Introduction
This guide covers the background information you will need before you start your dissertation. It will also be of considerable help to you during the final stages of your work and contains the following main chapters:

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Dissertation Form
CHAPTER 1: AIMS AND REQUIREMENTS

This Chapter discusses the aims of dissertation work and what you are required to produce. It also provides some guidance about what makes a good dissertation, and how you might come up with a suitable dissertation topic.

1.1 AIMS
The aim of the dissertation is to carry out independent research in a sustained way on a topic you have chosen (with advice) and to present the findings of the research in an extended piece of academic written prose. The dissertation offers you an opportunity to display your skills in tackling specific questions in some depth and engage in prolonged and intensive study of a topic which you have chosen for yourself and which genuinely interests you. The essence of the work is that you are able to demonstrate your ability to undertake your own piece of independent research, set your own goals and keep to your working schedules. The specific intended learning outcomes are given in the module description on the Classics and Ancient History website. The decision to write a dissertation should not be taken lightly. Although the advantage of this module is that there will be one less examination paper to be taken, some students are not suited for the degree of independent learning and thinking required for the writing of a dissertation.

1.2 NATURE OF STUDY
Subject to available resources and a suitable supervisor, there are no general restrictions on the topic that you can research. You may choose a subject area completely outside the syllabus, as long as there are available source materials, and so long as it falls principally within the field of Classics/Ancient History (see Chapter 1.5 for guidance on choosing a topic). The study must be more than a mere compilation of existing information or argument from secondary literature, and you should demonstrate some independent thought. Your sources, whether primary (ancient texts or illustrations) or secondary (modern scholarly words, web-pages etc.), must be made clear throughout the work (see Chapter 6 on plagiarism and collusion).

1.3 REQUIREMENTS
Students are required to produce a dissertation (CLA3009) of 10,000-12,000 words (excluding bibliography, tables and images). The mark it achieves will count for the whole 30 credits.

You will also be asked to take part in a Dissertation Symposium usually held in January-February. This is an excellent opportunity to test out your idea on your peers, and on members of staff who will also be present. In the past, students have found the Dissertation Symposium a very positive experience. No marks are attached to the participation in the conference.

1.4 WHAT MAKES A GOOD DISSERTATION?
A dissertation should form a continuous argument about the topic, subdivided into distinct chapters or sections, and preceded by an introduction outlining the aim, structure, question or argument the dissertation is pursuing, and the materials and methods used. Normally, it should also have a conclusion which draws together the arguments of the chapters and shows how they relate to the whole. The body of the dissertation, while drawing on relevant scholarly works, must be independently thought out and written. Reproducing substantial sections from scholarly books and articles is not acceptable; doing so without acknowledging the source is plagiarism. Plagiarism is a serious offence (it is intellectual theft) and the penalty is failure of the dissertation or even the whole degree (see Chapter 6). A successful dissertation should have the following:
1. A good research topic set in its academic context.
2. A clear statement of aims, research questions and objectives.
3. A logical research programme.
4. A clearly defined and appropriate methodology.
5. Adequate and appropriate primary sources.
6. Adequate and appropriate secondary sources (scholarly publications).
7. Adequate and appropriate analysis of primary sources.
8. Good understanding and critical evaluation of secondary sources.
9. Intellectual achievement and an argument based on both primary and secondary sources.
10. Good structure and clear writing.
11. Sound conclusions that relate to the stated aims and research questions and present your results.
12. Good presentation, including illustrations as appropriate

1.5 GETTING STARTED Your dissertation should be framed within a broad area of study (a research topic). This topic may relate to a particular text, author, body of material evidence, period, or geographical region. Alternatively, it might relate to a particular theme that is pursued through a number of different primary sources, periods or regions. Within this you should identify a research problem, a more specific, smaller issue within the general topic. The research problem should lead to the identification of research questions. These are specific questions that you ask in relation to your problem, i.e. how you approach the problem.

Choosing a topic You should choose a dissertation which attempts to contribute to and engage with (rather than just summarise) debates in Classics and/or Ancient History. You may want to choose a field of study that allows you to develop particular skills that will be of use to you in the future. Ideas can often be gained from reading recent journal issues and from your second year modules. You also need to consider: Is it interesting? Can the topic retain your interest and motivation? Is it practical? Is there enough time available for collection of primary sources? Are these primary sources readily available? What other commitments (work, holidays) do you need to consider? Does the library have adequate literature on the subject area? Avoid topics which are too large or diffuse to be adequately handled within the limits of the dissertation, which are too well-worn, or for which it would be difficult to get access to either the ancient evidence or modern discussion.

Identifying a research problem Perhaps the most difficult part of the dissertation process is identifying a problem to address. Once you have identified a suitable research topic, you need to decide what particular aspect of the topic you are going to investigate. This requires you to be familiar with what other research has already been done in the field, and what is of interest. Your project must also be set in the context of this existing research. This means that you need to carry out research in the library, checking journals, abstracts and primary sources before finalising your topic. Below are some tips for generating research ideas:
1. Follow up an idea that arose in a lecture.
2. Read articles or books on a topic that interests you.
3. Be on the lookout for ideas in the media: newspapers, radio, television etc.
4. Talk to organisations or individuals working in your area.
5. Think about your own outside interests and skills: can they generate a research topic?
6. Have you decided on a future career path? Can the dissertation be made relevant to that?

Some ways in which a research problem can be identified:
1. Nobody has investigated this topic ... I will!
2. Scholar A investigated this topic and questioned the role of X. I'll investigate the role of Y.
3. Scholar A investigated this topic in author X and found that .... I'll investigate whether or not the same is true for author Y.
4. Scholar A investigated this topic and suggested that X was the result of Y and Z. I'll investigate whether or not this is the case.
5. Scholar A investigated this topic and suggested that ... Scholar B investigated this topic as well and disagreed. I'll investigate this topic anew to find out whose interpretations is more convincing.
6. Scholar A investigated this topic using method X. I'll see if method Y gives different results ... compare results and explain differences.
7. Scholar A investigated this topic using primary sources of type X. I'll see how primary sources of type Y will contribute to or challenge his/her results.

Research questions
Specific research questions should be directly related to, and arise logically from, the research problem you are addressing.
1. Pursue questions that look as though they will have interesting answers or solve a particular problem.
2. Questions are usually good if you can suggest or predict what answers they may have (i.e. set up hypotheses) and what the implications of these answers are.
3. The best questions are relatively easy to answer but make significant steps forward in the investigation!
Research questions can be stated in terms of questions or experimental hypotheses. For example: Does $X$ mean $Y$? (research question), or $X$ means $Y$ (experimental hypothesis).

Establishing your research aims
You will need to have a clear idea what your research aims are for your dissertation proposal. The aims of your dissertation can be put forward in terms of the research problem you have identified and the questions you are going to ask whilst researching that problem. A clear statement of research questions is important because these statements determine the direction of your project; the type of information you require to answer the questions determines the methods you need to use and the way you analyse the data collected. In your conclusions you should aim to address and reflect upon your original research problem and questions. The research questions should ideally be capable of leading to conclusions. 'Woolly' research questions often result in overly descriptive rambling discussions that fail to reach any firm conclusions!
CHAPTER 2: DISSERTATION PLANNING AND THE PROPOSAL

2.1 STAGE I
This Chapter explains what the procedures are for submitting your dissertation proposal, the assignment of a dissertation supervisor and producing a literature survey and Dissertation Plan.

The timetable for this preliminary stage is as follows:
February - early March: Dissertation briefing meeting
March – April: general discussion with potential dissertation supervisors about your proposed field of study. You can consult with as many people as you like at this early stage. (Appendix 2 lists areas of staff expertise to help you to decide who to go and see.) If you really have no idea where to start, see your personal tutor.

When you feel satisfied with a particular field of study, fill in a Dissertation Proposal Form (Appendix 5) and take it to the member of staff within whose area of expertise the topic falls for his/her comment and signature. You should not assume that your proposal will necessarily be accepted as it stands: it may be referred back to you for emendation, so do not leave this until the last minute.

29 April: deadline for submission of the Dissertation Proposal Form to the Departmental Administrator.
You will be assigned a Supervisor who may be the person who agreed your topic, although we cannot guarantee (for reasons outside our control) that this person will be your supervisor.

Supervisors will be allocated prior to the beginning of the first term of your third year. If you are not happy with the dissertation supervisor you have been allocated for any reason, then please discuss this with us.

After exams over the summer: start work on your literature survey, dissertation plan and 2,000 word Extended Dissertation Proposal. You will need to submit this extended proposal for approval to the Departmental Administrator: classics@exeter.ac.uk by the first day of term Monday 15 September (the week BEFORE you start classes)

2.2 STAGE II
Researching and writing the Dissertation (for further detail see Appendix 1).
Four times during autumn and spring term: individual or group consultations with supervisor. March (before the end of term): final consultation with your supervisor.
First Tuesday of the Summer Term: hand in your Dissertation.

2.3 CHANGE OF TOPIC
Should you decide, during work on your literature survey, dissertation plan and Draft Proposal, that you wish to change research direction and focus on a topic different to that of the original, agreed, proposal, you must contact the Dissertation Co-ordinator immediately (Director of Education). A change of topic will be allowed, subject to approval of the revised topic. Remember that during the Summer Vacation staff may well be away from the University for extended periods, so do not put off thinking about your Draft Proposal until the last minute – in any case, no extension will normally be allowed on the submission date for the Draft Proposal.

2.4 PILOT STUDIES AND ACCESS TO INFORMATION
It is important that, where necessary, you seek prior permission for access to archives or other sources of information before the research is undertaken. A standard letter will be made available on request to explain that you are carrying out work that is an essential part of your degree
course and not related to any official investigation on the part of the University. If relevant to the type of work you will be undertaking, it may be a good idea to carry out a preliminary pilot project. This might involve carrying out a scaled-down version of your methodology in order to:

1. Identify potential bottlenecks in the project, e.g. time taken to collect or analyse primary sources.
2. Determine whether or not your primary sources and mode of analysis is viable/feasible.
3. Determine how detailed your analysis has to be.
4. Find out how long the analysis of primary sources takes.
WRITING YOUR EXTENDED DISSERTATION-PROPOSAL

Guidelines

The Research Proposal – in a nutshell
Writing research-proposals is challenging, particularly because you are attempting to
describe a project which you have not completed, or even begun yet. Proposal-writing
requires time, clarity of thought and precision of expression. You will probably write it in
several drafts, starting with a messy free-flow of ideas, then gradually honing and shaping
it into a clear and succinct shape.
It is recognised that a proposal is speculative to a certain extent, as you have not done the
research yet; however, a proposal should show that you have thought things through in a
clear way and it should convince the reader that you are well-equipped to undertake this
project. You need:
• to explain what questions you will be asking and what sources you will use;
• to demonstrate awareness of the relevant scholarly landscape and how your research fits
into that landscape;
• to explain what methodologies will inform your approach to your research questions;
• to explain why you are well-equipped to undertake the project;
• to provide an outline of the project-content and structure;
• to provide a realistic schedule for completion of your project

The guideline word-limit for your proposal is 2000 words. It is a good idea to structure it
under the following five headings:
1. Research Questions or Problems
2. Research Context
3. Research Methods
4. Structure Outline
5. Project Management
6. Bibliography

In terms of format, there are no strict guidelines. We recommend using these six headings,
and writing in paragraph style or bullet-points (often clearer) under each. You may include
footnotes, with references to works listed in your bibliography.

Further Details
1. Research questions or problems In this section you should set out clearly the research
questions, issues or problems that you intend to address in your dissertation. This can be in
paragraph form, or in bullet-points. Ask yourself:
• What are the issues that you will be exploring in the course of your research?
• What are your primary sources of evidence? Be as specific as possible.
• Are there any parameters of your research (e.g. a particular time-period)?
• Why is it important or interesting to explore these questions?

2. Research context You should describe the research context for your project. Ask yourself:
• What other research has been conducted in this area? Show that you have done some
research, and that you know the principal relevant works in your field.
• What contribution do you think your project will make to your subject? For example, do you see your dissertation as improving or expanding our understanding of your topic? Will it, rather, complicate or enrich pre-existing interpretations? Are you asking new questions about a text, or are you challenging old views?

• Try to be specific here about whose views you are engaging with in your work, and why they are useful. So, instead of the fairly generic statement: ‘I will draw on studies of women in the Odyssey to understand the role of Penelope’, try: ‘I will draw on the feminist studies by Potts 1988, Dickity 1999 and Seafrod 2012 in order to understand Penelope’s role in the Odyssey from the perspective of gender.’ The latter statement shows a much more incisive understanding of the works you are using, and why/how they are relevant to your research.

3. Research methods
• Are you applying specific methodological or theoretical approaches to a text? This may be a difficult question to answer at this stage, so don’t worry about it if you are flummoxed. On the other hand, there may be obvious theoretical approaches for you to consider, e.g. feminist theory, anthropological approaches, New Historicism, narratological analysis…(all of which we explored at different points in our Greek and Roman Narrative class), and if that is the case, do make the point.

• Here is also the place to explain why you are well-equipped to undertake this project. What relevant skills or experience do you have? For example, you may have knowledge of relevant ancient or modern languages. Try to give concrete credentials – so, not just: ‘I have always been interested in…’, but: ‘I have completed a module or course in X, where we studied this text and several theoretical approaches to it’, or: ‘I developed my familiarity with this approach in my coursework essays last year’.

4. Structure outline You should provide a clear outline of the structure of your proposed dissertation. This can be in bullet-form. It should make it clear how many chapters you propose to write, and provide a brief summary of each which will make it clear how each chapter will contribute to the development of your overall argument. It is a good idea to plan the title of your dissertation and the headings of your chapters, as this enhances clarity.

5. Project management
• What is the timetable for your research project?
• Does it include appropriate milestones and is it realistic?
• What methods will you use to test your ideas (e.g. work-in-progress seminars; Dissertation Conference?)

6. Bibliography
Self-explanatory, we hope! Here you should include all the works you have referred to in your proposal.
Some additional guidelines (and warnings!)

The last word?
No - the proposal will not necessarily be set-in-stone (so don’t worry about it unduly!); its primary purpose is to make you think and plan and do some preliminary research over the summer. If approved, we will use it as the jumping-off point for further, more detailed discussions about your dissertation in September before you get started. Don’t be surprised if your ideas change or develop then – this is normal.

Word-limits
Remember that an undergraduate dissertation has a 10,000 word limit (outer limit = 12,000 words), which may sound like a lot at the start, but it breaks down into (say) 3 X 3000 word essays, plus intro and conclusion. Looking at it that way may help you realise a project of manageable scope, and also generate a practical work-plan for its completion.

CLARITY
You should aim to write your research proposal (and also your dissertation, once you get to it) in clear language. There is NOTHING to be gained from using high-flown language or impressive-sounding jargon. If you are unable to explain your ideas clearly, this only suggests two things: a) that you have not properly formulated your ideas in your own mind yet and/or b) (even worse) that you have difficulty expressing yourself clearly in writing, which could raise doubts about your ability to write a thesis at all. For similar reasons, do not waffle. Clarity is essential!

Your first chapter
Note: You will probably be asked to complete the first chapter by the end of the first semester, to ensure everyone is on the right track and making steady progress over the course of the year.
CHAPTER 3: PROGRESS MONITORING AND ADVICE ON YOUR DISSERTATION

3.1 WHAT CAN I EXPECT FROM MY DISSERTATION SUPERVISOR(S)? The dissertation is your own piece of independent research. You should, therefore, expect to undertake the necessary activities – reading, thinking and doing – independently. Your dissertation supervisor’s principal responsibility is to monitor your progress and advise.
1. The dissertation supervisor, or other staff members, can offer technical advice on the dissertation, e.g. appropriate methodology, resources, ways of illustrating.
2. On the basis of your verbal progress reports during meetings, your dissertation supervisor will give advice regarding your progress towards your objectives.
3. On the basis of supervision meetings with you, your supervisor will alert the dissertation co-ordinator regarding any unsatisfactory progress.
4. When required and requested, your dissertation supervisor will answer direct and specific questions of a technical nature (e.g. is this analytical method/critical approach appropriate?) – this direction may also be obtained from other staff where appropriate.
5. Your dissertation supervisor, along with any other member of staff you care to consult, can offer you technical advice at any time during the third year, and your supervisor will comment on the proposed structure of the dissertation and on drafts of your written work.

You cannot expect your Dissertation Supervisor to:
1. Tell you what to do next.
2. Tell you what to do with your data.
3. Think of new projects for you.
4. Read draft copies of dissertation materials.

3.2 WHAT WILL YOUR DISSERTATION SUPERVISOR EXPECT FROM YOU? That you attend meetings You should attend meetings with your supervisor to discuss your progress and general matters relating to dissertation work. The general timetable of such meetings is presented in Appendix 1. These meetings will be scheduled by e-mail contact or as agreed at a previous meeting. Since this is an independent piece of work you must take responsibility for its completion and this includes attending the meetings. Remember to take notes during these sessions (particularly of bibliographic information), so that you do not need to chase reference details later. **NB.** You are strongly advised to be pro-active in maximising opportunities for seeking advice. You may make appointments to see your supervisor at other times, during their office hours.

That you make progress on your dissertation You should have made substantial progress on your literature survey and dissertation plan during the long summer vacation. This period should have been used to carry out reading, collect your thoughts and organise the structure of your work and how you will go about obtaining the rest of the information you need. **That you keep your supervisor informed of any change in direction/topic** If you decide to change research direction, and focus on a topic different to that of the original dissertation proposal, you must contact your assigned dissertation supervisor and the dissertation co-ordinator as soon as possible. This is so that you can be assigned a dissertation supervisor appropriate to your chosen area of research. **You will be expected to submit a new dissertation proposal** to the new dissertation supervisor. **NB.** Remember to keep back-up copies of your dissertation and the data you have collected at all times! Back up your data both during and after every session on the computer.

3.3 WHEN MUST I SUBMIT MY WORK? Dissertation (2 copies) must be handed in to the school office between 9.30 am and 12.00 pm on the first Tuesday of the Summer Term in your final year. Failure to do this will be dealt with severely: the Board of Examiners will normally apply a **penalty for late submission** and the late assignment will receive a maximum mark of 40%. If the work has still not been submitted after two weeks, the work will not be marked at all and you will receive a mark of zero. It is the student’s own responsibility to bring any potentially extenuating circumstances to the attention of the dissertation supervisor and provide appropriate supporting documentation.
CHAPTER 4: PRESENTATION AND LAYOUT
This chapter provides information about how to organise and set out your dissertation, as well as when and how to submit it. Failure to present a dissertation according to these recommendations may result in its rejection or downgrading.

4.1 WORD LIMIT AND PAGE FORMAT Your Draft Proposal should not exceed 2,000 words excluding bibliography. Your dissertation should be no less than 10,000 words and not exceed 12,000 words, excluding appendices, tables and bibliography. The dissertation must be word-processed with 1.5 line spacing on single sides of A4 and all pages must be clearly numbered. Care must be taken to provide wide margins (necessary for binding and comments). Leave approximately 3.5cm on both margins. You will bear the costs of production (illustrations, typing, paper, outer cover, binding).

4.2 STRUCTURE AND CONTENTS OF THE DRAFT PROPOSAL & BIBLIOGRAPHY

4.2.1 The Draft Proposal This is a reasoned outline of the content and topic of your dissertation and of how you intend to proceed with your work on it – what you intend to do, the themes you intend to pursue, the resources you will use, how you intend to structure the work and an outline timetable for doing it. It should include reference to:

- your research question – overall aims and objectives
- the ways in which you plan to answer your question. You should refer to:
  - further background work required
  - primary sources to be studied (you should have made at least a preliminary assessment of these)
  - any practical issues such as those relating to availability of resources

4.2.2 Bibliography The first stage in researching your topic will be a literature survey. It involves you in reading around your subject in order to familiarise yourself with the relevant contextual information. You need to find out what has already said and what has not been said about your proposed field of study, and to identify primary sources. Make use of search engines and consolidated bibliographies; follow up references and bibliography in general works; trawl through regional/topic/period-based periodicals. You do not, at this stage, have to read in detail everything to which you make reference; what is required is that you show an awareness of its potential. Make use of tables of contents, abstracts, chapter and section headings and indexes.

Your bibliography should include both material which you have already read during the preparation of your proposal, and relevant-sounding material which you have learnt about and intend to pursue. It should include appropriate web-based material as well as the printed word. The bibliography must be presented in a style according to normal referencing conventions set out in Chapter 4.4. Advice on referencing of unfamiliar primary source material should be sought from your supervisor.

4.2.3 Word limit DRAFT PROPOSAL: word limit 2,000 words. BIBLIOGRAPHY: there is no word limit to the bibliography.
4.3 STRUCTURE AND CONTENTS OF THE DISSERTATION

The dissertation should be arranged as follows:

1. Title page (which must include your student registration number)
2. An abstract
3. Contents page (to include chapter headings and other sub-divisions of the typescript)
4. Acknowledgements (if appropriate)
5. Main body of the dissertation – your various chapters (give them headings and numbers)
6. Appendices (if appropriate)
7. Lists of illustrations (line drawings and photographs) (if appropriate)
8. List of tables (if appropriate)
9. List of appendices (if appropriate)
10. Bibliography

There is no single approved structure for a dissertation. The structure must, however, be clear and logical, include an early statement of the research aims, previous research and methods/theories, followed by the main argument and discussion, and ending in logical and well supported conclusions. It may be helpful to think of each chapter as an ‘essay’, which has its own research questions, and which helps to build towards your main argument.

4.3.1 Chapters, headings and subheadings

Within individual chapters (which must be numbered), you may wish to use subheadings. These should be used in a logical and consistent manner. This will help the reader (i.e. examiner) navigate his/her way around the dissertation. There is a balance between over and under dividing the dissertation up into sections. Too many sections and subsections may break up the flow and make the dissertation appear “bitty” or fragmented. Too few sections or subsections will make it more difficult for the reader to work out where they are and where they are going. Organising the report into sections will also help you to organise and decide where to place various bits of information. It is a good idea to include a brief statement of what each chapter is about at the beginning to help the reader work out where they are going. A short summary at the end of each chapter can be equally valuable in helping navigation and general flow, e.g.: This chapter discusses ….(at the start) This chapter has discussed … and leads onto …. (at the end).

You can number the sections and subsections in order to help navigation. This system will enable you to refer the reader to particular sections in the text (e.g. see Chapter 4.3).

4.3.2 Contents

It is a good idea to number chapters and sub-divisions. You should list all the chapter headings and subdivisions and list the page number at which each of them starts.

4.3.3 Abstract

The abstract should be a very concise summary of the work. It should give the reader a clear understanding of the nature of the work, its principal content and conclusions. A common mistake is to treat the abstract as a brief introduction, which is not its purpose. The abstract need not be any longer than half a page of A4, but should certainly not be longer than one page.

4.3.4 Figures and tables

Figures, when used, include all maps, line drawings, and photographs. Tables are considered and numbered separately from figures. All figures and tables must be numbered. Tables are numbered separately from figures. For example, using the numerical system, Table 4.1 would be the first table in chapter 4; Figure 4.1 would be the first figure in chapter 4. All tables and figures should be closely integrated with, and referred to, in the text. It is not sufficient simply to put text and illustrations side by side hoping that the reader/examiner will make the connection. Illustrations, when used, must be truly part of the dissertation, not merely decorative additions.
Images
Photographs, maps, digitised images and photocopies (colour or monochrome) should be used where appropriate. Images must be given a caption and a figure number and be credited, e.g.: Figure 1.1: Head of Constantine (photo by author/after Mitchell 2008, fig. 14 etc.)
Separate lists of figures and tables should be included in the contents. NB. Ensure that all your figures are clear and of sufficient size and resolution to be able to make out text and important features, i.e. not small, fuzzy, and difficult to make out. Warning: Make sure that you do not alter proportions of images when you adjust the size of digital images.

Tables
Tables should be designed to make the information they contain clear. Tables should all be given a title. If you have many tables of data, it may be advisable to put them in an appendix. Your supervisor will be able to advise on this.

4.4 Referencing and the Bibliography
At the end of the dissertation you must provide a full bibliography, listing all the works cited in the dissertation, subdivided into primary sources (ancient texts or translations) and secondary sources (modern scholarly works), arranged alphabetically. There are various ways in which references may be given:

1. For ancient sources, verse authors should be cited by the line numbers of the original, and prose authors should be cited by book and chapter (and section if possible). References should be in abbreviated form. For standard abbreviations, see: S. Hornblower & A. Spawforth, Oxford Classical Dictionary (Oxford, 1996); Liddell & Scott (& Jones), Greek-English Lexicon; Oxford Latin Dictionary. Book titles (whether abbreviated or given in full) should be underlined or in italics. E.g.: Livy 1.10.5, Thuc. 2.21.3, Plut., Caes. 35.3.

2. For modern works, the traditional method is to give a full bibliographical citation the first time a work is cited (author, title, place of publication, date), and a briefer citation thereafter. For this briefer citation you may use an abbreviated title, or alternatively may use the standard abbreviations op. cit. (’the work cited’), or for articles art. cit. E.g.: First citation: R. Syme, The Roman Revolution (Oxford, 1939), 137. J.A. North, ’The development of Roman imperialism’, JRS 71 (1981), 1-9. Subsequent citations: Syme, Roman Revolution, 137 or Syme, op. cit. 137. North, art. cit. 5.

Alternatively, you may use the so-called ’Harvard’ method, first developed for the natural sciences but now widely used in the humanities. This method gives full citation only in the bibliography; citations in the text and notes are simply by author followed by date of publication (brackets for the date are optional). E.g.: Syme 1939, 137 or Syme (1939), 137. By this method, the entry in the bibliography should be set out in the order: author, date, title, place of publication. E.g.: Syme, R. (1939) The Roman Revolution, Oxford. North, J.A. (1981) ’The development of Roman imperialism’, JRS 71, 1-9. Where more than one publication by the same author is cited for an individual year, they are distinguished by letters both in the citation and in the bibliography. Thus ’Hopkins (1978a)’, ’Hopkins (1978b)’. It doesn’t matter which method of referencing you choose to adopt, but you must be consistent throughout your dissertation.

If in doubt over how to reference a particular source, ask your supervisor for advice. You are asked to pay particular attention to the system of references and bibliography. Many dissertations fail to reach adequate standards in these aspects and many otherwise good pieces of work are marked down as a result. In-text referencing is often inadequate: remember that any material taken from any source, whether or not it is quoted verbatim, must be acknowledged with a reference that includes the exact page number(s) of the material’s location in the original source.
Quoting You should place quotation marks around any quoted sections. Do not use too many direct quotes from modern authors but paraphrase the information or thoughts provided unless there is a good reason to quote them word by word. Quotations must be verbatim, and paraphrases should not echo the wording of the original: reporting a source’s words in language that is almost but not quite the same as the original is neither a quotation nor a paraphrase and so should be avoided.

4.5 ACKNOWLEDGEMENTS Due acknowledgement should be made to all those who have assisted in the compilation of the dissertation. A breach of common practice in this matter might be viewed seriously by the offended party and would certainly lay you open to a charge of plagiarism. The sources of illustrative material must be indicated.

4.6 CHECKING YOUR WORK Before submission, the whole text of your dissertation should be checked carefully for typing errors and consistency of presentation. You should also check that you have listed all your references and that all tables and figures are clearly presented and referenced. You should also check it for your style of writing. There are any number of reliable guides to correct English word-usage, punctuation, and spelling; a particularly authoritative one is R. W. Burchfield, ed., *The New Fowler’s Modern English Usage*, 3rd edition (Oxford, 1996); a particularly incisive one Michael Dummett, *Grammar and Style for Examination Candidates and Others* (London, 1993).

4.7 BINDING The dissertation should be bound using soft thermal binding with a clear (see-through) cover, so that your title page is visible. This can be done in the Guild Print Unit.
CHAPTER 5: DISSERTATION MARKING CRITERIA
Below, the criteria used in the marking of the Dissertation are outlined. If you bear each of these criteria in mind when writing your dissertation you will be more likely to produce a good piece of work. Ask yourself whether you have satisfied all the criteria and whether there are any areas you could improve.

- **knowledge and coverage of the material** (Do you have a good understanding of all the issues? Have you covered all the relevant material? Have you researched the topic in adequate depth?)

- **structure and argument** (Is your work clearly structured? Is it analytical? Is your argument well supported? Does it avoid unnecessary repetition?)

- **critical technique** (Does your work show an awareness of scholars' debate and disagreement on a topic? Does your work show an awareness of the problems and biases of particular source materials? Does your work show a sophisticated application of critical methodologies to ancient texts and/or material culture?)

- **originality** (How original is your work in terms of content and structure? How far do you express your own views?)

- **style and presentation** (Is your work clearly written? Does it conform to the style guidelines laid down in the relevant departmental guidance? Do the references conform to the style guide provided by the department? Have you checked it for spelling and grammatical errors?)

Further guidance on the assessment criteria and therefore what is required for dissertations is available online at https://intranet.exeter.ac.uk/humanities/studying/subjecthandbooks/classics/dissertations/
CHAPTER 6: REGULATIONS ON PLAGIARISM AND COLLUSION

6.1 PLAGIARISM You are reminded that the failure to reference the published and unpublished work of other academics may result in a charge of plagiarism. This is effectively passing off someone else’s thoughts, ideas, writings and work as your own. People can be guilty of plagiarism if they copy, without proper attribution (i.e. acknowledging by referencing the author appropriately), from a book, scholarly article, lecture handout, electronically-stored text or another student’s work. In this context ‘copying’ does not just mean word for word copying. It also includes straight paraphrasing of a source material.

6.2 COLLUSION Unauthorised collusion, is aiding or attempting to aid or obtaining or attempting to obtain aid from another candidate or any other person. Note the stress is on unauthorised. It is recognised that an important skill developed during the course of your dissertation research is the forging of contacts with various people within and outside the Classics Department. If you are in any doubt you should seek guidance and authorisation from your Dissertation Supervisor on what may be deemed inappropriate aid. All assistance must be acknowledged.

N.B. The dissertation forms a major part of your degree and any breach of University Regulations will be considered very serious. Please note that both plagiarism and collusion are very serious offences, which can result in the outright failure of your degree. Further details of definitions and procedures concerning plagiarism and collusion can be found in the University's Teaching Quality Assurance document, which is available on the internet (web address: http://www.ex.ac.uk/EAD/Academic/TLS/TQA/plag1.htm).
**APPENDIX 1: DISSERTATION GENERAL TIMETABLE**

N.B. You can make appointments to see your supervisor at other times, if needed.

<table>
<thead>
<tr>
<th>When?</th>
<th>What?</th>
</tr>
</thead>
<tbody>
<tr>
<td>February - April (stage 1)</td>
<td>Meet with members of staff to discuss ideas (book appointments with them);</td>
</tr>
<tr>
<td>By 29 April (stage 2)</td>
<td>Have submitted the Classics Dissertation Proposal Form confirmed by a member of staff to get approval of your topic before the summer (if necessary, revise and resubmit until approval given).</td>
</tr>
<tr>
<td>Once approval is obtained</td>
<td>Start work on your literature survey and the extended dissertation proposal</td>
</tr>
<tr>
<td>Summer vacation</td>
<td>Work on your literature survey and extended dissertation proposal. Do background reading and familiarise yourself with your primary sources. (See Guidelines Document)</td>
</tr>
<tr>
<td>End of Summer vacation</td>
<td>Supervisors will be confirmed by Director of Education.</td>
</tr>
<tr>
<td><strong>Monday 15 September</strong></td>
<td><strong>First day of term</strong> (the week BEFORE you start classes)</td>
</tr>
<tr>
<td></td>
<td>Submit your 2,000 word extended dissertation proposal to the Departmental Administrator: <a href="mailto:classics@exeter.ac.uk">classics@exeter.ac.uk</a></td>
</tr>
<tr>
<td>Early/October (stage 3)</td>
<td>Extended dissertation proposal approved and supervisors assigned: Meet with your supervisor to discuss progress and identify targets.</td>
</tr>
<tr>
<td>Late November/early December/January</td>
<td>Meetings with supervisor for feedback on your work and finalising of the dissertation plan. Discussion of general issues pertinent to dissertations. Feedback on first drafts of written work</td>
</tr>
<tr>
<td>January - February</td>
<td>Dissertation Conference/Symposium</td>
</tr>
<tr>
<td>February</td>
<td>Meeting with supervisor. You should now be able to describe the content and structure of your work in detail. Conclusions should have been emerging. Ideally, you should have written a first draft of at least some chapters by now and you should have made a start on illustrations (where applicable).</td>
</tr>
<tr>
<td>March</td>
<td>Meeting with supervisor before the end of term. Do not assume that your supervisor will be available for consultation during the Easter vacation</td>
</tr>
<tr>
<td><strong>First Tuesday of the Summer Term</strong></td>
<td>Hand in dissertation. N.B. leave plenty of spare time – malfunctioning computers, printers etc. will not be taken as a valid excuse for being late.</td>
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APPENDIX 2: MEMBERS OF STAFF AND AREAS OF EXPERTISE

Below is a guide to the general expertise of potential dissertation supervisors. See the departmental web pages for more details. Some staff are on leave doing research next year supported by grants and research fellowships, their subjects will be taken up by other members of staff.

<table>
<thead>
<tr>
<th>Name</th>
<th>Areas of Expertise</th>
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<tbody>
<tr>
<td>Barbara E Borg (on leave 2014-15)</td>
<td>Greek and Roman art and archaeology</td>
</tr>
<tr>
<td>David Braund</td>
<td>Greek and Roman history and historiography</td>
</tr>
<tr>
<td>Sara Chiarini</td>
<td>Latin and Greek Literature and Epigraphy</td>
</tr>
<tr>
<td>Richard Flower</td>
<td>Late Antiquity Literature and History</td>
</tr>
<tr>
<td>Gabriele Galluzzo</td>
<td>Ancient philosophy and literature</td>
</tr>
<tr>
<td>Claire Holleran (on leave 2014-15)</td>
<td>Roman history, society, economy, culture</td>
</tr>
<tr>
<td>Elena Isayev</td>
<td>Roman History, Ancient Italy, Identity, Migration, Materiality, Archaeology, Place</td>
</tr>
<tr>
<td>Daniel King</td>
<td>Greek literature; culture, and Impact</td>
</tr>
<tr>
<td>Rebecca Langlands (on leave in 2014-15)</td>
<td>Latin Literature; Roman culture; topics relating to gender and sexuality; reception of Classics in later eras</td>
</tr>
<tr>
<td>David Leith</td>
<td>Ancient Medicine, Science, Papyrology</td>
</tr>
<tr>
<td>Sharon Marshall</td>
<td>Latin Literature and Reception</td>
</tr>
<tr>
<td>Lynette Mitchell</td>
<td>Greek history and contacts with the non-Greek world</td>
</tr>
<tr>
<td>Karen Ni-Mheallaigh</td>
<td>Greek and Latin literature</td>
</tr>
<tr>
<td>Daniel Ogden (on leave in 2014-15)</td>
<td>Greek traditional narratives; Greek religion and magic; Hellenistic dynasties; Greek history and literature in general</td>
</tr>
<tr>
<td>Martin Pitts</td>
<td>Roman provincial archaeology (esp. Britain); food &amp; material culture</td>
</tr>
<tr>
<td>Richard Seaford</td>
<td>Greek literature</td>
</tr>
<tr>
<td>John Wilkins</td>
<td>Greek and Roman history and literature; special interest in Food and medicine</td>
</tr>
<tr>
<td>Matthew Wright</td>
<td>Greek literature and drama; ancient literary criticism; Roman poetry and drama</td>
</tr>
</tbody>
</table>

If unsure of who to go to speak to your personal tutor or see the Dissertation coordinator:
Elena Isayev, Amory Room 382 : e.isayev@exeter.ac.uk (Office Hours Wed. 3-4)
Dissertation Proposal Form for 2014 - 2015

Please complete the details in the following table. When you have done this, please take this form to your preferred supervisor or personal tutor, and discuss your dissertation. Once approved, and completed please send it to the departmental administrator: classics@exeter.ac.uk, no later than Tuesday 29 April 2014.

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Programme:</td>
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<tr>
<td>Proposed</td>
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<tr>
<td>Dissertation</td>
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<tr>
<td>Title</td>
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<tr>
<td>Name of Staff</td>
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<td>consulted for</td>
<td></td>
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<tr>
<td>Approval</td>
<td></td>
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</tbody>
</table>

Project summary
Please provide a brief summary (no more than 150 words) of your proposed research and relevant key words indicating the time frame and thematic scope of your research. Include key sources, and references for the most relevant secondary scholarship.

Please email the form by 29 April to the departmental administrator: classics@exeter.ac.uk.