

MA IN HISTORY

COURSE WORKBOOK 2013-14

Department of History,
Royal Holloway, University of London

To be read in conjunction with the **PGT Student Handbook**
<http://www.rhul.ac.uk/history/informationforcurrentstudents/postgraduate/taught.aspx>.

Course Workbook

Contents

1. General Notes on MA Coursework	3
2. Delivery timetable for MA coursework	6
3. The Skills Project	9
4. The Concept Essay and Weekly Assessment	10
5. The Dissertation	10
6. Advisory Timetable for Dissertation and Note on Post-MA Dissemination of Research	12
7. House Style for Presentation of MA Coursework	14
8. Research Libraries in London	19
9. Archives and Museums in London	20
10. Research Resources in Royal Holloway Archives	22
11. Bibliography of Research and Study Guides	24
12. Note on Funding	25
Appendix: Oral History Recording Agreement	26

1. General Notes on MA Coursework

1.1 *Title-page of All Essays Etc*

- i Please head each title-page with name of the College and the MA
- ii Then give name of Course AND Course number
- iii And indicate name of tutor who is first marker
- iv Then give title of the essay or project or dissertation
- v Then give your student candidate number; plus the date (month and year will suffice).

NB: For any essay plan you may also include your name. But work presented for examination must maintain anonymity (i.e. bear only the student candidate number - NOT student name or student number).

1.2 *Contents*

- i All essays must be word-processed
- ii Please give margin of one inch for binding and type text in either 1.5 or double line spacing, preferably with text that has been 'justified' (ie. extended) to both L and R margins, for professional impact
- iii Supply notes (either as footnotes or endnotes) and bibliography using the History Departmental house style (see below section 6)
- iv Number all pages consecutively, including notes and bibliography.

1.3 **IMPORTANT NOTICES**

- i ALL MA EXAMINABLE COURSEWORK, ESSAYS, PROJECTS ETC MUST BE THE STUDENTS' OWN ORIGINAL WORK
- ii Essays written for one component of the MA must not be resubmitted or reused (either in whole or in part) for any other component of the MA.
- lii All written work must be submitted in paper copy and electronically via Turnitin: www.submit.ac.uk, with the

correctly completed coversheet on the front of the assignment.

Your work is sent to the Joint Information Services Committee (JISC) Plagiarism Detection Site (PDS) for comparison with the contents of that system's databank. Your work is returned to the markers at Royal Holloway annotated to show matching text and its source(s). The purpose of this step is not to detect plagiarism – we do not expect this to occur and would be very disappointed to discover that it had – but to help the markers to check that you are referencing quoted material appropriately.

- iv Students are permitted to polish MA coursework, in the light of tutors' comments relating to the presentation and coherence of the work. The content of the argument, however, remains a matter for the student. It is the responsibility of the student, if seeking tutors' comments, to ensure that the essay plan or draft is submitted well before final deadlines. The polished version must be submitted for examination at the stipulated deadlines, when all coursework is double-marked by College tutors and adjudicated by the Visiting Examiner.
- iv Students are strongly advised to frame their essay and dissertation titles as critical (i.e. interrogative) questions rather than as descriptive statements. This helps when structuring the work. The Visiting Examiner has also reinforced this point.
- v A word about primary sources and 'originality' at taught post-graduate level:

It is expected that, across the MA in History degree, each student will deploy primary as well as secondary sources. We encourage the use of primary sources wherever feasible. But this does not mean that primary sources are a formal requirement in every piece of assessed work. As a general rule, the skills project and the independent research dissertation should deploy primary sources, unless the topic itself is historiographical (but students should seek detailed advice about topic choices here, from the MA Director, skills course tutor, or the proposed dissertation supervisor). Assessed

essays for MA core or option courses may incorporate primary sources and students are encouraged to do so if relevant material is within reach. But this is not a formal requirement and students will not be penalised for not using primary sources in essay work. What matters above all in core course and option essays is a student's ability to demonstrate analytical, conceptual and independent thought – whether with primary and secondary sources, or using purely the latter. Thus in coursework essays the term 'originality' normally relates to qualities of analytical and conceptual thought, rather than the deployment of primary sources.

For details of the examination processes and regulations, see the *PGT Student Handbook*

<http://www.rhul.ac.uk/history/informationforcurrentstudents/postgraduate/taught.aspx>

2. Delivery timetable for MA coursework

SEVEN items of written work are required for the MA classification.

The following schedule indicates both the ADVISORY timetable for delivery of essay plans to tutors for feedback; plus the FINAL (compulsory) deadlines for delivery of the complete essays/other course work. **These FINAL dates are in bold.**

Coursework must be submitted to the Postgraduate Office by 3pm.

A) Schedule for FULL-TIME MA in History students 2013-14

Early November 2013 Identify topic for skills project

Early November 2013 PLAN for 1st option essay

Late November 2013 PLAN for 2nd option essay

Friday 13 DECEMBER 2013: SKILLS PROJECT FINAL DEADLINE

**Tuesday 14 JANUARY 2014: 1st & 2nd OPTION ESSAYS
FINAL DEADLINE**

Mid February 2014 PLAN for 3rd Option essay

Mid March 2014 PLAN for 4th Option essay

End March 2014 PLAN for Concepts essay

The Concept course also includes weekly assignments throughout the term, four of which will count towards the final mark for this course (40%)

**Tuesday 29 APRIL 2014: 3rd & 4th OPTION ESSAYS
FINAL DEADLINE**

Tuesday 29 April 2014: CONCEPTS COURSE ESSAY, FINAL DEADLINE

Friday 5 SEPTEMBER 2014: DISSERTATION DEADLINE

B) Schedule for PART-TIME MA students 2012-13 (Year 1)

Mid December 2013 PLAN for skills project

End January 2014 PLAN for 1st option essay

Mid March 2014 PLAN for 2nd option essay

End of March 2014 PLAN for Concepts essay

The Concept course also includes weekly assignments throughout the term, four of which will count towards the final mark for this course (40%)

Tuesday 29 APRIL 2014 1st OPTION: ESSAY, FINAL DEADLINE

Tuesday 29 APRIL 2014 SKILLS PROJECT, FINAL DEADLINE

Friday 13 JUNE 2014 2nd OPTION: ESSAY, FINAL DEADLINE

Friday 5 SEPTEMBER 2014 CONCEPTS COURSE ESSAY, FINAL DEADLINE

Schedule for PART-TIME MA students 2013-14 (Year 2)

Early December 2013 PLAN for 3rd Option

Mid February 2014 PLAN for 4th Option

Tuesday 29 APRIL 2014 3rd OPTION ESSAY, FINAL DEADLINE

Friday 13 JUNE 2014

4th OPTION ESSAY, FINAL DEADLINE

Friday 5 SEPTEMBER 2014

DISSERTATION, FINAL DEADLINE

The only exceptions that can be made to these final deadlines are cases with documented medical or other extenuating circumstances which students should communicate in writing as soon as possible using the standard extenuating circumstances form.

Please note that even if an extension is granted for the dissertation it will not be possible to extend College accommodation contracts beyond the 50 week. Students are required to move out of their College accommodation by the end of that week.

Students who wish to submit either the concepts essay or the skills project (or both) earlier may do so.

Note on essay deadlines: **these are dictated by the MA programme to which the option course belongs.** Thus, if any student opts to take a course from another departmental MA (e.g. Medieval Studies or LABS), or from a cognate RHUL MA or takes an intercollegiate option, **then s/he agrees to be bound by the essay delivery date established by the relevant MA degree to which the course belongs.**

ESSAY PLANS.

Students are strongly advised to submit by the date indicated above a 1-2 page plan for each piece of written work. ***Previous students have urged all students to take this advisory timetable to heart, to avoid a last-minute rush. They also remind you that it takes a long time to edit and to print-out the final versions of coursework - so get started in good time!***

3. The Skills Project and Presentations

3.1 The Skills Project (supervised by your skills course tutor) consists of a free-standing essay of 4,500-5,000 words. Its aim is to demonstrate chosen skills of historical research/analysis. The stress is upon a demonstration of **effective practice** rather than the promulgation of a new theory or fresh research. Nevertheless, students should ensure that they choose a topic/project that permits the investigation of a **historical theme, question or problem**.

3.2 Students will also be required to deliver a presentation during the seminar classes for HS5545 during term one. The presentations will be formally assessed.

3.3 The Skills Project can take a variety of forms, but should **demonstrate that students are able to practice a particular historical research skill at postgraduate level**. But whatever the project, it **must have an analytical/critical component** and its subject area **should be agreed with the course tutor early in term 1**. Some examples of successful skills projects from previous years will be available for consultation during the essay clinic class.

3.4 The Skills Project also provides an opportunity for you to demonstrate presentational skills in preparation for your dissertation. Thus, it must be presented to MA standard: with a cover, a contents page, lists of illustrations or annexes/appendices as appropriate, a full bibliography + footnotes, and otherwise arranged in accordance with the guidance shown under House Style for Presentation of MA Coursework (below section 6).

3.6 Oral History Interviews

We do not advise students to base their Skills Projects on oral history interviews, unless appropriate training has been completed in advance. For those who do use interviews, it is important to be aware of the legal restrictions governing the recording and use of material obtained through such interviews. In essence ownership of the copyright of the material so obtained rests with the interviewee and therefore to enable anyone else to use such material, either in written or spoken format, consent must first be obtained by the interviewer through the completion and signing of a

clearance form by the interviewee. The Department has produced a clearance form for this purpose which is attached. More detailed guidance on the rules of copyright and ethical issues involved in the recording and use of interview material as part of historical research can be found on the Oral History website - www.oralhistorysociety.org.uk

Students should consult the skills course tutor, or other relevant tutor, if they require further advice.

4. The Concept Essay and Weekly Assessment

Core Course 2 is assessed through a 3,000 word essay (60%) and the best 4 of 10 coursework assignments of 500 words each (40%), to be delivered on a weekly basis throughout the term.

5. The Dissertation

5.1 This is a piece of original work of 12,500-15,000 words, usually researched and written in the months following the submission of other coursework essays (so normally in the remainder of June + July + August). **Two copies** (top copy securely bound) are due in early September, plus an electronic submission via Turnitin.

5.2 All students are supervised for their Dissertation by a member of staff either within the History Department or (rarely) outside, as appropriate per topic. **It is the responsibility of the student** to make contact with a potential supervisor, to select and agree a topic, and to keep in touch with the supervisor during the summer. The MA Programme Director, Dan Stone, or individual course tutors, can advise on these processes - and see Advisory Timetable, on next page of Workbook. **Please note that members of the academic staff are all active research scholars, and so not continuously available throughout the summer months** and so it is particularly important to arrange the topic and a work schedule with supervisor **by mid-June each year**.

5.3 Students are allowed at least one consultation with the supervisor in June; plus one read-through of a sample of the draft text of the Dissertation. Sometimes more than one meeting with the supervisor is required. But in other circumstances, advice can be continued by email, by mutual agreement. Please note that supervisors will be unable to contribute constructively to a Dissertation if they are left un-consulted and then are suddenly presented with a long draft late in the summer.

Part-time students normally complete the Dissertation in the second year, but are strongly advised to arrange a supervisor and make initial plans for their research during the summer of the first year.

5.4 Dissertations must be pieces of independent research, *using primary sources wherever possible*. In particular, sources should not be quoted 'second-hand' from secondary authorities, which may err; but should be checked in the original, if at all possible.

5.5 The Dissertation length should normally be close to the required length (which includes footnotes, but *excludes* scholarly appendixes and bibliography*). Visiting Examiners have warned against excess length, which will be penalised (see Section 6 below (under 'Word Count') and also the PGT Student Handbook (<http://www.rhul.ac.uk/history/informationforcurrentstudents/postgraduate/taught.aspx>) for College penalties on over-length work; but will accept Dissertations of something under 12,500-15,000 words **provided** that the subject has been fully explored. The punitive dimension aside, however, students should use the word limit to learn how to write and edit to a specific length. This is, in itself, an important discipline or 'transferable skill', and invaluable in many professional contexts.

* Thus all footnoted material must be counted within the word limit. The only exception here is any extra wordage generated by necessary quotation from foreign languages. For detailed guidelines see Section 6 below (**House Style for Presentation of MA Coursework**) (under 'Word Count').

6. Advisory Timetable for Dissertation

- In Dec/Jan. Begin thinking about topic/feasibility; consult with tutors.
- By 1 June All students should confirm choice of supervisor and topic. The name of supervisor/topic should be reported to History Postgraduate Administrator.
- By mid June Students should see supervisors to discuss a detailed plan to receive advice on the writing of the first draft.
- By end June Supervisors should receive a final title plus the detailed plan of chapters **in writing**. Students and supervisors should have also arranged (a) the timetable for receiving and returning the first draft and (b) **agreed methods of contact between student and supervisor during the summer research recess - whether by email/phone etc.**
- By mid August Students should submit drafts for comment to their supervisors. (NB: dates can be varied **by agreement** between student and supervisor)
- Early Sept. Submission of Dissertation in two copies + electronic version

Note on Post-MA Dissemination of Research:

Successful Dissertations of Distinction standard are deposited in Royal Holloway's Bedford Library - subject to normal copyright regulations; and early Dissertations 1993-2002 are available in the Library.

Students should also consider other outlets for Dissertations and/or Skills Projects, after the award of the MA. For example, if the work has focused upon a specific institution, it is good practice to present a copy to that institution/archive/etc - after inserting a copyright declaration on the title-page. It is also worth checking

with the press (local or national) to see if there is scope for a spin-off article.

Finally, MA research may lead to a scholarly article or provide a launch-pad for advanced research leading to the MPhil or PhD.

7. House Style for Presentation of MA Coursework

For graduate students, all RHUL History requires is consistency in the application of an accepted scholarly 'house style' across a given piece of work. You could choose to adopt the house style of, for example, Cambridge University Press or Oxford University Press or Chicago, or any major UK or North American University Press. It should, however, be a system that uses footnotes rather than the Harvard author/date system. Otherwise, all we require is *consistency of usage across a given piece of work*. Markers will pick up only on outright errors or *inconsistencies in application*.

Please also note:

TEXT LAYOUT

Text should be word processed in double line or 1.5 line spacing, with good left hand margin [at least one inch]. Latin and foreign terminology (but not full quotations) into *italics*.

Each chapter should start on a new page. Within chapters, you may use numbered or named sub-sections at your discretion and as appropriate. But they should normally be used sparingly and please ensure that you do not use them as an alternative to properly structuring the essay/dissertation. This will be immediately apparent to the examiners.

PAGINATION

All items should be numbered consecutively, with titlepage as page 1 and including appendixes + bibliography within the same consecutive enumeration.

PREFACE [optional for Dissertation; not required for MA Essays]

This comes first - after title page and before Table of Contents. Keep it very brief and formal - give thanks to all who have given help, especially any libraries or archives, if appropriate, but nothing too florid. Thanks may be given to 'teachers' and 'family' but none should be named individually to maintain strict examination anonymity.

CONTENTS for Dissertation + Skills Project; not required for Essays]

Table of contents should list all chapter titles and supply appropriate page numbers. The Table of contents should list Preface, even though it precedes the Table of Contents; and then list in sequence Tables, Figures and Illustrations (if any), Conventions, the number and title of all Chapters, plus the endmatter which includes appendixes (if any) and bibliography.

CONVENTIONS [if appropriate]

At end of frontmatter, insert Conventions, with standard abbreviations for commonly cited libraries, archives and printed works. E.g. BL for British Library, *OED* for *Oxford English Dictionary* etc. - plus names of any local record office(s) that you have consulted. This saves wordage.

DATES

Dates should be given as: 4 June 1900, 3 Sept. 1901, etc; **not** the 4th of June.

FOOTNOTES

Footnotes should be in single line spacing - clearly demarcated from text - and numbered sequentially throughout each essay or chapter.

Remember that all notes must be clear and internally consistent, for ease of checking.

General principle of referencing: published works (books and journal titles) should be indicated in *italics* in contrast to unpublished material, which is not italicised.

REFERENCING STYLE FOR REPEAT CITATIONS

Ibid., p. 2. [Ibid. = short for ibidem = the same. It is used only if the identical source is cited in immediately following fn.]

Op. cit. [= work already cited] is not now used. So when referring in a later note to a text already cited in full, use surname + abbreviated but recognisable version of title. Eg. E.P. Thompson, ***The Making of the English Working Class*** (London, 1963) = Thompson, ***Making***, pp. 3-4.

REFERENCING STYLE FOR DOCUMENTS

Name the archive first, then the documents, followed by the numerical ref. and pagination: eg. British Library (subsequently BL) Place Papers, Add. Ms. 35,505, f. 45. [f= folio]. Same sequence for other archives: eg. Local Record Office (subsequently LRO), Corporation Minutes, Box 350, f. 23. If folios are unnumbered, give date or details of document: eg. Box 351, letter dated 31/1/1781. The former Public Record Office, now known as The National Archives, uses the abbreviation TNA: PRO.

REFERENCING STYLE FOR WEBSITES

Give the website address in full first, then references to any internal page or section within the site. Because websites are not stable sources and are liable to frequent updating, it is good practice also to indicate the date of the website edition that you consulted (the date of compilation or updating is often displayed on first page). But if the date of compilation/updating is not given, then please indicate the date on which you consulted it. In the case of several site visits, then indicate succession of editions or visits. **Health warning:** Websites may contain erroneous information and the source should be checked carefully before citing as authoritative, as opposed to indicative.

ILLUSTRATIONS

Illustrations may be included if appropriate. Please ensure that they are given proper titles and numbers, and that the source is indicated. The illustrations must be integrated into the argument - i.e. not just 'extras'.

APPENDIXES

Statistical or documentary or any other appendixes should follow the main text, but only if needed and if fully discussed within the substantive text.

WORD COUNT

For MA essays, Skills Projects and Dissertations, word count includes text and footnotes but *not* bibliography or scholarly appendixes. Please indicate the word count somewhere within the coursework - at start or end, as per choice.

Quotation from foreign languages: students should attempt to keep to short, essential quotations (otherwise paraphrase in English). Foreign quotations should normally also be translated into English – in which case they will count as part of the usual wordage. However, if there are compelling reasons for citing the original words, then the quotation can be made in the original language in the main text. This should then be footnoted with a translation to English provided in the footnote. **Students should exclude this extra footnoted wordage from their final word count.**

PENALTIES FOR OVERLENGTH WORK

The following is the College policy and applies to all students on taught programmes of study

All over-length work will be penalised as follows:

- for work which exceeds the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks, subject to a minimum mark of a minimum pass.

- for work which exceeds the upper word limit by 20% or more, the maximum mark will be zero.

There is no penalty for under-length work. What matters is the quality of the argument and concision is almost always a virtue. However, seriously short weight work is unlikely to have dealt adequately with the topic/question, so students are advised to aim to produce assessed work which is not less than the stipulated minimum.

BIBLIOGRAPHY

The Bibliography comes at the very end, after appendixes. The sequence of citation is usually:

(1) Primary Sources

(a) manuscript

(b) printed – e.g. Newspapers; printed texts

(2) Secondary Authorities

(a) printed

- can be sub-divided into books and articles if you prefer

(b) unpublished – e.g. unpublished theses

Please note that book references should give place of publication & date of publication but the publisher's name is not required.

Please note too that all references to essays in journals and to chapters in edited books should include in the bibliography **full page references to the specific essay or chapter.**

BINDING

MA SKILLS PROJECT AND DISSERTATION: **Two** copies of Skills Project and Dissertation are required, bound or affixed in a permanent binding, such as ring binder or slide binder, plus one copy in electronic format. In exceptional cases when additional items such as tapes or disks are presented as part of the material for

examination, two sets of these additional items will be needed, affixed clearly to the top copy of the Skills Project or Dissertation.

Note on Professional Presentation:

It is worth taking time to ensure that all work is professionally presented. It indicates that you have taken time and trouble, and that are taking your own work seriously. All MA examiners value professional presentation, and it is a quality upon which Visiting Examiners always lay great stress.

8. Research Libraries in London

British Library, 96 Euston Rd, St. Pancras, London, NW1: contains copy of all UK publications since Caxton. Also has **Manuscript Library; Map Library; National Sound Archive**. Reading room admission requires TWO forms of identification (which should indicate your postal address). The new integrated BL catalogue is available on-line; and advice is available on email: reader-services-enquiries@bl.uk.

Colindale Collection of the British Library, at Colindale (Northern Line) - newspaper library.

The Women's Library (formerly Fawcett Library) London Metropolitan University, <http://www.londonmet.ac.uk/thewomenslibrary/> specialisms within women's history (a library currently seeking a new home, see website for further information)

Goldsmiths' Library, University of London Library, Senate House, WC1 - specialisms in C18 and C19 printed tracts.

Guildhall Library. London Guildhall - London history.

Institute of Historical Research, London University, Senate House, Malet Street, WC1 - London University MA students are admitted with letter of introduction. Good collection on site (reference only) of poll books, directories, local histories, and printed sourcebooks. The IHR can be consulted online; and its catalogue is accessible via the London University Library electronic catalogue.

London School of Economics Library, Houghton Street, WC2 - specialisms in modern politics, sociology and economics.

London University Library, Senate House, Malet Street, WC1 - London University students need special ticket (ask at RHUL Bedford Library) - lending library with many secondary works; as well as non-lending printed primary collections, incl. specialism in history of music; magic/witchcraft/occult.

The Warburg Institute Library, Woburn Square, London WC1H 0AB, specialises in the history of art and architecture.

Wellcome Library for History of Medicine, Wellcome House, 183 Euston Road, London NW1 - very extensive collection on medical history, with fine collection also of illustrative material on medical themes (indexed by topic).

Specialist Collections:

There are also many specialist Libraries - check in footnotes and bibliographies to find research leads, and explore also on the internet, where many catalogues are available.

9. Archives and Museums in London

The list below is indicative only. Virtually all archives and museums now have websites, so please check these as your first port of call.

British Library Manuscripts Room (see previous page for BL) - large and highly eclectic array of papers deposited over the years - including material relating to British home, foreign and imperial history. Contains a lot of un-studied treasures. Worth browsing catalogue on site.

Greater London Record Office and History Library, 40 Northampton Road, London EC1 - London. archives and printed material.

Imperial War Museum (including photographic archive and oral history collections) <http://collections.iwm.org.uk/>

Marx Memorial Library (an extensive library plus archival collections, including the archive of the British Battalion of the International Brigades) <http://www.marx-memorial-library.org/>

Museum of London, London Wall, EC2 - exhibits and collections of material (esp. archaeological) on London history from prehistoric times to present.

National Archives (TNA) - formerly Public Record Office, Ruskin Avenue, Kew - now known as TNA:PRO - needs letter of introduction from course tutor. TNA houses all British state archives created since

the middle ages. It can be visited on site or consult its website:
<http://www.open.gov.uk.pro>.

National Film Archive (British Film Institute), Stephen St, W1 - film history.

National Maritime Museum, Park Row, Greenwich, SE10 - maritime records.

National Register of Archives, Quality Court, Quality Court, Chancery Lane, London, WC2 - register of all manuscripts on British history outside public archives. Consult database on site or website:
<http://www.hmc.gov.uk>.

New London Research Centre, Myddleton Street, Islington, EC1 - PRO census data plus collections of Office for National Statistics.

The Hunterian (Museum and Archive of the Royal College of Surgeons of England), Lincoln's Inn Fields,
<http://www.rcseng.ac.uk/museums>

Royal Holloway Archive, in Bedford Centre on Egham campus (Founder's Building, South Tower, entrance through Library) - archives of Bedford and Royal Holloway Colleges - see section 9 below.

Victoria & Albert Museum, Cromwell Road, London, SW1 - artefacts, exhibits and books on design history; plus rich archive collection.

Quaker Library and Archive, Friends House, 173-177 Euston Road, London NW1 2BJ

Other Specialisms:

There are also archives/museums on virtually every possible historical specialisation - as well as good local archives almost everywhere. Consult handbooks in Library collections as well as website search facilities.

10. Royal Holloway College Archives

The College Archives at Royal Holloway house some of the earliest records relating to the history of higher education for women, in the form of the archives of Bedford College and Royal Holloway College.

The collections are a particularly rich resource, and can be used for research into a variety of **subject areas** within Modern History, including:

- History of Education
- C19 Economic and Social History
- Women's Career Opportunities and Employment
- History of Art and Architecture
- Victorian Philanthropy
- Life in Wartime
- Women's Political and Social Participation in the C19 and C20

Relevant **highlights** from the collections include:

- Administrative and financial records relating to the governance of the Colleges from the time of their foundations
- Student registers and student and staff personal files
- Personal papers of eminent individuals in the history of the Colleges
- Records of student societies, including debating, drama and sport
- Reminiscences, correspondence, diaries and oral history memories of former students and staff, including a large collection of C18 and C19 letters
- Records relating to the design of the Colleges and the Royal Holloway Picture Gallery, including correspondence with artists
- Advertising records relating to Thomas Holloway's manufacture of pills and ointments, and material relating to the Holloway Sanatorium
- A substantial collection of photographs dating from the 1880s

Recent **dissertations** researched using the College Archives include:

- 'Mine was the Motion: Political Activity and Activism at Royal Holloway College, 1890-1920'

- 'Independent Lives: Women's Higher Education and their Occupations'
- 'Philanthropy and its Role in the Establishment of Women's Higher Education: A Study of Bedford College and Royal Holloway College in the Nineteenth Century'
- 'Never Despair: Holloway's Remedies and the Patent Medicine Market, 1837-1937'

Contacts:

The Archive catalogue is online and can be consulted directly. Or for further information contact College Archivist by email.

11. Bibliography of Research and Study Guides

- J. Arnold, ***History. A Very Short Introduction*** (2001)
- K. Black and D.M. MacRaild, ***Studying History*** (1997)
- P. Burke (ed.), ***New Perspectives on Historical Writing*** (1991)
- L.J. Butler and A. Gorst (eds), ***Modern British History: A Guide to Study and Research*** (1997)
- J. Cannon (ed.), ***The Blackwell Dictionary of Historians*** (1988)
- F. Casey, ***How to Study: A Practical Guide*** (1985)
- P. Dunleavy, ***Studying for a Degree in the Humanities and Social Sciences*** (1986)
- J. Foster and J. Sheppard (eds), ***British Archives: A Guide to Archive Resources in the United Kingdom*** (3rd edn. 1995)
- L. Jordanova, ***History in Practice*** (2000)
- M. Stanford, ***A Companion to the Study of History*** (1994)
- J. Tosh (ed.), ***Historians on History*** (2000)
- J. Tosh, ***The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History*** (1991 and later edns)
- G. Watson, ***Writing a Thesis: A Guide to Long Essays & Dissertations*** (1987)

12. Note on Funding

For a general overview of sources, please consult the main **PGT Student Handbook**

<http://www.rhul.ac.uk/history/informationforcurrentstudents/postgraduate/taught.aspx>.

Modern History and Gender History students (**post 1900**) can also apply for dissertation funding to the Friendly Hand research bursary scheme. This is advertised annually within the History department in January with a closing date of end February. For further information consult the History Department's Deputy Director of Postgraduate Studies (Research) who administers the Friendly Hand scheme.

Individual advice: Individual advice is always available from MA course tutors; and students may consult past Modern History MA Dissertations (1993-2002), which are held (subject to copyright) in Royal Holloway's Bedford Library.

Lastly: Research is many things: inspiring, intriguing, absorbing, sometimes infuriating and exhausting; but, above all, it should be challenging and fun. Make sure that you choose stimulating topics that you really want to study - and then enjoy the process.

Updated – September 2014



Department of History
Royal Holloway, University of
London
Egham
Surrey TW20 8HB

ORAL HISTORY RECORDING AGREEMENT

Recordings of oral histories are an important resource in our understanding of the recent past. Your recorded interview will make an important contribution in postgraduate studies undertaken in the History Department of Royal Holloway, University of London. In addition, and with your agreement, the recording will be preserved as a permanent reference resource for use in further research, publication, education, lectures, broadcasting and the internet. The purpose of this Agreement is to ensure that your contribution is added to the collections of the Royal Holloway, University of London in strict accordance with your wishes.

This Agreement is made between **The History Department, Royal Holloway University of London, Egham, Surrey TW20 8HB** ("the Department") and you ("the Interviewee", "I"):

Your name:.....

Your address:.....

in regard to the recorded interview/s which took place on:

Date/s:.....

Declaration: I, the Interviewee confirm that I consented to take part in the recording and hereby assign to the Library all copyright in my contribution for use in all and any media. I understand that this will not affect my moral right to be identified as the 'performer' in accordance with the Copyright, Design and Patents Act 1988.

If you do not wish to assign your copyright to the Library, or you wish to limit public access to your contribution for a period of years, please state these conditions here:

.....
.....

This Agreement will be governed by and construed in accordance with English law and the jurisdiction of the English courts.

Both parties shall, by signing below, indicate acceptance of the Agreement.

By or on behalf of the Interviewee:

Signed:

Name in block capitals:Date:

On behalf of the History Department, Royal Holloway, University of London

Signed:

Name in block capitals:Date:

Office use only:

Full name:

Acc.no.:

Series title: