

University of Haifa
Land of Israel Studies Department
Guidelines for Writing a Thesis Proposal for a Master's Degree

General instructions for submission

- A. The purpose of the thesis proposal is to help the student define for himself and for the MA Committee the topic of the research, its purposes, and the methodology.
- B. The following format obligates all the students in the department and should not be deviated from, other than with the approval of the advisor and the chairman of the committee.
- C. The following format is merely the structure of the proposal; every student must fill it with content in accordance with the research topic and the advisor(s)' guidance.
- D. The proposal is to be submitted to the department secretariat only after it is approved and signed by the advisor(s).
- E. Be sure not to exceed the length stipulated in each of the sections.
- F. The proposal will be submitted in the following printed format:
 1. A4 paper
 2. Text in 12 point font; titles in 14 point bold; subtitles in 12 point bold.
 3. 1.5 spaces between each line
 4. A line between each paragraph or indentation
 5. Titles should be numbered alphabetically (A,B,C) while subtitles should be numbered numerically (1,2,3).
 6. Text should be left-justified.
 7. Pages should be numbered on top
 8. Footnotes and the bibliography should be written in accordance with Humanities Faculty style guidelines (which can be obtained from the department secretary and the department's website).

9. Footnotes should appear on the bottom of the page and not at the end of the proposal.
- G. The proposal must be written in proper English and submitted only after careful proofreading, including for typos, comma use, and periods.

Structure of the proposal (Sections)

- A. A separate title page on which the following items appear in the following order:

1. The title of the study. Choose a short and catchy title that will make the topic of the research immediately clear. You may have a title and a subtitle.
2. The name of the student
3. The name of the advisor(s)
4. The name of the department and the University
5. Date of submission

B. The topic of the research and its objectives

1. **Length:** One page
2. **Explanation:** A concise description of the topic the student plans to research

C. Literature review (bibliographical survey)

1. **Length:** 2-3 pages
2. **Explanation:** In this section the student will survey studies done previously in his area of research. This section is meant to examine the student's proficiency in the scientific background of his proposed research, and to serve as an introduction to a discussion of the question: Why is this research important?

Comments:

- This section requires a thorough bibliographic survey.
- It is preferred that this survey go from the general to the specific, i.e., from studies that deal with the broader topic to those studies that more closely approach the topic of the proposed research.

D. Significance of the research

1. **Length:** Up to half a page
2. **Explanation:** The student will briefly explain what new ground the research is expected to break. The innovations can be content-related and/or methodology-related.

E. Methodology and sources of information

1. **Length:** 1-2 pages
2. **Explanation:** In this section the student will detail the main sources on which he will base his research. Distinction should be made between primary sources (archives, interviews, diaries, memoirs, press clippings, surveys, etc.) and secondary sources (such as previous research studies).

This section allows the committee to determine whether the suggested research has a strong empirical basis.

F. Structure of the thesis

1. **Length:** 1-2 pages
2. **Explanation:** The student will build a tentative table of contents for the final thesis (at the level of titles and subtitles only).

G. Bibliography

1. **Length:** 2-4 pages
2. **Explanation:** The student will prepare a list of books and articles that will constitute the scientific foundation for his research

Comment:

There is no need to include every single bibliographical item relevant to the topic, only those that the student has read or plans to read for his research and writing the final thesis.