# Royal Holloway Classics DepartmentCL3200 Extended Essay Guide 2018-19

**Assessment**

Assessment is 100% by marking of the extended essay. Your extended essay should be 8,000 to 10,000 words long, including footnotes and appendices, but excluding bibliography.

**Penalties for over-length work**: see Classics Department *Undergraduate Student Handbook* 2018-19, pages 43-44, as follows:

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (5) of the College’s [Undergraduate Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx):

**Section 13 (5)**

*Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows*

1. *for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;*

1. *for work which exceeds the upper limit by more than 10% and up to and including 20% ,the mark will be reduced by twenty percent of the mark initially awarded;*

1. *for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.*

*The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films****.***

**Course Structure**

1. During Autumn Term, you will next need to decide on a well-defined topic in consultation with your supervisor, produce an initial plan and bibliography, define your research questions, produce an essay plan, and then begin writing your initial chapters. Early in Spring Term, you will need to meet with your supervisor again to discuss your draft chapters. You will then need to submit a complete draft of the extended essay by mid-February (the precise deadline to be determined by your supervisor). Your supervisor will then provide written feedback on that draft, after which you will be able to make revisions and write the dissertation up into its final form for submission by **12.00 noon on** **Tuesday, 30th April 2019 (the first Tuesday of the Summer Term).**

**Note that your one-to-one consultation time over the course with your supervisor will not normally exceed a TOTAL of two to three hours.**

2. You should keep to the following general timetable for the production of the extended essay (but note that individual supervisors may also give you a more specific timetable with intermediate deadlines):

**October**:

* Define subject with your supervisor.
* Create and read bibliography.
* Produce initial plan.
* Identify areas for further research.

**November**:

* Define research questions: what is it you are trying to find out?
* Why is it that this topic is interesting?
* Try to plan or write an outline of the chapters.

**December**:

* Produce a detailed plan of essay.
* Start to write initial chapter(s).
* Agree final title with your supervisor.

**DEADLINE: by the last Friday of Autumn Term (14th December 2018) you MUST have submitted your final title to the Departmental office.**

**January**:

* Draft of first chapters complete: notes on all chapters.
* Meet with your supervisor to discuss your draft and ideas.

**January/February:**

 Complete draft to be submitted by **a deadline in January/February set by your supervisor;** **drafts submitted after that date will not be read.**

 Your supervisor returns draft with comments.

After seeing this complete draft, your supervisor should not be asked to look at extensive sections again, but may be consulted on the content, etc.

March/April:

* Completion of research.
* Checking references.
* Polishing and improving English.
* Examining the argument and making sure it makes sense.
* Re-examination of the structure of the essay: is it in its clearest form?
* Checking presentation.
* Finding a friend/relative who will read and provide comments on clarity.
* Rewriting.
* Completion of departmental Extended Essay coversheet.

**DEADLINE: 12.00 noon on Tuesday, 30th April 2019 (i.e. the first Tuesday of Summer Term). Submission in two bound copies to the Departmental office, in addition to electronic submission *via* Turnitin.**

**The Parts Of An Extended Essay**

Your extended essay should be made up of the following parts:

* A departmental Extended Essay cover sheet
* A contents page listing your chapters and the pages on which they begin
* A list of images (if used)
* A list of tables (if used)
* Your introduction, chapters and conclusion (unless you have agreed an alternative structure with your supervisor)
* A bibliography
* Any appendices

The word count **does not** include any front material, the table of contents, your bibliography, captions for images, or any appendices.

There are examples of what a cover sheet and contents page should look like at the end of this guide.

**Preparing The Manuscript**

When you are preparing your final manuscript, you should make sure that you follow all the guidance given in the Departmental *Style Guide* about layout with some small alterations. As a reminder, your extended essay should:

* Be word processed – use 12pt type and an easily readable font, like Calibri, Tahoma or Times New Roman.
* Be properly proofread and spellchecked.
* Be double spaced or 1.5 line spaced.
* Have a right-hand margin of 2.5cm/1 inch - this is MS Word’s default.
* Have a **left-hand margin** of 4cm/1.5 inches to allow for binding.
* Put any Latin or transliterated foreign words in italics.
* Follow the Departmental *Style Guide* for referencing and formatting your bibliography.
* Have consecutively numbered papers, either with the page number in the top right-hand corner, or centred at the bottom of the page – the numbering of the pages should not restart with each chapter.
* Use footnotes, not endnotes. These can be inserted easily in your word processing software – in MS Word, for example, use the Insert menu.
* Be anonymous – your name should not appear anywhere on your submitted work.

**Appendices**

If you are discussing large portions of text or manuscript, monuments, objects or sets of data, it may make more sense to present these in the extended essay as an Appendix, which will not be included in the word count. Your supervisor will be able to advise you whether this is an appropriate way to structure your material.

If you are including images, you may present these in the text or as a group (titled ‘Figures’) at the end of the extended essay.

**Extended Essay Cover Sheet**

Extended essays have a special coversheet that needs to be filled in and bound as the first page of the final extended essay. You can download a copy of the latest version here:

<https://www.royalholloway.ac.uk/classics/informationforcurrentstudents/home.aspx>

There is a sample completed cover sheet at the end of this guide; **however, the form that is available from the departmental website takes precedence over this example, and you should complete it rather than copying the sample**.

**Binding**

You will need to submit **two hard copies** of your extended essay to the departmental office; these will need to be securely bound using a clear plastic cover and either a spiral binding or rigid plastic grip along the left margin.

You should bind the extended essay cover sheet as the first page of your extended essay; it should not be inserted into the extended essay loose.

There are comb binders in the Library. Library help desk staff are happy to give instructions and advice on how to use the binders. Binding combs and covers can be purchased from the college shop.

**The Submission Process**

You must submit **two hard copies** of your extended essay to the departmental office by the deadline specified above. You must also submit **an electronic copy to Turnitin** *via* the CL3200 Moodle page by the same deadline.

If you require an extension to the deadline for the extended essay, then you must make an application *via* the College online extensions system on Campus Connect as soon as possible. Your supervisor is **not** able to grant you an extension. If you are unsure about the grounds on which an extension might be considered or supporting documentation required, please consult Mrs Scrivner.

**A Checklist Before Submitting Your Extended Essay**

[ ]  I have left enough time for something to go wrong before I need to get the extended essay bound. I will get my extended essay bound before the day I submit it.

[ ]  I have carefully proofed my work to remove errors of spelling, grammar and syntax.

[ ]  I have made sure that my referencing of primary and secondary sources follows the Classics Department *Style Guide*.

[ ]  I have formatted my bibliography to follow the departmental *Style Guide*.

[ ]  I have prepared a front cover.

[ ]  I have prepared a contents page.

[ ]  I have combined all the parts of my extended essay into a single document.

[ ]  My **left-**hand margin is 4cm wide and my **right-**hand margin is 2.5cm wide.

[ ]  I have removed any mentions of my name; any comments made by my supervisor; and any other information that could identify me.

[ ]  I have formatted my extended essay so that it is 1.5 or double spaced throughout.

[ ]  I have made sure that my extended essay has consecutive page numbers throughout.

[ ]  I have made sure that the page numbers on my contents page correctly match up to the text of the extended essay.

[ ]  I have submitted **an electronic copy** of my extended essay to the Turnitin box on the CL3200 Moodle page before the deadline set out in this year’s student handbook.

[ ]  I have downloaded a departmental extended essay cover sheet.

[ ]  I have filled out the departmental extended essay cover sheet. My word count does not include the front matter of my extended essay, my bibliography or my appendices. I have included my Turnitin receipt number.

[ ]  I have printed out **two copies** of my extended essay and **two** cover sheets.

[ ]  I have bound **two copies** of my extended essay using a clear plastic cover and either a spiral binding or rigid plastic grip along the left margin. I have bound the cover sheet as the first page of the extended essay.

[ ]  I have submitted **two copies** of my extended essay to the departmental office before the deadline set out in this year’s student handbook (see above).

**A Sample Cover Sheet**

**CL3200 Third Year Extended Essay 2019**

**Essay submitted in partial fulfilment of the requirements for the degree of BA in the Department of Classics, Royal Holloway, University of London**

**Title: Carmina as a Feminine Genre of Speech**

**Candidate Number: 1901234**

**Supervisor: Dr. Nick Lowe**

**Declaration**

**I confirm that this essay is entirely my own work. All sources and quotations have been fully acknowledged at the appropriate place with adequate footnotes and citations. Quotations have been fully acknowledges and marked with appropriate punctuation.**

**The main works consulted are listed in the bibliography.**

**The length of this essay is …10,000….. words.**

**Turnitin Receipt Number: …1234567……..**

**A Sample Contents Page**

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Chapter 1: Magic and Politics 5

Chapter 2: Canidia And New Politics 13

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**Extended Essay Marking Criteria**

**85+% High First Class**

* demonstrates deep understanding and near-comprehensive knowledge of the subject and primary evidence, and shows significant originality in interpretation or analysis of the question.
* has a coherent structure, demonstrating excellent critical synthesis of secondary materials, and may show significant innovation in its organisational form.
* shows overwhelming evidence of in-depth reading, with clear indications of substantial independent reading beyond limits of reading lists and exceptionally intensive, detailed and critical reading of recommended texts.
* is excellently presented, with referencing and bibliography of standard of publishable journal article in subject area.
* has an incisive and fluent style, with no or very minor errors of spelling, punctuation or grammar.

Where appropriate, a high first class extended essay will demonstrate high levels of ability in the analysis of quantitative or qualitative information. A high first dissertation will usually be worthy of retention for future reference in research or teaching.

**72, 75, 78, 82% First Class**

* demonstrates deep understanding and detailed knowledge of the subject and primary evidence, and may show some originality in interpretation or analysis of the question.
* has a coherent structure, demonstrating excellent critical synthesis of secondary materials, and may show some innovation in its organisational form.
* shows significant evidence of in-depth reading, with clear indications of *either* independent reading beyond limits of reading lists *or* intensive, detailed and critical reading of prescribed readings.
* is excellently presented, with referencing and bibliography close to standard of publishable journal article in subject area.
* has an incisive and fluent style, with no significant errors of spelling, punctuation or grammar.

Where appropriate, a first class extended essay will demonstrate high levels of ability in the analysis of quantitative or qualitative information.

**62, 65, 68% Upper Second Class**

* demonstrates a clear understanding and wide-ranging knowledge of the subject and primary evidence, with a direct focus on question
* has a coherent structure, demonstrating good critical synthesis of secondary materials.
* shows clear evidence of in-depth reading, with substantial coverage of recommended texts.
* is well-presented, with detailed referencing in an acceptable style and a properly formatted bibliography.
* has a fluent style, with few errors of spelling, punctuation or grammar.

Where appropriate, an upper second class extended essay will demonstrate generally effective and appropriate analysis of quantitative or qualitative information.

**52, 55, 58% Lower Second Class**

* demonstrates a basic understanding and knowledge of the subject and primary evidence, with a focus on question
* has an adequate structure, usually drawing heavily on lectures or other direct teaching.
* shows evidence of limited further reading, with some coverage of recommended texts.
* is adequately presented, with some referencing of sources and a short bibliography.
* has a straightforward style, and may include some errors of spelling, punctuation or grammar.

Where appropriate, a lower second class extended essay will demonstrate familiarity with appropriate analysis of quantitative or qualitative information; there may, however, be some significant errors in the process of analysis.

**45, 48% Third Class**

* demonstrates some general understanding and knowledge of the subject and primary evidence, but will also show some weaknesses in detailed understanding or in its range of knowledge. There may be evidence of a lack of clear focus on the wording of the question.
* has a simple structure, usually drawing exclusively on lectures or other direct teaching.
* shows no or very limited evidence of further reading.
* has significant weaknesses in presentation, with little or no referencing of sources, and an inadequate or absent bibliography.
* has a simple style, with significant errors of spelling, punctuation or grammar.

Where appropriate, a third class extended essay will demonstrate some very general familiarity with appropriate analysis of quantitative or qualitative information; there will, however, be significant errors in the process of analysis.

**42% Low Third Class**

* demonstrates limited general understanding of the subject and primary evidence, but will demonstrate significant weaknesses in detailed understanding. The coverage of the essay is likely to be sketchy, with some significant errors in factual details. There may be evidence of a lack of clear focus on the wording of the question.
* has a sketchy structure, usually drawing exclusively on lectures or other direct teaching, but with significant weaknesses
* shows no evidence of further reading.
* is poorly presented, with little or no referencing of sources, and an inadequate or absent bibliography.
* has a sketchy style, and with significant errors of spelling, punctuation or grammar.

Where appropriate, a marginal pass will demonstrate a bare familiarity with appropriate analysis of quantitative or qualitative information; there will, however, be substantial errors in the process of analysis.

**33, 35, 38% Marginal Fail**

* demonstrates no understanding of the subject or of primary evidence, and fails to address the question in any meaningful way. Information supplied is largely erroneous or has little or no relevance to the question.
* has an inadequate structure, with no sense of a logical argument.
* shows no evidence of further reading.
* is poorly presented, with no referencing of sources, and an inadequate or absent bibliography.
* has an inadequate style, with significant errors of spelling, punctuation or grammar.

Where appropriate, a marginal failure will show significant error and confusion over the appropriate analysis of quantitative or qualitative information; where some analytical work is attempted it is likely to be incomplete and erroneous.

An extended essay which fulfills most criteria for third class work or better, but which totally misunderstands the question, or seems to be answering a distinctly different question should normally be placed in this category.

**2-28% Clear Fail**

* demonstrates no understanding of the subject or of primary evidence, and fails to address the question in any meaningful way. Information supplied is erroneous or has no relevance to the question.
* has an incomplete, fragmentary or chaotic structure, with no sense of a logical argument.
* shows no evidence of further reading.
* is poorly presented, with no referencing of sources, and an inadequate or absent bibliography.
* has an inadequate style, with substantial errors of spelling, punctuation or grammar.

Where appropriate, a clear failure will show complete inability to analyse quantitative or qualitative information.

**0% Zero**

This mark is usually reserved for extended essays that do not make any serious attempt to answer the question (as defined in College Regulations). It may also be used for exam offences such as unsanctioned late submission or plagiarism, in line with departmental and College procedures.