HONORS HANDBOOK
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
UNC PUBLIC POLICY
2018-2019
# TABLE OF CONTENTS

HONORS PROGRAM DESCRIPTION ................................................................. 3  
  Identifying a Faculty Advisor ................................................................. 4  
  Evaluation for Honors or Highest Honors ................................................ 4  
  Research Funding .................................................................................... 4  
SENIOR THESIS DEADLINES ..................................................................... 6  
ADVICE FOR HONORS STUDENTS (FREQUENTLY ASKED QUESTIONS) ........ 7  
SYLLABUS FOR 691H .................................................................................. 9  
SYLLABUS FOR 692H .................................................................................. 11  
SUGGESTED ORGANIZATIONAL STRUCTURE ......................................... 13  
GUIDELINES FOR SUBMISSION OF THESIS ............................................. 20  
SAMPLE HONORS THESIS TITLE PAGE .................................................. 22  
APPENDIX 1: 691H ENROLLMENT APPLICATION FORM .......................... 23  
APPENDIX 2: COMPLETED DEFENSE REPORTING FORM ......................... 27  
APPENDIX 3: DUNCAN MACRAE Jr. HONORS THESIS GRANT .................. 28
HONORS PROGRAM DESCRIPTION

An honors thesis option is available to UNC Public Policy majors who have demonstrated their ability to produce distinguished work. The Honors program provides students with the opportunity to pursue a substantial, original research project under the supervision of a faculty advisor over a two-semester period.

Students who wish to undertake a senior honors thesis project must have a cumulative, overall grade point average of 3.30 or higher, and a GPA of at least 3.5 in the core public policy courses in order to be admitted to the honors sequence. Students must maintain these minimums in order to progress to the second semester of thesis work and to graduate with honors. They should also have completed at least four core courses in the public policy major including the prerequisites for PLCY 691H (PLCY 460 and PLCY 581). Core public policy courses include PLCY 310 or ECON 310 or 410; and PLCY 210, 220, 340, 460, and 581. In addition, they should have a written recommendation from at least one faculty member in public policy agreeing to serve as their thesis adviser.

Students begin the program by taking PLCY 691H, Honors in Public Policy, in the fall semester of their senior year. During this course, students will work under the direction of their thesis advisers to conduct their research and complete the first two chapters of their thesis. At the end of the first semester, the Public Policy will evaluate students’ progress and determine whether they should continue their projects. If the first two chapters are approved by the thesis adviser and the student has maintained the GPA standards, the student may continue thesis research the following semester in PLCY 692H.

The honors thesis provides a total of six (6) credit hours toward the major. Coursework must be completed in two consecutive semesters. In addition to completing a thesis, honors thesis students are expected to elect a field concentration. The completion of 691H provides 3 credits towards the field concentration. For May graduates, the honors thesis must be submitted to Public Policy and approved by early April. For December graduates, the honors thesis must be submitted to Public Policy and approved by early November. Students may only register and receive credit for one semester of PLCY 692H.

Students who fail to meet the GPA standard at the end of the first semester may not enroll in PLCY 692H or continue as candidates for graduation with honors or highest honors. They will receive graded course credit for the work completed and may, at the discretion of their thesis advisor, continue their projects by way of independent study. Students who continue on that basis are not eligible to graduate with honors or highest honors. Students who do not complete PLCY 692H must complete the Public Policy Capstone (PLCY 698) in order to earn a degree in Public Policy.

Students interested in participating in the honors program should contact the Director of Undergraduate Studies or the Student Services Officer to submit an application prior to registering for enrolment in PLCY 691H.
Identifying a Faculty Advisor

Students interested in pursuing a thesis must obtain the support of a faculty member in Public Policy who will chair the thesis committee, supervise the student’s work, and serve as the instructor for PLCY 691H and 692H. Advisors must have a permanent or adjunct appointment in Public Policy. Tenured and tenure-track faculty, postdoctoral fellows with teaching appointments, and fixed-term faculty who have been teaching in UNC Public Policy for at least one year may serve as senior honors thesis advisors. Graduate students may not serve as thesis advisors or as instructors for senior honors thesis courses. Due to the number of contact hours required, faculty members who are on research and study leave during your senior year may not serve as your primary advisor.

Each thesis committee must have one additional member to serve as a second reader. The second committee member may be a faculty member in any department at UNC-Chapel Hill, a PhD candidate in Public Policy, or a faculty member at another accredited college or university, as deemed appropriate and approved by the thesis advisor. They may serve as a second reader.

Evaluation for Honors or Highest Honors

Upon the completion of their projects and approval by their thesis advisor, students should schedule an oral defense of their thesis with their committee. Honors thesis committee members have three options following the oral defense: 1) they may award only course credit for a student’s thesis work; 2) they may recommend that the student graduate with honors; or 3) they may recommend that the student graduate with highest honors. Theses recommended for honors or highest honors will be evaluated by UNC Public Policy’s Undergraduate Affairs Committee, which will make the final decision on awarding highest honors. To graduate with honors or highest honors in public policy, students must have an overall GPA of at least 3.3 and at least a 3.5 GPA in core public policy courses. Students must also meet all requirements and deadlines set forth for honors by Honors Carolina. Students who complete a thesis but do not achieve the GPA requirement may graduate with distinction in public policy but cannot graduate with honors or highest honors.

Highest honors will only be awarded to students who have met the most rigorous standards of scholarly excellence. The University recognizes students’ overall academic achievement by graduating them with distinction or highest distinction. Honors and highest honors are awarded more specifically for outstanding scholarly achievement within a specific field of study. In light of this fact, Public Policy will consider a student’s GPA within the major as a factor in awarding highest honors.

Research Funding

Honors Carolina (http://honorscarolina.unc.edu/research/senior-honors-thesis/) offers financial awards to support senior honors thesis projects. There are two funding cycles per year, with
deadlines announced by the Honors Carolina office. A Call for Applications is sent to departments early each semester. The Fall 2018 Call for Applications will be distributed to academic units on September 3, 2018. Students must apply through UNC Public Policy and may not submit applications directly to Honors Carolina. These awards, up to $500, may be used to cover any legitimate cost directly connected to a thesis project: laboratory equipment and supplies, computer software and hardware, travel, artistic supplies, books and periodicals not available through normal library sources, illustrations and duplication, etc.

Funding is also available through the Office for Undergraduate Research (http://www.unc.edu/depts/our). The OUR supports Summer Undergraduate Research Fellowships (SURFs). SURF applicants should plan to engage in undergraduate research for at least nine weeks, working a minimum of 20 hours per week, during the summer. Projects must be supervised by a UNC faculty research advisor, and additional collaboration with a postdoctoral fellow or graduate student mentor is encouraged. Students who have received a SURF award in previous years are not eligible to apply. SURF recipients may not accept a Burch Fellowship for the same summer. In addition, seniors who will be graduating prior to the completion of the summer fellowship are not eligible to apply.

The Duncan MacRae Jr. Honors Thesis Grant is available from UNC Public Policy. For more information on that award, please see the selection guidelines in Appendix 3.
## SENIOR THESIS DEADLINES

### 691H. Fall Semester Deadlines (Seniors)

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>August</td>
<td>Complete Human Subjects Certification <a href="https://research.unc.edu/human-research-ethics/getting-started/training/">link</a></td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Submit Human Subjects Certification to Student Services Officer</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>IRB Application Form and (if required) Data Collection Instruments Due</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Honors Research Grant Applications Due to Student Services Officer by 4pm</td>
</tr>
<tr>
<td>October</td>
<td>Complete Chapter 1 – Significance</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Submit IRB approval or exemption to Student Services Officer</td>
</tr>
<tr>
<td>November</td>
<td>Complete Chapter 2 – Literature Review</td>
</tr>
<tr>
<td>November</td>
<td>Complete Chapter 3 – Methods</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Submit Ch. 1-3 to Honors Thesis Adviser</td>
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### 692H. Spring Semester Deadlines (Seniors)

<table>
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<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>January</td>
<td>Complete Data Collection (if any)</td>
</tr>
<tr>
<td>February</td>
<td>Complete Data Analysis</td>
</tr>
<tr>
<td>February</td>
<td>Complete Chapter 4 (Results)</td>
</tr>
<tr>
<td>March</td>
<td>Complete Chapter 5 (Conclusions)</td>
</tr>
<tr>
<td>Late March</td>
<td>Defend Thesis (20 minute presentation required). Students should defend their thesis no later than April 1.</td>
</tr>
<tr>
<td>April 1</td>
<td>Submit <strong>draft PDF copy</strong> of theses recommended for Highest Honors to Student Service Officer for consideration for Best Thesis Award by 5:00pm. All theses must be submitted as a single pdf document titled with the last name and year of graduation (e.g., budihardjo2000).</td>
</tr>
<tr>
<td>April 5</td>
<td>Honors Theses Defense Reporting Form Due to Student Services Officer by 5:00pm. This form must be submitted by the student’s THESIS COMMITTEE. Students who have not completed their defense and have not been recommended for Honors by this date will not be identified by UNC as honors students at commencement.</td>
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<tr>
<td>April 26</td>
<td>Submit <strong>two copies</strong> of <strong>final thesis</strong>. Submit one to the UNC Public Policy as a single pdf document titled with last name and year of graduation. Submit the second as an electronic copy via the Carolina Digital Repository (CDR). Submissions are due by the last day of class in the semester in which students complete their theses. The University Library will catalog electronic theses and make them available to the public.</td>
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ADVICE FOR HONORS STUDENTS (FREQUENTLY ASKED QUESTIONS)

How will a student’s Core Public Policy GPA be calculated?
For entry into PLCY 691H, the core public policy GPA will be calculated based on an average of the following classes: (1) PLCY 210, (2) PLCY 220, (3) PLCY 340, (4) ECON 310, ECON 410 or PLCY 410, (5) PLCY 460, and (6) PLCY 581. If you have not taken one or more of these classes, the GPA will be calculated across the core courses that you have taken. However, you must have completed at least PLCY 460, 581 and two other core courses. To convert letter grades to GPA, use the following: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0.

Can a student expecting to graduate in December complete an honors thesis?
Yes. If you are a student who expects to graduate early, you may enroll in PLCY 691H in the Spring semester of your junior year and PLCY 692H in the Fall of your junior year with permission of the DUS. You will still need to have met all the requirements for enrolling in PLCY 691H and 692H. Students enrolled in the final semester of their thesis coursework must complete their project (including an oral defense) by Monday, November 12, 2018 for graduation in December 2018.

When should students begin to develop their senior thesis and collect data for their projects?
Students should begin thinking about the design of their thesis in PLCY 581. Most research projects will utilize existing secondary datasets. These projects can easily be completed within the time frame provided by PLCY 691H and 692H. A few students wish to design projects requiring primary data collection. Primary data collection requires considerably more time and may require funding (see below). Students considering primary data collection are strongly encouraged to identify a thesis adviser early in their Junior year. Students expecting to collect their own data should also plan on spending time designing their study and collecting data prior to their senior year. Students who plan to collect data for their thesis must complete their IRB application prior to beginning any data collection.

How do students planning to collect data for their research obtain IRB approval of an honors thesis research project?
To obtain IRB approval, students must first complete human subject training. Human subjects training can be completed at any time via the web-based CITI module for Group 2, Social and Behavioral Research available at https://research.unc.edu/human-research-ethics/getting-started/training/. After completing human subjects training, and before beginning data collection, students must complete an “Application for Approval of Human Subjects Research” (see https://research.unc.edu/human-research-ethics/online-submission/). This application requires the students to have a complete research proposal, which the faculty advisor must review before submission to the IRB. Theses that do not require primary data collection may be exempt from IRB approval; to determine if a student’s project is exempt, the student must
complete the IRB application. For an overview of the review process, see https://research.unc.edu/human-research-ethics/getting-started/submission-instructions/

How often should Honors thesis students meet with their advisers?
Students enrolled in 691H and 692H should meet with their primary thesis adviser at least every 2 weeks. All research designs and analysis must ultimately be approved by the primary thesis adviser. Please notify the Director of Undergraduate Studies if your primary adviser is not available to meet with you on a regular basis.

Where can students find additional assistance with qualitative and quantitative data analysis?
The Odum Institute for Research in Social Science provides additional training and consultation for students analyzing survey data or qualitative interview data. For more information on the services available, please see https://odum.unc.edu/research-support/.

I’ve completed PLCY 691H but no longer want to continue with my honors thesis. Can I enroll in PLCY 698?
Yes. Some students who complete PLCY 691H decide not to continue into PLCY 692H. Students who complete PLCY 691H receive credit towards the completion of their concentration for this course. It is not necessary to complete PLCY 691H or PLCY 692H to graduate. Students should only continue with PLCY 692H if they have completed all the requirements of 691H and continue to be interested in finalizing their thesis research. If it does not look like you will be able to complete your thesis research in the time provided or if other coursework, school activities, or family activities must take priority, you should not continue into PLCY 692H.
SYLLABUS FOR 691H

Pre-Requisites: PLCY 460; PLCY 581

Additional Requirement(s): Overall GPA of 3.3, effective fall 2014; PLCY core GPA of 3.5; Completion of at least 4 core public policy courses; completion of application for admission to PLCY 691H

Introduction
PLCY 691H is designed as an independent study with your faculty adviser to provide guidance and instruction to students in PLCY’s honors program in researching and writing an honors thesis. The course is writing intensive. You will be expected to provide drafts of your chapters to you faculty adviser throughout the semester; you will be given substantial feedback on the content and quality of your writing; and will be asked to revise your chapters based on the feedback provided by your faculty adviser. You will also be asked to present your work to your faculty adviser and second reader. By the end of the semester, all students will have written their research plan, applied for IRB approval if needed, and drafted the first three chapters of their thesis.

Meeting Times
Each honors thesis student and faculty adviser are expected to designate a meeting time of at least 1 hour every other week.

Grades
At the end of the first semester of senior honors thesis work, faculty advisers will evaluate students’ progress and determine whether they will continue their projects. Students making satisfactory progress will be enrolled in the second semester of senior honors thesis work. Students whose performance is unsatisfactory will receive a permanent grade for the work completed and be enrolled in PLCY 698 the following semester. Students enrolled in 691H will receive a grade based on their performance throughout the semester. Faculty vary slightly in their assessment of the grade and this should be discussed with your faculty adviser at the start of the semester. In general, grades will be determined as follows:

- Human Subjects Certification Exam 10%
- Brief Research Plan, IRB Submission, and Data Collection Instruments (if needed) 10%
- Chapter 1 – Significance 20%
- Chapter 2 – Literature Review 25%
- Chapter 3 – Methods 25%
- Overall Work Effort and Timeliness 10%

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<th>Percentile</th>
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<tr>
<td>A</td>
<td>4.0</td>
<td>94-100%</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>90-93%</td>
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<td>Grade</td>
<td>Points</td>
<td>Percentage</td>
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<td>B+</td>
<td>3.3</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>3.0</td>
<td>84-86%</td>
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<tr>
<td>B-</td>
<td>2.7</td>
<td>80-83%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79%</td>
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<td>C</td>
<td>2.0</td>
<td>74-76%</td>
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<td>C-</td>
<td>1.7</td>
<td>70-73%</td>
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<td>D+</td>
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<td>67-70%</td>
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<td>D</td>
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<td>60-66%</td>
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<td>&lt; 60%</td>
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**Due Dates**
Please see the appropriate section of the Honors Handbook for due dates for each thesis chapter and other materials. Critical due dates in red are set by the College of Arts and Science and the Director of Undergraduate Studies. Your adviser may set additional deadlines for each component of your research.

**Incompletes**
Incompletes are not allowed for 691H. Students who are unable to complete the requirements of 691H during the Fall semester are advised not to continue in the honors thesis program.

**Credits**
Students may receive a maximum of 3 credits for 691H and may **not** repeat 691H for additional credit. PLCY 691H will count as a field course.

**Honor Code**
You are expected to complete all analyses for your thesis and undertake the actual writing of your thesis entirely independently. Plagiarism of published work is a violation of the honor code. (http://honor.unc.edu/).

**Plagiarism**
In written work (including overheads or handouts used in presentations) words drawn from others should be indicated by quotation marks and ideas drawn from others should refer to their source. If you are unsure about what needs to be cited, please speak with your thesis adviser or ask for assistance from the writing center. Plagiarism is a serious offense which can result in failure of the course and suspension from the University. To make sure that you understand what plagiarism is, please read https://writingcenter.unc.edu/tips-and-tools/plagiarism/. Also see the following link for an engaging animated tutorial on plagiarism (http://www.lib.unc.edu/instruct/plagiarism/) that is recommended for UNC students at both the graduate and undergraduate levels.
SYLLABUS FOR 692H

Pre-Requisites: PLCY 691H

Additional Requirement(s): Overall GPA of 3.3, effective fall 2014; PLCY core GPA of 3.5; Recommendation for continuation from your thesis adviser.

Introduction
PLCY 692H is designed as an independent study with your faculty adviser to provide guidance and instruction to students in PLCY’s honors program in, researching and writing an honors thesis. The course is writing and presentation intensive. You will be expected to provide drafts of your chapters to your faculty adviser throughout the semester; you will be given substantial feedback on the content and quality of your writing; and will be asked to revise your chapters based on the feedback provided by your faculty adviser. You will also be asked to present your work to your faculty adviser and second reader. You will receive feedback on your presentation skills and opportunities to further develop these skills. By the end of the semester, all students will have written and defended their honors thesis.

Meeting Times
Each honors thesis student and faculty adviser are expected to designate a meeting time of at least 1 hour every other week.

Grades
Students enrolled in 692H will receive a grade based on their performance throughout the semester. Faculty may vary slightly in their assessment of the grade and this should be discussed with your faculty adviser at the start of the semester. In general, grades will be determined as follows:

- Data Collection and Analysis 15%
- Thesis (Abstract; Specific Aims/Introduction, Literature Review, Methods, Results, Conclusions, References) 60%
- Oral Presentation of Thesis 15%
- Overall Work Effort and Timeliness 10%

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Due Dates
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Incompletes
Incompletes are only allowed for 692H in rare circumstances due to family and medical emergencies and in consultation with the thesis adviser and Director of Undergraduate Studies. Students should expect to complete their written thesis and present their research by the end of the semester.

Credits
Students may receive a maximum of 3 credits for 692H and may not repeat 692H for additional credit. Credit for designing the thesis project is given via enrollment in 691H. All thesis research should be designed to be completed during a single semester.

Honors Code
You are expected to complete all analyses for your thesis and undertake the actual writing of your thesis entirely independently. Plagiarism of published work is a violation of the honor code (http://honor.unc.edu/).

Plagiarism
In written work (including overheads or handouts used in presentations) words drawn from others should be indicated by quotation marks and ideas drawn from others should refer to their source. If you are unsure about what needs to be cited, please speak with your thesis adviser or ask for assistance from the writing center. Plagiarism is a serious offense which can result in failure of the course and suspension from the University. To make sure that you understand what plagiarism is, please read https://writingcenter.unc.edu/tips-and-tools/plagiarism/. Also see the following link for an engaging animated tutorial on plagiarism (http://www.lib.unc.edu/instruct/plagiarism/) that is recommended for UNC students at both the graduate and undergraduate levels.

Recommendation for Honors
Based on your performance throughout the semester and the quality of your final thesis, your faculty adviser and second reader will recommend to the Undergraduate Affairs Committee that you receive: (1) Highest Honors, (2) Honors, or (3) An Acknowledgement of Completion of 692H. Completion of a thesis is only one of the criteria used to determine whether you will receive highest honors or honors. In addition, the Undergraduate Affairs Committee will review your transcript and evaluate your overall GPA and your GPA in public policy core classes.
SUGGESTED ORGANIZATIONAL STRUCTURE

There is no single model or organizational structure that is appropriate to all possible Senior Honors Theses. However, below is one example of a thesis outline that illustrates the kind of organization essential to the completion of a coherent, cohesive project. Note that this is a model of thesis organization, not a research guide. Also note that the organization of your own thesis, reflecting the type of topic you undertake, may differ. You should consult your thesis advisor for guidance on the proper model of organization for your particular project.

Length

There is no standard length for a thesis. You are not given credit for being overly verbose. The point is not to write something long but to make a unique contribution to the field and to communicate your research clearly, concisely, and effectively. Typically, senior theses will be between 40-100 pages including all tables and references.

Abstract

Provide at most a 1 page summary (225 words) of your work. It should include 1-2 sentences on Significance, Specific Aims, Methods, Results, and Conclusions.

Acknowledgement

Thank the people who have helped you with your thesis.

Table of Contents

This should list each Chapter title and major subtitles within the chapters. It should provide page numbers for the beginning of each chapter and sub-section. The references section and appendices should also be noted here.

Table of Figures

This should provide the number, title, and page location of each Figure in your thesis.

Chapter 1: Introduction, Questions and Significance

This section will describe the policy context, primary hypotheses or research questions to be addressed by the thesis, and the organization of the thesis.

Key Questions to Consider

- Out of what policy debate or issues does your topic grow?
- Why is the research problem a significant one in terms of what we already know or don’t know?
• What contributions will the study make to public policy making?
• What difference might the research results make for choosing alternative courses of action?
• What are the principal questions to be answered/hypotheses to be tested in this study?
• How will you be organizing your thesis? How are the chapters laid out?

Chapter 2: Background and Conceptual Framework

This section is what most of you have been referring to as a literature review. However, it may be more helpful to think of this as a background section leading up to a conceptual framework for understanding your approach to the specific aims outlined in Chapter 1.

The idea of a literature review is NOT to summarize existing research. Instead, you must analyze existing research to identify gaps, missing links, and oversights in the existing research. This helps you defend your choice of questions and tell the reader more about the contribution that you will be making to the field. You will also be analyzing the existing research to identify appropriate methods for studying your questions and to develop a conceptual framework or causal model for your research.

The primary objectives of this section are as follows:
• To identify the relevant conceptual and empirical literature that will support your research questions/hypotheses;
• To provide a logical and comprehensible framework for the conduct of the study; to help establish the specific, hypothetical relationships to be tested or investigated;
• To provide guidance on the most appropriate research methods including means for defining and measuring relevant concepts and variables, etc.

Key Questions to Consider
• What general information does the reader need to know to understand your topic? Don’t overwhelm them with too much but give them enough to understand the issues.
• What prior studies have been conducted, or articles/monographs/books written about the problem, and what has been learned that is relevant for designing your study?
• What are the strengths and weaknesses of prior research?
• What concepts, empirical questions, methods and approaches are suggested by this literature?
• How can this material be used to provide a “frame,” for your study? What factors should affect the outcome that you are interested in? How are these factors measured?

Chapter 3. Methods and Data Collection

This chapter should describe how the study was conducted, and depending on the method chosen, should include such issues as operationally defining relevant variables, defining the study population and describing the sampling procedure, describing the sources of data including any “instruments” (i.e., questionnaires, interview guides) used to collect data, introducing the methods that will be used to analyze the data/information
collected, and indicating how the results of the analysis will be used to answer/test the questions/hypotheses.

**Key Questions to Consider**

- How will you collect data (qualitative or quantitative) to test your questions/hypotheses? If you are interviewing individuals, you should provide a copy of your questionnaire(s) in an Appendix and refer to that Appendix in your text.
- How will you measure each of the factors identified in Chapter 2 as contributing to your outcome?
- How will you analyze the data you’ve collected?
- What are the key limitations and/or advantages of the methods you have chosen to use?

**Chapter 4: Results or Findings**

Here you should display and analyze your empirical results and -- if appropriate -- perform relevant statistical tests. Also, you should discuss the meaning, strength and weaknesses of your findings, and relate your findings to those of earlier studies.

The results chapter should be organized by major themes. In other words, you should group your findings together. You don’t want to provide an endless, unorganized stream of results. You want to make 3-5 major points about what you have learned.

If much of your work was done using qualitative interviews: You do NOT want to provide a complete transcript of your interviews. You need to analyze your interviews for major themes. Then, you might show data on the characteristics of the respondents that you’ve interviewed, how many respondents brought up a given theme/issue, how many of the respondents agreed or disagreed about a particular issue. You can then provide representative quotes. You want to look for quotes that illustrate your specific point well. Too many quotes overwhelm the reader and distracts from the analytic content.

If your work was done using statistical analysis of a dataset, you want to prepare tables on (1) Means of the variables used in your analysis, and (2) regression results. You should then walk the reader through the primary relationships between your independent variables and your dependent variables.

**PLEASE REVIEW THE STYLE GUIDE (BELOW) FOR GOOD TABLES.**

Tables must be clearly labeled with a number and title. They must be referred to in the text and they must include information on the source of the data. They should be self-explanatory. The reader should be able to look at them and understand them without reading the text.
Chapter 5: Recommendations and Conclusions

This is where you sum up your findings in a nice neat clear package. You want the reader to walk away with a sense of accomplishment and 3-5 main take home points.

Key Questions to Consider

• How are your findings related to your questions/hypotheses?
• To what extent were your research questions answered/hypotheses confirmed? What were the limitations of your findings?
• How generalizable are your results? What potential biases/errors may have been contributed by methods of data collection or measurement? Are there “rival” or alternative hypotheses that can explain your findings?
• What are the possible policy implications of your findings?
• Based upon your study, do you have any suggestions for further research in this area?

References

Key ideas and facts must be cited throughout your thesis. The failure to properly cite and reference previous research results in plagiarism and is a violation of the honors code. To be sure that you understand what constitutes plagiarism, please review https://writingcenter.unc.edu/tips-and-tools/plagiarism/.

Throughout your text your citations should follow the APA author-date citation format (see https://guides.lib.unc.edu/citing-information/apa-sample). Your references should also follow the APA reference guidelines. The important idea to keep in mind about documenting sources is that they must supply full bibliographic information so that the reader who wishes to do so can quickly confirm a point under discussion. “Proper form” in documentation is essential to the efficient and uniform accomplishment of this task. It is not a matter of good taste or “grammar,” but of scholarly obligation.

The key to making this form of documentation work is the appropriate and accurate structure of the bibliography. Here are some basic rules:

• All items in the bibliography are entered in alphabetical order according to the last name of the (first) author (note that bibliographic items are not numbered).
• Multiple entries for the same author are entered chronologically by year of publication.
• Multiple entries of the same author in the same year are distinguished by the use of letters (a, b, c, etc…) attached to the year of publication in the text and in the bibliography.

Sample References


Appendices

All appendices should be placed AFTER the reference section of the thesis.

Additional Style Guidelines

Citations

All citations to articles, books, monographs, newspapers or other forms of written and oral communication are to be identified at appropriate places in the text by the last name of the author, year of publication, and, if direct quotation or paraphrasing is involved, by the relevant page number(s), all in parentheses as in (Lindblom, 1977: 45). Subsequent citations of the same source will be dealt with in the same way as the first citation.
Sample Citations

- If the author’s name appears in the text, follow it with the year in parentheses, e.g., “As Lindblom (1977) argues,....”
- If the author’s name is not in the text, insert the author’s last name and the year, separated by a comma in parentheses, e.g., “The contest between politics and markets (Lindblom, 1977) has existed for several hundred years....”
- If more than one source is cited on a single point, give name and year for each, but separate the sources with a semicolon within the parentheses, e.g., (Ko, 1993; Luger and Goldstein, 1991; Sirbu, et. al, 1976). As this example also illustrates, multiple authors should be cited in alphabetical order.
- In case of multiple authorship, give the last names of the authors and the year. If there are more than two authors, you may use “et al.” as a substitution for the additional authors’ names (see previous example for both situations).
- If there is reference to more than one work by the same author in the same year, distinguish them by the use of letters (a, b, etc.) attached to the year of publication in the text and the Bibliography, e.g., (Dill, 1992a).
- The page reference (: number) must be given every time you quote or paraphrase a source, e.g., (Luger and Goldstein, 1991: 25).
- If no author is given, and an agency or other identifiable group is responsible for the publication, use the agency or group name as author, e.g., (OECD, 1995).
- If the word pattern identifying an author is excessively complex or long, and if there are a number of references to such a source, it is acceptable (even desirable) following the first citation to use a shortened form of the name, so long as it is clear from the shortened form what is the reference, e.g., (Realizing our Potential [ROP], 1993).
- Report your source even if it is not the original source. Occasionally you will want to use a quotation, concept, or item of information from one source whose author cited the material from another source, e.g., Clark, 1983; cited in Dill, 1992a: 40). The source you use must show in your Bibliography.
- In citing newspapers use the title of the article in place of an author (History is Politics, 1991). If the article has a by-line you can use the author’s name directly, e.g., Thatcher, 1991) and include the article in the Bibliographical entry along with the newspaper source, e.g., Thatcher M. (1991) History is Politics, Times Higher Education Supplement (April 19): 28.
Footnotes

With contemporary word processing, footnotes at the bottom of the page are quite easy to insert. These should be numbered consecutively within chapters. Since you will not need footnotes for references if you use the author-date method, notes should be reserved for descriptive or explanatory purposes. These are used to provide additional information or comment not deemed appropriate for the main text. In general, it is wise to be parsimonious in the use of descriptive or explanatory footnotes. Try to accomplish the needed explanation or description in the text of the paper.

Tables and Figures

Tables and figures should be numbered in separate series with Arabic numbers, e.g., Table 1, Table 2, etc., Figure 1, Figure 2, etc. At the end of every table or figure you should indicate the source(s) regardless of whether or not it (they) is mentioned in the text. These sources should also appear in the reference section of the paper. I provide an example of a figure and table below.

**TABLE 1. Percentage of Higher Education Income from Private Sources**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
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<td>n.a.</td>
<td>n.a.</td>
<td>14</td>
</tr>
<tr>
<td>France</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
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<tr>
<td>Germany</td>
<td>5</td>
<td>7</td>
<td>9</td>
<td>n.a.</td>
</tr>
<tr>
<td>Great Britain</td>
<td>10</td>
<td>13</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Ireland</td>
<td>n.a.</td>
<td>n.a.</td>
<td>n.a.</td>
<td>14</td>
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<tr>
<td>Netherlands</td>
<td>3</td>
<td>9</td>
<td>17</td>
<td>n.a.</td>
</tr>
<tr>
<td>Spain</td>
<td>n.a.</td>
<td>n.a.</td>
<td>n.a.</td>
<td>18</td>
</tr>
<tr>
<td>U.S.A.</td>
<td>n.a.</td>
<td>n.a.</td>
<td>n.a.</td>
<td>44</td>
</tr>
</tbody>
</table>

**SOURCE:** OECD, 1993.
GUIDELINES FOR SUBMISSION OF THESIS

College of Arts and Sciences Requirements (see http://www.honors.unc.edu)

Students will submit the final version of their thesis electronically via the Carolina Digital Repository (CDR). Submissions are due by the last day of class in the semester in which students complete their theses, which should provide ample time for any minor edits suggested by the defense committee. The University Library will catalog electronic theses and make them available to the public.

Students should follow these steps to submit their completed thesis to the CDR:

2. Complete required fields and upload documents:
   - REQUIRED DOCUMENT #1 - A scanned copy of their thesis cover page only, signed by the thesis advisor, in pdf format using the following naming convention: “GraduationYear_LastName_Cover.pdf” (ex. 2013_Clemmons_Cover.pdf)
   - REQUIRED DOCUMENT #2 - The thesis in PDF format using the following naming convention: “GraduationYear_LastName.pdf” (ex. 2013_Clemmons.pdf)
   - OPTIONAL DOCUMENTS – Additional supplemental files in PDF format using the this naming convention: GraduationYear_LastName_SupplementalFileNumber.pdf” (example: 2013_Clemmons_2.pdf)
     Students who have supplemental files larger than 500MB should contact the CDR staff at cdr@unc.edu to arrange an alternative file transfer method.
3. Click “Submit Deposit”

Each student’s thesis will be held in the CDR until that student’s graduation date, when Honors Carolina will clear the thesis for online publication. Once published, theses will be publicly accessible via the Carolina Digital Repository website.

Students may request a one- or two-year delayed release of their work via the CDR. Such requests must be submitted in writing to honorscarolina@unc.edu before the last day of class in the semester of submission.

Additional Requirements for Submission to UNC Public Policy

- Times Roman, 12pt font should be used throughout
- All pages should be numbered sequentially
- APA-style author-date citation formats should be used
- All paragraphs should be double spaced and the first line indented
• Chapter titles should be centered and bolded
• First Heading should be left aligned and bolded
• Second Heading should be underlined
• Third Heading should be indented and italicized.
• The UNC Public Policy maintains electronic copies of undergraduate thesis. An electronic copy of the thesis should be submitted as a pdf document to the Student Services Officer. These documents should be saved using the following naming convention: GraduationYear_LastName.pdf. For example, 2013_Creedon.pdf.
SAMPLE HONORS THESIS TITLE PAGE

HONORS THESIS TITLE

By
(Student’s Name)

Honors Thesis
(Student’s Major Department)
University of North Carolina at Chapel Hill

(date)

Approved:

_______________________
(Student’s Chair)

_______________________
(Second Reader)
APPENDIX 1: 691H ENROLLMENT APPLICATION FORM

HONORS THESIS APPLICATION FOR ENROLLMENT INTO 691H

Instructions: Completion of an honors thesis requires a significant amount of dedication over at least a 12 month period. Please submit this form and the required attachments to the Students Services Officer prior to Fall registration – April 1ST rising seniors only.

Name (First, Middle, Last): ________________________________________________

Email: ___________________________ Phone: ___________________________

PID: ___________________ Expected date of graduation: ________________

Primary Major: _______________________________________________________
(Note: To write an honors thesis, please designate public policy as your primary major)

Additional Major(s): ___________________________________________________

Field Concentration in Public Policy: ______________________________________

1.0 Completion of Core Public Policy Courses: Enrollment in PLCY 691H requires completion of PLCY 460, PLCY 581 and at least 2 additional core public policy course. Please check each of the courses which you have completed and attach an unofficial copy of your transcript which shows the grades you’ve received in each course.

Both Core Required:

   PLCY 581 Research Design Grade: ______
   PLCY 460 Quantitative Analysis Grade: ______

At least 2 of the Following Core Required:

   PLCY 210 Introduction Grade: ______
   PLCY 220 Politics Grade: ______
   PLCY 340 Justice Grade: ______
   ECON 310/ECON 410/PLCY 410 Economics Grade: ______

Current Core Public Policy GPA: Core GPA\(^1\): ______
(3.5 GPA minimum required)

Current Overall GPA: _______ (3.3 GPA minimum required, effective fall 2014)

\(^1\) To convert letter grades to GPA, use the following: 
A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0 (see http://regweb.unc.edu/resources/new_trans_key.pdf).
2.0  **Research Plan:** Please attach a brief research plan with answers to the questions below. Your answers should be well written, clear, and include specific answers to the following questions:

2.1  **Specific Aims:** What key public policy questions do you want to answer with your research? (100 words or fewer)

2.2  **Significance:** What makes your research question important? How will your analysis inform policy makers? (100 words or fewer)

2.3  **Data:** What existing dataset will you use to examine your question? If no data exist, how will you collect your data? (50 words or fewer)

3.0  **Human Research Ethics Training**

Nearly all thesis research (even those using secondary data) requires that students complete human subjects training. To complete human subjects training, please go to https://research.unc.edu/human-research-ethics/getting-started/training/. Have you completed UNC’s Human Research Ethics Training?

**YES.** Please attach a copy of your certification. To print out a copy, go to https://research.unc.edu/human-research-ethics/getting-started/training/

**NO.** Please complete your training and provide a copy of your certification to the Student Services Officer by September 1.

4.0  **IRB Approval**

Some research involving secondary data analysis and most research involving primary data collection requires IRB approval. See https://research.unc.edu/human-research-ethics/getting-started/submission-instructions/. You must receive IRB approval or exemption before beginning data collection.

**Have you already received IRB approval or exemption?**

**YES.** Please attach a copy of your IRB approval or exemption letter.

**NO.** I understand that I must receive IRB approval or exemption before beginning data collection, and I have spoken to my advisor about the IRB process. If you have not yet received IRB approval, please provide the Student Services Officer with a copy of your IRB approval or exemption by October 15. Students without IRB approval of their projects may not continue into PLCY 692H.

5.0  **Student Acknowledgement(s)**

- Students preparing a senior thesis should expect to spend 15-20 hours per week developing their thesis. Therefore, some students may choose to reduce their course load and engagement in other extracurricular activities, especially in the Spring of their senior year.

- The completion of a senior thesis is necessary but not sufficient for graduation with honors. Students must maintain at least a 3.3 overall GPA (effective fall 2014) and a 3.5 GPA in their core public policy courses; the student’s advisor must recommend the senior thesis for honors; and, based on the students’ overall record, the faculty of UNC Public Policy must vote to confer honors or highest honors.
• For students graduating in May, theses are due to the Honors office and the Public Policy Student Services Officer by the second week in April. Students must defend their thesis by the end of March. To allow time for review, a final draft should be submitted to your thesis adviser and second reader two weeks prior to your defense.

I, ________________________, have read and understand these acknowledgements.

_________________________  ______________________
Student’s Signature          Date

6.0  Faculty Adviser Recommendation

Proposed Thesis Adviser: __________________________________________________

Please provide your proposed adviser with a copy of this application and your research plan. In addition, please ask him/her to complete the recommendation form below. If you need assistance identifying an adviser please speak with the Director of Undergraduate Studies.

7.0  Director of Honors Program/DUS Approval: ____________________________

Signature and Date
UNC PUBLIC POLICY
HONORS THESIS ADVISER RECOMMENDATION FORM (691H)

Student’s Name: ________________________________

Adviser’s Name: ________________________________

Instructions: The student named above has requested your supervision of his/her honors thesis. The honors thesis requires a 9-12 month commitment to work with the student and meet on a regular basis during the Fall and Spring semesters of their Senior year. During the Fall and Spring semesters, the student will enroll in an independent honors research study with you (PLCY 691H and 692H). Prior to enrolling in 692H, students are expected to have completed a research proposal, obtained Institutional Review Board Approval (IRB) for their research proposals, and drafted the first three chapters of their proposed thesis. These chapters describe the aims of the research, summarize its significance to the field, and critique the relevant literature. To complete a thesis, students must be highly motivated with a strong capacity to work independently and meet deadlines. In addition, completion of a thesis requires excellent analytic and writing skills. Students who are not fully prepared to complete a thesis should be directed to enroll in PLCY 698.

How strongly do you recommend this student for continuation in the honors thesis sequence (circle one)?

Strongly Recommend

Recommend

Weakly Recommend

Do Not Recommend

I have discussed the IRB approval process with the student and will assist the student in completing the IRB application before they begin any data collection (initial). ______

Please review a copy of the student’s research proposal and provide a brief assessment of the student relative to others in public policy. In your review, consider the student’s: (1) intellectual ability, (2) motivation, (3) Imagination and Creativity, (4) Ability in oral expression, (5) Writing ability, (6) Research aptitude, (7) Attention to detail.
APPENDIX 2: COMPLETED DEFENSE REPORTING FORM

CONFIDENTIAL REPORT

Student name: ________________________________________________________________

Title of thesis: ____________________________________________________________________

Names/Departments of committee members:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
</tr>
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</tbody>
</table>

Time/location of oral defense: ____________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

THIS FORM IS CONFIDENTIAL AND SHOULD BE SENT IN AN ENVELOPE TO:
STUDENT SERVICES OFFICER, UNC PUBLIC POLICY, CB #3435

THIS FORM IS A RECOMMENDATION ONLY. PLEASE ADVISE STUDENTS THAT YOUR RECOMMENDATION DOES NOT CONFER HONORS. STUDENTS MUST MEET ALL ADDITIONAL REQUIREMENTS.

Thesis committee approval of honors thesis: RECOMMEND ONE (circle one)

__________________________________ HIGHEST HONORS

Chair’s Signature

__________________________________ HONORS

Reader’s Signature

__________________________________ HONORS NOT RECOMMENDED

NOTE: If you have recommended the student’s thesis for honors or highest honors, please remember to sign the cover page of the thesis for submission to the Carolina Digital Repository. It is the student’s responsibility to submit a signed cover page.
APPENDIX 3: DUNCAN MACRAE Jr. HONORS THESIS GRANT

The Duncan MacRae Jr. Honors Thesis Grant supports public policy majors working on independent honor thesis research under the supervision of public policy faculty member at UNC-Chapel Hill.

Eligibility

- Current public policy honors thesis students enrolled in PLCY 691H or 692H.

Application Process

All eligible students should FIRST apply for Honors Carolina research grants, which are available to help offset the cost of conducting a Senior Honors Thesis. The grants, up to $500, can cover the cost of equipment, supplies, software, publications, transportation, and other expenses. Students must apply through the Director of Undergraduate Studies, Public Policy. See [http://honorscarolina.unc.edu/research/senior-honors-thesis/](http://honorscarolina.unc.edu/research/senior-honors-thesis/).

Applicants can use the same Honors Thesis Research Award application form (including a letter of support from a thesis advisor) for review by the Public Policy Undergraduate Affairs Committee. In addition, applicants should submit the following items:

- A list of any other funding you have applied for or received to support your Senior Honors Thesis. Please note that if you receive an Honors Thesis Research Award or other funding, you must send an updated funding list to the Student Services Officer.
- A copy of your resume.
- A copy of your official UNC transcript.

Applications are due to the Student Services Officer by the departmental Honors Thesis Research Award deadline.

Anticipated Number and Amount of Awards

Contingent on availability of endowment funds, a maximum of four awards of $500 each will support public policy honors thesis applicants through the Duncan MacRae Jr. Public Policy Fund.

Selection Process

The Undergraduate Affairs Committee will review applications and recommend recipient(s) to the Chair of the UNC Public Policy.

Reporting Requirements

Successful applicants should acknowledge support from the Duncan MacRae Jr. Public Policy Fund in their honor thesis acknowledgements.