

## **RESEARCH PORTFOLIO GUIDELINES**

### **Overview of the Research Portfolio**

The Research Portfolio is one of the final project capstone options for the Master of Arts degree in the Graduate Program in International Affairs (along with the Thesis and the Practicum options). The Research Portfolio consists of two Portfolio Papers based on independent research that are written in specially-designated Research Seminars, as well as a Portfolio Overview Essay that describes the overall theme of the Portfolio.

The Portfolio Papers do *not* need to be on the same topic. They should, however, be linked by a common theme. The Portfolio Overview Essay is meant to bridge the two papers by describing this theme and how it is developed in the seminar papers. The Portfolio Overview Essay must be read and signed by the student's Research Portfolio Supervisor.

Because courses designated as research seminars already require a substantial research paper, the Portfolio Papers are *not additional assignments*. Rather, they are produced in fulfillment of the existing requirements for the research seminar. . Ordinarily, students completing a research seminar to fulfill their Research Portfolio requirement may have to write a somewhat longer paper than students in the course who are not fulfilling a Research Portfolio requirement.

### **Portfolio Paper Requirements**

The requirements for the two papers that are included in the Research Portfolio are as follows:

- Each paper must be at least 8,000 words in length, excluding references.
- Each paper must be based on original primary or secondary research conducted by the student, not solely on class readings.
- The writing process in the research seminar must include substantial interaction with the instructor, including a process of submitting drafts and rewriting in response to instructor comments, so that the instructor can provide guidance in the development of the student's ideas. It is expected that the instructor will work actively with the student to produce a high-quality piece of work that meets professional standards.
- Each paper must receive a grade of B+ or better. In case a student's final grade on a paper is not a B+ or better the student will have the chance to rewrite the paper for a better grade.

### **Portfolio Overview Essay Requirements**

The Portfolio Overview Essay—usually 1,000-1,500 words—is a short statement of the general themes and problems that link the two Portfolio Papers. Although the Portfolio Overview Essay should indicate the content of the papers, it should not merely summarize the essays. Rather, it should indicate the common problems that link them.

### **Research Portfolio Registration**

The two Research Portfolio seminars are ordinarily taken during the final two semesters, but they can be taken earlier when appropriate. Each semester, a student chooses one research seminar from among a number of electives across the concentrations that are designated as Research Portfolio Seminars. They are readily identifiable by their 6000-level NINT course numbers.

Students should discuss their Research Portfolio plans with their Research Portfolio Supervisor before the start of their first Research Seminar in order to clarify the Research Portfolio theme and establish a plan for the two papers.

Students selecting the Research Portfolio Option must do the following:

1. At the start of the first RP Seminar, submit a Research Portfolio Declaration Form.
2. Register for two Research Portfolio Seminars, one in each of the final two semesters.
3. For each of the two Research Portfolio Seminars, register for a no-fee, 0-credit co-requisite. For the first Seminar: register for Research Portfolio Status I (NINT 6970); for the second: register for Research Portfolio Status II (NINT 6971).

### **Research Portfolio Supervision**

The Research Portfolio Supervisor is a full-time GPIA faculty member who acts as an advisor for the Research Portfolio process. The Supervisor may be a student's Research Portfolio Seminar instructor, but may also be the student's academic advisor, the Chair of the student's concentration, or any other member of the full-time faculty. Students should meet with their Research Portfolio Supervisor when they first register for the Research Portfolio option.

The Research Portfolio Supervisor provides overall Portfolio guidance and approval, including the selection of the Portfolio theme and drafting of the Portfolio Overview Essay. The Research Portfolio Supervisor does not play the primary role in providing feedback on Research Portfolio papers or assistance with literature and research strategies, both of which are the responsibility of the Research Portfolio Seminar instructor.

### **Research Portfolio Approval**

The Research Portfolio Supervisor approves the portfolio as a whole, including the Portfolio Overview Essay. The two seminar papers must receive grades of B+ or better in order for the Research Portfolio Supervisor to approve the Portfolio.

Research Portfolios should be submitted to Research Portfolio Supervisors by December 5 for January graduation and May 5 for May graduation. The Research Portfolio Supervisor approves the portfolio by signing the Research Portfolio Cover Sheet, which the student submits as the cover of their deposited Research Portfolio.

### **Depositing the Research Portfolio**

In order to complete the Research Portfolio Option, students must deposit the Research Portfolio with the International Affairs Program. All documents must be submitted via the SGPIA [Online Research Portfolio Submission Form](#), in PDF format.

The complete Research Portfolio consists of:

- Research Portfolio Cover Sheet, signed by the Research Portfolio Supervisor
- the approved Portfolio Overview Essay
- the two revised Portfolio Papers, using the format specifications described below

***Submissions are accepted exclusively via the online form. The final deposit of the Research Portfolio is due on the last day of the term.*** Please note: this is the deadline to deposit your Research Portfolio final version, which should have been already reviewed, approved and signed off by your advisor and/or readers. Questions should be directed to [gpiacapstone@newschool.edu](mailto:gpiacapstone@newschool.edu)

## Research Portfolio Format Specifications & Citation Guide

### Length of Portfolio

Approximately 17,000-18,000 words: Two seminar papers of at least 8,000 words each, excluding references, and a Portfolio Overview Essay of 1,000-1,500 words.

### Format specifications

- **Margins** must be 1 inch on the right, top and bottom and 1.5 inches on the left.
- **Page numbers** beginning on first page of Portfolio Overview starting with Arabic numeral 1.
- **Font:** Times New Roman.
- **Font size:** The main text must be 12 point type. Footnotes, figures, or tables must be 10 point.
- **Spacing:** The main text must be double spaced. Indented quotes must be single spaced. Footnotes, figures or tables should be single spaced.
- **Numbers and captions:** Footnotes or Endnotes must be numbered seriatim. Figures, illustrations or tables must be numbered and captioned.

### Portfolio Papers Citation Guidelines

The Portfolio Papers should use the Chicago Style's Author-Date System, described below. You may also wish to consult Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed., 1996.

### Chicago Manual of Style – Author-Date System

This guide is based on *The Chicago Manual of Style 15<sup>th</sup> ed.* (University of Chicago Press, 2003); The Chicago Manual of Style Online, <http://www.chicagomanualofstyle.org/home.html>, and The Ohio State University's Chicago Style Citation Guide, <http://library.osu.edu/sites/guides/chicagogd.php>.

**Reference list** items are listed alphabetically at the end of the research paper.

**In-Text** citations are noted in the body of the paper.

### To cite books:

#### *One author*

#### **Reference list:**

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

#### **In-Text:**

(Doniger 1999, 65)

#### *Two to three authors*

#### **Reference list:**

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

#### **In-Text:**

(Cowlshaw and Dunbar 2000, 104-7)

#### *Four or more authors*

#### **Reference list:**

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: Chicago University Press.

#### **In-Text:**

(Laumann et al. 1994, 262)

*Corporate or organization author*

**Reference list:**

Ohio State University. Natural Resources Institute. 1959. *A directory of Ohio facilities and services for natural resource conservation*. Columbus: Natural Resources Institute.

**In-Text:**

(Ohio State 1959)

**To cite articles:**

*Journal (one author)*

**Reference list:**

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639-40.

**In-Text:**

(Smith 1998, 639)

*Journal (two authors)*

**Reference list:**

Bolzan, J.F. and K.C. Jezek. 2000. Accumulation rate changes in central Greenland from passive microwave data. *Popular Geography* 27(4): 277-319.

**In-Text:**

(Bolzan and Jezek 2000, 208) or (Bolzan and Jezek 2000)

*Newspaper*

**Reference list:**

Newspaper articles are often not included in a Reference list and are instead cited using running text style, as shown below.

**In-Text:**

“In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe...”

**To cite electronic sources:**

*Web site*

**Reference list:**

Web sites are often not included in a Reference list and are instead cited using running text style.

**In-text:**

“On its Web site (<http://www.epl.org/library>), the Evanston Public Library Board of Trustees states...”

*Weblog entry or comment*

**Reference list:**

Blog entries are often not included in a Reference list and are instead cited using running text style.

**In-Text:**

“In a comment posted to the Becker-Posner Blog (<http://www.becker-posner-blog.com/>) on March 6, 2006, Peter Pearson noted...”

**Sample reference list:**

Bolzan, J.F. and K.C. Jezek. 2000. Accumulation rate changes in central Greenland from passive microwave data. *Popular Geography* 27(4): 277-319.

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: Chicago University Press.