

### Format for Abstract

A format for the abstract of the qualifying paper is given below. It includes the following information:

- Title of paper
- Student's name
- Faculty advisor's name
- Quarter in which the qualifying paper is submitted

#### ABSTRACT OF QUALIFYING PAPER

[Title of Paper]

by [student's name]

Advisor: [Faculty Advisor]

[Quarter/Year]

[text of abstract]

**4. Format for Title Page of the Qualifying Paper**

THE UNIVERSITY OF CHICAGO

TITLE OF PAPER

A QUALIFYING PAPER SUBMITTED TO  
THE FACULTY OF THE DEPARTMENT OF SOCIOLOGY  
TOWARD THE FULFILLMENT OF  
DOCTORAL PROGRAM REQUIREMENTS

BY

NAME OF STUDENT

FACULTY ADVISOR: NAME

CHICAGO, ILLINOIS

QUARTER, YEAR

## 5. Sample cover letter

[Your Name]  
[Your Affiliation]  
[Your Address]

[Date]

Dear [Faculty Reader name],

I am writing to submit my qualifying paper entitled “[title of article]” for your review. In this paper, I report on / show that \_\_\_\_\_. This is significant because \_\_\_\_\_.

I believe that this manuscript is appropriate for publication by [journal name] because it... **[specific reference to the journal's Aims & Scope]**. \_\_\_\_\_.

[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]

[Detail the word limit for the journal and how your paper fits with these requirements].

Please address all correspondence concerning this paper to me at [email address].

Thank you for your consideration of this manuscript.

Sincerely,

[Your name]