OU*E Fellows Report Guidelines
[Students may modify the following report guidelines as appropriate for their field of study.]
ARTS & HUMANITIES

Title Page
A title page should display your name, the title of your paper, your advisor’s name and department, and the date.

Abstract
A short abstract of 75 to 150 words should follow the title page. The abstract should state your thesis, indicate the sources you use to support it, and summarize the key points of your argument.

Paper
Your paper should be no fewer than six pages. It should open with an introduction that identifies the subject of your research, identifies a specific observation or question worthy of investigation, and offers a clear thesis interpreting the observation or answering the question in some way. Your introduction should also provide some indication of how the body of paper will support the thesis, mentioning the sources, or types of sources, on which the paper relies. Finally, your introduction should provide any background information or context necessary for an understanding of your argument.

The body of the paper should present individual points in support of the thesis, explaining the meaning and significance of any evidence provided. End your paper with a conclusion that ties together the evidence you’ve provided and reinforces your thesis.

References
You must cite all sources on which your work relies, even those not quoted directly. Choose a citation style that is widely accepted in your field of research and use it consistently. Use the same citation style to compose a list of all references or works cited in the text. This list will appear on a separate page after the main body of the paper.

Acknowledgments
A brief acknowledgments section should recognize those who have supported your project, including any faculty and advisors who provided guidance. Generally, acknowledgements also thank individuals who helped you locate research materials or provided feedback on drafts of your work.

Format
Papers should be single-spaced with 1-inch margins on all sides and 10-to-12-point standard font such as Times New Roman. Number all pages consecutively.

Reflection on the Learning Experience
On a separate page, compose a brief essay reflecting on what you learned from the research and writing processes. As you compose this essay, consider what you have learned about each of the following:

- the way research is conducted and presented in your field
- the types of sources available to scholars in your field, how those resources are accessed, and how they are used
- the process of developing and supporting an argument in your field, including the challenges of interpreting and applying both primary and secondary sources

Final reports and Reflections are due April 1
Reports and Reflections must be submitted electronically to the Research Advisor who must submit them to Dedie Wilson at byfieldr@mst.edu

Report and Reflections file names should be as follows:
Report = Last name, first initial, OURE, year (Example: MinerJ.OURE.FELLOWS.2016-17)
Reflections = Last name, first initial, OURE reflections, year (Example: MinerJ.OURE.REFLECTIONS.2016-17)