**THE MA PROGRAM IN HISTORY**

**THE CITY COLLEGE OF NEW YORK**

**THE DEPARTMENT OF HISTORY**

**160 CONVENT AVE, NAC 5/144**

**NEW YORK, NY 10031**

**THE FIELD PAPER:**

**STANDARDS, SUBMISSION, AND CERTIFICATION.**

To fulfill their written work requirement for graduation, students on the "non-thesis track" must write and submit two approved twenty-page "field papers" to the Director of the Program at the time of graduation clearance. Field papers are customarily written in the context of MA seminars in History at the College and approved by their instructors.

**Standards:** Per Departmental norms, an approvable "field paper" is a research paper of approximately twenty-pages in length that includes the same front and back matter as the thesis (see "Thesis Guidelines"), upholds professional norms (especially as concerns originality, citations and style) and will have earned, or be equivalent to, the grade of a "B" or better in a MA seminar in History at the College. Thus, the matter of each field paper should include a title page at the front and a bibliography at the back. The paper should cite all its sources in (either foot- or end-) notes per the guidelines of the last edition of The Chicago Manual of Style. And the text of the paper should uphold the stylistic guidelines of Chicago as well, especially as concerns punctuation, capitalization, numeration and italicization. All texts should also be spellchecked and paginated before submission to the Department. Texts that do not uphold these standards will NOT be accepted and receive the final approval of the Director necessary for graduation clearance.

**Submission:** When requesting "graduation clearance" from the Department, a single hard copy of each field paper must be submitted to the Director of the Program along with a signed "Certification of Completion of Field Paper Requirement" for each paper, which is available to you as a PDF on our website under "Requirements and Forms."

**Certification:** Please note that the "Certification" must be signed by the reader of your field paper before submission to the Director for final approval. Field papers are customarily written in the context of MA seminars in History at the College and approved by their instructors. Students may request that exceptions to this norm be made, but those requests should be made of the Director well in advance of one's planned graduation date and may not be possible to accommodate and/or approved.