## A Short Guide to Presenting Your NEA

## 1. Essay Presentation

Your essay should include an unnumbered **title page** which states your name and the title of the question being answered.

The text of the essay must be word-processed according to the following guidelines:

* Use one side only of A4 paper per page of your essay;
* All margins should be at least 1 inch (25 mm).
* The text should have 1.5 (or double) line spacing. The text may be left aligned or justified, as you wish.
* Divide the text into paragraphs, with a blank line between each paragraph.
* The font size should be 11 or 12 point, and the print should be clear and black.
* The page number should be displayed at the top or bottom of each page, starting with 1 on the first page of text.
* Staple your essay together. A folder is neither required nor recommended.

## 2. Using Sources

The essay must be written in your own words. It should not be a patchwork of quotations and paraphrases cut and pasted from your reading.

The sources of quotations and paraphrases **must** be given in footnote references. Acknowledgement of primary and secondary sources is an important feature of a good essay. Failure to acknowledge your sources might lead you to be charged with plagiarism.

A **quotation** is a section of text taken word for word from a primary or secondary source. It may be from a few words to several sentences long. **All quotations must be clearly indicated and their source given.** Use quotations sparingly, and only when the exact wording is needed to support your argument. You must indicate quotations with single inverted commas (at ‘start and finish’) or by indentation if the quotation is long. Acknowledge the source using a footnote, as described below.

A **paraphrase** consists of a section of text taken from a source that is recognisably similar to the original, even if you have changed or omitted some words. Do not use inverted commas to indicate paraphrases, but you still **must** acknowledge the source, using a footnote.

Short quotations should be placed within the text, and **not** on a separate line, in order to keep the text flowing. Quotations need to be placed on a separate line only if they are more than forty words long (around three lines). Long quotations should be indented on the left by at least .5 inch (12 mm); separated from the text by a blank line above and below; single-spaced; and left aligned or justified (not centred). Do not use inverted commas with an indented quotation, as the indentation indicates that it is a quotation. Quotations should appear in the same font as the rest of the text, not in italics.

## 3. Plagiarism

## Plagiarism is defined as the submission or presentation of work, in any form, which is not one’s own, without acknowledgement of the sources.

Some activities are easily detected, and just as easily avoided: never cut and paste from a website, e-journal or other source; never copy from another student’s work; never quote without properly referencing; give credit where credit is due.

## 4. Footnotes

Your essay should include both footnote references and a bibliography.

Footnotes enable the reader to locate the source of specific information to which you refer in the text; by acknowledging your sources you also protect yourself from charges of plagiarism.

You should use the **short-title** system: give full bibliographical details the first time you refer to a source, and use a shortened form for later references to the same source.

Indicate a footnote reference by inserting a superscripted number at the end of the sentence. (Microsoft Word will do this for you when you choose Insert Footnote.) The number in the text points the reader to the bottom of the page, where bibliographical details are provided after the same number. Use ordinary arabic numerals (1, 2, …), not Roman numerals or letters.

Single space footnotes. Provide a full reference at the first mention of a source, and a shorter reference if the source is mentioned again; make sure to include page numbers. Use the following examples to help you decide how to present foonotes:

## Books

Notes 1-2 show first references, and 3-4 show later references (‘pp.’ stands for pages and ‘p.’ for page).

1. Ian Kershaw, Hitler, 1889-1936: Hubris (London: Penguin, 1998), pp. 465-67.

2. A. L. Beier, D. Cannadine, and J. M. Rosenheim, eds, The First Modern Society (Cambridge: Cambridge University Press, 1989).

3. Kershaw, Hitler, p. 21.

4. Beier, Cannadine and Rosenheim, Modern Society, p. 11.

###### Articles in journals

Notes 5-6 show first references and 7 shows a later reference.

5. Roger Swift, ‘Urban Policing in Early Victorian England, 1835-86: A Reappraisal’, History 73 (1988), p. 215.

6. Michael Sonenscher, ‘Journeymen, the Courts and the French Trades 1781-1791’, Past & Present 114 (1987), pp. 91-92.

7. Swift, ‘Urban Policing’, p. 215.

## Articles in books

Notes 8-9 show first references and 10 shows a later reference.

8. Ian Gentles, ‘The Impact of the New Model Army’, in The Impact of the English Civil War, ed. by John Morrill (London: Collins & Brown, 1991), p. 102.

9. R. M. Smuts, ‘Public Ceremony and Royal Charisma: The English Royal Entry in London, 1485-1642’, in The First Modern Society, ed. by A. L. Beier, D. Cannadine, and J. M. Rosenheim (Cambridge: Cambridge University Press, 1989), pp. 84-85.

10. Gentles, ‘New Model Army’, p. 105.

###### Edited Texts, Translations and Reprints

These notes show first references. Follow the model of books for later references.

11. Fernand Braudel, The Mediterranean and the Mediterranean World in the Age of Philip II, trans. by Siân Reynolds, 2 vols (London: Collins, 1973), i, p. 245. [The roman ‘i’ means volume 1.]

12. Daniel Defoe, The Life and Adventures of Robinson Crusoe (1719; repr. Harmondsworth: Penguin, 1965), p. 34.

**Internet sites (Webpages)**

# Notes 13-14 show first references and 15-16 later references.

# 13. Tim Hitchcock and Robert Shoemaker, ‘Policing in London before the Bobbies’, The Proceedings of the Old Bailey London 1674 to 1834 <http://www.oldbaileyonline.org.uk/ history/crime/policing.html> [accessed 31 March 2004] (para. 3).

14. ‘Working Lives’, Moving Here <http://www.movinghere.org.uk/galleries/histories/ caribbean/working\_lives/ working\_lives.htm [accessed 12 January 2004] (para 2).

15. Trial of Elizabeth Canning, April 1754 (t17540424-60), Old Bailey Online [accessed 17 June 2003).

16. ‘Working Lives’, para. 4.

## 5. Bibliography

The bibliography at the end of the essay should list all books, articles, websites and other sources you used in preparing your essay. List items in alphabetical order, by author’s surname. It is conventional to use a hanging indent, as shown below. The bibliography should be single-spaced, starting each source on a new line, with an additional blank line between sources. The following examples show how some of the footnoted sources would appear in a bibliography. Note how the author’s surname appears first, and start and end page numbers of articles are given.

Beier, A. L., D. Cannadine, and J. M. Rosenheim, eds, The First Modern Society (Cambridge: Cambridge University Press, 1989)

Braudel, Fernand, The Mediterranean and the Mediterranean World in the Age of Philip II, trans. Siân Reynolds, 2 vols (London: Collins, 1973)

Defoe, Daniel, The Life and Adventures of Robinson Crusoe (1719; Harmondsworth: Penguin, 1965)

Gentles, Ian, ‘The Impact of the New Model Army’, in The Impact of the English Civil War, ed. by John Morrill (London: Collins & Brown, 1991), pp. 84-103

Kershaw, Ian, Hitler, 1889-1936: Hubris (London, Penguin, 1998)

Moving Here <http://www.movinghere.org.uk/> [accessed 12 January 2004]

The Proceedings of the Old Bailey London 1674 to 1834 <http://www.oldbaileyonline.org.uk/> [accessed 31 March 2004]

Smuts, R. M., ‘Public Ceremony and Royal Charisma: The English Royal Entry in London, 1485-1642’, in The First Modern Society, ed. by A. L. Beier, D. Cannadine, and J. M. Rosenheim (Cambridge: Cambridge University Press, 1989), pp. 65-94

Sonenscher, Michael, ‘Journeymen, the Courts and the French Trades 1781-1791’, Past & Present, 114 (1987), pp. 77-109