Information for Graduate Students in the Department of History

Please read and retain for future reference

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Disclaimer

The information contained in this handbook is believed to be correct at the time of going to press but no guarantee can be given that it will not be amended before the commencement of, or during the course of, your period of registration.

General information about the History Department

Address, Telephone Number, Fax Number

Department of History, University College London, Gower Street, London WC1E 6BT

Tel.: 020 7679 1340 Fax: 020 7679 1575

Useful Websites

Department	www.ucl.ac.uk/history
Centre for European Studies	www.ucl.ac.uk/ces
Centre for Medieval and Renaissance Studies	www.ucl.ac.uk/cmrs
Centre for Transnational History	www.ucl.ac.uk/cth
Graduate School	www.grad.ucl.ac.uk/essinfo
PORTICO student record system	www.ucl.ac.uk/portico
Registry	www.ucl.ac.uk/registry

History Department Staff

Go to **http://www.ucl.ac.uk/history/about_us/staff_a_z** for a full list of staff

Head of Department	Professor Stephen Conway (s.conway@ucl.ac.uk)
Departmental Administrator	Claire Morley (claire.morley@ucl.ac.uk)
Postgraduate Administrator	Joanna Fryer (j.fryer@ucl.ac.uk)

Degree Tutors:

MA in Ancient History	Dr. Riet van Bremen (r.vanbremen@ucl.ac.uk)
MA Chinese Health and Humanity	Dr Vivienne Lo (v.lo@ucl.ac.uk)
MA in European History	Dr. Michael Collins (michael.collins@ucl.ac.uk)
MA in Medieval and Renaissance Studies	Dr. John Sabapathy (j.sabapathy@ucl.ac.uk)
MA HPT & IH	Dr. Iain McDaniel (i.mcdaniel@ucl.ac.uk)
MA in History	Dr. Michael Collins (michael.collins@ucl.ac.uk)
MA Transnational Studies	Professor Axel Korner (a.korner@ucl.ac.uk)
MA Dutch Golden Age	Professor Ben Kaplan (b.kaplan@ucl.ac.uk)
Graduate Tutor (MPhil/PhD)	Professor Ben Kaplan (b.kaplan@ucl.ac.uk)

Chairs of Boards of Examiners:

MA in Ancient History	Professor Chris Carey (Dept. Greek and Latin, c.carey@ucl.ac.uk)
MA Chinese Health and Humanity	Professor Therese Hesketh (ICH, t.hesketh@ucl.ac.uk)
MA in Medieval and Renaissance Studies	Dr. Sebastian Coxon (Dept. German, s.coxon@ucl.ac.uk)
MA in European History/History	Professor Margot Finn (m.finn@ucl.ac.uk)
MA in Transnational Studies	Professor Margot Finn (m.finn@ucl.ac.uk)

Other:

Ancient History Librarian (UCL)	Jes Cooban (j.cooban@ucl.ac.uk)

History Librarian (UCL)	Kieron Jones (kieron.jones@ucl.ac.uk
History Librarian (Senate House)	Jennifer Higham (jennifer.higham@london.ac.uk)
Faculty Graduate Tutor	Dr. Tom Gretton (History of Art, t.gretton@ucl.ac.uk)

Maintaining Contact

Address

It is your responsibility to ensure that UCL has a record of yourr current address(es) and telephone numbers. These can be checked and must be changed via PORTICO (www.ucl.ac.uk/portico). It is important that this information is kept up-to-date whether you are in London, or working in archives, libraries, etc. elsewhere in Britain or overseas. Please note that it is YOUR responsibility to ensure that the data held on you is accurate.

E-mail

Please note that the department and UCL authorities will use your UCL e-mail address so you should check this at least twice a week. You can arrange to do this via the web. See www.ucl.ac.uk/isd/students/mail/live. If you do not use your UCL e-mail address you will not received essential information from tutors, supervisors, the department, the Library, and sections of the Registry handling fees, registration and other matters.

Complaints/grievances procedures

Any student who feels aggrieved and considers making a representation in connection with an alleged deficiency in teaching/supervision should discuss the matter informally in the first instance with the relevant member of staff, e.g. their MA Course Tutor, their First or Second Supervisor, the Graduate Tutor, the Head of Department, or another appropriate member of staff. See also www.ucl.ac.uk/current-students/guidelines/your_rights/complaints
www.ucl.ac.uk/current-students/guidelines/your_rights/grievance

Data Protection

With reference to the Data Protection Act (1998), you should note the following:

Photographs:

- Your photograph will be made available to members of staff via PORTICO, for ease of identification.
- We may also wish to display photographs of departmental activities to publicise these.

Names:

- The Department maintains its own web pages; we may wish to publish student names and College contact addresses here.
- MA coursework will be returned privately or by sealed envelope. MA results will be posted on the notice board by SRN number only.
- The Department may wish to publish details of M.Phil./Ph.D. research topics in the Graduate Booklet or on the departmental website.
- Names of M.Phil./Ph.D. students and an indication of their research topic/final thesis title are returned each year to the Institute of Historical Research for inclusion in ‘Theses in Progress’ or ‘Theses Completed’ (available in hard copy and on the IHR website), thus ensuring that no student suddenly finds that someone else is working on the same subject.

The UCL Development Office may also wish to use your photograph and personal details in a UCL publication, either as a news item or for future events.

You will be given a form to complete regarding data protection during the first week of term, or you can pick one up from the Departmental Office. This will provide an opportunity for you to opt out of having your photograph or details published in the ways mentioned above.

Health and Safety

The Departmental Safety Officer is Emma Patten (room G04, ext. 37124), or in her absence please contact the Departmental Administrator Claire Morley (room 207, ext. 31341).

Accident Reporting

Anyone suffering or observing an accident in the Department should obtain an accident report form from the Departmental Safety Officer. The completed form should be returned to the Departmental Safety Officer for forwarding to the College Safety Office. Serious accidents should be reported immediately to the Safety Office (ext. 46944).

Emergency Situations

In all emergencies, phone 222 (from UCL internal phones only).

Field/Research Trips

Anyone going on a field trip or research trip must complete a risk assessment form (available from the Departmental Safety Officer) which should be signed by your supervisor or Head of Department. See also information on study leave on page 7.

Fire Safety and Emergency Evacuation

If you discover a fire, you should operate the nearest fire alarm call point and dial ext. 222 on a UCL internal telephone, giving the building name and the fire zone number where appropriate.

Evacuate the department via the nearest available fire exit, closing all doors and windows as you leave

Assemble in South Quadrangle

Do not block the exits from the building

Do not re-enter the building until instructed to do so by the senior Fire Officer present

First Aid

If first aid is needed, contact the nearest First Aider in the Department, or contact the Gower Place Practice at the UCL Health Centre (9.30 a.m. to 5.30 p.m., ext. 37200). After hours, approach UCH Accident and Emergency Department.

The Departmental First Aider is Joanna Fryer, Departmental Academic Office, ext. 37125

In the event of a major injury, phone 222, state location and telephone number and give details of accident. Obtain assistance from nearest First Aider.

Mobile Phones

Please note that the use of mobile phones is permitted in Common Rooms only.

Smoking

Smoking is not permitted in any UCL buildings.

Green Policy

Please try to help us meet our target of reducing our carbon emissions by 10% by the year 2013. UCL's Carbon Management Plan can be found at:
www.ucl.ac.uk/youhavethepower/

Recycling

As the majority of waste that we generate can be recycled, UCL has implemented a waste management strategy that emphasises recycling. Non-recyclable wastes such as food, waxed paper and polystyrene must be put into bins with black bin liners. This goes to landfill. Waste that can be recycled – paper, card, glass, cans and most plastic – must be put into bins that have clear bin liners.

Energy Efficiency

Energy efficient lighting has been installed in many rooms across UCL. Please don't turn lights on unless you really need to and always remember to switch them off when you have finished using a room. Please turn radiators down before opening windows and remember to close windows when you leave a room.

Paper

UCL's policy is now to use recycled paper for all UCL business, and departments are expanding this to include other stationery items. In addition, the Internet and e-mail are being used more frequently to convey information rather than hard copies of documents being provided. Please try to save paper by printing only when necessary and by printing/photocopying documents double-sided where possible.

Staff-Student Consultative Committee and Student Representation

The Staff-Student Consultative Committee meets twice a year, on Tuesdays at 1.00 p.m. There are representatives of undergraduate degrees, the MA History, other MA degrees and research degrees. Elections will be held at the start of session and details of the representatives and copies of minutes will be posted on the notice board and the History Department website.

The Staff-Student Consultative Committee appoints student representatives to the Departmental Staff meeting, Consultative and Teaching Committee and Library Committee. The research student representatives also have the opportunity to attend the start of Research Committee meetings to raise issues of concern to research students.

If there is a matter which you wish to raise, contact your student representative before the meeting. Dates of Staff-Student Consultative Committee meetings can be found in the calendar.

Student Facilities

Common Rooms

The Postgraduate Common Room is B23 in the basement of 24 Gordon Square. Kitchen facilities are available in the adjacent undergraduate common room, B25. The security code for the door is available from the Postgraduate Administrator.

The Graduate School provides a Graduate Common Room in the basement of the Main Building in the corridor beside the College Shop. It is open Monday to Friday 8.00 a.m. to 9.00 p.m. and has 8 flat screen computers for recreational use only (no floppy or zip drives, no printer), soft furniture and work tables.

Computers

UCL provides a system of networked computer cluster rooms at various locations (including room 203 in the History Department). A list of all the public cluster rooms and their opening hours can be found on the information systems website (www.ucl.ac.uk/isd/students/workrooms/locations). A PC cluster for graduates has been set up in the Science Library (DMS Watson building) alongside other clusters. To ensure that these facilities are restricted, the PCs in the Graduate Cluster Room and Common Room only allow access to registered users of the Staff WTS service, and not the general Cluster WTS service. To obtain access to the DMS Watson Graduate Cluster Area you will need to have your ID with Library Barcode in order to enter the building.

The Department provides a Graduate Study Room for quiet study. Enter via 24 Gordon Square and it is the first room on your right. Facilities include a wireless network access hotspot, PCs (one with a scanner). Please do not attempt to load your own software on the standalone PCs.

If the Computer Room is locked, a key can be obtained from Reception (G04). Replacement toner for the printers can also be obtained from Reception. Please ask for help if you are not sure how to install a new cartridge. Any other problems should be reported to Reception.

Hardship funds/Access fund

UCL has an allocation of money for the provision of assistance to full-time UK students experiencing financial difficulties. In addition, the department is sometimes able to make small grants to students in cases of hardship, thanks to the generosity of the History Alumnus Association. Students experiencing difficulties should contact their Course Tutor (for MA students) or the Graduate Tutor (M.Phil./Ph.D. students) in the first instance.

Photocopiers

Card operated photocopiers are available in the Library.

Pigeonholes

There are pigeonholes for mail in the postgraduate common room (B23). You must check these regularly.

Study Leave

Any M.Phil./Ph.D. student going on a field trip or research trip lasting for four weeks or more, even if this period includes the vacation, **MUST** complete the relevant form (available at www.ucl.ac.uk/current-students/services/changestatus/studyleave) **AT LEAST** two weeks in advance of the trip, get it signed by the relevant tutor/supervisor and ensure it is passed to the Postgraduate Administrator. It **MUST NOT** be sent direct to the Registry but will be copied by the Postgraduate Administrator and taken over by hand. As you are entitled to a reduction in fees while on approved Study Leave it is

essential that you complete this form – it is not possible to submit an application retrospectively.

Research students may not take more than two calendar years of study leave during their registration, and may not be on study leave during the first three and final three months of their programme.

You **must** keep in regular contact with your tutor/supervisor during your study leave.

You will be liable for fees during the time you spend away from UCL, but at a reduced rate. It is important that you apply in advance for study leave, as approval cannot be retrospective.

Travel and other Funds

All Graduate Students

The Sir William Meyer Fund offers a small number of Travelling Studentships worth a minimum of £150 for travel in order to undertake research for dissertations in topics related to European History or the History of India. Applications, on one sheet of A4 giving details of the proposed travel and costs, should be submitted to the Head of Department by 31 January 2013.

The Ancient Near East Travel Fund provides grants of up to £400 for study travel relating to the history of the Ancient Near East. Applications, on one sheet of A4 including a statement of the intended programme of travel, should be submitted to the Head of Department by 31 January 2013.

Research Students only

The Hale Bellot Fund has limited funds to enable research students in the Department of History to travel to and in the United States and other countries in the Western Hemisphere for study or research. Applications should be on one side of A4, stating the destination, purpose of visit and expected outcome, giving details of costs and other funding sought. Applications should be submitted to the Head of Department by 31 January 2013

Funding is also available from the Graduate School (see the Graduate School website: www.ucl.ac.uk/GradSchool/funds).

For a full list of funds for History students click the funding tab on the research homepage (http://www.ucl.ac.uk/history/postgraduatestudy/researchdegrees).

Please note that any application which requires the signature of and/or a reference from a member of staff must be submitted to them **at least ten days before** the deadline. If it requires references from two or more, it should be submitted **at least three weeks before** the deadline.

UCL Careers Service

UCL's dedicated Careers Service provides professional and impartial career management advice for the UCL community and quality recruitment solutions to employers.

Career guidance is an ongoing process that helps you to explore your options and make choices. The approach to guidance means that you can gain the skills and insights needed to manage your own career.

You can (as appropriate) consult, borrow or take away the literature, obtain expert help to track down other information, use the IT resources, book a place on a skills workshop or at a talk, and arrange to see a Careers Adviser. You will usually be able to see someone within two working days if your concerns can be resolved in a 10-minute 'short guidance' session though this will vary at busy times of year; 'long guidance' interviews are booked some days in advance. A wide range of workshops, talks, seminars and courses is available throughout the year and students are encouraged to begin to use the Service early in their UCL career.

The Service, located on the 4th floor, ULU Building, Malet Street, London WC1E 7HY (tel.: 020 7866 3600), is open Monday to Thursday between 9.30 a.m. and 5.00 p.m. but opens at 11.00 a.m. on Fridays.

A fuller picture of the Service, along with information on events, can be gained by visiting its website at www.ucl.ac.uk/careers

Study Skills

Departmental recommended conventions for notes, references and bibliographical citations

General

Introduction

In general it is recommended that notes should appear where they least interfere with the reader's attention. If notes are relatively few in number, they are best treated as footnotes.

Footnotes/endnotes are used generally

(1) to document a quotation or statement;
(2) to provide incidental comment or explanation (to be used sparingly);
(3) to provide a cross-reference;
(4) to make acknowledgements.

Footnotes/endnotes should be <u>numbered</u> consecutively throughout each chapter or section, starting again at Number One for each chapter/section.

Abbreviations

Confusing abbreviations such as *op.cit.* and *art.cit.* should generally be avoided. It is permissible, however, where the same work is to be cited regularly in a given chapter or section, to provide a complete reference the first time a work appears, but abbreviate it subsequently.

For example, a first reference to:
J. F. Matthews, *Western Aristocracies and Imperial Court, 365-425 AD* (Oxford: Oxford University Press, 1976), p. 48.

might subsequently become:
Matthews, *Western Aristocracies*, p. 49.

Other abbreviations are discussed below.

How to Set Out Footnotes

Below is a typical piece of text with the footnotes that go with it:

In 1756 a member of Parliament said: 'I did not believe that there had been any men so presumptuous as to make the proposal which we have just heard!'[1] Adam Smith condemned income taxes as necessarily involving an unacceptable encroachment on privacy.[2] He also said: 'Many workmen could not subsist a week, few could subsist a month, and scarce any a year without employment'.[3] There was also a long debate on excise duties.[4]

Notes

[1] William Cobbett, ed., *The Parliamentary History of England* (London: Nelson, 1806-20), vol. 14, pp. 1318-19.

[2] *The Wealth of Nations*, edited by Edwin Cannan (London: Cass, 1925), vol. 2, pp. 351-2.

[3] Ibid., p. 68.

[4] For an explanation of Robert Walpole's excise scheme, see E. R. Turner, 'The Excise Scheme of 1733', *English Historical Review*, 42 (1927), pp. 34-57.

Here are a few explanations of the footnotes just quoted.

(a) **Italics**: Use italics for the titles of books (examples 1 and 2) and the titles of periodicals (example 4). Alternatively, underline them instead.
(b) **Quotation Marks**: Use single quotation marks round titles of articles in periodicals (example 4)
(c) **When you have given the full name of the author in the text**, you need not repeat it in the footnote (example 2)
(d) **Ed.** means 'editor' (example 1)
(e) **p. and pp.** mean 'page' and 'pages' respectively (see all examples)
(f) **Brackets**: Put brackets round the place of publication, publisher, and date of publication for books (examples 1 and 2) and round date of publication for periodical articles (example 4)
(g) **Volume Numbers**: Where the book has a volume number (examples 1 and 2), write it in Arabic after the date. Write the volume number of a periodical before the date (example 4)
(h) **Ibid.** is a standard abbreviation which is used in footnotes. Use it only when the footnote refers to *exactly* the same work as cited in the *previous* footnote (examples 2 and 3).

General Principles for Listing References
Manuscript Sources

The order of details for unpublished manuscript sources is as follows:

- The name of the Repository
- The title of the series and subseries where required
- The number of the volume or volumes (or file, bundle, etc.).

Manuscript pressmarks should follow the usage of the library concerned.

Examples

- British Library, Additional ms 2787
- British Library, Landsdowne ms civ.
- Public Record Office, State Papers, Foreign Series, Elizabeth, Holland, xxxvi.

Books
The order of details for books is as follows:

- Author (forenames or initials first)
- Editor, compiler or translator (if applicable)
- Title (italics)
- Edition details (if any) and series details (if any)
- Place of Publication, Publisher, Date (all in one set of round brackets)
- Page Reference

Examples
(1) Graham Curtis, *Business Information Systems* (Wokingham: Addison-Wesley Publishing Co., 1989), p. 48.
(2) Mike Reed, *The Sociology of Management* (New York: Harvester Wheatsheaf, 1989), p. 84.

Articles in Periodicals
The order of details for articles is as follows:

- Author of Article (forenames or initials first)
- Title of Article (in single inverted commas)
- Title of Periodical (italics)
- Volume number
- Date (in round brackets)
- Pages

Examples
(1) M. Richonnier, 'Europe's decline is not irreversible', *Journal of Common Market Studies*, 12 (1984), p. 227.
(2) Alpha Connelly, 'Ireland and the Political Offence', *Journal of Law and Society*, 12 (1985), pp. 153-182.

Chapters in Books
The order of details is as follows:

- Author of Chapter (forenames or initials first)
- Title of Chapter (in single inverted commas)
- Editor and Title of Book (italics)
- Edition details (if any) and series details (if any)
- Place of Publication, Publisher, Date (all in one set of round brackets)
- Page Reference

Examples
(1) A. Spinelli, 'The Growth of the European Movement since the Second World War', in M. Hodges (ed.), *European Integration* (Harmondsworth: Penguin, 1972), pp. 43-68.
(2) Arthur Francis, 'The Structure of Organisations', in K. Sisson (ed.), *Personnel Management in Britain* (Oxford: Basil Blackwood, 1989), pp. 55-77.

Articles in Newspapers
The order of details is as follows:

- Author of Article (forenames or initials first)

- Title of Article (in single inverted commas)
- Title of Newspaper (italics)
- Date
- Pages

Examples

(1) Peter Webster, ‘Big Brewers will not be forced to sell off pubs’, *The Times*, 11 July 1989, p. 4.

(2) R. Jones, ‘Bar Wars’, *Time Out*, 19 July 1989, pp. 24-25.

Government Reports

The order of details is as follows:

- Government Department
- Title of Report (italics)
- Publisher (usually HMSO)
- Date
- Series Details (if any)

Examples

(1) Department of Education and Science, *Safety at School: General Advice*, HMSO, 1977 (DES Safety Series No. 6).

(2) Department of Health and Social Security, *Fifth Report on Leave of Absence*, HMSO, 1980.

Theses

The order of details is as follows:

- Author (forenames or initials first)
- Title (italics)
- Thesis details (PhD, MLitt)
- University or Institution
- Year

Example

(1) H. Smart, *Sierra Leone Family Law*, PhD, University of London, 1973.

Interviews

The order of details is as follows:

- Person interviewed, position held
- City where interviewed
- Date of interview

Conference Proceedings

The order of details is as follows:

- Title of Conference (italics)
- Place of Conference
- Date(s) of Conference
- Place of Publication, Publisher, Date (all in one set of round brackets)

Example

(1) *International Conference on Parallel Processing*, New York, 21-23 December 1987 (New York, Wiley, 1989).

Electronic Sources

Web pages

Citations should include as many as possible of the following:
Author/editor/publisher; title; date of creation or last update of the web page (in round brackets); <URL> (in angle brackets); date accessed. For example:
State Records Authority of New South Wales, *Guidance on Disaster Management* (1999), at
<http://www.records.new.gove.au/publicsector/rk/guidelines/disaster/disastertoc.htm>
Accessed 28 June 2008.

D-Lib forum, at <http://www.dlib.org/>. Accessed 8 March 2008.

Electronic journals

A citation for an article from an electronic journal should give the name of the journal, and any volume and part numbers, in addition to the elements specified for web pages in general. If page numbers are not available, cite the paragraph number where possible. For example:
D. Bearman, 'Realities and chimeras in the preservation of electronic records', *D-Lib Magazine* 5:4 (April 1999), paragraph 2, at
<http://www.dlib.org/dlib/april99/bearman/04bearman.html>. Accessed 17 July 2008.

E-mail discussion lists (listservs)

Citations should include: name of author; subject of message (in single quotation marks); date of message (day, month and year); name of listserv; URL of the listserv's electronic 'archive' if available (in angle brackets); date accessed. For example:
R.C. Alston, 'Old BM', 4 April 1997. Online posting to *Lis-libhist*. Available at
<http://www.mailbase.ac.uk/lists.lis-libhist/1997004/004.html>. Accessed 4 September 2007.

Final Note

This guide provides you with one consistent set of generally accepted conventions. **There are others**, and, as you progress to publishing your work, you will find that particular publishers and journals have their own preferred variations. Within any particular piece of work, however, it is above all important to be CONSISTENT; having chosen a set of conventions, stick to them.

Bibliography

General Principles

In addition to individual citations in notes, it is essential to gather together in one place, systematic listings of the sources used arranged in alphabetical order by name of author or issuing body or title in the case of anonymous works.

It is customary to provide separate listings of:

(a) Unpublished primary sources
(b) Published primary sources
(c) Secondary sources.

Conventions

In bibliographical citations, the same information is required for books, articles etc as in footnotes, and the same conventions apply. The main difference is that no page references are required for books, while full page references are required for articles.

A typical series from each category of entries might look as follows:

Unpublished Primary Sources

Archivo Histórico Nacional, Madrid, sección de clero, Carpeta 701, Carpeta 709 and Carpeta 1405 (Navarra).

Archivo Histórico Nacional, Madrid, sección de códices, 986B, 'Cartulario de Celanova'.

Biblioteca Nacional, Madrid, MS 18387, 'The Cartulary of Samos'.

Published Primary Sources

Actes du Prôtaton, vol. I, ed. D. Papachryssanthou, *Archives de l'Athos*, vol. 7, Paris, 1974.

Actus Pontificum Cennomanis in urbe degentium, ed. G. Busson and A. Ledru, Le Mans, 1901.

Adrevald of Fleury, *Ex Miraculis Sancti Benedicti*, ed. O. Holder-Egger, *MGH SS*, vol.15, pt I, Hannover, 1887, pp. 474-500.

Agobard, *Liber adversus legem Gundobadi*, ed. J.-P. Migne, *Patrologia Latina*, 217 vols., Paris 1841-64, vol. 104, cols. 113-26.

Secondary Sources

Lorimer, F. et al., *Culture and human fertility* (Paris, 1954).

McEvedy, C. and Jones, R., *Atlas of world population history* (London, 1978).

Macfarlane, A., 'Modes of reproduction', *J. Dev. Stud*., 14 (1978), pp. 100-20.

Macfarlane, A., *Marriage and love in England. Modes of reproduction 1300-1840* (Oxford, 1986).

McInnes, M., 'The fertility transition in Europe and America', in J. Rogers (ed.), *Family building and family planning in pre-industrial societies*, Reports from the Family History Group, Department of History, University of Uppsala, no. 1 (Uppsala, 1980), pp. 1-15.

McKendrick, N., 'Josiah Wedgwood: an eighteenth-century entrepreneur in salesmanship and marketing techniques', *Econ. Hist. Rev*., 2nd series, 12 (1960), pp. 408-33.

McKeown, T., Brown, R. G. and Record, R. G. 'An interpretation of the modern rise of population in Europe', *Pop. Stud*., 26 (1972), pp. 345-82.

Malthus, T. R., *An essay on the principle of population as it affects the future improvement of society with remarks on the speculations of Mr Godwin, M. Condorcet and other writers* (London, 1798) [the 1st ed.].

Oral presentation

Oral presentations in seminars are a regular and important part of your work. Such presentations have at least two functions. They enable you to educate other students by exchanging ideas and information, and they give you the chance to learn

communication skills that will be of great benefit to you after graduation. Most employers are looking for graduates who are literate **and** articulate. There are a few basic rules you should follow when giving a presentation:

- Prepare carefully what you want to say and practise giving your presentation the night before you are due to deliver it. Ensure that your presentation is the right length. If you have been asked to speak for ten minutes, do **not** prepare a presentation that lasts for five or twenty minutes. (Pay attention to time during your presentation as well!)
- Do **not** read out a prepared piece of prose. Speak from notes or use a visual aid (handout, overhead, or Powerpoint slide) to structure your talk.
- Your presentation should pose a question and then provide a coherent answer. You do not need to narrate or describe events.
- Begin your presentation by giving the audience a brief summary of the main points of your argument.
- Speak steadily and clearly. Do not speak too quickly, because other students will be trying to take notes. Vary the pitch of your voice and the speed of your delivery. If you do not, you will sound monotonous and boring.
- Try to maintain some eye contact with your audience. It is the only way for you to judge whether or not you are having an impact on your listeners.
- Bring your talk to an end by coming to a definite conclusion. ('I guess I will stop there' is not a definite conclusion!)

Plagiarism

A definition of plagiarism is, 'passing off other people's work intentionally or unintentionally as your own work for your own benefit'.

Essays while based upon what you have read, heard and discussed, must **be entirely your own work**. It is very important that you avoid plagiarism, that is the presentation of another person's thoughts or words as though they were your own. To cite the *UCL Student Handbook:*

> 'Any quotation from the published or unpublished works of other persons must ... be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgements, figures, software or diagrams, a reference to that person in the text must be made and the work referred to must be included in the bibliography.
>
> Recourse to the services of "ghost-writing" agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer correction/improvement of English is strictly forbidden and students who make use of the services of such agencies render themselves liable for an academic penalty.

Use of unacknowledged information downloaded from the internet also constitutes plagiarism.'

Plagiarism is a serious examination offence, akin to cheating, and will be severely dealt with. Students who have been found to have committed an offence may be excluded from all further examinations.
No distinction will be made between 'intentional' and 'unintentional' plagiarism. To avoid plagiarism in essays your notes must carefully record who said or wrote what. Take care to paraphrase arguments when you are taking notes. Both in notes and essays always make clear what is your work and what is the work of others.

Please read the guidance below for some examples of what is and what is not plagiarism.

Below is a section from *Men, Money and Diplomacy: The Evolution of British Strategic Foreign Policy, 1919-1926*, J.R. Ferris

The need to settle the role of the recently established RAF dominated inter-service relations in the 1920s. Due to the resulting controversies, whenever the services came under pressure they attacked and weakened each other rather than forming a united front. However, the depth of these differences has been exaggerated. It is wrong to argue that the Cabinet and the older services misunderstood the value of airpower and constantly sought to abolish the RAF. They were impressed by airpower. Only once did the politicians really consider abolishing the RAF. Most navel officers wished to end its role in naval aviation and between 1919 and 1922 the army wanted to take over the rest of the RAF, yet the older services just once seriously attempted to eliminate it. Otherwise they sought simply a guarantee that the RAF would meet their aviation requirements and at most demanded the creation of their own separate air units. However Trenchard may have construed these demands, they did not constitute attempts to eliminate the RAF. The abolition of that service was a political possibility only between December 1920 and December 1921.

Example 1
The paragraph below is an example of simple plagiarism: the writer is creating the impression that these are his own words, but in fact the words have been taken deliberately from different parts of J.R. Ferris, *Men, Money and Diplomacy, without any mention of the real author:*

The need to settle the role of the recently established Royal Air Force dominated inter-service relations in the early 1920s. It is wrong to argue that the Cabinet and the older services misunderstood the value of airpower and constantly sought to abolish the Royal Air Force. Only once did the politicians really consider abolishing the Royal Air Force. The abolition of that service was a political possibility only between December 1920 and December 1921.

Example 2
This is still plagiarism: the writer gives the name of Ferris and of his work, but tries to create the impression that he is summarising Ferris' view in his own words, when in fact the words are copied out direct from Ferris:

Ferris noted that the need to settle the role of the recently established Royal Air

Force dominated inter-service relations in the early 1920s.[1] He believed that it is wrong to argue that the Cabinet and the older services misunderstood the value of airpower and constantly sought to abolish the Royal Air Force. Only once did the politicians really consider abolishing the Royal Air Force. The abolition of that service was a political possibility only between December 1920 and December 1921.

Example 3

This carefully avoids plagiarism by footnoting each point and is in itself acceptable, though a whole essay written like this would be given very low marks for lack of independent thinking:

In *Men, Money and Diplomacy* J.R. Ferris noted that 'the need to settle the role of the recently established Royal Air Force dominated inter-service relations in the early 1920s.'[2] He also suggested that it would be mistaken to believe that 'the Cabinet and the older services misunderstood the value of airpower and constantly sought to abolish the Royal Air Force.'[3] In his opinion 'Only once did the politicians really consider abolishing the Royal Air Force. The abolition of that service was a political possibility only between December 1920 and December 1921.[4]

Example 4

This avoids plagiarism in a different way: it makes it clear that the writer is summarising Ferris' view, and shows just a little independence from his work:

In his important re-examination of British foreign and defence policy in the early 1920s, J.R. Ferris has suggested that relations between the army, navy and airforce were dominated by a single issue, the need to decide upon the role of the Royal Air Force in the post-war era. But, contrary to the opinion of other historians, Ferris asserts that both Cabinet ministers and the army and navy understood the significance of airpower. Consequently, the abolition of the infant airforce was only a political possibility for a relatively brief period in 1921.[5]

NB. Examples 3 and 4 are not intended as models to be followed, but are to illustrate how plagiarism can be avoided

Self-Plagiarism

Besides ensuring that all essays you submit are your own work, you must also avoid self-plagiarism. This means that you must not submit the same piece of work (with or without merely stylistic variation) in order to gain credit more than once. The same criteria apply to self-plagiarism as to other forms of plagiarism, and it is liable to incur the same penalty.

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[1] J.R. Ferris, *Men, Money and Diplomacy. The Evolution of British Strategic Foreign Policy, 1919-1926* (New York: Cornell University Press)

[2] J.R. Ferris, *Men, Money and Diplomacy. The Evolution of British Strategic Foreign Policy, 1919-1926* (New York: Cornell University Press), p.7.

[3] Ferris, *Men, Money and Diplomacy*, p.7.

[4] Ferris, *Men, Money and Diplomacy*, p.7.

[5] J.R. Ferris, *Men, Money and Diplomacy. The Evolution of British Strategic Foreign Policy, 1919-1926* (New York: Cornell University Press), p.7.

You should note that UCL has now signed up to use a sophisticated detection system (Turn-It-In) to scan work for evidence of plagiarism, and the Department intends to use this for assessed coursework. This system gives access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities.

MA COURSEWORK

Deadlines for all MA History, European History, Chinese Health and Humanity, Transnational and MARS courses taught in the History department

Monday 7 January, 4.00p.m.: assessed essays for 15-credit courses taught in the first term AND for the first coursework essay for 30-credit courses.

Monday 14 January, 4.00pm: HISTGMO1 Core Course

Monday 22 April, 4.00p.m.: for 15-credit courses taught in the second term AND for the second coursework essay for 30-credit courses, AND core course (HISTGM01) essay, for full time and second year part time students.

Monday 20 May, 4.00p.m.: As 22 April above, for first-year part-time students only.

Please note. These deadlines apply to MARS History courses (codes beginning MDVLGH** and MDVGL**). Other deadlines may apply for language and literature courses – please check with the course teacher.

You should check requirements and deadlines for the submission of assessed course work for courses which are taken from other MA programmes (those courses with codes that do not begin HIST or MDVL), as they may be different from those for the History Department.

You must agree the title of each essay with the tutor of the course concerned (or, in the case of the Core Course, with the tutor of that section of the course).

Submitting your work

All coursework must be submitted electronically (Turnitin) **and** in hard copy (2 copies of every essay).

1. **Turnitin**

Electronic submission of all assessed coursework **(including dissertations)** via Moodle is compulsory so you must enrol on Moodle for all **History** courses you are taking this year. If you are asked for an enrolment key, this will normally be 'pizza' (if not, please contact course teacher).

Electronic submission of work via Moodle is done by uploading a file. The process works in a similar way to sending an attachment by email.

1. Save a) the main text and footnotes of your essay and b) your bibliography as **two separate files**. You will only upload the main text and footnotes file to Moodle. **You should not upload the bibliography file**.
2. Log in to Moodle and open the page of the course for which you are going to submit a piece of coursework.

3. On the left-hand side, there will be a box entitled 'Activities'. Click on the 'Turnitin Assignments' link in this box.
4. A table will appear, listing all of the pieces of assessed coursework required for the module.
5. In the 'Name' column, click on the title of the piece of coursework you want to submit.
6. A description of the assignment will appear. Along the top of the screen, there will be two tabs: ‘Summary’ and ‘My Submissions’. Click on ‘My Submissions’.
7. Enter a brief version of the title of your essay in the ‘Submission Title’ box.
8. Click the ‘Browse’ button alongside the ‘File to Submit’ box and select your file from the relevant location on the computer. When you click 'Open', the file name will appear in the empty box.
9. Read the ‘Declaration of Ownership’ and tick the box to confirm you have read and understood it.
10. Click the ‘Add Submission’ button at the bottom of the page. You will briefly see a ‘Synchronising Data’ message.
11. When this message disappears, you should be returned to the ‘My Submissions’ page. If the screen goes blank, refresh the page by clicking on the ‘Summary’ tab and then again on the ‘My Submissions’ tab.
12. On the ‘My Submissions’ page, in the ‘Submission’ column, it should say ‘Status: Submission successfully uploaded to Turnitin’. **Turn-it-in submission will be considered the definitive ‘date stamp’ for coursework submission. Your work must be submitted on Turn-it-in by 4pm BST on the day it is due. Turn-it-in will not let you submit after this deadline so do not leave submission to the last minute.** If you have been granted an extension you can ask your course tutor to re-open or keep open submissions on Turnitin.
13. You will also receive an email confirmation to your UCL account. You might want to keep this for future reference.

Troubleshooting

Turn-it-in may experience some technical issues when high volumes of work are submitted, so it is important to submit your work well ahead of the deadline. You can check the status of Turn-it-in at:

http://submit.ac.uk/en_gb/support-services/system-status

The ISD website also has up-to-date information on Turn-it-in:

http://www.ucl.ac.uk/isd/

If there is a known system fault and you are unable to submit your work, please email it to history.office@ucl.ac.uk by the 4pm deadline. Work not emailed to this address by the deadline will count as late and incur the appropriate penalties.

2. Hard Copy

You should submit two copies of each piece of work, one of which will be returned with the tutor’s comments and the other retained for examination purposes. A departmental coursework cover sheet (download from the useful documents tab on the Postgraduate Taught website) should be completed and attached to the top of **both** copies.

Work should be handed in at Reception (room G04A), by 4pm on the date of the deadline. Please note that we cannot take any responsibility for work which is not handed in personally. If, for unavoidable reasons, you are unable to hand work in personally, you are advised to contact the Postgraduate Administrator in advance and use a postal or courier service which provides proof of delivery or ask someone to submit on your behalf. **Work may not be submitted by e-mail.**

It is your responsibility to make satisfactory back-up copies when using computers to word-process course work. The Board of Examiners cannot make allowances for work which is handed in late because of computer problems.

Penalties for late submission (these apply to all MA Modules taught at UCL)

1 The full allocated mark should will be reduced by five percentage points for the first working day after the deadline for the submission of the coursework.

2 The mark will be reduced by a further 10 percentage points if coursework is submitted during the following six days.

3 Coursework that is submitted later than seven days after the deadline, providing it is submitted before the end of term 3 will be recorded as zero but the assessment will be considered to be complete.

4 In the case of dissertations and project reports submitted more than seven days late, the mark will be recorded as zero but the assessment will be considered to be complete. No coursework can be accepted which is received later than 7th June, unless an extension has been granted.

5 Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

<u>Extensions to these deadlines on the grounds of illness etc. can only be granted by the Chair of Examiners on the receipt of a completed extension form and supporting information such as a medical certificate, which should normally reach him before the deadline. If you encounter difficulty with your work, you should speak to your Course Tutor as soon as possible.</u>

Penalties for excessive length

1 For submitted coursework, where a maximum word count has been specified, the following procedure will apply:

i) Assessed work should not exceed the prescribed word count.

ii) Assessed work with a stated word count above the prescribed word count will not be accepted for submission and but immediately returned to the student with instructions to reduce the word length. The work may then be resubmitted but the original deadline for submission still applies and penalties for late submission will be applied as specified in section 3.1.5.

iii) For work that **exceeds** the upper word limit by 10% or more, a mark of zero will be recorded.

iv) For work that is **less** than10% over the upper word limit the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.

THE ROLE OF EXAMINERS

All assessed work is marked by two members of staff (known as 'internal examiners'). In addition, there is an 'external examiner' from another institution, whose role involves approving dissertation titles, reviewing the marking process and scrutinising a selection of assessed course work and dissertations. The purpose of the external examiner is to ensure that the internal examiners mark to a consistent standard and that the standards of the award are comparable with those of other UK universities. S/he also provides feedback to UCL on the conduct of the assessment process. The internal and external examiners together constitute the Board of Examiners, which meets in late October/early November to decide the final awards.

MA DISSERTATIONS

General

Students are encouraged to contact a potential supervisor before the end of the first term. All students must consult with their supervisors about the presentation and content at an early stage, and if possible, throughout their work. Students should have a minimum of 3 supervisory meetings. Two of these should take place during the summer term. At the second meeting, students and their supervisors should arrange a mutually convenient time for a third meeting to take place over the summer vacation. Supervisors will read an early draft of the dissertation, but will not comment on the final draft.

Resubmission of Dissertation

In normal circumstances, a student who is resubmitting a dissertation that initially failed is entitled to one session of feedback in which the supervisor will go through the examiners' comments.

Topic

Students must choose an appropriate historical topic. The following points should be borne in mind

- The subject should be neither too large for a reasonably thorough discussion within the limits of a dissertation of the required word length, nor so narrow that it fails to provide an intellectual challenge
- The subject should be manageable in terms of available resources
- The bulk of secondary literature on the subject should be in languages which the student can read

Students should discuss *potential topics* with the Course Tutor during the Autumn term. S/he will suggest a suitable supervisor. In consultation with the supervisor, the

student should then complete a proposal form (available in the Course Materials section of the departmental website at www.ucl.ac.uk/history/), setting out the proposed title and a synopsis of the planned research, and return it to the Postgraduate Administrator by **4 p.m. 27 February 2013.** Students taking MA Ancient History or LABS should return their proposal form by **4p.m. 31 January 2013.**

Students should put considerable thought into the preparation of the synopsis. This should be a brief statement of approximately 100 words stating the coverage and approach of the dissertation, and should be typed or word-processed. The synopsis should indicate the main types of primary and secondary sources the candidate will use and illustrate both with examples. Students should be careful to select a topic that is manageable both in terms of time and available resources, and should consult the potential supervisor on these and related matters. Students are warned that synopses are closely scrutinised by the Board of Examiners, and that they may be returned for major or minor revisions, which should be undertaken in consultation with the supervisor and re-submitted within two weeks. Since a satisfactory dissertation cannot be written without adequate planning, students will not be permitted to proceed to the dissertation until they have prepared a satisfactory synopsis.

Titles will be considered by the Board of Examiners in March and any requests for change notified to students thereafter. Students wishing to change their approved title must submit a new form and synopsis. They are discouraged from changing their title during the summer vacation and **no changes will be considered after 15 August**.

Proposal Form
This is available on the website under ‘useful docs’.

Layout and Presentation
The Dissertation should be presented in a form generally suitable for publication in an appropriate scholarly journal. The standard of presentation should be high with particular emphasis on neatness, relevance and organisation of material, and (where relevant) suitability of illustrations. Good quality photocopies may be used and the Dissertation should be spiral bound with a plastic spiral and a clear acetate cover (the University of London Union provide a good service for this). The following should be included in this order:

Title page: (the format for this should use the template on the website under ‘useful docs’)

***Abstract*:** A brief summary (not exceeding 200 words) of the topic, and of the result and conclusions, must be given on a separate page headed ‘Abstract’, following the title page.

Table of Contents

List of Illustrations (if relevant)

***Preface*:** The preface is an optional element, but it can be useful in conveying to the reader explanatory comment that one might express verbally if one were delivering the Dissertation in person. It is an opportunity to describe informally, and to justify, those aspects of the topic which the Dissertation attempts to cover, and those aspects which it does not. It may also be useful to use the preface to explain to the reader the rationale behind the organisation of the Dissertation. It would be acceptable to describe the approach and context of each of the chapters, if this might be of assistance to the reader in assessing the Dissertation. The preface might also serve as a place to acknowledge sources of assistance and advice, if these acknowledgements are not so extensive as to justify a section of their own.

Acknowledgements: Any help or information received from your Supervisor/s or anyone else must be fully acknowledged.

Main Text: The main text should consist of an introduction, structured chapters and a concluding chapter. Every page of the text should be numbered, including any illustrations and the bibliography, and each illustration should itself be numbered (e.g. fig.1).

In special circumstances, it may be possible to accept a Dissertation which is not presented in this manner, but any variation must be agreed in advance, through the Supervisor/s, with the Chair of the Board of Examiners.

Bibliography and References: A bibliography should be included which lists the information, both published and unpublished, used while preparing the Dissertation. The information should be listed alphabetically by the names of the authors or editors following an accepted set of conventions. Please see the section on recommended conventions for notes, references and bibliographical citations above.

Submission

Dissertations must be submitted via Turnitin and via TWO copies of the Dissertation should be submitted no later than **16 September** to the Postgraduate Administrator, Department of History. Dissertations will be date stamped on receipt.

The departental cover sheet must be submitted attached to the front of both copies of the dissertation. Students are warned that they are required to sign this form, thereby certifying that the work submitted is their own and that any quotation or illustration used from the published or unpublished work of other persons has been fully acknowledged.

Extensions. Requests for short extensions (up to two weeks) will normally be considered only when there are very strong grounds (such as documented serious ill-health). Such requests should be made in writing through your Supervisor to the Chair of the Board of Examiners. Any Dissertation submitted after the deadline must have a statement of the reasons for the late submission bound (but not numbered) as the second page of both copies.

Deferrals. In exceptional circumstances students may be permitted to defer submission of the Dissertation for one year, but formal application for advance approval of such deferral must be made on the appropriate form **by 1 August**.

Publication of Dissertations

Dissertations are part of an official UCL examination and as such copyright is vested in UCL. Students wishing to publish all or part of their Dissertation should first seek the permission of the Chair of the Board of Examiners. If UCL is mentioned in connection with the publication, the following form of words should be used:

> 'This was (or formed part of) a Dissertation submitted in partial fulfillment of the requirements of the degree of MA of University College London in (date).'

Return of Dissertations

In November one copy of the Dissertation will be retained and the second copy returned to the candidate. When the Dissertations are submitted all students are asked to leave a large, strong addressed envelope for the return of the second copy – remember that the spiral binding will mean that it is wider than A4. Otherwise the Dissertation must be collected from the Postgraduate Administrator by the end of November.

Consultation of UCL Copy of Dissertation

A copy of each Dissertation is held by the Department; they may be consulted on request.

If they wish, students may opt to refuse to permit consultation of their Dissertation by writing to the Chair of the Board of Examiners. This restriction will normally lapse after three years, though an application to have the restriction extended for good reason might be considered.

MA Marking Criteria

Items of coursework and the dissertation are all marked out of 100 points. The minimum pass mark for an individual piece of work for the MA is 50: marks below 50 are fail marks. Students may be awarded a condoned pass for marks in the range of 40-49, but a degree may only be awarded where there is a maximum of 25% of all elements in the range of 40-49. Please check the Scheme of Award for full details on the classification of MA degrees.

Where relevant, examinations, essays and dissertation marks are awarded according to the following criteria. Within each range, the precise mark given will reflect the degree to which the requisite qualities are present or predominant:

70+:

The candidate demonstrates**:**

- a critical grasp of and original engagement with relevant historiography
- an effective understanding and critical assessment of relevant concepts and categories
- a detailed and critical understanding of the sources available to historians, and their limitations
- an ability to structure a logical, coherent and compelling essay
- appropriate referencing skills (such as footnotes/endnotes, bibliography)
- grammatical and fluent writing
- in the case of the dissertation, critical and substantial engagement with primary sources and the ability to frame an historical question in a critical manner

60-69:

The candidate demonstrates:

- recognition of and engagement with broad contours of relevant historiography
- reference to and engagement with relevant categories and concepts
- recognition of the sources available to historians, and their limitations
- the ability to construct and defend a logical line of historical analysis
- appropriate referencing skills (such as footnotes/endnotes, bibliography)
- grammatical and lucid writing
- in the case of the dissertation, substantial engagement with primary sources and the ability to frame an historical problem in a critical manner

50-59:

The candidate demonstrates:

- a grasp of the relevant historiography
- awareness of the meanings of relevant concepts and categories used by historians
- recognition of the sources available to historians, and their limitations
- the construction of a logical line of historical analysis
- appropriate referencing skills (such as footnotes/endnotes, bibliography)
- grammatical writing
- in the case of the dissertation, knowledge of and engagement with primary sources, and the
- ability to frame and explore a historical question

40-49:

The candidate demonstrates:

- insufficient historiographical awareness to frame or address a historical problem
- insufficient conceptual understanding to frame or address a historical problem
- limited understanding of the sources available to historians
- inadequate referencing skills
- insufficient command of grammar to construct a coherent argument
- in the case of the dissertation, insufficient knowledge or engagement of primary sources to
- frame and explore an historical problem

0-39:

- The candidate is unable to attempt adequate answers to an historical question or problem**.**

GOING ON TO A RESEARCH DEGREE

If you are interested in applying for the M.Phil./Ph.D. please collect a pack of information either from the Postgraduate Administrator or go to the UCL website and look under Postgraduate - Research. If you have any queries, please contact the Postgraduate Administrator in the first instance.

You are advised to apply as early as possible, particularly if you are planning to apply to the AHRC or the Graduate School for funding. If you are applying for such funding, please make sure your application reaches UCL Admissions by the end of January at the very latest. See www.ucl.ac.uk/prospective-students/scholarships for details of the various schemes. For information about the AHRC scheme, please check both the History Department website and that of the Graduate School regularly for details of procedures and deadlines.

HISTORY DEPARTMENT MAP