GUIDELINE GOVERNING THE DISSERTATION

Your first interview with the Honours Moderator (who is usually the Discipline Chair as well) will focus on initiating your dissertation. The Moderator is responsible for introducing you to the requirements for the dissertation, helping you to identify possible topics, and suggesting supervisors. It’s your responsibility, however, to contact the suggested supervisors.

Supervision

During the first weeks or first couple of months of your dissertation writing, and preferably as soon as possible, you and your supervisor should establish the ground-rules for your supervisory relationship. A supervisor reads, edits, and critiques draft chapters as you write them, and then reviews your final draft before submission. You should discuss:

• How often you will meet to discuss work throughout the year.

• How many times a supervisor will read your work in draft form.

• What kinds of feedback you are seeking from your supervisor at various points in your progress.

• What is a reasonable timetable to complete the chapters of your dissertation and submit them for feedback from your supervisor.

• How far in advance you should submit your work in order for the supervisor to have time to give it due consideration before a meeting.

Your supervisor is there to advise, provide guidance, encouragement and direction, but ultimately the work is your own. If you feel that your supervisory relationship is not working for you, please consult the Honours Moderator.
Stages in the preparation of your dissertation

There are four formal stages in the development and assessment of your dissertation:

1. Preparation and submission of a 'prospectus' for your dissertation.

2. Presentation of your prospectus to a meeting of honours students and dissertation supervisors.

3. Submission of a 'literature review' to your supervisor.

4. Submission of the finalised dissertation for examination.

Stage 1: Preparing the prospectus.

You will prepare your prospectus in close consultation with your dissertation supervisor, who is expected to review your work in draft and advise on its revision. The prospectus is a brief statement (1500-2000 words, excluding footnotes and bibliography) of what you intend to do in preparing your dissertation, accompanied by a working bibliography. It should be presented in formal format and you should allow yourself time to revise with regard to feedback from your supervisor.

The prospectus should:

1) State precisely the question you will be trying to answer, or the problem you will be attempting to solve. It is not necessary at this stage, however, to forecast either the detailed argument, or the eventual chapter structure for the dissertation. You won't have completed your research by this stage, after all. The prospectus must, however, delineate a 'doable' topic that can be accomplished within the word limit and researched in the time available.

2) Show that an accessible and manageable set of sources exists which will enable you to answer your question or solve your problem within the time limits set for the honours course. There's no point in having a great question if you don't have the resources required to answer it. In general, think small. Remember that the word-limit for the entire dissertation is 15,000 words.

3) Indicate the 'methodology' you will pursue in researching and conceptualising your project. In other words, what approach will you be taking in order to assess your sources and generate an answer to your dissertation's question?

4) Provide a bibliography. The bibliography should list the primary sources that you expect to consult in the course of your research as well the secondary sources (books, articles and unpublished theses) that you will have to consult in order to set your topic in its historical and historiographical context. The bibliography should of course be
presented according to standard History referencing (see the guide to referencing at the end of these guidelines).

**Stages 2: Presenting the Prospectus for Assessment.**

*As of 2013 honours students will have to conform to the University's requirement that the prospectus be assessed, that it be presented in a seminar context, and that this oral presentation also be assessed. We award 2.5% of the overall dissertation mark for the presentation of the prospectus to the prospectus seminar, and 7.5% for the finalised prospectus, so that the dissertation itself is worth 90% of the final result for the dissertation unit.*

A **draft of the prospectus** ready for presentation in the prospectus seminar must be submitted **by the Friday of the fourth week of your first semester** of enrollment for the dissertation (a part-time student might not be starting their dissertation until their second year in honours). It should be submitted by 5:00 on that Friday as a PDF email attachment sent to the Honours Moderator.

The oral presentation (worth 2.5% of the final dissertation mark) of the draft prospectus will take place at the prospectus seminar, which will be convened shortly after submission of the draft prospectuses. Students will give a 10-minute presentation to this meeting, with a subsequent 10 minutes for discussion. The seminar meeting will include all students doing a prospectus during the semester, the supervisors of those students, other interested staff members, and the Honours Moderator. The Honours Moderator, in consultation with the other staff members who have attended the seminar, will assess your presentation in terms of its effectiveness in portraying the potential and problems of the topic and your ability to respond to queries. Presenters should assume that seminar participants have read their prospectus, and should comment on it rather than reiterating its content.

A revised and finalised prospectus must then be submitted as a PDF to the Honours Moderator within a fortnight after the draft prospectus has been discussed at the prospectus seminar. It should be accompanied by a separate report from the supervisor commenting on his or her role in the preparation of the prospectus and expressing willingness to supervise the dissertation (sent separately to the Honours Moderator and not seen by the student).

The finalised prospectus will be worth 7.5% of the overall dissertation mark. It will be assessed by the Honours Moderator. You will be assessed on the feasibility, the lucidity and rigor, and the conceptual sophistication of your proposal, as well as the scope and relevance of its bibliography.
Stage 3: The Literature Review

As of 2013, the University requires that the literature review component of a dissertation be separately presented and assessed. This assessment will only be required of students commencing their honours program during 2013 and subsequently.

A literature review (universally referred to as a 'lit review', and not to be confused with a 'literary review') is a critical assessment of the conceptual and contextual sources (the 'secondary literature') that are relevant to your dissertation topic. In our discipline, it can also be seen as the 'historiographical' aspect of your dissertation. All modern theses, whether honours dissertations or MA and PhD theses, are expected to include a lit review.

In compliance with this requirement, a 1,500 to 2,000-word historiographical review of the secondary literature on your chosen topic will be due on Friday of the final teaching week of the first semester of dissertation writing. The review will be marked on a 'pass/fail' basis by the student's supervisor, who will also provide written feedback. A student can only advance to the second semester of dissertation-writing if this milestone has been passed to the supervisor's satisfaction. In case of failure, the student can appeal to the Honours moderator to review the decision. The literature review, once passed by the supervisor (failed lit reviews may be resubmitted), will be revised during the second semester of dissertation-writing based on further research and the supervisor's comments on the initial submission. The literature review will then become part of the final dissertation and will be assessed during its examination.

Stage 4: Submission and examination of the dissertation.

Submission procedure:

Your dissertation is due on the last day of the teaching semester.

The School of Humanities’ policy on honours dissertation submissions, amended for History-specific requirements, follows:

Honours dissertations must be submitted as a single electronic file (in the PDF format) to the dissertation supervisor and the Honours Moderator via email by 5:00 pm on the last teaching day of the semester in which Honours students complete their final dissertation unit. After assessment, the file may be made publicly available through the internet. It is therefore particularly important that students own the copyright to, or have permission to use, all material in their dissertations.
This file will constitute the School's record of the Honours dissertation and will be permanently stored.

The dissertation should be presented in the following format:

1. Typing should be double or one-and-a-half-spaced, except for quotations and footnotes (use these, not endnotes), which should be single-spaced.

2. Quotations of three lines or more must be indented in single-spacing.

3. All pages must be set up for A4 paper and numbered consecutively with the following minimum margins:
   - left and right: 30 mm
   - top & bottom: 20 mm

4. The title-pages should include the following information:
   - student's name
   - the dissertation title
   - the year submitted
   - supervisor's name
   - a word count excluding footnotes and bibliography
   - the information: "Dissertation submitted to [name of Discipline Group] in the School of Humanities at the University of Western Australia in partial fulfilment of the requirements for the degree of Bachelor of Arts with Honours"
   - the declaration: "I declare that this thesis is my own account of my research, written in the full knowledge of what constitutes plagiarism and documented accordingly, and contains as its main content work which has not previously been submitted for a degree at any university. I consent [or "do not consent"] to the publication of this document on the internet via a UWA site."

5. Footnotes

Discursive footnotes are not encouraged. As a general rule, if an idea or discussion is important, it should be in the main text. If it is not important, it needs not be in the footnotes, either. A leaner argument is often also a cleaner argument. However, there are cases when discursive footnotes are necessary. For example, if a particular statement of fact is based on the investigation and comparison of several primary sources, the reasoning that led to the statement of fact might need to be explained in the footnote. Likewise, it might be necessary to sketch historiographical
debates in footnotes. In either case, students should ask themselves: 'Is this footnote necessary?’ 'Does this digression contribute to the argument?’ Should this discussion be in the main text?’ In any case, the footnotes, discursive or otherwise, cannot exceed 10,000 words in addition to the main text of the dissertation.

6. Word length

Dissertations should not exceed 15,000 words in length, excluding footnotes and bibliography.

Extensions

Requests for extensions must be submitted in writing and are handled by the Academic Student Advisor of the Faculty of Arts.

Examining:

• Two examiners (never including the supervisor) are selected to mark a dissertation.

• Each examiner receives a copy of the dissertation, together with a copy of your supervisor’s report. This report is confidential, and will be seen only by the Honours Moderator and the examiners. It will be confined to a brief outline of:

  - the extent to which your supervisor has assisted you in developing, researching and writing up the topic (this will usually include a description of the number of times draft chapters have been commented upon); and

  - any factors beyond your control that may have affected your research and writing.

• The examiners will assess the dissertation in relation to the following criteria:

  - the student’s ability to formulate, define, and develop the topic.

  - the scope and depth of the research and the use of sources in supporting the argument.

  - the presentation of the dissertation, including organisation, stylistic qualities, and the accuracy and formatting of apparatus such as notes and bibliography.

  - the examiner’s final assessment of the overall quality of the dissertation.

• The examination process results in an examiner’s report from each examiner. The draft reports must be arrived at independently (that is, without reference to the
supervisor or the other examiner). The draft reports are submitted to the Honours Moderator, and will be read by the supervisor. Supervisors are given the opportunity to comment briefly on the reports, and the examiners then have the opportunity to amend their views. The examiner’s final reports must then be submitted to the Honours Moderator by the relevant deadline.

• Where the two examiners’ marks are more than 10% apart, the examiners are obliged to confer with each other, in addition to reading the supervisor’s report. If, after such consultation, the marks still differ by more than 10%, a third examiner is appointed and the two closest marks out of the three will constitute the final marks.

• Once final results have been determined, you will receive a copy of the examiners’ (final) reports.
MARKING CATEGORIES

Honours research dissertation assessment criteria (University policy for disciplines with a qualitative emphasis):

**H1 (90-100):**

An outstanding dissertation, demonstrating:

- Impressively original thought
- Intellectual sophistication
- Excellence in terms of conceptualisation, theoretical framework and/or research design
- Superior skills in the development of a clear, compelling and critical argument
- Outstanding knowledge of relevant literatures
- Outstanding written expression, organisation, format and documentation

**H1 (80-89):**

As for HD+ but to a lesser degree; for example, the dissertation must still show independent and critical analysis, but need not be strikingly original; must still demonstrate superior skills in conceptualisation and development of theoretical frameworks, but need not be at such a sophisticated level. The dissertation will demonstrate excellent knowledge of relevant literatures, excellent skills in the development of a clear, compelling and critical argument, and excellent written expression, organisation, format and documentation.

**H2A (75-79):**

For a dissertation demonstrating very good conceptualisation and research planning; very good skills of critical analysis as well as synthesis; capacity for independent thought; appreciation of methodological issues; good knowledge of relevant literature; ability to marshal a good, coherent and consistent argument; very good written expression; correct format and documentation.
H2A (70-74):

For a dissertation demonstrating sound research planning; sound skills in analysis as well as synthesis; some capacity for independent thought; fair knowledge of relevant literature; ability to marshal a coherent and consistent argument. May show some weaknesses in methodological or theoretical understandings. Good written expression; correct format and documentation.

H2B (60-69):

For a dissertation providing a coherent narrative or descriptive account, with serious attempt at analysis, and a competent synthesis of relevant literature and source material. Coherent written expression and correct format and documentation. The dissertation will display minor weaknesses or limitations, such as insufficiently clarified research design, narrowness of scholarship, failure to properly incorporate critical concepts, or derivative conclusions.

HIII (50-59):

For a dissertation containing major limitations in methodology, and/or research quality and/or argumentation and/or knowledge of relevant literature, and/or written presentation and documentation.

Fail: (<50):

For a dissertation with decisive problems in conceptualisation, execution of research, knowledge of relevant literature, independence of thought, written expression and documentation."

Structuring, referencing and formatting your dissertation.

Honours dissertations should observe the School of Humanities guidelines regarding formatting of the final document (above), and the History Program’s guidelines to referencing (below). Notes should appear at the bottom of each page. A contents page is essential and you may also add an acknowledgements page if desired. The front page (to be set out on the entire page) should be laid out in the following way and contain the following information:

student's name

the dissertation title
Dissertation submitted to Discipline Group of History in the School of Humanities at the University of Western Australia in partial fulfilment of the requirements for the degree of Bachelor of Arts with Honours.

I declare that this thesis is my own account of my research, written in the full knowledge of what constitutes plagiarism and documented accordingly, and contains as its main content work which has not previously been submitted for a degree at any university. I consent [or "do not consent"] to the publication of this document on the internet via a UWA site.

Word count: xxxxx
GUIDE TO THE DOCUMENTATION OF ESSAYS

The 'proof' in historical argument depends upon reference to sources. As you pursue your reading in our course, you will notice that most books and articles by professional historians contain numerous references. Your essays for us will have to demonstrate the same technique. We have prepared this Guide to aid you in the use and presentation of source material.

Please note that the Harvard system (in-text references) is not an acceptable referencing style for History essays.

Part I: How and when to cite your sources.

Please begin by reading the following 'mini-essay' and studying its footnotes and bibliography.

The question of the social foundations of socialism has generated historical debate since at least the beginning of the twentieth century, when socialism itself became the most dynamic ideological force in Europe. During recent years, this debate has evoked increasing interest in the role of peasants and artisans in the development of nineteenth-century socialist politics, particularly during the rise of socialism in France.\(^1\) Indeed, it has been asserted that 'the first great wave of socialist militancy depended upon farmers and self-employed skilled workers.'\(^2\) Certainly the socialist movement in southern France in the 1890s appears to have evolved from the peasantry, who provided at least sixty percent of its electoral support.\(^3\) Unfortunately, many of the most important aspects of this phenomenon remain unexplored.\(^4\) The evidence, however, contradicts Marx's assertion that 'the proletariat alone is the really revolutionary class.'\(^5\)

Notes

1. See, for instance, B. Moss, *The Origins of the French Labor Movement 1830-1914: The Socialism of Skilled Workers*, Berkeley, University of


4. This insufficiency is particularly characteristic of research on the relationship between the new socialist politics and the older republican tradition.


Bibliography


There are five footnotes for a single paragraph in this example, which has been rather artificially constructed for illustrative purposes. This density of referencing may occasionally be appropriate in your essays, but would normally be too much of a good thing. It would be a rare paragraph of an essay, however, which would not require at least one citation of a source.

It is best to use a word processor’s automatic footnote facility to create footnotes (ask your tutor if you don’t know how to use it), though they can also be created manually. Reference numbers should be superscript (as in the example above), and it is usually best to place them at the end of the relevant sentence or paragraph. The notes to which the numbers refer should be placed at the bottom of the page (footnotes) rather than at the end of the essay (endnotes). Number your notes consecutively (notes 1 to 43 throughout
your essay, not notes 1 to 3 on p. 1, 1 to 5 on p. 2, 1 to 4 on p. 3 and so on). Historians usually use notes rather than in-text referencing styles (such as Harvard), because they allow for the inclusion of more detail, which is particularly useful when citing unpublished sources such as archival documents.

You should notice that the first sentence of the 'mini-essay' does not have a reference. Generally accepted factual material does not require a citation to support it: we don't need a source to reassure us that Hitler is a controversial figure or that World War I broke out in 1914.

Note 1 in the example above is a 'bibliographical note' referring to a body of literature. A statement such as 'there has been an increasing amount of interest' or 'some historians have suggested' would normally require such a reference. This note also illustrates formats for references to the three major varieties of sources: a book (Moss), a journal article (Johnson), and a contribution to an edited collection (Sewell). When citing a contribution to an edited collection, you must always cite both the contribution itself (in this case W. Sewell, 'Property, Labor and the Emergence of Socialism in France') and the collection in which it appeared (here J. Merriman (ed.), Consciousness and Class Experience in Nineteenth-Century Europe, New York, Holmes & Meier Publishers, 1979). You will also see that where you wish to cite more than one source in a footnote, you should separate them with semi-colons.

Quotations must always have a reference, as in note 2. Where you are referencing a quotation or specific idea, you must give the page number/s on which this quote or idea appears (rather than the entire page range for the article or chapter). This note also shows you how to refer to a work, which has already been referred to in a preceding note. You must give the author's last name and shortened version of the title, as well as the necessary page reference, but should not mention any other bibliographical information. In the past it was common to use the Latin terms op.cit. or ibid. (so that the reference would have read: Moss, op. cit., p.47.), but these Latinisms are falling out of favour, and we suggest you use the short title format instead. Statistics must always be referenced, as with note 3.

Not all notes include a citation. Some may develop a point which is worth mentioning, but which is too peripheral to be included in the body of the essay, as with note 4. You can overuse this form, since there is a narrow range between including material in such a note which would best be omitted altogether or, alternatively, should have been included in the body of the essay.

Note 5 shows how you should cite material, which was itself, cited in one of your sources. It would be unacceptable in this case to simply cite Johnson, and it would be dishonest to simply cite the Manifesto, since you had not consulted this source in the original. You will notice that this reference to Johnson is another short title citation, since this source was used in note 1.
Finally, every history essay must include a bibliography listing all the sources used. These must be alphabetised by author’s surname, and should use the same format as that employed for the first citation of a work in the notes, apart from the convention of placing the author’s last name first. Note that in your bibliography, you must provide the full-page range for journal articles and chapters in edited books.

The above examples of referencing do not exhaust the problems, which arise in citing sources and compiling bibliographies. Please consult your tutor if you have any questions.

Part 2: A guide to citation style

During your time at university, you should become familiar with a range of different citation styles. In our history units, we ask you to use Oxford style, which is widely used in published works, and relatively straightforward.

Examples of how to cite a book, a journal article, and a contribution to an edited collection appear above. You should note carefully the order in which information about the book appears, and the use of commas, quotation marks and italics.

What if you need to cite another kind of source? There are conventions for citing all kinds of source materials, and we include some of the most common ones here. If you need to cite sources that we don’t cover here (such as a CD-ROM), visit the Library’s guide to citing sources at: http://www.library.uwa.edu.au/guides/citingsources/ and click on the link to ‘Oxford Style’/

Citing books
Give: Author, Title, Place, Publisher, Year, page/s.
(Remember, in a bibliography this work would appear as follows: Kershaw, Ian, Hitler 1889-1936: Hubris, London, Allen Lane, 1998.)

Citing journal articles
Author, ‘Title of article’, Title of Journal, volume, (issue number, if there is one), year, page/s.

Citing articles in an edited collection
Author, ‘Title of chapter’, in Editor/s (ed. or eds), Title of Edited Collection, Place, Publisher, Year, Page number/s.

Citing Online Sources
A vast variety of sources are available on the web, although these need to be approached critically - there is a lot of rubbish out there! When citing online sources, the same principles apply as for print sources: you should start with the author, then the title of the document, the title of the complete work, the location, the date of publication and the date on which you accessed the material (as online documents may change or disappear at any time). Examples:


If a journal or newspaper is available both in hard copy and as an electronic copy through an electronic database such as Jstor, and it is available in PDF format (with page numbers), quote it as if you quoted from the hard copy. If there are no page numbers (for example, if the article is in html format), you must quote the URL (web address).

**Citing Audio-Visual Sources**
List the title of the work, special credits (eg. the director), the place of production/recording/transmission, the publisher/studio, the date, and the format (in brackets). This information is usually available via library catalogues.


**Citing Newspaper and Magazine Articles (usually as primary sources)**
Give the author’s name (if known), title of article (if known), title of the newspaper (omit ‘The’), date, and page number.


**Citing Oral Histories**
Give the interviewee’s name, the interviewer’s name, date of interview, location of tape (with a reference number, if it is in a library)