

UNIVERSITY OF ST ANDREWS

School of Classics

Honours Dissertation

CL4999, GK4999, LT4999

Module Booklet

2013-14

HONOURS DISSERTATION MODULES

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IMPORTANT INFORMATION FOR ALL STUDENTS

1. ADVISING: Students must ensure they have been formally advised into their modules by an Adviser of Studies, and must contact their Adviser to be readvised if they wish to change their modules in the first week of semester.

2. GENERAL SCHOOL BOOKLET: The School's *General School Booklet* is a basic source of information about the policies, organisation and procedures of the School. Every student taking a module in the School of Classics must familiarise him/herself with the regulations set out in the *GSB*. The *GSB* is available online at <http://www.st-andrews.ac.uk/classics/currentstudents/gsb/>

3. Students should take particular care to familiarise themselves with material relating to the following subjects in the *General School Booklet*:

- Submitting assessed work – format, submission, anonymisation, deadlines (*GSB* 9.1),
- Penalties for work that exceeds stated word limits (*GSB* 9.2),
- Penalties for late work and the School's policy on extensions (*GSB* 9.3),
- Compulsory elements of all modules (including policies on non-submission of coursework and repeated absence from class) and Academic Alerts (*GSB* 10),
- Marking scales and criteria used for assessment of work (*GSB* 9.6 and 9.7),
- What to do if you are ill (*GSB* 7.5-6),
- Academic misconduct including plagiarism (*GSB* 9.8; see also guidance on Good Academic Practice at <http://www.st-andrews.ac.uk/staff/policy/goodacademicpractice/>).

4. COMPULSORY ATTENDANCE: In subhonours, attendance is compulsory at all tutorials, classes and seminars in Ancient History and Classical Studies modules and at all teaching in Greek and Latin. At Honours level, all teaching is compulsory. A total of three absences without adequate explanation will lead to the award of 0X for the module (*GSB* section 10).

5. COURSEWORK: Any work submitted for assessment to the School of Classics may be run through plagiarism-detection software (Turnitin). Coursework submitted in electronic format must be submitted in .doc, .docx, .rtf, or .pdf format ONLY.

6. A guide to writing essays is available online under 'Coursework' at <http://www.st-andrews.ac.uk/classics/currentstudents/> Students are responsible for ensuring they know how to reference sources correctly in their work; if they are in doubt they should consult their class tutor.

7. WORKLOAD: In addition to attending and participating in lectures, tutorials and seminars, students are expected to work independently and steadily throughout the academic year. The normal expectation for formal tuition and independent study combined is a total of 13-14 hours per week for a 20-credit module and 20 hours per week for a 30-credit module.

8. PERSONAL DETAILS: Students must ensure that their personal details, including term-time address, are kept up-to-date online through the Student Portal.

9. It will be assumed, unless reasons are submitted to the contrary, that every student consents to the appearance of his/her name on notice-boards for such purposes as tutorial lists and membership of Staff Student Consultative Committees.

10. E-MAIL: The University considers email to be an official means of communication between Schools and students, and expects students to check their University email account at least once every forty-eight hours during term-time.

11. DISABILITIES; HEALTH AND PERSONAL PROBLEMS: Students who wish to register a disability with the University, or who need advice on personal or health matters, should contact Student Services. For further sources of advice and guidance, consult the *General School Booklet*.

HONOURS DISSERTATION MODULES

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INTRODUCTION

This handbook is designed to provide information enabling you to identify a dissertation topic and take it to its conclusion. You have reached the point in your undergraduate career where you can confidently undertake **independent** research: that is, having selected a specific issue needing further study, you can look into its background, collate relevant information in order to address your theme, and come to some well-informed conclusions about your topic. These three things are the basic components of all dissertations. This is both daunting and exciting; your dissertation is worth a lot of credits, and it is your chance to shine as an independent researcher. With proper guidance and supervision (not to mention a lot of hard work - and only you can organise that end of things!), writing your dissertation should be one of the most rewarding and satisfying elements of your academic career. It is also, often, a piece of work commented on by referees when you apply for jobs!

The information set out here applies to **all** dissertations in the School. It is intended to help with regard to selecting a suitable topic, organising your work programme, and formatting the final text of your dissertation.

Dissertations Co-ordinator: Dr Jon Coulston (jcnc)

1. REGULATIONS

1.1 *Choice of topic*

A dissertation may be written on any relevant topic approved by the Dissertations Co-ordinator. Choice of topic is subject to the obvious provisos that

- (i) it should not duplicate what you have already done or will do as part of the syllabus of any other module in this university, and should not reproduce or duplicate work that you have submitted in any other educational institution previously;
- (ii) adequate library resources are available in St Andrews;
- (iii) supervision can be arranged.

It is **essential** to discuss the proposed field of study with relevant members of staff; this will allow you to select a clearly defined, appropriate topic and formulate a set of objectives. It is essential that the necessary research for your topic can be achieved in the prescribed time and with the facilities available to you. Your potential supervisor will aid you in ascertaining this. **Think and plan ahead.** For semester 1 dissertations you have the whole summer. For semester 2 dissertations it is never too soon to start talking to staff and developing a plan and reading strategy.

1.2 *Length*

The prescribed maximum length of a short dissertation (30 credits) is 10,000 words, including preface, main text and referencing, but excluding bibliography. For long dissertation (60 credits, see 2.5) the length is 20,000 excluding bibliography.

Word limits for dissertations and other assessed work

Students must adhere to the prescribed limits. Those limits are designed to allow material to be presented and discussed entirely satisfactorily, even with distinction, for the purposes of the assessment. Excessive wordage will be penalised on a tariff of one mark deducted (on the 20-point scale) for every 5% over the limit. See:

<http://www.st-andrews.ac.uk/classics/current/gsb/9/92WordandTimeLimits/>

1.3 *Submission, dates and late submission*

AN ELECTRONIC COPY of the dissertation must be uploaded to MMS plus ONE HARD COPY submitted to the School Office by 16:00 on the last day of the first week of exams of semester 1 (Friday 13th December, 2013), and the last day of the first revision week for semester 2 (Friday 2nd May, 2014). The Board of Examiners is entitled to reject any dissertation submitted after the due date. If a dissertation is submitted late, it must be accompanied by a written statement from the candidate

explaining the reasons for late submission. After considering the statement, and the actual date of submission, the Board of Examiners will decide either (i) to accept the dissertation as if it had been submitted on time, or (ii) to accept the dissertation, but reduce the mark awarded (if the candidate has gained unfair advantage by taking longer than permitted), or (iii) to reject the dissertation, and award a mark of zero for the module, in which case the Board will also decide whether the credits for the module can be awarded.

PLEASE NOTE: these deadline dates may be subject to adjustment, so be sure to check with your supervisor and MMS closer to the time.

Late submission of a dissertation is viewed much more seriously than late submission of a piece of coursework. If you encounter problems, tell us before the deadline!

A completed anonymization/declaration form MUST be bound into the dissertation right at the front, and there must be no indication of your name in the document, ONLY your Matriculation Number

1.4 *Academic Misconduct*

Your attention is drawn to the section on Academic Misconduct/Plagiarism in the General School Booklet. Plagiarism, whether in the form of *unacknowledged* quotations from books and articles, or *unacknowledged* copying of part or whole of another student's work, will be treated as very serious offences. In addition, the material in your dissertation must not have been submitted by you previously at another educational institution.

Plagiarism detection software (e.g. *Turnitin*) may be used on work submitted for assessment to the School of Classics.

Students are required to submit a completed plagiarism declaration form at the same time as they hand in their completed dissertation (available from the School Secretary). You can use the same cover sheets that you normally use for submitting coursework for other modules during the year – these are quite acceptable.

1.5 *Marking*

The dissertation is marked on the 20-point Honours scale, just as any other Honours module. The scale and verbal descriptions of marks criteria are laid out in the *Classics General School Booklet*. In addition to these criteria candidates should be aware that poor or unclear presentation of the final document may adversely affect their final grade. Dissertations are double marked within the school and all of them are referred to the External Examiner.

The final dissertation mark is a final module mark, thus a candidate must go through the University appeal procedure or complaint procedure if they wish to challenge the result. Internal re-marking is reserved for individual pieces of continuously assessed work on taught modules.

AVOID PLAGIARISM AT ALL COSTS

When submitting, all students are required to complete a declaration form indicating that the dissertation is their own work – the cover sheets used for other coursework are quite acceptable and do NOT need to be bound into the dissertation.

2. TIMETABLE OF WORK

2.1 *Approval of the topic*

You must give clear notice of your provisional dissertation topic to the Dissertations Co-ordinator by e-mail (jcnc) in **May of your Junior Honours year** after being pre-advised into your dissertation module: this applies to BOTH semester 1 and semester 2 dissertations. Allocation of supervisor to specific dissertation candidate will take place over the summer before the final year. The circumstances of research leave, staff teaching loads and other considerations make it impossible for candidates to choose their supervisor. However, they are perfectly free to contact any member of staff for suggestions about topic and bibliography.

2.2 *Meetings with your supervisor*

You should meet your supervisor, preferably before the beginning of the semester, and **certainly no later than the end of the first week**, to arrange:

- (a) a programme for your work on the dissertation;
- (b) a timetable for meetings with your supervisor;
- (c) dates for submission of samples of written work.

There must be **at least one meeting** with your supervisor **during the first week** of the semester. Each dissertation student is entitled to **a total of six 30-minute meetings (or an equivalent amount of contact time) during the semester**. You must submit drafts or samples of written work as requested by your supervisor, and in any case you must submit (a) a written plan of the dissertation no later than the end of Week 3, and (b) a minimum of one draft chapter or section by the end of Week 6. **Failure to meet these minimum requirements may result in loss of Permission to Proceed, or in the Board of Examiners refusing to accept the dissertation.**

2.3 *The role of your supervisor*

Your supervisor will provide initial guidance on study methods, bibliography and the organisation of your time, and then will expect to see you regularly during the semester (see 2.2). He or she will want to see samples of your written work, and will normally read the first draft of the dissertation and comment on it, suggesting ways in which the argument or the presentation could be improved. But the supervisor will not normally look at subsequent drafts, nor must he or she be expected to predict the mark your dissertation will receive. You alone are responsible for the final draft, on which the assessment of the module is based.

Normally your supervisor will not read any drafts or offer comment on the content of your dissertation after the end of Week 10 of the semester, although you may still ask for guidance on technical matters. If you experience any difficulties over supervision that you feel you cannot raise with your supervisor, you should feel free to raise them with the Dissertations Co-ordinator (jcnc), or the Head of School.

2.4 *Staff on Leave*

Members of academic staff are, periodically, entitled to university study leave. This removes them from normal teaching and administrative obligations, in order that they may pursue their research undisturbed. In a School that prides itself on research-led teaching, it should be clear that such study leave, and the research that it permits, is of great benefit to the School generally. This may mean that, at certain times, staff will be unable to supervise undergraduate dissertations. We will try, as far as possible, to accommodate students with particular research interests, but there may be times when certain topics will be unsupervisable. If you are interested in topics which fall within the research interests of members of staff on leave, you should discuss the matter with the Dissertations Co-ordinator.

2.5 *Long Dissertation*

This dissertation can be done by students who are at another university for a semester under an approved exchange agreement (such as *Socrates*). For them, the supervision arrangements will be different; before the student leaves St. Andrews, arrangements must be discussed fully with the Dissertations Co-ordinator, and a written statement of the timetable of work must be agreed and signed. The deadline for submission is the same as for other dissertations (see 1.3). In addition GK4998 is available to Single Hons Greek students.

3. WORD PROCESSING DISSERTATIONS

3.1 *Word processing your own dissertation*

ALL dissertations must be word-processed.

3.2 *Binding your dissertation*

You must also allow time for binding your dissertation, in addition to the time required for proof-reading, checking bibliographical presentation and presenting images. Spiral, comb and other forms of permanent binding are acceptable, but not loose-leaf, punched-page collections. Make sure you include an anonymization/declaration form bound in right at the front.

3.3 *Costs*

You must submit ONE electronic and ONE HARD (paper) copy of your dissertation, and the latter must be bound. The cost of typing and binding is unfortunately not recoverable from your funding authority or from any other source.

3.4 *Some tips*

Whether you type the dissertation yourself, or employ someone to do it, the task of preparing your final copy will be greatly eased if you remember the following points:

(a) any handwritten drafts should be written on one side of the paper only, on alternate lines, and with a substantial margin, so that later corrections may be incorporated without rewriting the whole; however, if you are experienced in word-processing you may be able to create your first draft on the computer.

(b) keep a note, perhaps on index cards or using specialised software, of all works that you use and refer to, following the form recommended below. Immediately adopt the discipline of writing down full details of publications (especially places of publication, page references for individual points and quotes, and full page runs for whole articles).

(c) books are not always available in home libraries, so for vacations ensure that you have research material available. In University vacations the Library is usually closed in the evenings and at weekends, and there is a closed period at Christmas.

(d) in semester-time you will have other written assignments to do besides your dissertation. Plan your time accordingly.

(e) computers will be in heavy use during term and increasingly so in the last few weeks before a dissertation deadline, so try to do your writing up in stages.

(f) ideally, have your entire draft read by at least one other person to see if it makes sense - it pays to get someone who is ruthless!

(g) take care over spelling - don't rely on the spell-checker on your word-processor, since it may not recognise misspelled technical terms relevant to archaeology, ancient history, Greek or Latin.

(h) above all, **ALLOW PLENTY OF TIME** for checking, proof-reading, corrections, getting photographs developed, and binding. These things always take longer than you expect.

(i) You will very likely need to use the **Inter-Library Loan** service in the University Library. This costs, but may be the best/only way to acquire that key reference! You must ask your supervisor to sign every ILL application form.

Please follow the link below to find more information on interlibrary loans.

<http://www-library.st-andrews.ac.uk/Services/ill.html>

The time it takes for requests to be completed varies enormously, so it is recommended that you decide if you need to make use of this service early in the semester.

AVOID PLAGIARISM AT ALL COSTS

When submitting, all students are required to complete a declaration form indicating that the dissertation is their own work

4. THE FORMAT AND PRESENTATION OF DISSERTATIONS

4.1 *Layout*

The text of the dissertation MUST be typed, in English, on one side only, on white A4 size paper, and in double spacing, though single spacing may be used for notes and quotations, bibliography etc. There should be margins of at least 1.5 inches on the left and 1 inch on the right of the page. The font used should be simple and easy to read (such as 12 point Times or Palatino). Chapter headings, which appear normally at the top of the first page of the chapter, should be typed in capitals, underlined or in bold. All pages should be numbered except for the title page and the abstract page. The pages of preliminary material, beginning with the page of contents, should be numbered with Roman numerals (i, ii, iii, etc.). Continuous arabic pagination (1, 2, 3, etc.) should start at the beginning of the Introduction or first chapter. Page numbers can be at the top right-hand corner of the page, in the top middle, or at the bottom middle of the page. All these strictures apply to the electronic text (especially double spacing).

4.2 *Structure*

The dissertation must be divided into chapters, each with a number and a title; in most cases it will be appropriate to have an introduction and a conclusion, and sub-sections of chapters. There must also be a bibliography (see 5.3). The sections should normally be organised as follows, with each beginning on a new page:

- Title page
- Abstract and word count
- Table of Contents (giving page numbers)
- List of Illustrations (if any)
- List of Abbreviations (if any)
- Preface and/or Acknowledgements
- *Introduction (which may be 'chapter 1')*
- *Numbered chapters*
- *Conclusion (which may be the last numbered chapter)*
- Endnotes (if used, see 5.2)
- Appendices (if any)
- Bibliography (see 5.3)
- Illustrations (if any)

*** these sections must use double line-spacing; others may be single-spaced**

Title page If you have an opaque cover to your dissertation the following should be written: The title of the dissertation, the year, your Matric. No., the name of the

School, and the module code and module title. This information should be repeated on the title page.

Abstract and Word-Count The Abstract should provide a 150-200 word summary of the main premises, procedures, and results of the dissertation. Below the Abstract, on a new line, state the word count of the dissertation, e.g.:

Total no. of words = 13,800

Do not include the Bibliography in the word-count.

Table of Contents This should include all the elements listed above, giving page numbers for the start of each chapter and for all the main sections of chapters.

List(s) of Illustrations Here all your figures and photographs should (wherever possible) be credited with the source of material (e.g. 'Photograph by J. Spratt'; 'Figure adapted from Bloggs 1986'; 'Photograph by author').

List of Abbreviations Include any abbreviations you have used, such as journal titles (e.g. *PBSR*) and institutions (e.g. *RCHM(E)*). For names of ancient authors, you may simply use those in the *Oxford Classical Dictionary* and say that you have done so.

Preface/Acknowledgements You may wish to provide a Preface commenting briefly on the circumstances in which the dissertation was produced. You **MUST** acknowledge (in a Preface or an Acknowledgements section) all assistance gained from other sources (e.g. verbal or written communications from museums, off-prints received from excavators, museum collections or archives consulted, unpublished material, etc.). You can also thank your supervisor, your granny or your cat (if you think they deserve it!).

Introduction, chapters, conclusion Each of these sections should begin on a new page. Each should be flagged clearly with its number and title. The Introduction can either be Chapter 1 or a section preceding Chapter 1; the Conclusion can either be your last numbered chapter or follow that chapter.

Sections and subheadings It is often sensible to divide a chapter into shorter sections, typically up to 10 pages long. They should reflect logical steps in the argument. A section should *not* begin on a new page but follow on below the end of the previous section. Each section will need its own subheading; take care that headings do not appear alone, with no text below them, at the foot of a page - this can easily happen with word-processed texts.

Notes Endnotes if this referencing system is being used. See 5.2.

Appendices Use appendices for catalogues, inventories, extended tables, etc., if they are not easily incorporated into the main body of the text.

Bibliography See 5.3.

Illustrations These are desirable depending on the topic; in some they may be unnecessary, in others essential. Each illustration must be numbered for citation in the text, and provided with a **caption**, or subtitle, to tell the reader what it is. These must be clear and concise. Reference to the source of the illustration (e.g. the photographer, a museum, a book, a URL) should be in the separate List of Illustrations, especially when awkwardly long URLs are cited. It is also important to distinguish between a figure and a table. A table presents lists of information (numerical figures, place-names etc). A figure presents everything which is not included in a table (line drawings, maps, charts, graphs etc.).

Since illustrations may form a significant aspect of a dissertation, it is important to ensure that they are of good quality, relevant to the discussion and well-integrated into the dissertation text. Photographs may be in black-and-white or colour. Maps and figures should be neatly prepared, redrawn from originals if possible, and neatly lettered; *good quality* photocopied originals are also allowed. Drawings should not be lettered by hand unless the lettering is of a good quality. As far as possible keep to the A4 format of the dissertation; where larger, folded figures are necessary, they should be no larger than A3 and should be placed in a pocket inside the back cover. Fold-outs attached to the pages, or bound into the dissertation, are best avoided for reasons of complexity, and they do not stand up well to use. Start building up a personal archive of scanned, potentially useful images as soon as possible, noting their sources for future reference.

5. REFERENCE AND BIBLIOGRAPHY

Writing a dissertation is a training exercise in the presentation of a topic using professional, academic conventions of information support and citation. In other words, your dissertation must be presented in publishable form. You are not writing primarily for yourself, your supervisor, or for other students, but for an academic readership which must be given the facility to follow your arguments and review your material through referenced sources. Yes, there is an element of 'checking up' on your work, but most importantly your dissertation is a portal into your chosen subject area which must help the readers to explore further where their own interests lead them.

Of course sources of quotations must be cited, but references are used for much more than this. They back up your statements, link your text with information resources and also allow you to take out of the text points which are important but which might interrupt the flow of your prose. In order to save on words and space, your references key into your bibliography which contains all the necessary details to allow the reader to chase up other publications in library collections or through inter-library loan.

5.1 *Quotations*

Ensure that any quotations used within the text are useful and informative and add substance or authority to your arguments. Try not to over-quote from authors; but give full credit where necessary for any of their arguments that you present in your text. Beware the dangers of plagiarism. Quotations in the text are dealt with in various ways, depending on their length:

- Words or short phrases in any language other than English or Greek, such as *tribunicia potesta*, *variatio*, *vice versa*, or *vis à vis*, should be underlined or italicised, and not put in quotation marks. The same applies to titles of books and journals, see below, or any words that require extra emphasis. Many such words - including arguably, the examples just given - can be avoided, though many cannot (e.g. *aition*, *apatheia*, *imperium*); others, such as *motif* or *villa*, can be treated as ordinary English words.
- A slightly longer phrase in any language that uses Roman script should be put in quotation marks, e.g. 'In his opening words "Quousque tandem abutere, Catilina, patientia nostra?", Cicero erupts ...'.
- Any longer quotation should be indented, without quotation marks, and may be typed in single spacing.

5.2 *References*

Always be sure that you credit ideas and quotations to their author. If you repeat someone else's (ancient or modern) ideas in your own words then you must give a reference to the author and where he/she said it in order to avoid plagiarism.

This can be done in a number of different ways, no one of which is prescriptive:

a. Embedded Harvard System. Within your text quote author, year and page number in brackets. This in turn refers to a work quoted in full in your bibliography. Thus, if you are referring to page 12 of a book written by McGing and published in 1995 you might do it like this:

McGing (1995, 12) argues that early Rome was not built in a day

or

It has been argued that early Rome was not built in a day (McGing 1995, 12)

If there are two or more works by the same author published in the same year, they are identified in the bibliography as Smith 1999a, Smith 1999b, Smith 1999c etc.; if there are two authors with the same surname, initials are used to distinguish them in short references, e.g. A. Smith 1900, B. Smith 1912 etc.

b. Footnotes. You can use **footnotes** placed at the foot of a page. Most word-processing software will allow this. The Harvard System (surname, year, page/figure/plate number, as above) is recommended to save wordage and space.

c. Endnotes. The same as footnotes except that notes are listed at the end of each chapter or at the end of the whole dissertation. Most word-processing software will allow this. The Harvard System (surname, year, page/figure/plate number) is recommended to save wordage and space.

Footnotes and **endnotes** have four main uses (Embedded Harvard does the first two):

- To cite the authority for statements made in the text
(NB use of authorities without acknowledgement may constitute plagiarism which will be severely penalised)
- To make cross-references
- To make incidental comments on matter in the text
- To make acknowledgements.

The place in the text where a footnote or endnote is introduced should be marked with an Arabic numeral (1, 2, 3 etc.) placed slightly above the line. Note that many computer word-processing programmes have automatic footnote numbering facilities.

Any of these three formats is acceptable, but do not use them simultaneously. The advantage of a. is snappy brevity if the reference is short, whilst b. and c. allow long multiple referencing and prose to be removed from the text to aid flow (for the full

horror of this see Coulston, J. and Dodge, H., *The Ancient City of Rome*, Oxford, 2000, 100-11!).

Choose ONE system of referencing and stick to it. If in doubt have a look through published works in the library and see what conventions have been employed by other authors. It is very important that you discuss these matters with your supervisor.

However, there are other systems of short references (e.g. using abbreviated titles to distinguish different works of the same author), and if you are already used to some other system, then you may use it. **The precise conventions are less important than clarity, self-consistency and avoidance of ambiguity.**

Classical Authors References to classical authors in footnotes or endnotes, or within parentheses in your main text, may be abbreviated. It is best to follow the abbreviations of Liddell's and Scott's *Greek Lexicon* for Greek authors, and of the *Oxford Latin Dictionary* for Latin authors, supplemented by the *Thesaurus Linguae Latinae* for later authors not included in *OLD*. But if you are referring to an author in translation, you may prefer to use an abbreviation of an English title, so long as the abbreviation is clear; or a section of your bibliography may have been devoted to abbreviations for ancient works.

5.3 *Bibliography*

Full details of all ancient and modern works consulted **MUST** be listed in the Bibliography, which should be at the end of the dissertation, after any appendices. The bibliography is most important, and will be among the first things considered by your examiners. It should list in alphabetical order all the works you have used, excepting works of reference whose abbreviations are standard in the field of the dissertation (such as *OLD*, *CIL*, *OCD*, *RE*, *TLL* etc.¹). There are different ways of formatting the bibliographical information, and the important thing is to be unambiguous and self-consistent. Below are examples of one system which you could follow.

Bibliographic items come in several main types:

- Books by one or more authors
- Titled chapter by one author in a multi-authored book, hopefully with a named overall editor
- Article in academic journal (annual or otherwise)

You should look through the book/article you have used and compile the following information **in the following order**:

¹ There are standard abbreviations for: *Oxford Latin Dictionary*, *Corpus Inscriptionem Latinarum*, *Oxford Classical Dictionary*, *Realenzyklopädie der klassischen Altertumswissenschaft*, *Thesaurus Linguae Latinae*. [This is, of course, a good example of footnoting!]

- individual works are listed by author surname in alphabetical order (so that the reader can easily find an individual reference), usually with initials coming after the surname(s)
- titles of books and journals are *Italicised* (preferably) or underlined (if your software/typewriter cannot produce Italics!)
- titles of articles within journals or chapters within books are in single quotation marks without Italicisation or underlining
- volume number, where appropriate, follows the title
- name of publishing house (optional)
- place of publication (in the case of books), preferably in the native form, e.g. Roma, not Rome. Place is vitally important, much more so than name of publisher. Just because a work is in French does not necessarily mean it was published in Paris (it could equally be Lyon, Montréal, Tunis, Bucuresti, Damascus or Phnom Penh!)
- date of publication (in the case of books and articles)
- complete page runs of articles and chapters are quoted, and not preceded by 'p' or 'pp'.

For example:

Woolf, G. D., *Becoming Roman*, Cambridge, 1998.

M. Voyatzis, 'Geometric Arcadia', in C.E. Morris (ed), *Klados. Essays in Honour of J.N. Coldstream*, London, 1995, 271-84.

Nisbet, R. G. M., 'The dating of Seneca's tragedies, with special reference to *Thyestes*', *Papers of the Leeds Latin Seminar* 6, 1990, 95-114.

For co-authored works, cite both authors' names:

Connolly, P. and Dodge, H., *The Ancient City*, Oxford, 1998.

You might choose to make it easier for the reader by adding the date to the name:

Favro, D. 1996, *The Urban Image of Augustan Rome*, Cambridge, 1996.

Sometimes volumes do not have an editor's name so you might have to invent a sensible keyword:

Campidoglio 1984, *Il Campidoglio all'epoca di Raffaello*, Roma, 1984.

5.4 Internet Resources

Use of the Internet as a source for information, ancient texts, illustrations etc. is permissible. However, you must bear in mind that much material on line is un-refereed for quality, veracity and accuracy, **SO BE CRITICAL WITH WHAT YOU USE!**

You **MUST** credit websites just like any other source. In this case you quote the full URL and state the date on which a site was last consulted (sites have a habit of disappearing!).

'HANDY HINTS' FOR DISSERTATION SUCCESS

- **Organise your time**

It is simply human nature to work to deadlines - so agree some deadlines with your supervisor as soon as possible. A good way to do this is to work out a chapter outline (ie, Chapter 1 Introduction/My topic/Aims; Chapter 2 Literature Review ...), then agree a timetable for submitting drafts of each chapter. It works!

- **Set boundaries**

This is a dissertation, not *The Encyclopaedia of all Historical/Archaeological/Linguistic Ideas Ever*. To submit on time, you must work out not only what you need to cover, but what you do **not** need to include - avoid too much 'general background' and stick to your **specific** theme.

- **Do it all on disk**

You will save huge amounts of time by writing everything (including notes from reading) straight to disk, rather than fiddling with bits of paper. Then cut and paste! **KEEP SAVING AS YOU GO** to avoid data loss disasters! **Remember to keep a back up on CD or on a Flash Drive**. There is nothing worse than losing all your work at the last minute!

- **A quality bibliography is a quality dissertation**

Make a running bibliography from day one. Include **all** the details - you don't want to be going back to check little details like full page numbers for chapters in edited books or articles in journals at the last minute. This will save you tons of time at the end.

- **Never be afraid to present your own ideas**

Your dissertation - especially in its conclusions - should try to add something original to archaeological or ancient historical work on your chosen theme. This is not to suggest you should be redefining the chronology of Pompeii or cracking Linear A - but you should have something of **your own** to say, in summing up the research which has gone into your dissertation. Having said this, these conclusions must be **informed** ones, based on your reading and/or practical work - they should not be wildly speculative, or waffly.

- **The last haul is the worst bit**

Once the text is written, you still have some way to go - formatting, layout, illustrations, spell-checking, etc. all take **much longer** than you may think. Smart students will produce at least one draft of the **complete** text (like a dress rehearsal), then **proof read** this carefully to minimise typos and to make sure the whole thing looks like a professional piece of work. This is really important, but is often overlooked in the desperate rush to print the thing out at the last minute. **Get a friend/relation/flatmate to read through your text for typographical mistakes!**