Departmental Style Sheet for Essays

The HJS How To ... Guide

Contents **Page**

Brief Introduction	2
How to format Essays	3
How to submit Essays	3
How to write Essays	3
How to present Quotes	5
How to present Footnotes or Endnotes	5
How to present Bibliography	10
Transliteration	14
Plagiarism	14
Finally...	15

Brief introduction

The essay is the most common method of assessment in the department, whether it is submitted in fulfillment of coursework requirement or written under examination conditions. The essay is the means by which the students demonstrate not only their knowledge and understanding of an academic subject but also their command of certain skills which are applicable in many other contexts. These include the ability to follow instructions, to analyse information, and to organise and present it lucidly in the form of a digest, report, or critical review.

The acquisition of essay writing skills is a gradual process which parallels the student's progress through the degree programme. All first year undergraduate students write a total of eight essays for the Survey courses in Jewish History and Culture (HEBR1001, HEBR1002, HEBR1003 and HEBR1004). This is their opportunity to develop an informational base on which to build in subsequent years, and to learn the mechanics of essay writing, including planning and formal presentation. These techniques should become second nature to all students in the Department, and those who have not thoroughly acquainted themselves with our essay writing requirements will be penalised by their essays being marked down.

The purpose of the **Departmental Style Sheet for Essays – The How To… Guide** is to provide a concise statement of departmental requirements as regards structure, content and presentation of essays. Students may be aware that there are various traditions and conventions of presentation. There is no universally agreed system, and some leeway is always available (e.g. in the choice between footnotes and endnotes). As a general rule, however, consistent adherence to one system is the best guiding principle.

If you DO NOT understand any of the rules mentioned in this document, ask your Personal Tutor or Course Convenor.

How to format essays

- The essay should be word-processed.
- It should be on A4 paper and on one side of the paper only.
- The essay should be double-spaced with margins (at least 1" / 2.5 cm).
- Use a reader-friendly font of 12 pt.
- Pages should be numbered.

How to submit essays

- Two paper copies of each essay must be handed in. There is a wall-hanging plastic envelope outside the HJS Departmental Office (room 318, third floor, Foster Court) where students should leave their essays. Receipts will be left in the students' pigeon trays on the 3rd floor landing nearest to the Departmental Office.
- Both copies of each essay submitted must be bound with a paper clip and have the author's own title page, which should include the following: candidate number, course code and title, essay number and title, name of course convenor).
- The Departmental Essay Cover Sheet (available from [URL to be added]) must be attached to one copy.
- DO NOT submit your essays in plastic folders.
- The word count should be indicated on the Departmental Essay Cover Sheet. The word count of essays and dissertations (BA and MA) includes the text of all footnotes, endnotes, and tables, but does not include the bibliography.

Always remember to proofread and spellcheck your work carefully!

How to write essays

Introduction: Essays should have clear objectives. They should begin with an introduction, including a brief statement explaining the essay question (or defining the essay topic) and

another brief statement setting out exactly how the essay will be structured and how the essay question will be answered.

Summary: To summarise several authors' data and arguments is not as simple as it may at first appear, especially if they conflict with one another or if their arguments are complex or abstract. One of the main tasks in writing an essay is assessing the various perspectives offered by different authors. A well structured, coherent, and informative summary is the first step towards a successful essay. Most importantly, if you do not fully understand what you have read, or if you fail to take good notes, you will find it difficult to make a good summary.

Analysis: Analysis involves the distinction between and the evaluation of a number of sources, often those which present, either explicitly or implicitly, contradictory points of view. While you may initially find it difficult to assess the relative merits of conflicting scholarly arguments presented by leading specialists, you must at least develop the ability to compare and contrast differing views. In particular, avoid the temptation to harmonise conflicting views in an effort to mould them into some kind of consensus. Over time, as you read more and expand your knowledge base, you will feel more confident in picking and choosing from among different scholarly views and arguments. Second-year essays should display an expanded ability to analyse rather than merely summarise scholarly materials.

Critique: After two or three years of reading and evaluating scholarly materials, you should have acquired the ability to make sophisticated judgements, criticisms and arguments, based on an expanded knowledge base and the development of analytical skills. You should be able to evaluate and critique the arguments even of established scholars, because you are familiar with the general state of scholarship on a particular topic (or know where to look to find it out) and are more aware of scholarly techniques and argumentation. You can draw on a variety of sources for evidence in support of your own arguments, and are probably acquainted with analogous issues or problems that would suggest to you contrasts and similarities. Final year essays and dissertations should be based almost entirely on scholarly analysis and critique.

Conclusion: Essays should end with a conclusion, i.e. a paragraph providing a brief summary of what has been achieved in relation to the opening statement. A good essay should always

contain some or all of the following elements: summary of information and arguments found in diverse sources, analysis, and critique.

It is important that you keep your own research notes. Students may be questioned about the sources from which they drew the information and arguments presented in their essays in cases of suspected plagiarism, and your notes will serve to clarify the situation.

How to present quotes

A short quote should be incorporated in your own text enclosed by single inverted commas, while a longer quote, consisting of a few consecutive lines or sentences, should be set out as a separate paragraph, indented, single-spaced, and without inverted commas.

For a quote within a quote, use double inverted commas.

How to present footnotes or endnotes

You must make clear acknowledgement of all the works you have used in writing your essay. You must cite your sources clearly and precisely, referring the reader to the author, the work and the page number from which you have drawn your information or argument. In case you work with a source giving only the author's initials, include these instead of the full first name.

Sources may be cited in either footnotes or endnotes, but once you have chosen your method, be consistent!

Footnotes are the set of numbered notes at the ‘foot’ (i.e. the bottom margin) of each page. They correspond to the set of superscripted, small numbers (‘cues’) inserted in the main text on the same page.

Endnotes similarly correspond to the ‘cues’ which are inserted in the main text, but they are located in one sequence at the end of the essay rather than being divided and matched with their corresponding ‘cues’ at the bottom of each page.

All word-processing programmes have the facility of using either of these referencing methods.

The first time you cite a source, provide full bibliographical details in the form given below. If you will be making a subsequent reference to the same source, shorten it, and indicate that you will be referring to the work by the shortened form in all subsequent notes.

Book:

First and family name author, *Book Title* (Place of publication: Publisher, Year of publication), page number/s.

Example:

Initial full reference:

Neill Lochery, *Loaded Dice: The Foreign Office and Israel* (London: Continuum, 2007), 14-16.

Subsequent short reference: Lochery, *Loaded Dice*, page number/s.

If you cite in a footnote a source that has just been cited, do not repeat the reference (even in its shortened form) but simply write:
'ibid.' (which means: 'same place') followed by the page number.

Example:

1. Lochery, *Loaded Dice*, 45.
2. Ibid. 23-8.

Article or chapter in a multi-authored edited book:

First and family name author, 'Title Article or Chapter', in *Title of the Book*, ed. by editor/s (Place of publication: Publisher, Year of Publication), page number/s.

Example:

Mark Geller, 'Bloodletting in Babylonia', in *Magic and Rationality in Ancient Near Eastern and Graeco- Roman Medicine*, ed. by H. F. J. Horstmanshoff and M. Stol (Leiden, Brill Academic Publishers, 2003), page number/s.

Article in a scholarly journal:

Author's name**,** 'Article Title**',** *Name of Journal,* volume number in Roman or Arabic numerals**,** issue number in Arabic numerals **(**Year**),** page number/s**.**

Example:

Tsila Ratner, 'Playing Fathers' Games: The Story of Achsah, Daughter of Caleb, and the Princess's Blank Page', in *Journal of Modern Jewish Studies*, 3, 2 (2004), page number/s.

Nota bene: Not all journals have issue numbers. In case they have one, it needs to be referenced.

An encyclopedia entry:

You should cite the name of the entry, the name of the encyclopedia, the volume number, the place and date of publication, and (in the case of the example below) the column numbers, as this is the form of pagination used in this particular encyclopedia.

'Haskalah', in *Encyclopedia Judaica*, vol. 7 (Jerusalem, Keter Publishing House, 1972), 1433-51.

Use Encyclopedia entries sparingly. They do not have the same value and authority as specialist articles and books. Encyclopedia entries should normally be cited only for points of detail, not to support whole arguments.

Article in a newspaper:

Supply the page number only if you are citing news articles; indicate editorials and leading article; provide full date and issue number of the newspaper (some newspapers have their own issue numbering system, while others rely only on the date). If it is a major article, give author and title. Thus, a front page article entitled 'Rabin tells Efrat settlers: "You're staying in Israel"' by an anonymous correspondent ("From our Correspondent") will be referenced as:

Jewish Chronicle, 6593 (1 Sepember 1995)

while an editorial entitled 'Hebrew for All' on page 20 should be cited as:

Editorial, *Jewish Chronicle*, 6593 (1 September 1995).

A major article, written by a named author, should be cited thus:

Zev Ben-Shlomo, 'An Almighty Evasion', *Jewish Chronicle*, 6594 (1 September 1995), iv-v.

Citations from Biblical, Rabbinic and Classical Literature:

Use the following style of citations:

Bible:
In your notes, it will suffice to provide an abbreviated form of the book's name, chapter and verse(s) number(s):
Gen. 1:1

In your bibliography give a full reference to the Bible edition/translation you have used.

Mishnah:
Abbreviated as *m*. Provide also the abbreviated tractate name (e.g. *Ber*. for *Berakhot*) either underlined or in italics, as well as chapter and section number in plain font:
mBer. 1:1

Tosefta:
Abbreviated as *t*. Provide also the abbreviated tractate name, underlined or in italics, as well as chapter and section number in plain font:
tKet. 1:1

Talmuds and Zohar:
All current editions of the Babylonian Talmud (*b*), the Palestinian Talmud (*y* for Yerushalmi or *j* for Jerusalem) and Zohar have standard pagination or internal divisions. There is thus no need to cite the place and date of publication of the editions you have used in your notes (but do so in your bibliography).

Talmuds:
In the notes, provide the italicised lower case letter (*b, y / j*) [distinguishing Babylonian from Palestinian/Jerusalem Talmud], the abbreviated name of the tractate in italics, and, for the Babylonian Talmud - the folio number (i.e. 16) and side (a or b), while for the Jerusalem Talmud – either the chapter and 'halakhah' number, or the folio number and column letter of the standard Venice edition, or both (as in the example below).

Examples:

Babylonian Talmud: *bBer*. 16a
Palestinian Talmud: *yBer*. 7:3 (11c)

Zohar:

Provide the italicised title, the Part (I, II, or III), the folio number in Arabic numerals, and the side (a or b).

Zohar III, 16a

Citations from online resources:

Citations from online resources constantly grow in significance for scholarly writing. You should exercise the same degree of care in assessing the quality of material published online as you would for any other published material. Your reference should include the author's name, the title of the item, the title of the complete work or resource, publication details, full address (Universal Resource Locator, or URL) or DOI (Digital Object Identifier), as well the date when the resource was consulted, in square brackets:

Example:

François Guesnet, 'Thinking Globally, Acting Locally: Joel Wegmeister and Modern Hasidic Politics in Warsaw', in *Quest. Issues in Contemporary Jewish History. Journal of Fondazione CDEC*, 2 (October 2011), URL: www.quest-cdecjournal.it/focus.php?id=222 [last accessed 28 November 2012]

PLEASE NOTE: Many academic online resources include full information for referencing, but not necessarily according to the style guide of this department!

How to present the bibliography

The bibliography reveals to your reader what books and articles you have used for your work and supplies full details of all the materials cited. It is obligatory for all work submitted in the Department to be accompanied by a full bibliography, even if it cites only one or two works (which is not in itself ever advisable).

There are a number of differences between the presentation of information in the footnotes/endnotes and in a bibliography.

The footnotes/endnotes appear in the order in which you cite your sources; the bibliography should be in alphabetical order according to the author's surname (which should appear before his/her first name and/or initials).

If you are using more than one work by the same author, list the titles in alphabetical order.

If a book has no author, use the title to establish its position in the alphabetical order.

A single-authored book:

Family name, first name author, *Book Title* (Place of Publication: Publisher, Year of Publication)

Example:

Stern, Sacha, *Time and Process in Ancient Judaism* (Oxford: The Littman Library of Jewish Civilization, 2003)

If you list another book by Prof. Stern, a line replaces his name: ————

A single chapter or article in a multi-authored, edited book:

Family name, first name of author, 'Chapter or Article Title', in *Book Title*, ed. by names of editor/s (Place of Publication, Publisher, Year of Publication), page numbers of entire chapter/article.

Example:

Berkowitz, Michael, 'Rags and Riches, or Bogeymen of the Bourse: Antisemitism and the Abstract Economy in England, the United States, France and Central Europe, 1720-1900', in *Inclusion and Exclusion: Perspectives on Jews from the Enlightenment to the Dreyfus Affair*, ed. by Sam W. Bloom, Ilana Y. Zinguer (Leiden, Brill Academic Publishers, 2003), 267-74.

PLEASE NOTE: The author's name, not the editor's, is used for alphabetising in the bibliography.

An edited book:

Family name, first name of editor, ed., *Book Title* (Place of Publication, Publisher, Year of Publication)

Example:
Rapoport-Albert, Ada, ed., *Hasidism Reappraised* (London and Portland, Oregon, The Littman Library of Jewish Civilization, 1996)

- If a book has many editors, provide the names of the first two (following alphabetical order) and then add *et al*. This is an abbreviation of the Latin *et alii* meaning "and others". Since *et al.* is a foreign word, it should be italicised or underlined.

An article in a journal:

Family name, first name of author, 'Article Title', *Journal Title*, Volume and Issue Number (Year of Publication), page numbers

Example:

Smelik, Willem, 'Language, Locus and Translation between the Talmudim', *Journal for the Aramaic Bible*, 3 (2001), 199-224

An encyclopedia entry:

Name of Encyclopedia, Number of Volumes (Place of Publication, Publisher, Year of Publication)

Example:

YIVO Encyclopedia of Jews in Eastern Europe, 2 vols. (New Haven, London, Yale University Press)

PLEASE NOTE: In the bibliography, cite the whole work, not any individual entry which you have referenced in your footnotes or endnotes.

An article in a newspaper:

A major article by a named author should appear under its author's name:

Ben Shlomo, Zev, 'An Almighty Evasion', *Jewish Chronicle*, 6594 (1 September 1995), iv-v.

PLEASE NOTE: If you cite anonymous news articles or editorials, do not cite them individually. Rather, have a separate category of your bibliography which simply lists newspapers by name.

Example:

The Guardian
The Jewish Chronicle
The Times

An online resource:

Family name, first name author, 'Article Title', the title of the complete work or resource, publication details, full address (Universal Resource Locator, or URL) or DOI (Digital Object Identifier)

Example:

Rachel Harris, 'Review of Cohen, Nir, Soldiers, Rebels, and Drifters: Gay Representation in Israeli Cinema', *H-Judaic, H-Net Reviews*, July 2012, URL: http://www.h-net.org/reviews/showrev.php?id=35156.

Transliteration

There are scores of systems for transliterating from one alphabet to another. For the English transliteration of Hebrew, Yiddish, Arabic and Russian follow the *Encyclopaedia Judaica*, 2nd edn, vol. 1 (Jerusalem, Keter Publishing House, 1972), 197-199. For transliterations from Hebrew (page 197), please use the 'general' transliteration, not the 'scientific'. Again, **consistency is an essential rule**.

Names and place names are usually a problem (e.g., Wilno, Vilna, and Vilnius; Lwów, Lvov, L'viv, and Lemberg). As a general rule, employ the designation which was in use at the time and in the region to which you are referring in your own essay, and be consistent.

Plagiarism

If you fail to cite used materials properly in your references and your bibliography, you may be penalised for plagiarism. In its extreme form, plagiarism is punished by a zero (failing) mark for the entire piece of work in which it was detected. Students who allow their own work to be plagiarised or copied are also subject to these penalties. The UCL statement on

plagiarism can be found on the departmental noticeboard and on the UCL website at http://www.ucl.ac.uk/current-students/guidelines/plagiarism.

You may also be guilty of plagiarism if you submit the same material to satisfy the requirements of two different courses. The department's general rule is that no more than 25% of the material in one essay may appear in another.

Finally...

These guidelines follow the Modern Humanities Research Association style guide.
If you encounter problems with more complex references you can consult this guide, which can be downloaded free of charge at http://www.mhra.org.uk/index.html.