman, 12 pt, 1.5 space)

Progress Report after 2nd year

- a review of accomplishments and challenges over the past academic year
- outline for the research planned during the coming 12 months
- draft for a second chapter
- length: 40-60 pp (Times New Roman, 12 pt, 1.5 space)

Research Report: a 12-pp report/presentation complemented by a PPP, addressing the following concerns:

- Research question -- change of focus from original proposal? Relevance for NAS?
- Historical context and historiographical relevance – brief but concise
- Theoretical, conceptual, methodological approach
- Archival research done and planned
- Any chapters completed yet? (likely since the Research report at the end of year one asks candidates to present one)
- Very brief: work plan for the coming 3 semesters
- Address pressing questions

First draft:

- Table of contents
- Introduction
- Bibliography
- A series of chapter drafts, 200+pp of text (not including appendices, bibliography, TOC)
- By then, archival research in pursuit of the degree needs to be completed
- condition of the text should preferably be such that no new chapters need to be researched and composed, so that the remainder of the time may be taken up by revisions of the draft.

JFKI, Department of Literature

Requirements for GSNAS progress reports (after first and second year) and first draft (after 3rd, 4th year)

Progress Report after 1st year:

- a preliminary sequence of chapters: the decision on primary texts must have been made
- a bibliography of secondary literature
- a preliminary chapter of the dissertation (30 pages, Times New Roman, 12 pt, 1.5 space)
- a detailed summary of the work completed during the first year and an outline of the next steps

Progress Report after 2nd year

- a review of accomplishments and challenges over the past academic year
- outline for the research planned during the next 12 months
- a second chapter (30 pages, Times New Roman, 12 pt, 1.5 space)

First draft (after 3rd or 4th year)

- first draft of complete book; i.e. table of contents, introduction, drafts of all chapters, preliminary conclusion (200 pages, Times New Roman, 12 pt, 1.5 space)

JFKI, Department of Political Science

Requirements for GSNAS progress reports (after first and second year) and first draft (after 3rd, 4th year)

Progress Report after 1st Year:

- Substantially reworked exposé
- Encompassing literature report
- clarification of methodological approaches and theoretical setting
- a detailed plan of the upcoming activities
- activities during the first year (conferences, research trips, presentations, publications)

Progress Report after 2nd Year:

- completed sample chapter
- preliminary but sophisticated table of content of the manuscript
- preliminary list of references
- timetable for the final year
- activities during the first year (conferences, research trips, presentations, publications)
- preliminary list of references

First Draft (after 3 years):

First draft of the manuscript should include:

- complete and finalized table of content
- either:
 - o drafts of all chapters (80 percent of the individual chapters should be finalized)
 - o 80 percent of the dissertation finished and 20 percent to be written (one chapter and the conclusion)
- Complete list of references

Harald Wenzel (June 2018)

Progress Report (1st year, 2nd year)

The progress report should include

- a complete account of the last year's research on terms of
 - o activities (visits to conferences, meetings, presentations, archives, fieldwork),
 - o data collected,
 - o theoretical and empirical literature which has been worked with,
 - o methodological approaches that have been used,
 - o categories, theses and hypotheses –(including tentative ones) that so far have surfaced,
 - o arguments, reasons, proofs and other forms of empirical and theoretical evidence and justification that might create plausibility, conclusiveness and cogency for the mentioned categories, theses and hypotheses.
- a detailed and structured (see the structure of the account above) plan of the upcoming year's research activities,
- a subjective self-evaluation whether the dissertation project is advanced in a pace that allows it to be completed within the projected time frame.

First Draft (after 3 years)

The first draft of the dissertation should include as a minimum:

- a complete table of contents (including those chapters which are still missing – option II)
- either all chapters in a raw version (option I), or
- 80% of all chapters in a final version (option II).

If several cases – as empirical data – are analyzed a reduced version may contain only an analysis of 80% of the cases.

Categories/theses/hypotheses have to be fully developed in the first draft. In a final draft, however, there may be added additional arguments for providing empirical and/or theoretical evidence for them.

The bibliography has to be 80% complete in the first draft.

Of course, for the final submission of the dissertation, all kinds of improvements are allowed.