



**GUIDELINES FOR ASC STUDENTS:
HOW TO PREPARE, SUBMIT AND DEFEND BA/MA THESES**

BA/MA THESIS:

- BA thesis should not be shorter than 25 pages (roughly 7000 words; 250 words/page) while MA thesis should not be shorter than 60 pages (15 000 words; 250 words/page).
- Any diploma thesis consists of the Table of Contents, Introduction, Body, Conclusion and Bibliography.
- Technical guidelines concerning the layout and editing can be found in *Academic Writing at the American Studies Center: A Handbook*. It is placed on our ASC website and is compatible with the Chicago Manual of Style
 - The rule about numbering all the pages prior to the first page of the first chapter using lower case Roman numerals is optional (depending on supervisor's preferences). The generally accepted rule assumes that the first pages of a thesis are counted but not numbered while numbering appears on the first page of the Introduction.
- The first pages of a thesis (both BA and MA) have a clearly defined shape that can be found at our ASC webpage in the Exam section.
- All copies of a thesis should be printed on both sides and comb-bound. There is no need for hard-binding of the work.
- Deadlines for submitting theses are set for each academic year.

BA/MA EXAM:

- Students should submit, together with their thesis, a list of 3 topics (chosen from the offered list, separate for the US and Latin American specialization) accepted by the supervisor.

OTHER DOCUMENTS:

- OZN Cards: should be submitted at the Students' Office no later than by mid June.
- Electronic circular will be set up a week before the exam.
- Books should be returned to the library 2-3 days before the exam.
- Photos for a diploma should be submitted at the Office no later than on the day of the exam. Photo size:4,5 x 6,5 cm.Number of photos:-5+ 100 PLN fee (diploma in Polish and English)-4+ 60 PLN fee (diploma in Polish)