



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Department of History

Senior Fresh Handbook 2024 - 2025

Single Honors History



Contents

Introduction	3
Section 1: About the Department	4
How to contact the Department.....	5
Submission of written work	5
Whom to Contact When.....	5
Academic exchanges	6
Trinity Careers Service	7
Section 2: Your programme of study.....	9
Learning Outcomes.....	9
Modules and assessment	9
Modules for 2024-25	9
Looking Ahead.....	10
Section 3: Advice and regulations	11
What is ECTS?	11
Things to remember about ECTS	11
Requirements for obtaining academic credit.....	12
Progression.....	12
Classes and Coursework	12
Making the best use of your lectures and tutorials	12
Attendance at lectures and seminars.....	12
Module assessment.....	13
Essays	14
Oral Examinations.....	14
Academic Integrity.....	15
Submission of essays	19
Deadlines.....	19
Feedback	19
Examinations (Hilary Term)	20
Examination preparation	20
Examination and essay marking criteria	21
First class (70-80)	21
Upper second class (60-69)	21
Lower second class (50-59)	22
Third class (40-49).....	22
Fail 1 (30-39)	23
Fail 2 (20-29)	23
Marking of examination papers.....	23
Results.....	24

Supplemental examinations	24
Non-satisfactory performance.....	24
Failure to rise with the year	24
Guidelines for writing essays	25
Preparation	25
Sourcing information	25
Structure.....	25
Format and prose.....	26
Referencing	27
Bibliography	27
Primary sources	27
Secondary sources	27
Books	27
Chapters in books	27
Articles in journals	28
Websites	28
Footnotes.....	29
Section 4: Important dates 2024/25.....	30

Introduction

We are delighted to welcome you to the Department of History, Trinity College Dublin. The Senior Fresh year offers you exciting opportunities and new intellectual challenges, and you will have a wide variety of periods and places to study, and a range of methodological approaches to explore. This handbook will guide you through your studies in the Department in 2024-25. We hope that you will enjoy the year and engage fully with the Department, not just in lectures and seminars, but also in our weekly Departmental Research Seminars and at the many events that will take place in the Department over the coming year. Full details of these additional events will be posted on the departmental website and we hope to see you at some of them when your schedule allows.

This handbook provides essential information about your History programme. It supplements information in the University Calendar. In the event of conflict or inconsistency between the General Regulations published in the University Calendar and information contained in our handbooks, the General Regulations prevail. The University Calendar is available at <http://www.tcd.ie/calendar/>

More detailed information on individual modules is provided in the relevant module guides and on the Department website <https://www.tcd.ie/history/>. Many module guides will be provided through Blackboard.

As a Department we expect certain things of you:

- to read this handbook carefully
- to read your Trinity e-mails regularly – these will only be sent to your @tcd.ie e-mail address.
- to set aside at least 40 hours each week for academic work
- to attend all your classes, whether in person or online
- to read for each class and come to seminars and tutorials prepared to speak
- to know and meet your deadlines
- and, if you have a problem, do speak to someone about it. If any issues arise that you think might affect your studies, you should talk to your module coordinator, or year coordinator, the Head of the History Department, or your College Tutor. We cannot promise that we can solve your problem, but we will do our best to help.

If you are in any doubt about how the regulations affect you, consult a member of staff in the Department or your College Tutor.

This handbook addresses four main areas:

1. Useful information about the Department
2. Your programme of study
3. Advice and regulations
4. Important dates for 2024-25

Best of luck with your studies in 2024-25.

Section 1: About the Department

Executive Officers: Joanne Lynch and Stephen Galvin

Dept. of History Office: Room 3133, Arts Building.

Normal Opening Hours: 10.00 - 12.00 & 14.00 - 16.00. Only one staff member will be in the office as a rule, and they may need to leave the office occasionally. Email may be a better way of contacting them.

Telephone: 01- 896 1020

E mail: histhum@tcd.ie

Twitter: [@historyTCD](https://twitter.com/historyTCD)

Academic Staff	Role	Room	E mail address
Dr Joseph Clarke	Head of Department	3153	joseph.clarke@tcd.ie
Dr Robert Armstrong		3115	robert.armstrong@tcd.ie
Dr Katja Bruisch	Exams Officer HT	A6005	bruischk@tcd.ie
Dr Philippa Byrne		3147	phbyrne1@tcd.ie
Dr. Diogo De Carvalho Cabral		3151	decarvad@tcd.ie
Dr Peter Crooks	Research Students Coordinator	3147	pcrooks@tcd.ie
Dr David Ditchburn	AHMC Coordinator & Columbia Joint Degree Coordinator	3145	ditchbud@tcd.ie
Dr Anne Dolan	On leave Research Students Coordinator	3112	adolan@tcd.ie
Professor Seán Duffy	On leave HT Outgoing Erasmus/Exchange Coordinator	3154	sduffy@tcd.ie
Professor Lindsey Earner-Byrne	Senior Sophister Coordinator	A6007	earnerbl@tcd.ie
Dr Susan Flavin	Senior Fresh Coordinator	3149	sflavin@tcd.ie
Dr Daniel Geary		3113	gearyd@tcd.ie
Professor Patrick Geoghegan	On leave MT Global Affairs	3114	patrick.geoghegan@tcd.ie
Dr Brian Hanley	Junior Fresh Coordinator	3108	hanleybr@tcd.ie
Professor Poul Holm		A6002	holmp@tcd.ie
Dr Carole Holohan		3110	holohaca@tcd.ie
Dr Patrick Houlihan	Junior Sophister Coordinator	3154	patrick.houlihan@tcd.ie
Dr Isabella Jackson	On leave HT Dissertation Coordinator	3120	jacksoni@tcd.ie
Professor Ruth Karras	On leave MT	3144	ruth.karras@tcd.ie
Dr Georgina Laragy		3108	laragy@tcd.ie
Dr Francis Ludlow	Incoming Exchange Student Coordinator	A6004	ludlowf@tcd.ie
Dr Graeme Murdock	On leave MT	3116	murdocg@tcd.ie
Professor Jane Ohlmeyer	On leave	3117	jane.ohlmeyer@tcd.ie
Dr Ciaran O'Neill		3111	ciaran.oneill@tcd.ie
Dr Ramazan Öztan		3151	ramazan.oztan@tcd.ie
Professor Micheál Ó Siochrú	Head of School	3150	osiochrm@tcd.ie
Dr Molly Pucci		3121	puccim@tcd.ie
Dr Immo Warntjes	On leave HT	3148	iwarntje@tcd.ie
Dr Patrick Walsh	Exams Officer MT	3155	walshp9@tcd.ie

How to contact the Department

- Staff will communicate with you via your Trinity email address. You are expected to check this regularly and to read and act promptly upon all messages sent to you.
- Staff post boxes are located in the Departmental Office (Room 3133).
- Staff usually post consultation hours, when they are available for consultation, on their door, but as many will be holding office hours online, please email them to find out arrangements.
- Departmental notices will be posted on relevant notice boards and on the department website.
- The student information system, Blackboard, and your myzone email accounts are all accessible at <https://www.tcd.ie/students/>

Submission of written work

All essays and assignments must be submitted by 11:00 a.m. on the specified date. (Dates are to be found in the 'Important dates' section at the end of this handbook.) Essay submissions must include a signed coversheet including a declaration concerning academic integrity. Copies of coversheets can be downloaded on the Departmental webpage. Please note that work submitted after 11.00am will incur a penalty for late submission.

- Essays must be submitted on Blackboard via Turnitin, **not** to your module coordinator or teaching assistant.
- Essays should not be posted, e-mailed, or handed to academic staff.
- Students are required to retain their own electronic copy of all written work. If we do not receive the electronic copy of your essay, you will be deemed not to have submitted your essay and standard penalties for non-submission will be applied.

For further details on the submission of essays see pp. 14-15 below.

Whom to Contact When

- If you are unable to attend a class because of illness or any other reasons, you must, where possible, give prior notice to the lecturer or teaching assistant via email.
- If you have an academic problem with a particular module, you should discuss it with your module coordinator, the Senior Fresh Coordinator, your S2S mentor (see p. 5 below), or the Head of Department.
- If you have other problems affecting your work, you should contact your College Tutor or your S2S mentor.
- Full details of all student support services are available at <https://www.tcd.ie/students/supports-services/>
- If you believe you have grounds for an extension on your work, you must contact the Junior Fresh Coordinator directly or through your College Tutor. The Junior Fresh Coordinator will advise you on all aspects of the programme. Contact details for the Junior Fresh Coordinator are as follows:

Dr Susan Flavin	Senior Fresh Coordinator	sflavin@tcd.ie
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- Students are elected each year to represent your views, and they participate in Departmental meetings and in Staff-Student meetings. A Staff-Student meeting takes place each term.
- If you need a reference, ask either your College Tutor or your module coordinator.

Commented [SG1]: Does this sound clunky?

Commented [JL2R1]: It's probably no harm to spell it out to the Students. It does sound repetitious but probably no harm!

Commented [JC3R1]: I think we can leave this as is. It is a bit clunky but jf students do need th point hammered home

- If you have any queries about exchange programmes, please contact Professor Seán Duffy (see below).
- If you need special exam provision for any medical reason, approach the Disabilities Office <http://www.tcd.ie/disability/index.php>
- If you would like to discuss career options visit the Careers Advisory Service webpage at www.tcd.ie/Careers/

Academic exchanges

If you are interested in spending your Junior Sophister year abroad, as part of an academic exchange, you should contact:

Professor Seán Duffy	sduffy@tcd.ie
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If you are planning to take part in an Erasmus or Erasmus+ exchange, with another European university, the deadline for final applications will fall in February 2025. This means you will need to meet with Professor Sean Duffy in Michaelmas Term to discuss your plans, including the programme of study abroad.

Erasmus exchanges are not permitted without Departmental approval so delay in contacting the relevant coordinator may hinder you in taking up the opportunity to study abroad for a year.

Non-EU exchanges take place in the Junior Sophister year. If this is an option you are considering it is advisable to arrange to meet the coordinator as early as possible during your Senior Fresh year to discuss what is involved.

More information is available at:

<http://www.tcd.ie/history/international/>

<http://www.tcd.ie/study/non-eu/study-abroad/from-trinity/erasmus>

<http://www.tcd.ie/study/non-eu/study-abroad/from-trinity/college-exchanges/>

Transcripts

Senior Fresh students may download transcripts from the Student Information System <https://www.tcd.ie/academicregistry/service-desk/transcripts/>. If you have any problems doing this, please contact the Departmental Office at histhum@tcd.ie.

Trinity Careers Service

As a Trinity student you have access to information, support and guidance from the professional team of Careers Consultants throughout your time at Trinity and for a year after you graduate. The support offered includes individual career guidance appointments, CV and LinkedIn profile clinics, practice interviews and mentoring.

Visit <https://www.tcd.ie/Careers/> for career, further study and job search advice.

Sign into MyCareer to book appointments, find information about vacancies and bursaries, and book your place on upcoming employer events.

Follow the service on Instagram for career news and advice [@trinity.careers.service](https://www.instagram.com/trinity.careers.service)

What do you want to do? How will you get there? We are here to support you in answering these and other questions about your career.

Junior (JF) & Senior Fresh (SF)

What can I do with my degree? Start with Trinity Careers Service website. Then book an appointment with your careers consultant through MyCareer.

Pathway Choices: Book an appointment with your careers consultant through MyCareer to tease out the career implications of minor, major subject choice as well as Electives and Open Modules.

Get work experience: Apply for work experience and internships to get an insight into different sectors. Opportunities are increasingly available remotely. Personalise your MyCareer profile to receive email alerts tailored to your preferences.

Trinity Employability Bursary: Apply for the bursary, in place to support students finding it financially difficult to take up a career-related opportunity e.g. internship, job shadowing.

Laidlaw Undergraduate Research and Leadership Programme (SF): Apply for a scholarship designed to invest in talented and motivated undergraduate students from all disciplines and walks of life. The Programme aims to develop your potential, equip you with strong leadership and research skills and give you the experience to become active global citizens and future leaders.

Spring Week Bursary (SF): Apply for this bursary that supports costs for students of any discipline who secure Spring Week internships with leading professional services firms.

Polish your CV: Book onto a CV/LinkedIn Clinic for a 15mins consultation through MyCareer

MyCareer: Login to the Trinity careers portal to keep abreast of awards, scholarships, jobs, events, mentoring and lots more

Need to chat about your future? Book an appointment with your careers consultant, Orlaith Tunney on MyCareer. No career query or concern too small!

More information on the above and lots more at Trinity Careers Service website

www.tcd.ie/careers

MyCareer

An online service that you can use to:

- Apply for opportunities which match your preferences - vacancies including research options
- Search opportunities
- View and book onto employer and Careers Service events
- Submit your career queries to the Careers Service team
- Book an appointment with your careers consultant

Simply login to MyCareer using your Trinity username and password and personalise your profile.

Trinity Careers Service

Trinity College Dublin, 7-9 South Leinster Street, Dublin 2

01 896 1705/1721 | Submit a career query through careers@tcd.ie or MyCareer



MyCareer: mycareerconnect.tcd.ie



Trinity.Careers.Service



www.tcd.ie/careers



@TDCareers



trinity.careers.service/

Section 2: Your programme of study

Learning Outcomes

On successful completion of the Single Honor programme in History students should be able to:

- demonstrate an assured and critical knowledge of historical periods, processes, peoples and places
- employ a set of appropriate methods for the comprehension and analysis of historical periods and processes
- identify and analyse key historical problems
- compare and assess existing historical interpretations
- analyse and evaluate primary materials relevant to the problems and periods under examination and conduct independent research using primary materials
- compare and assess primary materials against each other and against secondary commentary
- apply skills of summary, synthesis and generalization
- apply skills of argument, debate and reconciliation
- apply skills of oral, written and visual communication
- demonstrate a reflective and self-reflective appreciation of the problems of historical thinking and writing

Modules and assessment

To achieve these outcomes, we have constructed a varied programme of study, which begins in the Fresh years with the study of periods and/or places often through the prism of key debates and themes. The programme also introduces students to some of the core methodologies historians’ practice, and as you move through the Senior Fresh year you will engage more and more with primary sources, with historiographical approaches, and with the types of questions historians pose.

Modules in the Senior Fresh year combine the study of peoples, movements, and epochs with modules directly engaging with historical methodologies.

Single Honor Senior Fresh students take modules totalling **60 ECTS**. The following table illustrates the pattern of modules for 2024-25:

Modules for 2024-25

All Year	HIU22001 History group project	10 ECTS
Michaelmas Term	HIU23003 Imagining History	5 ECTS
	OR HHU22003, Histories and Futures of Climate Change	5 ECTS
Michaelmas Term	HIU12031, Life in Modern Ireland	10 ECTS
	OR HIU12028 War and Peace in Modern Europe, 1900- the present	10 ECTS
Hilary Term	HIU12030 The Hundred Years War	5 ECTS
	OR HHU13002 Gender, Culture and Society	5 ECTS
Hilary Term	HIU12027, Imperialism to Globalism: Europe and the World, 1860-1970	10 ECTS
	OR HIU12026, American History: A Survey	10 ECTS

You need to accumulate 60 ECTS in your Senior Fresh year.

- First, Single Honor students will take one survey module in each term. Each of these modules is worth 10 ECTS, giving you 20 ECTS in total.
 - Michaelmas Term: HIU12031, Life in Modern Ireland, **or** HIU12028 War and Peace in Modern Europe, 1900- the present
 - Hilary Term: HIU12027, Imperialism to Globalism: Europe and the World, 1860-1970, **or** HIU12026, American History: A Survey.
- Second, Single Honor students take two 5 ECTS modules, one in each term:
 - Michaelmas Term: HIU23003 Imagining History **or** HHU22003, Histories and Futures of Climate Change
 - Hilary Term: HIU12030 The Hundred Years War **or** HHU13002 Gender, Culture and Society
- Third, all Single Honor students undertake a year-long Group Project worth 10 ECTS
- Fourth, all Single Honor students take 10 ECTS in each term of **either** Trinity Electives and Open Modules **or** a New Minor Subject.

If you have any queries at all about any of these modules please contact the Senior Fresh co-ordinator, Dr Susan Flavin at sflavin@tcd.ie or speak with the Executive Officer in the Department Office by e-mail at histhum@tcd.ie.

Looking Ahead

If you take Trinity Electives or Open Modules this year you will again select 10 ECTS of Trinity Electives or Open Modules in your Junior Sophister year. If you did a New Minor Subject this year you have the choice of taking 10 ECTS of Trinity Electives or Open Modules or of your New Minor Subject in your Junior Sophister year, and graduating with Single Honours History, or taking 20 ECTS of your New Minor Subject in your Junior Sophister Year and graduating with Major with Minor. If you are planning to graduate with Single Honours, in your Junior Sophister year you will take 5 ECTS of Researching History and one List 2 module each term, and one List 1 module that extends over the entire year (two 10 ECTS modules, co-requisites). If you plan to graduate with Major with Minor, you will take a total of 10 ECTS of Researching History, 20 ECTS in List 2 modules, and 10 ECTS in List 3 modules. The options are laid out at: <https://www.tcd.ie/courses/undergraduate/your-trinity-pathways/> A list of the specific modules offered next year will be available in the spring.

Section 3: Advice and regulations

What is ECTS?

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, examinations, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. The Trinity academic year is 40 weeks from the start of Michaelmas Term to the end of the annual examination period. One ECTS credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input, including class contact time, assessments preparation and private reading.

ECTS credits are awarded to a student only upon successful completion of the course year. Progression from one year to the next is determined by the course regulations. Students who fail a year of their course will not obtain credit for that year even if they have passed certain component modules. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

Things to remember about ECTS

It is European: its aim is to facilitate and to improve transparency and comparability of periods of study and of qualifications across the European Higher Education sector.

It is about Credit: it is a student-centred (not a teacher-centred) system based upon a clearly defined body of work (e.g., contact hours + time allocated to study for the preparation and execution of essays, assignments, exams, etc.) required to obtain the credit allocated for the achievement of the objectives of a particular course of study.

It is a System, based on the following principles: the ECTS works on a yearly norm of 60 credits for a full-time course (30 credits for a half-honor subject) over one academic year where one credit represents 20-25 hours estimated student input. The measure of one academic year is 40 weeks from the start of Michaelmas Term to the end of the annual examination period.

It is an Accumulative System. ECTS credits are assigned to modules in multiple units of five. Students are expected to take 60 credits per year. Credits accrue over the four-year cycle. The Trinity four-year honors Bachelor degree is 240 ECTS.

It is about Transferability. By making the student input in different courses offered in different universities comprehensible under the same standard measurement, the system aims to remove the many obstacles which currently obstruct increased mobility in and between the many different educational institutions of the EU and to enhance communications between the universities and other training institutions and the labour market.

In accordance with the spirit of the ECTS, History is studied as part of a student-centred programme. The success of the programme depends largely upon student participation in lectures, tutorials, essay writing and general research and reading.

Requirements for obtaining academic credit

In order to obtain credit for each term, you must be enrolled for the required range of modules. You must attend all tutorials or seminars in each module for which you are enrolled, except where medical evidence for absence is submitted. You must complete all preliminary essays and any other written exercises prescribed for each module.

Progression

As you progress through the History programme, you are faced with a widening range of intellectual and methodological challenges. Whereas Freshman modules aim to survey national or international histories over long periods, most Sophister modules concentrate on short periods or specific themes. The closer focus of Sophister modules requires more intensive teaching through small classes, and more immersion in documentary sources. The shift from survey to specialist work culminates in the dissertation and research essays which form a major element of Moderatorship.

Classes and Coursework

Making the best use of your lectures and tutorials

- If you cannot understand any aspect of your modules, please feel free to make this clear during or after a tutorial or seminar, after a lecture, or by visiting our offices at times notified on our doors or our synchronous on-line office hours. We welcome comments and questions. Each instructor will indicate the best method of reaching them.
- Mobile telephones are not to be used during shared-space or synchronous classes.
- Please arrive punctually at shared-space or synchronous classes and stay to the end.

Attendance at lectures and seminars

You should aim to attend all lectures, whether synchronous (at a specifically timetabled time), asynchronous (posted online for you to watch at another time), or in shared space (a possibility for Hilary term). Lectures are intended to provide analysis of selected topics and an introduction to the issues raised in the reading set for each module. They are not intended as a substitute for reading. There is wide variation in the style of presentation across modules, which reflects the variety of approaches historians take to their research. The value of a lecture depends as much on your responsiveness as on its quality.

Attendance at tutorials and seminars is compulsory.

They are designed to allow small groups to discuss selected topics under the guidance of a teacher, and to encourage students to practice the arts of documentary interpretation, critical reading, and lucid exposition. You will experience much variation in the nature of tutorials and seminars, again reflecting the wide range of methodological approaches, as well as in the format (synchronous, asynchronous or shared space).

Tutorial exercises and assignments will differ across modules –from class presentations and debates to summaries of vying interpretations and textual analyses of extracts taken from documents. The more you contribute, the better the tutorial. Materials for tutorials will be available through Blackboard. Once you are registered for a module, you are also registered for that module on Blackboard. Remember that you may be required to have prepared work and be set assignments for your first tutorial, so check Blackboard before your first tutorial.

Tutorials begin in Week 3 of term.

You are required, where stipulated, to have work prepared for your tutorials. College regulations state that students must take part fully in the academic work of their class throughout the period of the course (Calendar H5) and the ECTS calculation for all modules includes a proportion of credits for tutorial work. Persistent non-attendance may result in you being returned as non-satisfactory for a given module.

Module assessment

In order to pass any history module, students at all levels must complete all the prescribed exercises.

In Senior Fresh year, assessment is based on the following patterns:

- The 5 ECTS modules in Michaelmas term (**HIU23003** Imagining History, HHU22003, Histories and Futures of Climate Change) will generally be assessed through coursework, usually in the form of one longer and some shorter pieces of written work. Further details can be found in the module handbooks.
- The 5 ECTS modules in Hilary Term (**HIU12030** The Hundred Years War, **HHU13002** Gender, Culture and Society) will generally be assessed through a combination of:
 - Coursework (40%) as detailed in module handbook
 - A take-home open-book exam (60%) at the end of term, to be submitted via Blackboard. You will be notified of dates during Hilary Term.
- Assessment of **HIU22001** History group project is through a combination of:
 - Group presentation (50%)
 - Individual essay (40%)
 - Group portfolio (10%)

Detailed regulations for assessment of the group project are to be found in the HI2000 History group project handbook.

- 10 ECTS survey modules in Michaelmas term (**HIU12028** War and Peace in Modern Europe, 1900- the Present & **HIU2031** Life in Modern Ireland) are normally assessed as follows:
 - A 2000-2500-word essay (Essay 1/Assignment, 40% of the overall mark), to be submitted via Blackboard (dates for submission can be found in the 'Important dates' section of this handbook).
 - Tutorial assignments can take many forms. They may take the form of a number of shorter assignments, usually commentaries on primary sources, which will add up to equivalent amounts of work overall. For example, six short commentaries of c.500 words each or three commentaries of c.1,000 words (a total word length would normally fall in the bracket of 2,000-3,000 words).
 - A 2000-2500-word essay (Essay 2, 60% of overall mark), to be submitted via Blackboard. The scope and nature of this essay may be similar to Essay 1 or may be different; see module handbook for details.
 - These modules also require students to take an active part in tutorials, usually including a short presentation.
- 10 ECTS survey modules in Hilary term (**HIU12026** American History: A Survey & **HIU12027** Imperialism to Globalism: Europe and the World 1860-1970) are normally assessed as follows:

- A take-home open-book examination (60% of the overall mark) at the end of term, to be submitted via Blackboard. You will be notified of dates during Hilary Term.
- A 2,000-2,500-word essay (40% of the overall mark) to be submitted via Blackboard (dates for submission can be found in the 'Important dates' section of this handbook).
- Tutorial assignments can take many forms. They may take the form of a number of shorter assignments, usually commentaries on primary sources, which will add up to equivalent amounts of work overall. Four example, six short commentaries of c.500 words each or three commentaries of c.1,000 words (a total word length would normally fall in the bracket of 2,000-3,000 words).
- These modules also require students to take an active part in tutorials, usually including a short presentation.

Essays

Essays allow us to assess your mastery of relevant secondary reading, your ability to supply full and accurate citations, and your critical and analytical skills. The ability to synthesise information in lucid, clearly-argued prose is no less important than your capacity to carry out systematic research or reading. The more you write, the better you will perform. (See Guidelines for writing essays).

Guidance on essay topics or questions will be found in each module guide. Check with your lecturer and teaching assistants if you have any questions regarding your essay topics. The word-count of your essay should be within the specified range; penalties may apply if it falls above or below the range. If the essay is shorter it is likely that you have not done enough, and if it is longer you have likely either attempted too much, been too wordy, or included irrelevant information. Adjusting your writing plan to the task at hand is part of good writing. The footnotes and the bibliography must conform to the style prescribed below and are not counted as part of the word count. **Poor citation may lead to lower grades.**

Oral Examinations

A selection of your written work, including essays and examination answers, may be subject to a short *viva voce* (live oral) examination. Where students are selected for a *viva voce* examination, this is part of the assessment and the viva must be passed in order to gain pass marks in the written assignment.

Academic Integrity

Upholding the principles of academic Integrity should be central to all of your work at Trinity College. Plagiarism is an extremely serious matter which carries severe penalties for students. The College has drafted a definition of plagiarism and some rules and guidelines which must be followed, which can be accessed here, [Academic Integrity Homepage](#)

College now requires **all** students to complete an online tutorial on maintaining academic integrity and avoiding plagiarism, the 'Ready, Steady, Write' tutorial, at [Ready Steady Write](#)

All essay cover sheets now include a statement confirming that students have read the College regulations and taken the online tutorial. You can find the text of this declaration at [Coversheet Declaration](#)

Failure to comply with these regulations will result in serious penalties and/or disciplinary steps in accordance with College Regulations. The consequences may be found here [Levels and Consequences](#)

If you are unsure of what the plagiarism regulations require, please contact your tutorial teacher, your module coordinator, your College Tutor, the Junior Fresh Coordinator or the Head of Department.

The official College position is set out in the [Calendar](#) and the principal points are as follows:

96 General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. However, it is essential that we do so with integrity, in an open and explicit manner, and with due acknowledgement.

Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society may be considered as academic misconduct. Examples of academic misconduct include, but are not limited to:

- (i) plagiarism - presenting work/ideas taken from other sources without proper acknowledgement. Submitting work as one's own for assessment or examination, which has been done in whole or in part by someone else, or submitting work which has been created using artificial intelligence tools, where this has not been expressly permitted;
- (ii) self-plagiarism - recycling or borrowing content from the author's own previous work without citation and submitting it either for an assignment or an examination;
- (iii) collusion - undisclosed collaboration of two or more people on an assignment or task, or examination, which is supposed to be completed individually;
- (iv) falsification/fabrication;
- (v) exam cheating - action or behaviour that violates examination rules in an attempt to give one learner an unfair advantage over another;
- (vi) fraud/impersonation - actions that are intended to deceive for unfair advantage by violating academic regulations. Using intentional deception to gain academic credit;
- (vii) contract cheating - form of academic misconduct in which a person uses an undeclared and/or unauthorised third party to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved. Contract cheating is any behaviour whereby a learner arranges to have another person or entity ('the provider') complete (in whole or in part) any assessment (e.g. exam, test, quiz, assignment, paper, project, problems) for the learner. If the provider is also a student, both students are in violation.
- (viii) Further examples of the above available at www.tcd.ie/teaching-learning/academic-integrity.

97. Academic misconduct in the context of group work

Students should normally submit assessments and/or examinations done in co-operation with other students only when the co-operation is done with the full knowledge and permission of the lecturer concerned. Without this permission, submitting assessments and/or examinations which are the product of collaboration with other students may be considered to be academic misconduct. When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised, or that any other academic misconduct has taken place. In order to avoid academic misconduct in the context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own. Should a module co-ordinator suspect academic misconduct in a group assignment, the procedure in cases of suspected academic misconduct must be followed for each student.

98. Avoiding academic misconduct

Students should ensure the integrity of their work by seeking advice from their module coordinator, tutor or supervisor on avoiding academic misconduct. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding academic misconduct is available at <https://libguides.tcd.ie/academic-integrity>.

99 Procedure in cases of suspected academic misconduct

If academic misconduct as referred to in §96 above is suspected, in the first instance, the module co-ordinator may choose to arrange an informal meeting with the student to discuss the instance of concern. Following this informal meeting, or if a meeting is not necessary, the module co-ordinator must complete the academic integrity form (accessed via www.tcd.ie/teachinglearning/academic-integrity), which will provide an indicative score and level, as below.

- (i) Level 1: (0 - 200) poor academic practice/conduct
- (ii) Level 2: (201 - 350) academic misconduct (minor)
- (iii) Level 3: (351 - 500) academic misconduct (major)
- (iv) Level 4: (501+) academic misconduct (severe)

Levels 1 - 3 are normally managed by the School, and all level 4 cases will be referred directly to the Junior Dean.

Level 1 (0 - 200): Scores in the range 0 - 200 are considered to reflect poor academic practice and level 1 consequences should apply. The module co-ordinator must inform their School's Director of Teaching and Learning (Undergraduate), or their designate, who will either approve the outcome, or if they form the view that the misconduct is more serious, agree an alternative level with the module co-ordinator.

Levels 2 - 3 (201 - 500): The module co-ordinator must inform their School's Director of Teaching and Learning (Undergraduate), or their designate, of the suspected infringement and proposed consequence. If the Director or designate approves the recommended consequences, the module co-ordinator will write to the student advising them of the suspected infringement of academic integrity, offering them the option of an appropriate consequence should they admit that misconduct has taken place.

If the Director or designate forms the view that the alleged misconduct requires further investigation, or if the student disputes the academic misconduct or the consequence, it will proceed to the academic integrity meeting.

100. Academic integrity meeting

The Director of Teaching and Learning (Undergraduate), or their designate, writes to the student and

the student's tutor indicating the nature of the suspected academic misconduct and the evidence for it, and inviting the student to:

- (i) respond to the suspicions by completing and submitting the academic integrity response form (accessed via www.tcd.ie/teaching-learning/academic-integrity) within an appropriate timeline determined by the School;
- (ii) indicate whether or not they (and a representative) plan to attend an academic integrity meeting on a specified date. If the student and or/representative is unable to attend, or chooses not to attend, the meeting will take place as planned.

The academic integrity response form will be the student's submission to the meeting. The academic integrity meeting is attended by a Director of Teaching and Learning (Undergraduate) or their designate (Chair); two academic colleagues from the School (at least one from the discipline to which the module belongs); the student and their tutor (or a representative of the Students' Union), if they wish; the co-ordinator of the module, if they wish, but only to present additional evidence.

The academic integrity meeting considers the assessment or examination(s) in question; the academic integrity form (and any verbal submissions by the module co-ordinator, if present); the student's academic integrity response form (and any verbal submissions by the student and/or tutor, if present). The academic integrity meeting assesses the abovementioned evidence in order to determine at what level (if at all) academic misconduct has occurred and selects a consequence appropriate to that level, giving due consideration to any mitigating circumstances. Minutes of the meeting must be recorded. The Chair completes the academic integrity meeting decision form (accessed via www.tcd.ie/teaching-learning/academic-integrity), which is submitted for approval to the Senior Lecturer/Dean of Undergraduate Studies. The Senior Lecturer may approve, reject, or vary the recommended consequence, or seek further information before making a decision. If the Senior Lecturer considers that the consequences provided for under the above procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2. If the Senior Lecturer/Dean of Undergraduate Studies approves the recommended consequence, the Chair communicates the decision to the student and their tutor.

101. Consequences in cases of suspected academic misconduct

If the instance of concern can be dealt with under the above procedure, one of the following consequences will be recommended:

- (i) Level 1: (0 - 200): poor academic practice/conduct
 - Mandatory academic integrity training is required
 - Informal warning – a record is kept for the duration of the learner's enrolment on the programme of study to inform any future instances of concern
 - The work must be corrected. The student is required to amend all elements identified as poor academic practice. Other content may or may not be altered as appropriate to the assessment and as determined by the School. The corrected work will be assessed. In the case of examinations, the work must be reassessed. The mark for the component/ assessment/examination may or may not be reduced;
- (ii) Level 2: (201 - 350): academic misconduct (minor infringement)
 - Mandatory academic integrity training is required
 - Formal warning – a written warning is issued by the Director of Teaching and Learning (Undergraduate) or designate, and the instance of academic misconduct is recorded for the duration of the learner's enrolment on the programme of study
 - The work must be resubmitted. The student is required to amend all elements identified as breaching academic integrity. Other content may or may not be altered as appropriate to the assessment and as determined by the School. The resubmitted work will be assessed. In the case of examinations, the work must be reassessed. The component/assessment/ examination mark will be reduced or capped at the pass mark and might not be confirmed until the reassessment Court of Examiners;

(iii) Level 3: (351 - 500): academic misconduct (major infringement)

- Mandatory academic integrity training is required

- Formal warning – a written warning is issued by the Director of Teaching and Learning (Undergraduate) or designate, and the instance of academic misconduct is recorded for the duration of the learner's enrolment on the programme of study

- The work must be resubmitted at the reassessment session. The student is required to amend all elements identified as breaching academic integrity. Other content may or may not be altered as appropriate to the assessment and as determined by the School. In the case of examinations, the work must be reassessed. The mark for the module will be capped at the pass mark and will not be confirmed until the reassessment Court of Examiners;

(iv) Level 4: (501 - 615): severe academic misconduct

- The case will be referred directly to the Junior Dean.

102 If the facts of the case are in dispute

or if the Director of Teaching and Learning (Undergraduate), or designate, feels that the consequences provided for under the academic misconduct procedure are inappropriate given the circumstances of the case, they may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under under CONDUCT AND COLLEGE REGULATIONS §2. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 [Consolidated Statutes](#).

Submission of essays

All essays are submitted electronically through each module's Blackboard page and using the Turnitin plagiarism detector. They must be formatted for A4 paper, with 1 ½ or double-spacing and a wide margin for comments. All quotations, and substantive information taken indirectly from other works, must be acknowledged by means of footnotes giving author, title, place and date of publication, and page number. When citing unpublished sources, students should follow the advice of the module teacher. A bibliography, listing the documentary sources, books, and articles used (including all those acknowledged in footnotes) must be appended to the essay. The Department's Guidelines for writing essays are found below.

Essays must be submitted by 11.00 am on the specified date. (All submission dates can be found in the 'Important dates' section at the end of this handbook.) They must be submitted on Blackboard, **not** to your module coordinator or teaching assistant, and they must include a signed coversheet including a declaration concerning plagiarism. Copies of coversheets can be downloaded on the Departmental webpage. Please note 11.00 am the latest you can submit without incurring a penalty

- Essays may not be posted, e-mailed or handed to academic staff.
- Students are required to retain their own electronic copy of all written work. If we do not receive the electronic copy of your essay, you will be deemed not to have submitted your essay and standard penalties for non-submission will be applied.

Deadlines

Deadlines are serious. The deadlines for 2024-25 are available on the final page of this handbook. Deadlines exist so that you can structure your work with maximum efficiency and success. Serious penalties for late submission apply. Essay extensions will be granted only in exceptional circumstances, and on the submission of supporting evidence, e.g. a doctor's note. **Extensions can only be granted by the Senior Fresh Coordinator, Dr Susan Flavin (sflavin@tcd.ie).**

No written work will be accepted for assessment after the due date in the absence of an extension granted in advance by the Senior Fresh Coordinator, and covering the entire period of delay. Crashed computers, minor mishaps etc. will not be taken as satisfactory grounds for the granting of extensions. No requests for an extension on the day of submission of written work will be considered. An essay deemed to be late by the Senior Fresh Coordinator will be given a mark of not more than 40%. **Where no essay is forthcoming you will fail that entire module as a result.**

Feedback

Marked term essays are returned in individual meetings with your lecturers or teaching assistants. They will arrange times for you to discuss your essay for about 15 minutes. Times will be notified either by e-mail or on Blackboard – so check both regularly. It is very important that you attend meetings about feedback on your work. They provide an invaluable opportunity for you to be given individual feedback on the strengths and weaknesses of your written work. Students who achieve high marks are usually those students who take careful note of what is said to them in feedback meetings and act upon the advice as they progress through the degree. Your module coordinator will not arrange a feedback meeting for your final essay unless you specifically request one.

Feedback sessions are also an opportunity for you to ask about any aspects of the topic about which you are unsure but did not wish to raise in class discussion. You may also receive guidance on how

Commented [SG4]: @Joseph What is the departments stance on this for the coming year?

Commented [JCSR4]: I think 11.00am is the deadline we agreed for essay submission for all years going forward.

Commented [JL6R4]: Hi Stephen we are keeping the 11am submission deadlines this year.

to improve your essay writing skills and your capacity for historical analysis. Do not hesitate to ask about the mechanics of writing, as well as about matters of historical interpretation.

In order to benefit as much as possible from these sessions, you should do the following:

- Always keep a copy of your essay or assignment and read through it before coming to the meeting
- Make a note of any questions that you would like to ask – e.g. ‘I don’t understand what Macinnes was arguing in the conclusion to his book’; ‘I wasn’t sure if this point went in the conclusion of introduction’; ‘I really just didn’t know what else to write;’ etc.
- Take notes of the replies to these questions and think about them afterwards.
- When you come to write the next essay, look over your notes and think about how to apply the suggestions for improvement to your next submission.

Examinations (Hilary Term)

The examination process is crucial to your success. All examination papers consist of ‘unseen’ questions related to your module. You are allowed to consult your notes or readings. The function of examination questions is to assess your capacity to develop an argument, breadth of knowledge, analytical skills, and mastery of the readings set for lectures and tutorials. Exam answers are not to be considered full-fledged essays and do not require full citation apparatus; direct quotations or heavy reliance on someone else’s argument should be accompanied by brief references but format is less crucial than in an essay.

Examination preparation

Your success depends largely on your work during the year, and few students perform well on the basis of frenzied final preparations. However, consider the following hints:

- Always prepare more topics than the number of answers required and avoid extensive duplication in different answers, even if overlapping questions are set.
- Since the style and format of papers differ between module teachers, you should examine papers from previous years, in particular since 2019-20, the first year in which exams were offered in a take-home format. If in doubt, please consult your module teacher.
- Even if the question is presented simply as a topic, your analysis will be sharpened by breaking it down into linked interrogatives. Begin at the heart of the set question, minimising general ‘introductory’ material.
- In the days before an examination, make a list of key dates, events, personal names, snappy quotations, and/or statistics relating to each topic. You will not be penalised for minor slips, but you will be rewarded for showing mastery of detail.
- The exams will be take-home. The Examinations Office sets the time for them. You must download the exam paper and upload your script within the specified timeframe; the Department is unable to provide extensions. However, the questions will be made available to you twenty-four hours in advance of the exam date and you are allowed to do what you need to prepare, including consulting notes and readings or drafting your answers, during that time. It is not expected that you will spend this entire period working on them; the intention is to give you the opportunity to work to the same standard as you would on a traditional exam, but to do it under less stressful circumstances.

Examination and essay marking criteria

First class (70-80)

Structure and focus

- Engages closely with the question throughout, showing a mature appreciation of its wider implications.
- The structure of the argument is lucid and allows for the development of a coherent and cogent argument.
- Factual evidence and descriptive material is used to support the writer's argument, and is both concise and relevant.

Quality of argument and expression

- The writing will be fluent, coherent and accurate.
- The writing will go well beyond the effective paraphrasing of the ideas of other historians. It will show that the writer has a good conceptual command of the historical and, where relevant, historiographical issues under discussion.
- The work will display originality and imagination, as well as analytical skills of a high order.
- The work will demonstrate that the writer can move between generalisations and detailed discussion confidently.

Range of knowledge

- The answer demonstrates in-depth reading and critical analysis of the texts, secondary literature and (where relevant) contemporary sources.
- The answer demonstrates that the writer has a comprehensive knowledge of the subject and a good understanding of the historical period under discussion.
- The writer will demonstrate an ability to evaluate the nature and status of the information at their disposal and identify contradictions and attempt a resolution.

Upper second class (60-69)

Structure and focus

- Work which displays an understanding of the question, an appreciation of some of its wider implications and tries seriously to engage with the question.
- The structure of the answer will facilitate the clear development of the writer's argument. But towards the lower end of this mark band the candidate will not be able to sustain a consistently analytical approach.
- The writer will deploy relevant evidence to support the argument. But towards the lower end of this mark band, the writer may not explain the full implications of the evidence cited.

Quality of argument and expression

- The answer will be clear and generally accurate and will demonstrate an appreciation of the technical vocabulary used by historians.
- The answer will deploy the ideas of other historians and try to move beyond them. It will also show some appreciation of the extent to which historical explanations are contested.
- The answer may not demonstrate real originality or imagination, but the writer will present ideas with some degree of intellectual independence and show an ability to reflect on the past and its interpretations.

Range of knowledge

- The answer will display an extensive, but sometimes uneven, range of knowledge. It will demonstrate evidence of considerable reading.
- The answer will demonstrate a sense of the nature of historical development.
- The writer will demonstrate an ability to move between generalisations and detailed discussions, although there may be a tendency towards either over-generalised or an over-particularised response to the question.
- The writer will reflect on the nature of the evidence and sources available to them and

attempt to use it critically.

- The answer will demonstrate a secure understanding of the historical period under discussion.

Lower second class (50-59)

Structure and focus

- The work will display some understanding of the question, but it may lack a sustained focus and only a limited understanding of the question's wider implications.
- The structure of the work may be determined largely by the material available to the writer, rather than by the demands of the question. Ideas may be stated rather than fully developed.
- The writing may include descriptive and factual material, but without the kind of critical reflection characteristic of answers in higher mark bands.

Quality of argument and expression

- The writing will be sufficiently accurate to convey the writer's meaning, but it may lack fluency and command of the scholarly idioms used by historians. It may be clumsy in places.
- The writing will show some understanding of historians' ideas. But it may not reflect critically upon them. The problematic nature of historical explanations may not be fully understood.
- The answer is unlikely to show any intentional originality and may tend towards the assertion of essentially derivative ideas.

Range of knowledge

- The answer will show significant knowledge, but it may be limited or patchy. It will be sound but may contain some inaccuracies. The range of reading will be limited.
- The answer will show only limited awareness of historical development.
- The writer may show a proneness to present too much narrative or descriptive material and may present information without reference to the precise requirements of the question.
- Information may be presented uncritically and there will be little attempt to evaluate its status or significance.
- The answer will demonstrate some appreciation of the nature of the historical period under discussion.

Third class (40-49)

Structure and focus

- Work that displays little understanding of the question and the writer may tend to write indiscriminately around it.
- The answer will have a structure, but it may be underdeveloped, and the argument may be incomplete and developed in a haphazard and undisciplined manner.
- Some descriptive material will be deployed, but without any critical reflection of its significance or relevance

Quality of argument and expression

- The writing may not always be grammatical, and it may lack the sophisticated vocabulary or construction needed to sustain a complex historical argument. In places it may lack clarity and felicity of expression.
- There will be little appreciation of the contested and problematic nature of historical explanations.
- The answer will show no intentional originality of approach

Range of knowledge

- There will be sufficient knowledge to frame a basic answer, but it will be patchy and limited. There are likely to be some inaccuracies.
- There will be some understanding of historical development, but it will be underdeveloped, and the ideas of historians and others may be muddled or misunderstood.
- There will be an argument, but the writer may be prone to excessive narrative, and the

argument may be signposted by bald assertions rather than informed generalisations.

- Information will be employed uncritically as if it was always self---explanatory.
- The answer will demonstrate only a rudimentary appreciation of the historical period under discussion.

Fail 1 (30-39)

Structure and focus

- Work that displays very limited understanding of the question and in many places displays a tendency to write indiscriminately around it.
- The answer will have a weak structure that is poorly developed. There is only a limited and somewhat incoherent argument.
- Only a limited amount of descriptive material will be deployed, usually without any critical reflection on its significance or relevance.

Quality of argument and expression

- The writing will frequently be ungrammatical and will not be such as is required to sustain a complex historical argument. It will often lack clarity and felicity of expression.
- There will be almost no appreciation of the contested and problematic nature of historical explanations.
- The answer will show no intentional originality of approach.

Range of knowledge

- There will only be sufficient knowledge to frame a very basic answer. It will contain many inaccuracies.
- There will be only a limited understanding of historical development.
- There will be only very limited evidence of an argument.
- Information will be employed uncritically and as if it was always self---explanatory.
- The answer will demonstrate only a very rudimentary and extremely limited appreciation of the historical period under discussion.

Fail 2 (20-29)

Structure and focus

- Work that displays little or no real understanding of the question.
- The answer will have a weak structure, which is poorly developed. There is no coherent argument.
- Only a very limited amount of descriptive material will be deployed, without any critical reflection on its significance or relevance. Some of it will be irrelevant.

Quality of argument and expression

- The writing will be ungrammatical. Ideas will sometimes be presented in note form.
- There will be no appreciation of the contested and problematic nature of historical explanations.
- The answer will show no intentional originality of approach.

Range of knowledge

- There will not be sufficient knowledge to frame even a basic answer.
- There will be no real understanding of historical development.
- There will be little if any evidence of an argument.
- It will contain little relevant information.
- The answer will demonstrate no real appreciation of the historical period under discussion.

Marking of examination papers

All examination papers are marked anonymously, with final marks confirmed at a Board of Examiners, which meets at the end of each year to decide on each student's progression.

Results

Results will be provided on the web during Trinity Term. The examination period is a particularly busy time for the Department, and we try to provide students with their results as promptly as we possibly can. College regulations prohibit us from providing results over the phone or to a third party.

Supplemental examinations

Supplementary examinations are available for those who fail Fresh modules. To pass the year you need to secure an overall mark of 40% and to obtain 60 ECTS, either by passing all modules or by 'compensation'. Please refer to College policy on passing by compensation.

Non-satisfactory performance

Students who have failed to obtain credit for one module or more in either Michaelmas Term or Hilary Term, for any reasons listed above, may be returned as 'non-satisfactory' at the end of that term. You will be informed of this decision through your College Tutor. If you believe that you should not have been so recorded, you should state your case to your College Tutor, who must submit an appeal to the Department by the second Monday of the following term. Students who are recorded as 'non-satisfactory' in both Michaelmas and Hilary Terms are not entitled to credit for the year and may be excluded from sitting the annual examination.

Failure to rise with the year

Students repeating a year, because of failure to gain academic credit, are required to attend lectures and tutorials, submit written work and perform all other exercises in the same way as if they were taking the year for the first time. They may be required to take a different combination of modules.

Guidelines for writing essays

Preparation

The usual purpose of writing a history essay is to answer a specific question or set of interlocking questions, not to provide a mere chronology of vaguely related events. Where the essay title does not consist of a specific question, you should formulate your own question to limit the topic. You should prepare for an essay by using the reading lists provided by the module lecturer, which are directly relevant to the subject, making use where appropriate also of relevant reference works. In reading, you should attempt to take account of historical controversies surrounding the topic. Before writing the essay, devise an outline with a clear structure. This may be submitted with the essay.

Essays should concentrate on argument and analysis, and not narrative.

An essay which simply narrates a series of events without analysing them will always score a low mark, no matter how well written and presented it is. In assessing essays, teachers take account of attributes such as critical ability, range of reading and analysis, accuracy, structure, expression, presentation and originality of thought. The mark represents a medley of distinct evaluations. An interesting, provocative, but technically flawed, essay might receive the same grade as one which is systematic, faultlessly presented, but dull.

Sourcing information

All direct and indirect **quotations**, as well as the ideas or opinions of others, must be referenced. Indirect quotations should be extensively reworded, reordered and their contents analysed, in order to avoid suspicion of plagiarism. As a general rule, any information taken from a book/article/website must be sourced. However, it is not necessary to source general information or facts (e.g. Hitler came to power in 1933) which are common knowledge and/or can easily be verified.

Structure

The basic structure of any essay should consist of an introduction, a main part, a conclusion, and a bibliography. The **introduction** should define a specific question or discuss the question already posed and outline how the student intends going about answering the question. Any terms/concepts requiring definition should be dealt with in the introduction (e.g. 'Was the First World War a total war?' requires a definition of what 'total war' is.).

The **main part** of an essay should consist of several central points, which deal with individual aspects of the question posed and lead up to an answer, or a set of possible conclusions based on the evidence. A clear structure will make the argument more coherent and easier to follow.

The **conclusion** should make a case for the arguments put forward in the essay. The reader does not need a summary of the preceding pages, but to be left thinking about the arguments put forward in a concise and coherent way. The conclusion does not have to be definitive. Often admitting that more questions need to be asked is the most honest conclusion we can make.

The **bibliography** is dealt with below.

Format and prose

- Essays must be typed or word-processed and may be submitted as MS Word or .pdf files.
- Pages must be numbered consecutively.
- Text must be spaced at 1 ½ or double with generous left- and right-hand margins.
- Font size must be 12 point; footnotes must be 10 point.
- Quotations longer than three lines should be separated from the text and indented (reduced font size or single line spacing are optional but must be applied consistently).
- Paragraphs should be limited to less than a page and the development of a single point; single sentence paragraphs should be avoided.
- Write full sentences, do not link two grammatically separate sentences with a comma. (The previous sentence makes this mistake in order to demonstrate it.) All sentences begin with a capital letter and end with a full stop. This applies to footnotes as well as text. Quotations, too, must end with a full stop at some point: the footnote number and the inverted commas are no substitute for the full stop.
- Where possible the active rather than the passive form should be used (again, this sentence makes the mistake in order to demonstrate it).
- Avoid abbreviations (e.g. 'esp.' for especially) as much as possible within the text. Where abbreviations are used they should be consistent throughout the essay.
- Use the first person ('I', 'we') very sparingly if at all.
- Elisions (e.g. doesn't, isn't) as well as slang, jargon and an excessive use of metaphors constitute informal style not suited to a formal scholarly essay.
- A frequent mistake made is the use of it's (it is) instead of its.
- Use italics for foreign words and the titles of books, films, etc. within the text.
- Spell out all numbers less than 101 should be spelt out, except in groups or in statistical discussion. Figures in thousands, such as 5,000, take a comma.
- Note elisions: 156-9, but (for teens) 115-16.
- Dates should be formatted in the following manner: 12 December 1970 (no comma) in the text; 12 Dec. 1970 in footnotes. Elisions: 1834-5, 1816-17, except that in article headings and in citing titles of books and articles use 1834-1835, i.e. without elision. Place a comma before dates in titles of books and articles. Decades: 1850s not 1850's; eighties not '80s. 'Sixteenth century' (noun, without hyphen); 'sixteenth-century' (adjective, with hyphen).
- 'From 1785 to 1789', not 'from 1785-89'; likewise 'between 1785 and 1789', not 'between 1785-89'.
- Attention should be paid to spelling and grammar; names, place names, and foreign words are frequently misspelled.
- Re-read your work before submitting it and, if possible, ask someone else to read it.

Referencing

Bibliography

Every essay must contain a bibliography, situated at the end of the essay, listing the works consulted. Only works actually consulted should be listed. There are different methods of constructing a bibliography; the main thing is that it is consistent within itself and that sufficient information is supplied to trace the materials listed.

Divide the bibliography into **primary sources** and **secondary sources**.

Primary sources

- Primary sources, depending on your field, might include:
 - Manuscript sources (list by order of archive)
 - Official publications
 - Newspapers and periodicals
 - Contemporary printed texts & modern editions of contemporary sources
- As everyone's range of primary sources will differ consult with your module lecturer as to the most appropriate method of arranging your particular bibliography.
- When listing primary sources (especially medieval) without an apparent author the text should be listed first followed by the name of the editor. Where the author is known the editor of the edition used must also be included. For example, *Die Chroniken Bertholds von Reichenau und Bertolds von Konstanz*, ed. I.S. Robinson (Hanover, 2003).

Secondary sources

Books and articles should be listed as secondary sources.

Books

When citing a book, observe the following order:

- author's surname
- author's first name
- Editors should be identified as such by placing '(ed.)' after their name – e.g. Roger Griffin (ed.). For more than one editor use '(eds)'.
- title in italics
- place and date of publication (The place of publication is the town and not the country (e.g. London and not England or Great Britain; Princeton, NJ, not just New Jersey.)
- edition used and date of first edition (if not first edition), for example:
 - Karras, Ruth, *Common women: prostitution and sexuality in medieval England* (Oxford, 1996)
 - Ó Siochrú, Micheál (ed.), *Kingdoms in crisis: Ireland in the 1640s* (Dublin, 2000)
 - Jackson, Isabella, *Shaping modern Shanghai: colonialism in China's global city* (Cambridge, 2017)
- The common abbreviation for page is 'p.', for pages 'pp.' (e.g. p. 3 and pp. 3-5).

Chapters in books

When citing a book chapter, observe the following order:

- author's surname
- author's first name
- title of the chapter
- editor's or editors' full name or names
- title of book
- place and date of publication
- edition and date of first edition (if not first edition)

- page numbers of the full chapter

For example:

- Duffy, Sean, 'Henry II and England's insular neighbours', in Christopher Harper---Bill and Nicholas Vincent (eds), *Henry II: new interpretations* (Woodbridge, 2007), 129– 53.
- Murdock, Graeme, 'A magyar reformatus egyhaztortenet---iras', in G. Fazakas, D. Csorba & B. Barath (eds), *Egyhaz es kegyesség a kora ujkorban. Kutatastorteneti tanulmanyok* (Debrecen, 2009), 59---82.
- Flavin, Susan, 'Domestic materiality in Ireland, 1550-1730', in J. Ohlmeyer (ed.), *The Cambridge History of Ireland*, vol. 2, *Early Modern Ireland, 1550-1730* (Cambridge, 2018), 321-45.
- O'Neill, Ciaran, 'Pearse, Parnell & the priests: history and politics in the Irish schoolboy novel', in K. Jencova (ed.), *The politics of Irish writing* (Prague, 2010), 69- 77.

Articles in journals

When citing a journal article, observe the following order:

- author's surname
- author's first name
- title of article
- name of journal
- volume, number, and year of journal
- page numbers of article
- edition and date of first edition (if not first edition)

For example:

- Bruisch, Katja, 'The Soviet village revisited: household farming and the changing image of socialism in the late Soviet period', *Cahiers du Monde Russe*, 57 (2016), 81-100.
- Clarke, Joseph, "'The rage of the fanatics": religious fanaticism and the making of revolutionary violence', *French History*, 33 (2019), 236-58.
- Dolan, Anne, 'Death in the archives: witnessing war in Ireland, 1919-1921', *Past and Present*, 253 (2021), 271-300.

Websites

When citing a website, observe the following order:

- name of website
- exact website address in brackets (URL)
- date of access

For example:

Trinity College Dublin (<http://www.tcd.ie>) [accessed: 1 September 2016].

**Always check with your module lecturer or tutorial teacher that the websites you are consulting are reputable and authoritative sources of information.

Issues may arise in your bibliography because of the individual nature of your research. Consult your module lecturer if you are in doubt about any issues of presentation or citation.

Footnotes

References must be inserted as consecutively numbered footnotes after the relevant text passage. References must be consistent and unambiguous, containing precise page references, not only for direct quotations but also for indirect ones. Poor citation may lead to the impairment of grades.

These are just some general guidelines, but consult your module lecturer about their preferred style sheet.

- The **first reference** to a particular work should contain the same information as the bibliographic entry with just two differences:
 - i. the order of the author's name is reversed, so author's first name and then surname
 - ii. and you must include specific page references

For example: David Fitzpatrick, *Harry Boland's Irish revolution* (Cork, 2003), 57.

- **Subsequent references** to the same source should use an abbreviated form (author's surname, abbreviated title, page number(s)). Where references are identical (or only refer to different page or volume numbers) and follow one another immediately, the second and following ones may be abbreviated with '**ibid.**' (i.e. 'just there') or by a short title: Simms, *Kings to Warlords*. Do not use 'ibid.' where there is more than one reference in the preceding note. Use '**idem**' to denote a repetition of the immediately preceding author's name, where only a different book or article title (and page references) needs to be recorded. Use '**passim**' to denote that a topic is referred to periodically throughout the source cited. Do not use '**op. cit.**' or '**loc. cit.**' Only use '**cf.**' when it really does mean 'compare'; otherwise use 'see'. For example:

¹ Mridu Rai, *Hindu Rulers, Muslim Subjects: Islam, Rights and the History of Kashmir* (Princeton NJ, 2004), 122-36

² Daniel Geary, 'Carey McWilliams and antifascism, 1934-1943', *Journal of American History*, 90 (2003), 912-34, at pp. 919-20

³ Rai, *Hindu Rulers*, 14-18.

⁴ *Ibid.* [or Rai, *Hindu Rulers*], 17.

⁵ Geary, 'Carey McWilliams', 933.

- When abbreviating months in footnotes, note standard abbreviations: Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sept., Oct., Nov., Dec.
- Use abbreviations (e.g. for archive repositories) only if the abbreviation has been explained in the initial reference
- Footnotes should not in general be discursive. Occasionally, they may be used to provide further explanatory information which is of secondary importance to the point being made and would disrupt the flow of the argument.

Section 4: Important dates 2024/25

SENIOR FRESH Single Honors

All essays due before 11AM on the relevant date

WEEK	DATE	MICHAELMAS TERM 2024
3	w/b Mon. 9 Sept.	Lectures begin in all modules
5	w/b Mon. 23 Sept.	Tutorials begin from this week
9	Mon. 21 Oct. Mon. 21 Oct.	READING WEEK Submission of Source Analysis (see handbook for details) HIU12028 War and Peace in Modern Europe, 1900 – the present
10	Tues. 29 Oct. Wed. 30 Oct.	Submission of Essay 1/Assignment in: <ul style="list-style-type: none"> • HIU12028 War and Peace in Modern Europe, 1900 – the present Submission of Source Analysis for <ul style="list-style-type: none"> • HIU12031, Life in Modern Ireland Submission of preliminary proposal for group project to be approved by Group Mentors <ul style="list-style-type: none"> • HIU22001 Group Project
11	Mon. 04 Nov.	Submission of Essay 1/Assignment in: <ul style="list-style-type: none"> • HIU12031, Life in Modern Ireland
12	Mon. 11 Nov.	Submission of essay (if required; see module handbook) in: <ul style="list-style-type: none"> • HIU23003 Imagining History • HHU22003 Histories and Futures of Climate Change
14	Fri. 29 Nov.	Teaching Ends
15	Fri. 06 Dec.	Submission of essay 2 in: <ul style="list-style-type: none"> • HIU12028 War and Peace in Modern Europe, 1900 – the present • HIU12031, Life in Modern Ireland
WEEK	DATE	HILARY TERM 2025
22	w/b 20 Jan.	Lectures begin in all modules
24	Tues. 04 Feb.	Submission of individual essays for HIU22001 History group project
24	w/b 04 Feb.	Tutorials begin from this week
28	w/b 03 Mar.	READING WEEK
30	Tues. 18 Mar.	Submission of essay in: <ul style="list-style-type: none"> • HIU12027: Imperialism to Globalism: Europe and the World 1860-1970 • HIU12026, American History: A Survey

32	Mon. 31 Mar.	Submission of essay (if required; see module handbook) in: <ul style="list-style-type: none"> • HIU12030 The Hundred Years War • HHU13002 Gender, History and Culture
33	w/b Mon. 07 Apr.	Presentations in: HIU22001 History group projects
33	Fri. 11 Apr.	Teaching ends
35	w/b 21 Apr.	Assessments *note public holiday Easter Monday