

2023 SOCIOLOGY SENIOR THESIS SUBMISSION INFORMATION

Congratulations, you're in the final thesis stretch! The purpose of this document is to assist you in wrapping up your thesis and submitting it on time. If you have any questions or concerns, please don't hesitate to ask your advisor, your Soc 99 instructor, or your Director of Undergraduate Studies.

THESIS SUBMISSION

DEADLINE: March 7, 2023, 1:00 p.m. EST

Please save your thesis as a single pdf file with the following file name format:
"your last name_sociology senior thesis_2023"

Submit your thesis via email to rrussell@fas.harvard.edu. You may submit any time prior to the deadline. We encourage you to cc your advisor and yourself on your submission email.

Please note: On occasion, students email us on the day the thesis is due to say that their computer is down, etc., and that they will not be able to turn in the thesis on time. While we will of course sympathize, we nevertheless must penalize all late theses according to departmental guidelines, so please try to allow time for mechanical and human failures. A late thesis will be marked down one grade level (e.g., from a Magna to a Magna minus, from a Magna minus to a cum plus) for each day it is overdue, starting at 1 p.m. on submission day, and including weekends.

ORGANIZING AND FORMATTING YOUR THESIS

Theses in sociology vary widely from statistical analyses, to interview-based research, to ethnographies, to archival research, and beyond. We encourage thesis writers to work with their advisors to decide which chapter organization makes the most sense for communicating their findings. Because of this variation, we have few formal preferences about how you should organize or format your thesis.

These few formal preferences are as follows:

- Please use Times New Roman 12-point font and double-space your thesis.
- Page numbers should be centered at the bottom of each page, starting with the first page of the introduction.
- While we do not care what formatting style you choose, we do ask that you maintain a consistent formatting style throughout the thesis (e.g., all your chapter headings look

the same, all your tables follow the same style, all your citations follow the same citation format, etc.).

- All theses should include both an abstract and a bibliography.
 - The Abstract is a one-page summary of your thesis, including a brief statement of the topic, the method of research, the findings, and the implications of your findings.
 - The Bibliography should include only the references that you cite in your thesis. The department has no specific rules regarding style; we only ask that you carefully cite all authors whose ideas you incorporate in your argument, and that you are consistent in your citation style. You are welcome to use any standard citation format you prefer. The ASA style guide [here](#) provides one option. Many students also opt to use bibliographic software like Endnote, Mendeley, or Zotero.

Organization: Most theses are organized in this manner: title page, abstract, acknowledgements (optional), table of contents, body of the thesis, bibliography, and, if needed, appendices.

Acknowledgements: The Acknowledgements page (or pages) is optional. It gives you space to thank people who helped make your thesis possible. If you received any financial support for your research, such as a Mellon Mays or an HCRP grant, you should acknowledge that support either on the title page or in an acknowledgements section.

Length: There is no minimum or maximum thesis length in sociology, although most tend to run between 60 and 120 pages. Some are longer, some are shorter. In general, thesis length is seldom a strong indicator of thesis quality, so we hope that you don't put too much stress on this issue. We encourage you to write a thesis that is long enough to do justice to your topic, and no longer.

HARD COPIES AND PHOTO OPPS

Although we no longer collect hard copies of theses, some students still wish to print and bind a copy for their own shelves. You may purchase a traditional Harvard senior thesis binder anywhere you like. For example, [Amazon](#) has some on-line options, and Bob Slate Stationery in Harvard Square (30 Brattle Street) typically sells binders as well. Most theses require only a 1-inch binder, but if your thesis is over 140 pages, you may need a 2-inch binder.

If you would like to hold a thesis binder for a photo opp, but you don't want to actually purchase a binder, then you are welcome to borrow a binder from the Sociology undergraduate office. We will be taking many photos with borrowed binders on thesis turn-in day in the 6th

floor lobby of William James Hall. Sometimes students also like to borrow the binders for photos in other locations, too, like the steps to Widener library—just let us know.

PRIZES:

There are a number of prizes at Harvard for senior thesis research, and we encourage you to apply! Please visit the Harvard University FAS Prize office webpage [here](#) for information on deadlines and application procedures.

Please note: students are not allowed to apply for a Hoopes prize on their own, but rather must be nominated by their advisor. Most advisors wait to see their students' thesis comments and grades before deciding whether to nominate a thesis to the Hoopes committee.

The sociology department awards the Albert M. Fulton Prize each year to the top departmental thesis as “judged by its contents, research methods, and literary expression, in the field of sociology.” Theses are nominated by advisors, and award decisions are made by the Committee on Undergraduate Degrees in Sociology. We announce the winner of the Fulton prize at our Senior Celebration luncheon every spring semester.

That's it! Please don't forget to sleep, eat, and attend to your wellness in these final weeks of thesis writing. And as always, please reach out as questions or concerns arise. Happy writing!