**Discipline of History - Essay Style Sheet**

Whether typed / printed (preferably) or handwritten, essays should be on one side only of A4 paper, with BIG margins to accommodate the marker's comments (min 2.5cm all round, please). Type / print should be double-spaced. Observe the word limit. Footnotes (preferably) or endnotes (only if you must) are used to indicate the sources (books, articles, etc.) from which you have drawn

- your major concepts / ideas
- facts or bits of information which are not common knowledge
- all direct quotations

**There are two major systems**

Conventional notes (foot or end) are keyed to the text by numbers places usually at the end of the sentence containing the idea, quotation or fact referred to; the same number identifies the relevant note at the bottom of the page or end of your text. This note contains the following information: initials and family name of author(s) and / or editor(s); title of book or article or chapter (and title of journal / book in which article / chapter appears); place of publication (books only); volume number (articles or multi-volume books); place (city) of publication; page numbers (with or without the abbreviation p. or pp.) For successive references to the same source use a shortened title (e.g. Gibbon, Decline and Fall) - avoid ibid. and op.cit.

Harvard system follows the idea, quotation, or fact referred to with round brackets (parentheses) in which appear the author's family name, the date (year) of the article, book or chapter which is your course, and the page number. The bibliography (see below) then gives a full list of all sources cited in your text.

Internet references provide (i) the full URL of the web site and page used and (ii) a copy of the relevant page with your essay.

**Bibliography**

This listing of works consulted should show first primary sources (material contemporary with and evidence for the topic of your essay), then secondary sources (later writings by non-contemporaries, typically modern historians). List sources in alphabetical order by author's family name, providing the following minimum information: author's / editor's name(s) and initials; title (if book, italicised or underlined; if chapter or article, in inverted commas, followed by book or journal title italicised or underlined); place (city) of publication (if book); year of publication.

**Submitting your essay**

Essays should be placed in the Essay Box outside the School of History & Politics office (4th floor Napier Building) with a signed purple cover sheet attached (supplies kept outside the History & Politics office). If you would like your marked essay returned to you please attach a $1.45 stamp to a self-addressed A4 envelope.

And remember - if in doubt about any of the above, ask your tutor!