

Guidelines for the Master's thesis

Goal

The master's thesis is an independent scientific product. Through the work on your master's thesis you are supposed to demonstrate the ability to analyze a specific topic in a scientific and precise fashion.

The length of the master's thesis should be between 16.000 and 26.000 words and no more than 33.000 words, including index, list of contents, list of tables, acknowledgments etc. Any additional material can be handed in on a CD or be posted on a Web-page (where only the web link is listed in the actual thesis). The commission is not obligated to review this material and will in no circumstance let this additional material influence the grading of the thesis. In this context a "normal" page is considered to be an A4 page with both a left and right margin, with both top and bottom margins of 2,5 cm and with 1,5 spacing. This is, together with page numbers either centered or alternately on the right and left side, a format well designed for double page printing.

The type of font used is optional, but it must be in compliance with the norm that yields approximately 325 words per page with adjustment for both left and right margins.

For proportional font (for instance Times New Roman): The font should be no smaller than 13-point size on a laser printer.

Smaller font size and single spacing can be used in tables, figures and footnotes as long as it is "reader-friendly".

Guidelines for Content

The master thesis is an independent research product. This means that:

- I) It should focus on a research question and one or more underlying questions which are thematically defined within the field of Peace and Conflict Studies.
- II) It should be based on one of the following criteria for the handling of a material
 - a) Collection, comparison and analysis of existing texts
 - b) Collection and analysis of own observation, interview or survey data
 - c) Analysis of an existing interview- or survey material, for instance public statistics
 - d) Re-analysis of an existing data from other investigations.

Quality requirements

It is important to mention that the quality requirements may vary somewhat from what is described below, depending on the discipline you choose to write your thesis within. The assessment of a master thesis is based on an overall impression one gets as a reader. There are, however, a few criteria worth mentioning as more significant than others in the grading of a thesis.

- I) That the thesis is founded on a precise, specified and scientifically interesting research question.
- II) That all empirical analysis is well documented and is based on reliable data. It is also important that the student present the data in a proper manner.
- III) That the discussion of the material is connected to interesting and insightful theories and terms, and that terms and typologies are used in a consistent and orderly fashion. It is of particular importance that the theories and terms used are relevant to the topic under scrutiny.

The academic competence that should be acquired and documented through the work on the thesis, is amongst other things, the ability to conduct a solid research work. This means that argumentative order, the ability to analyze and use the material at hand according to regulations and professional creativity and intuition is very important. Through the Master program the students are also meant to acquire academic creativity and intuition, i.e. an ability to ask good research questions and perform stringent analysis.

Scientific decorum-ideals about intellectual honesty

As in all enterprises, studies and research are also regulated by norms of morality and students at the University of Oslo are introduced to this theme already during the ethics part of the Examen Facultatum. This also includes professional ethics. Several of the ethical guidelines for research work are relevant for term papers, essays and master theses, for instance those that deal with the use of data, the relationship to those who are being studied, or to the relationship to colleagues.

On plagiarism

One of the more central ethical topics in research is plagiarism. One important guideline in this respect is stated in a document made by NESH (the National Research Ethical Committee for Social Science and Arts). Researchers who use or cite from other people's ideas, publications or scientific material, must state their sources. Plagiarism is to present other people's research in a manner which can mislead others to think that it is your own work. Plagiarism is a serious matter. Plagiarism and theft of material, ideas or research is unacceptable (NESH). Plagiarism represents a serious violation of the norms of the scientific community. It is important to learn the right way to use sources and references as early as possible. All papers handed in to the Department must follow the norms of citation.

When using other texts, references should be indicated with quotation marks and accurate sources. It is important to remember that even if you rewrite other people's views and results, an accurate citation is still needed. Direct use of other people's formulations or thoughts, without proper citation, is cheating.

Misuse of sources in term papers is considered cheating, which in serious cases can lead to annulment of the exam and/or expulsion for a period of time. It is therefore very important that students are familiar with the ethical and professional/academic guidelines. You can read more on this subject in Wayne Booth, G.G Colomb & J.M. Williams (1995): *The Craft of Research* (university of Chicago Press) and Robin L. Penslar (red) (1995): *Research Ethics. Cases and Materials* (Bloomington).

References and List of references

References and list of references must be done in a consistent manner and according to a common standard. The Department of Political Science has therefore made a standard, which we recommend be used when writing your thesis. Students may use other standards, but references and list of references must be written in a manner consistent with the standard you have chosen to use.

References

When to refer?

One is obligated to cite where one has found the information from (what source) or the name of the person(s) one is citing. When using direct citations and when specific information is borrowed from other people's work, the source must be cited and reference to the page number must be included. This also applies when distinct ideas are referred to or discussed even if they are not cited in the text.

How to refer?

References should not be placed in footnotes, but be worked into the text. The references should be put in parenthesis and contain information such as the author's surname, publication year and page number.

Examples:

1. If the authors name is referred to in the text, publication year and page number should be placed after the author's name ("Olsen (1983:23-25) has argued that...")
2. If the authors name is not in the text, it should be placed in parenthesis along with publication year and page number ("...of importance (Easton 1965:44)...")
3. If there are several references, they should be put alphabetically and then chronologically in (parenthesis, separated by semicolon: (March & Simon 1958:23; Thompson 1967:33-36)
4. Where there are three or more authors, one can refer by writing the surname of the first author followed by "et.al.": (Egeberg et.al. 1978:44)
5. Where there are several references to the same author in the same year, the references are given an identity by placing a small letter a,b,c,... after the publication year: (Rokkan:1966b:57). This small letter must also be placed in the list of references, in order for the readers to identify it.
6. If references to pages are not included, the references should be as this: ("Arter (1999) argues that...")

Notes

Notes should only be used for additional information, which is not a natural part of the text. Notes should, as a general rule, be limited. One can choose if one wants to use footnotes or endnotes. Font and spacing should not be considerably smaller than in the text. Spacing must be 1 at the very least and font size of a minimum of 8 for Courier or 9 for Times New Roman.

List of references and list of sources

At the end of the thesis a list of all literature you used, must be included. Only literature, which is referred to in the text should be included on this list. The list of references must be arranged in alphabetical order based on the author's surnames. If the thesis is based on a

significant number of sources of the kind mentioned below in pt. 8 and 10, these can be placed in a separate list of sources. But they can also be included in the list of references.

Below there are examples of how to refer to 10 different types of literature and sources after a standard used at the Department of Political Science.

1. Books

Arter, David (1999). *Scandinavian Politics Today*. Manchester: Manchester University Press.

Elshtain, Jean Bethke (1995). *Women and War*. Chicago: The University of Chicago Press

Note: Publishing year and -place, as well as Publishers must be included in the reference.

2. Anthologies (i.e. a collection of articles by several authors)

Lewis-Beck, Michael S. (1984). "France: The Stalled Electorate," Chap.14 in Russel Dalton et al. (Eds): *Electoral Change in Advanced Industrial Societies*. Princeton, N.J.: Princeton University Press.

Bleiklie, Ivar, Knut Dahl Jacobsen og Jan Thorsvik (1979). "Forvaltningen og den enkelte", page.209-238 i Leif H. Skare (Ed.): *Forvaltningen i samfunnet*. Oslo: Tanum-Norli.

An example of how to write references in your text can for instance be like this: ... (Bleiklie, Jacobsen og Thorsvik 1979).

Note: The article and the title, editor, page number (in some instances also chapter number)publishing year, place as well as Publisher of the anthology should be included in the reference. It is only the title of the book that should be written in Italics.

3. Magazine articles

Eriksen, Thomas Hylland (1991) "Ethnicity versus Nationalism" *Journal of Peace Research*: 63-278.

Farell, Theo (2002) "Constructivist Security Studies: Portrait of a research program" , *International Studies Review* 4 (1): 49-72.

Note: The name of the article, the magazine, publishing year and the page number of the article should be included in the reference. The name of the Magazine is the only thing written in Italics.

4. Reports in series et.al

Gooderham, Paul, Tore Lindbekk & Kristen Ringdal (1994). *Erikson og Goldthorpes klasseinndeling: Norwegian version*. Trondheim: University of Trondheim, AVH, Department of Sociology and Political Science. ISS report 41.

Skjeie, Hege (1992). *Den politiske betydningen av kjønn. En studie av norsk toppolitikk*. Oslo: Institutt for samfunnsforskning. Rapport 92:11.

Note The reference to the series that the article is published in the auspices of must be included in the reference at the very end.

5. Unpublished manuscripts/Conference papers

A. Conference papers

Flanagan, Scott C. & Aie-Rie Lee (1988). 'Explaining value change and its political implications in eleven advanced industrial democracies'. Presented on the 14th world congress of International Political Science Association. Washington, August 28th. - September 1st. Conference paper.

B. Master theses, dissertations

Skare, Audun (1994). *Nominasjoner. Kandidatutvelgingens politiske innhold*. Oslo: Universitetet i Oslo, Department of Political Science. Master thesis.

C. Manuscripts not yet published

Banks, Jeffrey S. and George Bordes (1987). "Voting Games, Indifference, and Consistent Sequential Choice Rules." Rochester : University of Rochester . Paper.

Note The type of work ("conference paper", "Master thesis", "paper", or "dissertation") Should be written at the very end of the reference, after place of print and name of publisher.

6. Books or articles not yet published

Nye, Joseph S. (forthcoming). *Understanding International Conflicts. An Introduction to Theory and History* (Second edition). Amsterdam: Addison, Westley, Longman

Urwin, Derek W. (forthcoming). 'The Norwegian Party System from the 1880s to the 1990s', chap. 2 in Kaare Strøm og Lars Svaåsand (ed.): *Challenges to Political Parties: the Case of Norway* . Ann Arbor: The University of Michigan Press.

Note: This type of source should in your text be referred to the same way as you would do books, but instead of writing publishing year you write forthcoming. For instance (Urwin, forthcoming).

7. Publications without named authors, for instance Public documents political party programs

Statistisk sentralbyrå (1994). *Utdanningsstatistikk Universiteter og høyskoler 1. oktober 1992*. Oslo-Kongsvinger.

For an example of how to write such a references in your text :(Statistisk sentralbyrå 1984), or ... (Statistisk sentralbyrå 1984: 35 - 40, table 10).

St. meld. nr. 72 (1981-82): *Om offentlig informasjon* .

For an example of how to write such a reference in your text : ... (St.meld.nr.72 (1981-82)), or ... (St.meld.nr.72 (1981 - 82):22 - 27).

Krav til innsats for felles framtid. Arbeidsprogrammet for Det norske arbeiderparti 1990 - 1993.

(Arbeidsprogrammet does not contain information about time and place of publishment . So that information cannot be included in the reference).

For an example of how to write such a reference in your text ... (Krav til innsats: 31 - 32).

Note: References of this kind can be abbreviated

8. Radio- og TV-programs

CNN (1999). Biz-Asia. July 25th.

NRK 1 (1997). En klasse for seg'. July 25th.

For an example of how to write such a reference in your text: ... (CNN 1999) and ... (NRK 1 1997).

Note: The Broadcasters name and channel, followed the year comes before the name of the program and the date it was first broadcast

9. Newspaper and magazine articles

Berdal, Mats og Torunn Laugen (1997). 'FN og NATO i Bosnia - risiko og byrder', *Aftenposten* July 25th.

Aftenposten (1997). 'Mejdani etterfølger Berisha i Albania'. 25. juli.

Economist (1997). ' Europe wheels to the right'. 10-16 mai.

For an example of how to write such a reference in your text: ... (Berdal og Laugen 1997), ... (*Aftenposten* 1997), ... (*Economist* 1997).

Note: Authors are to be included in the reference if the article has an author. If the name of the author does not appear in, the reference should look like the 3rd example. It is not necessary to include page numbers. The newspapers or magazines name should not be written in Italics when it is placed first in the reference.

10. Oral Sources and conversations

Skytøen, Lars (1986). *Telefonintervju med forf.(telephone interview with author)* 6. April.

Brundtland Gro Harlem, (1997). *Personlig korrespondanse (Personal correspondence) med forf.* 4. mars.

Syse, Jan P. (1994). *Intervju (interview) med forf.* 4. April.

It is important that the type of communication between you and the source is stated in your text. The correct way of citing the 3 examples mentioned above is as follows:... (Skytøen 1986 [Telephone interview]), ... (Brundtland 1997 [Personal correspondence]), ... (Syse 1994 [interview]).

Note. In your list of references the type of communication and the date must be stated. Also in the actual text, the type of communication should be stated in parenthesis []

Generally

If more than one author or editors are collaborating in a publication, they should be listed in the sequence on the publications title page. In instances where there is more than one author, only the first author is to be listed with the surname first, with a comma between surname and first name. The other authors should be listed with their first names first as in example 2.

Note that in the examples above, different types of literature is listed separately to demonstrate how they are to be used in the list of reference. The list of reference, should however, not be arranged thematically but alphabetically. If you have several sources from category 8 and 10, you can opt to arrange those in a separate list of references.

Tables and figures.

Tables and figures are often included to describe or demonstrate findings from a research the author has conducted him/herself or have gained access to from other written material or to describe tendencies or relationships between variables found in available statistical data.

All tables and figures included in the master thesis must be numbered. The number should refer to the chapter, the table, or the figure is placed in. For instance table number 2 in chapter 5 should be given the number 5.2, (i.e. table 5.2). Tables and figures must be numbered separately (i.e. table 5.1, 5.2, 5.3 etc and figure 5.1, 5.2 etc). The headline of the tables and figures are to be written in bold letters. Note that the headline for figures should be placed under the figure while the headline of a table is to be placed over the actual table.

Tables and figures should include all necessary information so that the reader can understand their meaning without consulting the general text. This means that the contents of all columns and rows must be clearly indicated in the table and that the precise significance of the data must be indicated.

Are frequencies absolute or relative? What kind of coefficient is used? It should also be clear in which direction percentages have been calculated and the basis (N) for calculating percentages. The notes to the table or figure must be included in the table or figure, below the numbers. If there is more than one note, they should be indicated by numbers (1,2,3..) or letters (a, b, c..). As a general rule the data used in the table or figure should be stated. If you mainly only use one source it is not necessary to state your sources for each and every table or figure. If some of the tables are based on other sources you have to state so in the table. Data sources should be indicated in the following manner: Source: Election polls 1989. If the table or figure is gathered from published sources, the source must be cited.

If the table used in your thesis is for instance gathered from table 4.1 in Bernt Aardal and Henry Valen's book "Velgere, partier og politisk avstand" from 1989. The correct way of referring to that table is: Source Aardal and Valen 1989 (55-57, table 4.1). Below you can find tables and figures that demonstrate how they should appear in your thesis.

Table 4.2 Party preferences and social class amongst working groups based on Erikson and Goldthorpe's classification. Weighed percentages.

Social class

Party	Upper civil servant	Lower civil servant	Functionary	Middle class	Agricultural sector	Skilled Workers	Unskilled workers	Total
SV	9	8	5	5	1	6	5	6
AP	13	19	46	23	16	56	60	37
V.	6	8	3	3	1	2	3	4
KrF	15	8	8	8	12	8	2	8
SP	5	5	5	5	48	2	3	7
H	45	46	30	55	17	21	21	34
FrP	3	4	2	3	1	6	5	3
Other Parties	4	2	1	0	3	0	1	1
Sum	100	100	100	101	99	101	100	100
N	78	315	325	106	81	174	173	1252

Cramers V=.24

Erikson and Goldthorpe's classification is explained in appendix 2.

Source: Valgundersøkelsen 1985

Table 5.2 Regression analysis with index for perceived political efficiency as independent variable (N=1527). Bi-variate correlations (Pearson's r) and standardized and unstandardized regression coefficients.

	r	beta	B
Constant			5.91
Age	-.28**		.029**
Sex 1	-.01	.00	-.003
Education	.30*	.24**	.193**

2			
Family income 3	.20**	.06*	.0013*
R 2			.150

1 Dummy variable where women are given the value 1

2 Number of years of higher education

3 Family income in thousand kroner

* Significant with a significant level of 5% (two tailed test)

** Significant with a significant level of 1% (two tailed test)

Source: Survey of national identity in Norway, 1995

Citations of Internet based documents

1. Newspaper articles:

Author (year, month day). Title. - or pagenumber: Newspaper [medium]. - Edition. - Available: Give sufficient information to find article

2. Example:

Tooshoos, G. (1992, December 7). Problems are not odd I. Minnesota daily [online]. - Available via Telnet: gopher.tc.uran.edu Catalog: Libraries/Newspaper, magazines and newsletter/Campus newspapers/Minnesota daily) Fil: Search 199211993 school year

*) The slash indicates the level in the menus

3. Information from mailinglists:

Author (year, Month day). Topic for discussion [discussion]. - List [online]. E-mail-address:

4. Example:

Dahlø, Rolf (1995, February 3rd). New edition of manual [discussion]. - Library [online]. - E-mail-address: bibliotek@rbt.no

5. Information from Newsgroups:

Author (Year, month day). Topic for discussion [discussion] [online]. - Newsgroup:

6. Example:

Marthinsen, Odd (1993, March 13th). Genealogy program [discussion] [online]. -
Newsgroup: no.slekt

7. Information from electronic mail:

Author (Year, month day). Topics of messages (e-mail to receivers name) [Online].
– Available through e-mail: receivers e-mail-address

8. Example:

Sparck-Jones, Karen (1994, April 2nd). Weighting [e-mail to Gunhild Salvesen]
[online]. – Available through e-mail: Salvesen@pclan.bibtis.no

9. Text from World Wide Web:

Title (date of reading) [online]. - URL:

10. Example:

Internet use for librarians (1995, February 3rd) [online]. - URL:

<http://www.jbi.hislo.no/intro.htm>