

SCHOOL OF LANGUAGES AND COMPARATIVE CULTURAL STUDIES

Guidelines for Writing and Presentation of Essays

Students submitting essays in the School should follow the guidelines listed below, unless advised otherwise by their course convenors. Should you wish to diverge from the guidelines, please obtain permission first. Whatever guidelines are adopted, it is important to be consistent.

- Essays must be typed or word-processed (double-spaced with at least a 2.5 cm margin on all sides of the page).
- Pages must be numbered, preferably at the bottom centre of the page.
- Essays must have a copy of the official assignment cover sheet attached with details of the subject name and code, name of convenor, title of the essay, your name, student number, and the date of submission. They must be submitted via the assignment slot at the School's General Offices. You should retain a copy for your own records. Electronic submissions may be negotiated with the course convenors.
- You must document sources used in your essay. This can be using in-text citation, endnotes (i.e. notes listed on a separate page which comes after the text of your essay), or footnotes (notes at the bottom of the page which they refer to). Refer to your course outline for the preferred method. Your bibliography/list of references must be on a separate page, and must include all material mentioned in your notes, plus any material which was read but not necessarily quoted from.
- Notes must be numbered consecutively, with full bibliographical and page details in the first reference to a particular work. Later references to the same work can be abbreviated (i.e. only including surname, short version of title, page). Remember, notes are there for the reader to find the information themselves if they want to, so make sure they are precise and accurate.
- Notes must be used wherever you give a quote, use any important facts or where you have drawn on particular works for parts of your essay. Notes tell the reader where your information has come from and how you have used your reading to build your essay.
- Give your sources for all tables and appendices. This may not necessarily be where the original book got the table from, but where you obtained it.
- Make sure you proofread your essay. It is important that your spelling, punctuation and grammar are correct. When writing in another language, appropriate use of diacritical marks is expected.

EXAMPLES OF ENDNOTE/FOOTNOTE STYLE:

There are a number of recognized styles such as the Chicago and the MLA.

What follows is an example only. The style you choose may depend on the course. The course convenor may stipulate a certain style or allow you to choose your own. It is important to be consistent in its use.

Book

Richard J. Samuels, *The Business of the Japanese State: Energy Markets in Comparative and Historical Perspective* (Ithaca: Cornell University Press, 1987), p. 167.

Paul J. Smith, *Desire Unlimited: The Cinema of Pedro Almodóvar* (London, New York: Verso, 2000), p. 167.

Chapter of a Book

See for example, D. Balderston, 'Poetry, Revolution, Homophobia: Polemics from the Mexican Revolution', in S. Molloy and R. M. Irwin (eds), *Hispanisms and Homosexualities* (Durham, London: Duke University Press, 1998), pp. 57-75.

See for example, T. Dixon Long, 'The Dynamics of Japanese Science Policy', in T. Dixon Long and Christopher Wright (eds), *Science Policies of Industrial Nations* (New York: Praeger, 1975), pp. 133-68.

Journal Article

M. J. Nandorfy, 'Tie Me Up! Tie Me Down!: Subverting the Glazed Gaze of American Melodrama and Film Theory', *Cineaction*, Vol. 31 (1993), pp. 50-61.

T. Dixon Long, 'Policy and Politics in Japanese Science: The Persistence of a Tradition', *Minerva*, Vol. 7, no. 3 (1969), pp. 426-53.

Unpublished Work

T. Dixon Long, 'Science Policy in Postwar Japan', unpublished Ph.D. dissertation, Columbia University, 1968.

Internet Sources

Federation of American Scientists, 'Space Imaging Ikonos', 1 November, 1999, on line at <www.fas.org>.

If no date is given for the article, write the date when viewed: on line at <www.fas.org>, 11 January, 2000.

EXAMPLES OF IN-TEXT CITATION:

Samuels (1987: 90) refers to how the defeat of Japan was a major turning point in that country's history.

Japan's defeat is considered to be a major turning point in that country's history (Samuels 1987: 90).

[Full details of the publication by Samuels needs to be included in the bibliography/list of references at the end of the essay.]

EXAMPLES OF BIBLIOGRAPHY STYLE:

List in alphabetical order, according to family name or organisation, not type of source.

Book

Wray, William D. (ed.). *Managing Industrial Enterprise*. Cambridge, Mass.: Council on East Asian Studies, Harvard University, 1989.

Chapter of a Book

Yagi, Eri. 'The Statistical Analysis of the Growth of Physics in Japan'. In (Nakayama, S. et al. (eds). 1974) 108-13.

Journal Article

Yajima, Suketoshi. 'The European Influence on Physical Sciences in Japan'. *Monumenta Nipponica*, Vol. 19, nos. 3-4 (1964), 106-17.

Unpublished Work

Yagi Eri and Tsuji, Tetsu. 'Oriental Science Thought'. Paper presented at the poster session of the 17th World Congress of Philosophy, Montreal, Quebec, 23 August 1983.

Internet Source

Federation of American Scientists. 'Space Imaging Ikonos', 1 November, 1999. On line at <www.fas.org>.