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## **Writing a BA Thesis**

If you are reaching the end of your bachelor's degree and are considering writing your BA thesis in American literature with me, this document is designed to take you through the major steps of the process.

### **Step 1**

I encourage you to approach me early in your thought process. Feel free to send me an email or pay me a visit during my office hour to discuss your ideas, even if you do not have a fully formed argument in mind yet. After our first exchange, I will decide whether I am the best suited supervisor for your project, or whether I need more material from you before making this decision.

### **Step 2**

Once I have validated your topic, I will ask you to prepare an outline of your thesis. This outline will be about 2 pages long and will include a preliminary table of contents, a tentative thesis statement, a preliminary bibliography, and a short description of the main argument(s) of each of your chapters. Though this document is a draft, I expect you to write it in your best academic English, so I can offer you feedback both on the form and the content of your work before you begin writing the thesis.

### **Step 3**

Send me approximately 10 pages of your project. Ideally, I would like to see your introduction and the first chapter of your thesis at this stage. But if you would rather write your introduction at the end of your project, you can send me 10 pages of your choosing. The purpose of this step is for me to ensure that your arguments are clear, your use of the English language is appropriate, your text is structured, and the project is going in the direction on which we agreed. I will send you feedback both on the form and the content of your work that I will expect you to apply to the last parts of your thesis.

### **Step 4**

Submit the complete thesis. At this stage, I will decide whether your thesis is ready to be submitted officially, or if you need to make any changes.

## **Step 5**

Final submission. This is the version of your thesis I will grade and that will stay in your records. I will send you one final written feedback that will explain the grade.

### **Additional Information**

- As soon as I have agreed to supervise your project, sign up for the BA thesis “course” on MyUnifr.
- Though most of these steps can be conducted via email, I would like us to have discussed your project in person at least once by the time you reach the second step (this conversation can happen on MS Teams, too).
- Your BA thesis should be approximately 30 pages long and should be formatted according to the latest MLA rules.
- Though there are no set rules that define how many chapters you should have and how long each part of your thesis should be, BA theses are usually composed of two to three chapters – in addition to the introduction and the conclusion. The body of your text should constitute at least 75% of the whole document. We will most likely discuss the structure of your project in our conversation (step 2).
- This thesis is your opportunity to demonstrate that you can conduct serious academic research in an independent manner. I will be happy to offer you guidance throughout the whole process, but you will be expected to work on your own.
- The amount of time that goes by between each of these steps depends on when you are planning on graduating. I will try to be as efficient as possible, but please keep in mind that grading and offering feedback can take time. I invite you to share your anticipated timeline with me in our first meeting, so we can agree on deadlines together. Whether or not you meet these deadlines will be your responsibility, not mine, and failing to meet a deadline may delay your graduation.
- Unless I tell you otherwise, all your submissions should be done via e-mail, and your documents should all be in a format that is compatible with MS Word.
- Should you need any additional information (i.e., a sample essay, more specific guidelines, etc.), feel free to send me an e-mail at any point.