Politics Postgraduate Student Handbook

Session 2016-2017

- Politics Research
- Distance Learning Politics Research
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Welcome

Whether you are new to Politics and International Relations or returning to study, I hope that you will have a happy and productive year with us. As always, our great strength is our academic staff, who are all highly qualified, committed and approachable people. Our aim is to provide an interesting, challenging, intellectually vibrant and friendly research environment for our PhD students.

This Handbook is designed to tell you about Politics & International Relations and to whom you can turn for support in your time here. It explains how your degree is organised and how we teach you. It also provides information on a range of other issues, such as the work of the Student-Staff Committee.

Please read the Handbook fully. Make a note of any new information that comes your way and let us know if there is anything we should add to the next edition. We want to help you to fulfil your potential, to increase your knowledge of politics & international relations, and also to provide you with a range of transferable skills, such as writing, making oral presentations and using IT. However much we try to help you, always remember, that to a large extent what you get out of your degree depends on the work you put into it!

I hope you enjoy your time with us.

Dr George Lewis
Head of School

Introduction

Your Research Student Handbook is supplied by the Graduate School at the start of your studies and is updated each year and published to the Graduate School website at http://www2.le.ac.uk/departments/gradschool/handbook. The handbook contains details such as how your degree is structured, supervision of studies, progress reviews and thesis submission. It should be your first point of reference for queries about your degree.

This Handbook has been produced to provide specific information about Politics and International Relations and to provide information about being a postgraduate student.

This Handbook should be read in conjunction with the Research Student Handbook supplied by the Graduate School.

School Details

Politics & International Relations is located on the 7th, 8th, 9th and 10th floors of the Attenborough Tower. A campus map is available at http://www2.le.ac.uk/maps

Staff profiles can be viewed on the Departmental website at http://www2.le.ac.uk/departments/politics/people/staff-list

Communications

Notice Boards

There is a notice board with CAREERS INFORMATION outside room 1013.

Pigeonholes and Emails

Politics staff pigeonholes are located in the corridor outside room 1010. Make sure any communications are placed in sealed envelopes; otherwise they may be lost.

There is a basket on top of the pigeon holes for PhD student post, please check this regularly.
You must register with the University and get a University email account. Students can register online and full instructions for registering may be found at www.le.ac.uk/cc/registration/students.html. You must then supply us with your email address at the beginning of the academic year. This is the way we will send most of our communications to you.

**Postgraduate Office**

This is to be found in Room 707 on the 7th floor of the Attenborough Tower.

**Staff List and Key Contacts**

The full list of academic and support staff in Politics can be found at http://www2.le.ac.uk/departments/politics/people

<table>
<thead>
<tr>
<th>Duties</th>
<th>Member of Staff</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Head of School</td>
<td>Dr George Lewis</td>
<td><a href="mailto:gdgl1@le.ac.uk">gdgl1@le.ac.uk</a></td>
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<td>Dr Zakia Shiraz</td>
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<tr>
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<tr>
<td>Equal Opportunities Officers</td>
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<td><a href="mailto:tm155@le.ac.uk">tm155@le.ac.uk</a></td>
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<td>Dr Zakia Shiraz</td>
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<tr>
<td>Health and Safety Officer</td>
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<td>Data Protection Officer</td>
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<td><a href="mailto:at387@le.ac.uk">at387@le.ac.uk</a></td>
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**Student Communications and Personal Details**

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord http://mystudentrecord.le.ac.uk using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

You must also let the Postgraduate Administrator know if you change any of your contact details.
Facilities

The College of Social Sciences, Arts and Humanities provides 2 Postgraduate Research Student user areas, rooms 108 in the Attenborough Seminar Block and room 100 in the Attenborough Tower. Access to the area is by security card. Students may also use the Postgraduate areas in the David Wilson Library. Group study rooms are available to book in the Library for at least 4 people up to 8 days in advance.

We are sorry that photocopying facilities for students are not available in the School. Photocopying is available in the Library.

For those of you in your probationary year who may be taking Research modules, all course materials (such as reading lists and class tasks) for Politics and your College Doctoral Training Programme on to Blackboard. Blackboard is a Virtual Learning Environment (VLE) that supports online learning and teaching within the university. Blackboard is accessed via the university’s home-page, and can be accessed on and off-campus by all university registered users. Please see The Postgraduate Administrator who will register you on Blackboard for your Research Training modules. You will then be able to log on to Blackboard with your university computer username and password. You must inform The Postgraduate Administrator as soon as possible if any modules that you should be taking are missing. Failure to do so will mean that you will not have access to the materials and information you need.

Notification of Ill Health and Other Mitigating Circumstances

Students who suffer a minor illness for a period of less than seven days are required to report this illness as soon as they are fit to do so to the Postgraduate Administrator. Students must self-certify their illness using a standard form which is available from the Postgraduate Administrator.

If you suffer an illness of more than seven days duration or that is of a non-minor nature, you must seek medical advice and obtain a medical certificate. You must then provide a copy to the Postgraduate Administrator and to the Graduate School.

Please submit such information to The Postgraduate Administrator or to the Director of Research Degrees.

Annual Leave and Attendance Monitoring

Full time campus research students are entitled to 24 days of annual leave per calendar year. Part time campus students are entitled to 12 days of annual leave per calendar year. Requests for annual leave must be made to your supervisor. Requests to take leave for a period of more than one month shall not normally be approved.

Attendance at monthly (full time) or bi-monthly (part time campus) supervisory sessions will be used to monitor your attendance. You must send copies of your supervisory report form to the Postgraduate Administrator. If it is not possible to hold a supervisory session in a particular month, students must visit the office of the Postgraduate Administrator to sign an attendance sheet.

Withdrawal/Temporary Withdrawal

If you are thinking of leaving your course here either permanently or temporarily you are strongly advised to consult first with one of the following members of staff:

Your Supervisor
Director of Research Degrees
Head of School
If, after those consultations, you wish to proceed with a temporary or permanent withdrawal, please contact the Postgraduate Administrator who will provide you with the necessary forms for completion. If you are in University self-catering accommodation, you must also inform your Warden or the Accommodation Office.

Feedback from Students

Student Staff Committees

There is a Politics Postgraduate Student-Staff Committee. It deals with the whole range of issues relating to teaching, learning and assessment. Student members of the Committee have an important role to play in its work by representing opinions and providing feedback to their constituents. The Committee consists of at least three members of staff, one student representative from each Masters’ degree and a representative from the Research students.

Elections to the Committee take place within the first few weeks of Semester 1; the Committee normally meets once in each semester. Items for discussion in the Committee may be channelled through members of the Committee or handed in to the Postgraduate Administrator. The Committee’s minutes are then posted on Blackboard and are considered by the staff at the first Graduate Committee meeting after they are available.

Politics is committed to fostering a healthy staff/student relationship and the Committee provides a valuable opportunity to advance this. Student contributions and input in the past really have helped in the shaping of some decisions. If you would like to serve on the Committee and be truly involved in those aspects of Politics business with which the Committee is concerned, please see the Postgraduate Administrator as soon as possible after the start of term. Students may nominate themselves. The Committee needs you so you can have your say and be heard!

There is a postgraduate (and an undergraduate) student representative at each Politics Meeting (usually 4-5 per year) and each Learning and Teaching Committee meeting (usually 3 per year). There are also two postgraduate student representatives (one Master’s and one Research) at each Graduate Committee meeting (usually 3 per year). The representative(s) are usually chosen from within the membership of the Student-Staff Committee. More information about becoming a student representative on either or both of these committees will be available at the first meeting of the Student-Staff Committee.

Politics Society

The student Politics Society has an active programme of talks and debates. Its success depends on the willingness of current students to organise it. You are encouraged to play a full part in its activities.

You may communicate with the Politics Society by email (polsoc@le.ac.uk) They also have a pigeonhole in the Students’ Union Building.

Safety and Security

ATTENBOROUGH BUILDING EMERGENCY PROCEDURES

EMERGENCY EVACUATION

The procedure for evacuation from the Attenborough Tower is as follows:

- The signal for emergency evacuation is a very loud continuous high-pitched siren;
- When the siren sounds you must follow the instructions of the person in charge of your class or proceed to the nearest exit;
- If instructed to do so, proceed to a designated assembly area;
• The lift must NOT be used;
• You must WALK carefully down the stairs. There is likely to be a large number of people on the staircase – take care;
• When you exit from the building, move well away from the doors, so you do not impede people behind you;
• Do not re-enter the building until you are told that it is safe to do so.

FIRE
• If you discover a fire and no member of staff is immediately available, you
• must warn anyone in the area and sound the fire alarm without delay;
• There are fire alarms on all floors of the building. The location of fire alarms is clearly marked;
• The Fire Brigade has to be summoned by calling 888 on the internal phone or 999 on a payphone or mobile;
• DO NOT PUT YOURSELF AT RISK IN ATTEMPTING TO EXTINGUISH THE FIRE. Simply shut all doors and go to the assembly area.

EMERGENCY CONTACTS: FIRE BRIGADE/POLICE/AMBULANCE
Main site from any BT ISDX telephone 888
IF NO REPLY from any BT ISCX telephone 9-999
or call direct from any BT callbox 999
or from a mobile phone 999 or 112

Personal Belongings
Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

School Student Support Arrangements

Accessability Tutor
The AccessAbility Tutors are Dr Tara McCormack and Dr Zakia Shiraz. They are there to liaise with students and the various welfare services within the University with regard to the following: Students with dyslexia, visual and/or hearing impairment, mobility problems, any disabling conditions or illnesses, or anyone recovering from mental illness.
Equal Opportunities

Dr Tara McCormack is the Politics Equal Opportunities Officer. She is available for students who want to bring forward any issues or concerns related to equal opportunities (ethnicity, gender, disability, etc).

Politics and International Relations endorses the University’s Equal Opportunity Policies, and seeks to implement measures that ensure students and staff, from whatever background, are treated fairly and encouraged to fulfil their potential. It also aims to accord fair and equitable treatment to applicants for courses and posts, and to the general public in their dealings with Politics.

University & College Student Support Arrangements

Researcher Development Team

Whether you are looking for opportunities to understand the doctoral research degree process and to fine-tune your thesis, or to develop broader skills for impact and engagement beyond academia, or to build you career portfolio for when you enter the employment market post-PhD, then the Researcher Development Team is your one-stop shop, offering a range of excellent development and training opportunities under the aegis of the Leicester Graduate School.

Do also look out for opportunities to showcase your research and your talents through events like Café Research, the 3-Minute Thesis Competition, the Festival of Postgraduate Research, and the Young Entrepreneur Scheme (YES) competitions. Or avail yourself of opportunities for a placement or internship to get further experience to put on your CV.

To find out more, please visit our website: https://www2.le.ac.uk/offices/red/rd/postgraduate-researcher-development

Careers Support for Postgraduate Research Students

The research degree is no longer just a rite of passage into academia – it is a programme that should equip you with a portfolio of skills to take you beyond the research degree into any profession, whether within or outside academia. The Leicester Careers offering equips you with opportunities to build your portfolio and learn how best to market it. You will be able to (i) explore, through careers evenings and symposia, the range of career opportunities available to research degree candidates; (ii) build your personal effectiveness; (iii) learn key entrepreneurial skills, whether to commercialise an idea or engage a new set of stakeholders in your research; (iv) participate in internship and placement opportunities; and (v) build confidence to present yourself effectively to potential employers, either on your CV and covering letter or in an interview context (see https://www2.le.ac.uk/offices/red/rd/career-development).

Martin Coffey (mgc5@le.ac.uk), in the Researcher Development Team, is the Career Development Adviser for postgraduate researchers, and your key point of contact to other opportunities with the University’s Career Development Service.

Training at the Leicester Learning Institute: Preparing to Teach

The Preparing to Teach in Higher Education course is mandatory for all new Graduate Teaching Assistants (GTAs) to complete and is an important introductory course for those PGRs who are doing (or seeking to do) limited amounts of teaching within the University and who are new to teaching in higher education. In addition, Graduate Research Assistants (GRAs) who have an interest in this area will also be welcome to attend the course, if spaces are available. The course encourages participants to: examine their role as a new teacher; look at their part in helping students learn; and consider the ideas around what good teaching and learning looks like.

https://www2.le.ac.uk/offices/red/rd/career-development
The course is separated into two strands and participants will choose to attend the one that most closely relates to the type of teaching that they will be doing. Each strand requires participants to attend one day-long session (six hours) and a following two hour workshop/session:

**Strand A** - This strand is for those who are teaching in discussion-based seminar/workshop/tutorial type sessions. The day session covers three key topics: developing effective learning environments; small group teaching; assessment and feedback.

**Strand B** - This strand is for those who are taking a more practical and/or demonstrating role in their teaching (e.g. demonstrating in lab or computer-based sessions). The day session covers three key topics: developing effective learning environments in practical settings; small group teaching in practical settings; assessment and feedback.

The course will normally run at the beginning and mid-point of each semester. More information about the course can be found on the LLI website: [http://www2.le.ac.uk/offices/lli](http://www2.le.ac.uk/offices/lli) or by contacting Dr Kerry Dobbins (Course convenor) at kd154@le.ac.uk.

**The English Language Teaching Unit**

The English Language Teaching Unit offers a variety of courses, lectures, and writing consultations to international PGR students who may require help with English and study skills during their course.

There are college-specific support classes offered to postgraduate research students from October to June. Details of the time and place of these classes will be available at the beginning of the new semester from the English Language Teaching Unit.

There are also online resources available through Blackboard for students who wish to work their academic language independently. Information about the support available can be found at [http://www2.le.ac.uk/offices/eltu/insessional](http://www2.le.ac.uk/offices/eltu/insessional)

**Contact:** ELTU - English Language Teaching Unit, Readson House, 96-98 Regent Road, Leicester, LE1 7DF.  
**Email:** insessional@le.ac.uk

**English Language Support for International PGRs**

In addition to the support offered by ELTU (see above), the College of Social Sciences, Arts and Humanities will be employing across the academic year a set of College Tutors to provide directed English language support for international postgraduate research students in the College. These tutors will help guide those International PGRs who, with their supervisors, feel that they need assistance in English language in terms of grammar, sentence construction and text planning. This service may be helpful especially in preparation for probation and progress reviews and in general text preparation.

Email notification will be sent to departmental PGR Tutors when this service becomes available: the College Tutors will then advise students keen to make use of this service to email short samples of work (no more than 1000 words) to them; one of the tutors will then provide feedback on specific areas of English language proficiency, e.g. sentence structure, punctuation, organisation, and planning, and offer advice on how development and improvement may be achieved. As a follow-up to these online consultations, some consultation sessions will be available for one-on-one assistance on specific aspects of the student’s English language development. Individual consultation slots will last for up to 20 minutes and may be booked by emailing the tutors.

This service will be available for all PGR students, including those studying at a distance.

**The University of Leicester Postgraduate Research Society (PGR Soc.)**

Did you know that nearly half of University of Leicester students are postgraduates, with many undertaking a research degree like a PhD? While a PhD is a great opportunity to work on research that interests YOU and develop
a whole host of new skills for your future career, they are also difficult endeavours, requiring dedication and long hours that can leave you feeling isolated and stressed.

The UoL Postgraduate Research Society was founded in June 2016 to combat this and to improve the social and academic experiences of research students across the University. The society is run entirely by Postgraduate Research (PGR) students, for PGR students.

We are planning monthly socials to enable PGRs from across the University to come together, relax and foster a community beyond the boundaries of academic college or department. These will range from meals, to screenings of TED talks, to careers talks and topical debates. We are also working with the University to promote and raise awareness of University-run events like Café Research, Thesis forum and the Festival of Postgraduate Research. In addition to this, we are also working with University College and departmental committees to ensure PGRs’ concerns are heard via regular forums.

We will send out regular updates regarding events and other updates.

Our contact details: Email address: su-pgr@le.ac.uk; Website: http://www.leicesterunion.com/groups/postgraduate-research-society

Course details

Supervisory Team

Each Research student is allocated a supervisory team. Your main supervisor, apart from helping you with your research, also has the responsibility of helping you with any difficulties you may encounter. If you do have problems, then at the very least you should make your supervisor aware of them, in case the problems have an impact on your studies.

Sometimes you may prefer to talk to someone other than your Supervisor. The Director of Research Degrees, Luis Ramiro in room 807, is available to see any student.

Politics tries to create an environment in which those who experience difficulties, whether academic or personal, can raise them and receive a sympathetic hearing. If you do run into difficulties, it is very helpful if we know about them. All information relating to personal difficulties is kept in a confidential file.

New full or part time Research student are allocated a Supervisory Team, comprising at least two active researchers with relevant knowledge and skills. One of the supervisors will be designated as the main supervisor with overall responsibility for the student.

Formal supervisory meetings will be held at least monthly for full time students and at least every two months for part time and distance learning students. The frequency of meetings should be agreed between the student and supervisors. Meetings will normally be conducted in person, but by other means for distance learning students where meetings in person are not possible.

For full details of the regulations and obligations regarding supervision, you should refer to the Research Student Handbook at http://www2.le.ac.uk/departments/gradschool/handbook

It is your responsibility to keep a record of your supervisory meetings, including comments from your supervisor. Keep a copy of the relevant form and email a copy to the Postgraduate Administrator. You will be asked to provide a written record as part of your Probation Review. You should also work with your supervisors to produce a work plan and to refine your research questions within the first 6 months (12 months for part-time students).
Research Training

During your first year, you will undertake compulsory Research Training Postgraduate research training modules are taught during each semester of your probationary year, or over two years for part time students. Information regarding modules that you are required to attend will be given to you by the Postgraduate Administrator. If you have any questions about research training or the content of the modules, please see The Research Degrees Director.

You must complete a Training Needs Analysis and a Training Plan as detailed in the Research Student Handbook. Templates for these can be found on the Graduate School website at http://www2.le.ac.uk/departments/gradschool/training

Research training beyond the probationary year is offered through the Graduate School Research Student Training and Researcher Development. A list of workshops for 2016-17 is available on the Graduate School website.

It is also important to keep a training record, as detailed in the Research Student Handbook.

Doctoral Research Training (DRT) for the College of Social Sciences, Arts and Humanities

1. What is the DRT?

The Doctoral Research Training (DRT) for PGRs in the College of Social Sciences, Arts and Humanities (CSSAH) is a comprehensive multi-disciplinary programme covering a wide range of basic research skills and approaches. This training is offered as standard to all students within the College of Social Sciences, Arts and Humanities, as well as being available to other Colleges. Although designed primarily for students with elements of Social Sciences in their research, the DRT modules will aid those who are keen to expand their research skills outside their own discipline.

2. Benefits

Students taking part in the training will be rewarded with new or enhanced skills, a more comprehensive understanding of research life as well as an opportunity to connect with other researchers across other departments in the CSSAH.

3. Structure

The DRT is composed of four modules:

1. Research Design and Practice (RDP)
2. Research Philosophy (Res Phil)
3. Quantitative Research (Quant)
4. Qualitative Research (Qual)

Each of the four modules is delivered in ten sessions lasting for up to three hours. Additional drop-in workshops may be scheduled in order to ensure that all students are confident with the topics covered. (For module details, see the website: www.le.ac.uk/drtssah). Students will receive a copy of the DRT Handbook at the first RDP session; it is also available via the dedicated Blackboard site.

4. Assessment

Each module concludes with an assignment which can be used as a progress indicator at your Probation Review. The assignments are carefully designed to build towards your probation review, notably in helping you define further your research approach, design, data collection methods and analytical techniques.
5. **DRT Registration**

All new Research PhD students in the CSSAH will be automatically registered for the training by their departments following consultation with relevant supervisors and PGR Administrators. Students within the Social Sciences departments will normally be expected to complete all four modules and each department will register students automatically at the start of term. Students in departments within Arts, Humanities and Law are only expected to follow modules relevant to them, for example if they have elements of the Social Sciences within their research or where a module may be particularly beneficial. However, all Year 1 students should attend the RDP module in the first semester.

6. **Attendance**

Students must attend all sessions for modules on which they are registered and submit the associated assignment. Because attendance is part of the training record information, absences from sessions must be reported to the DRT Administrator and the home department.

7. **Schedule**

All module sessions are scheduled for three hours, usually between 10am and 1pm and with break-out sessions and time for discussion. Refreshments are provided where the room and timing permit. RDP and Res Phil are held in Semester 1 (October-December) on a Monday and Tuesday respectively, starting Monday 3 October. Quant and Qual are held in Semester 2 (January-March) on Monday and Tuesday respectively, starting Monday 16 January.

8. **Advanced training workshops**

We want to support your training opportunities throughout the entirety of your PhD and therefore in addition to the preliminary DRT training in first year, once you have attended your Probation Review, you will be eligible to choose from a wide selection of Advanced Workshops (ADRT) held throughout the academic year. These workshops cover themes such as Academic Voice and Performance Training, Online Research Methods, Professional Development Academy, and An Introduction to Peer Review. The workshops range from sessions lasting from two hours to three days. Notices will be posted for each of these sessions and you will be notified by email/via Blackboard and provided with instructions for registering for the ADRT sessions (see Website: www.le.ac.uk/adrt).

9. **Administrator Contact and further information**

More detailed information about the training can be found on the DRT website www.le.ac.uk/drtssah. A brief FAQ on the DRTSSAH can be found at www.le.ac.uk/colleges/ssah/research/drt/faq.

If you have any questions about the modules or process please do contact the DRT Administrator, Jenny McCaw, on drtadmin@le.ac.uk.

**Phd by Distance Learning**

For those studying for their research degree by Distance Learning (DL) research training materials are available online via Blackboard.

In consultation with your supervisor, you can use them to help design your own research project:

- Module One: Introduction to PhD Research
- Module Two: Philosophy of Social Science
- Module Three Quantitative Methods and Analysis Introduction
- Module Four: Qualitative Methods and Analysis Introduction
Module One is important for all students embarking on PhD study. Module Two provides an introduction to the main issues in the philosophy of social science, and in the study of politics in particular. You will be encouraged to reflect on how these methodological approaches influence and inform your research. Modules Three and Four provide important social science research training in various data gathering and analysis techniques, and form an important part of literacy in social science research and political studies in particular. Further information will be available from your supervisor and the Research Degrees Director.

Learning Support and Development

Distance Learning Students should regularly consult the Student Learning Development website for the latest resources that the university has made available: http://www2.le.ac.uk/offices/ld/index

Resources are also available from the Academic Practice Unit at http://www2.le.ac.uk/offices/academic-practice and also from the Graduate Office Research Student Zone at http://www2.le.ac.uk/departments/gradschool/zone/zone

Further online resources for DL PhD students are provided through the Postgraduate Researcher Development scheme, and via the Graduate School and the Graduate Media Zoo, which you can follow on Twitter.

http://www2.le.ac.uk/departments/gradschool/current/gsrr/media-zoo

Particularly useful are the Good Doctorate Videos which can be found at http://www2.le.ac.uk/departments/gradschool/handbook/community/essential-reading

Campus students whose first language is not English and who have not previously studied in the UK are strongly encouraged to enrol on the English Language Teaching Unit in-sessional module for research students at http://www2.le.ac.uk/departments/gradschool/handbook/academic/eltu

Probation Review

The probation review will take place before the end of the first year of registration for full time students, or before the end of the second year of registration for part time and distance learning students. Please note, distance learning students are required to attend the University for their Probation Review meeting at the end of their second year of registration. Probation reviews cannot be conducted remotely via Skype.

The Postgraduate Administrator will contact you when your review is due to make the necessary arrangements and to advise you of the procedures involved.

For full details on the Probation Review, you should refer to the Research Student Handbook at http://www2.le.ac.uk/departments/gradschool/handbook

Annual Review of Progress

Following your probation review, your progress will be reviewed each year by a progress review panel, which will normally consist of the members of your supervisory team and the Director of Research Degrees.

The Postgraduate Administrator will contact you when your review is due to make the necessary arrangements and to advise you of the procedures involved.

For full details on the Annual Review, you should refer to the Research Student Handbook at http://www2.le.ac.uk/departments/gradschool/handbook

Research Seminars

A Research Seminar Series is arranged for each academic year. We strongly recommend that all Research students attend these seminars, and we look forward to seeing you. They are normally held on Wednesday afternoons and are an important part of your experience of being a PhD student. They give you the opportunity
to engage with a wide range of research taking place beyond the Department, and to see how experienced academics across the discipline formulate and present their research. The programme for each semester will be emailed to you.

**Writing Up**

When you have completed the normal period of registration for a research degree, and concluded active pursuit of your research (usually by providing a draft of your whole thesis), you may, with the support of your supervisory team, transfer to writing-up status. The Graduate Dean will decide whether to accede to this request.

The Postgraduate Administrator will contact you when you are due to move to writing up status to make the necessary arrangements and to advise you of the procedures involved.

For full details on writing up, you should refer to the Research Student Handbook at [http://www2.le.ac.uk/departments/gradschool/handbook](http://www2.le.ac.uk/departments/gradschool/handbook)

**Thesis Submission and Examination**

At least 3 months before your expected thesis submission date, you are required to give notice to the University of your 'intention to submit'. Please refer to your Research Student Handbook. The form can be found at [https://www2.le.ac.uk/departments/gradschool/zone/forms](https://www2.le.ac.uk/departments/gradschool/zone/forms)

Full details of the format for your thesis submission are in the Research Student Handbook.

Once your thesis has been submitted, the Postgraduate Administrator will contact you to confirm the date and venue for your viva voce examination.

For full details on thesis submission, you should refer to the Research Student Handbook at [http://www2.le.ac.uk/departments/gradschool/handbook](http://www2.le.ac.uk/departments/gradschool/handbook)

**The Role of the Director of Research Degrees**

Although your supervisor should be your first point of contact should any issues or concerns arise over the course of your degree, there may be times when you want to speak with someone who is not one of your supervisors.

The Director of Research Degrees (Dr Luis Ramiro) has overall responsibility for all business relating to Research students. The Director of Research Degrees is available to provide support, advice, and guidance on matters relating to your academic progress or any personal circumstances that may be affecting your progress. Common subjects of discussion include options available when medical or personal circumstances are affecting your work, maintaining a good working relationship with your supervisory team, and balancing a research degree with other commitments. In your Research Student Handbook this role is described as the Postgraduate Tutor.

**Research Ethics**

If your research methods include interviewing, surveys or questionnaires, you are required to fill in an online research ethics application form, giving details of your research project. You will need to show that you have taken appropriate measures to ensure confidentiality, privacy and data protection where appropriate. You will also be asked to think carefully about any risks attending your research project, in particular where vulnerable people or sensitive research issues are involved, or where the proposed research will take place overseas. You are required to discuss these issues with your supervisor when devising your research methodology. The completed application form has to be approved by the College Ethics Committee before you begin your research. Please submit the form to Dr Laura Brace. Further details can be found on the website [https://www2.le.ac.uk/institution/ethics?uol_r=3d19ec5c](https://www2.le.ac.uk/institution/ethics?uol_r=3d19ec5c)
Presentation & Style Guide

Introduction

This guide aims to offer advice to enable you to improve the quality of your assessed work for your research training modules. It also contains detailed information on appropriate conventions for referencing your thesis. Additional advice is available in a number of places, for example:

http://www2.le.ac.uk/offices/careers/ld/index

The Department of Politics and International Relations has a preferred style for assessed work which you must adhere to in all cases. This guide provides details of the style you must adopt in all the work you submit to the Department.

Students need to ensure that all essays conform to the style guide, as set out below. Essays that do not conform to the guidelines will have marks deducted, because the essay will have failed to meet the standard of presentation required of academic work.

Essays submitted with one or more of the following will be penalised:

- an incomplete bibliography;
- incomplete citations without including page number(s); and
- web-page citations without the full address and date when accessed.

Finally, students must demonstrate their familiarity with, and understanding of, at least some of the material recommended on module reading lists. Students do not have to use this material exclusively, but if you submit an essay that does not draw on any, or only very little of the reading list material it risks failing to properly engage with the relevant academic literature and debates in the topic. This is likely to affect the quality of the essay and consequently the mark awarded to it.

All Assessed work MUST BE word-processed.

Type should be double-spaced throughout except for indented quotations, endnotes or footnotes and bibliography and pages should be numbered consecutively. Make sure your STUDENT REGISTRATION NUMBER is on the front page of your Assessed work along with the module number and the question that you are answering. Do not include your name.

Open-access computer laboratories are provided in most of the main teaching buildings and are available for your use throughout the day, and in some cases, the night. The campus network, which extends to many of the University buildings off campus, provides high-speed access to the central computer systems supporting a wide range of standard software applications, and to the outside world through e-mail and the Internet via the SuperJANET network.

If you wish to make use of the computer laboratories at night and at weekends, you will need to obtain a Swipe Card to enable you to gain entry to locked buildings after hours. Students should see the Postgraduate Administrator (room 707) for a form. You will need a £5.00 deposit to obtain a Swipe Card.

This guide covers most common points and questions regarding style. You will make a very good first impression with your work if it is well presented and follows these simple instructions.

Referencing

This is used to indicate the source of information, ideas and direct quotations in your assessed work and your thesis. This includes books, articles, discussion papers, newspapers, government documents, official publications, CD-ROMS, on-line databases and others. Citation format differs from publisher to publisher. We are recommending what we consider to be best practice. You should use one of the two systems of referencing
set out below (Harvard referencing and footnotes or endnotes). It does not matter which system you use, provided you are consistent.

**Harvard (Or In-Text) Referencing**

With this type of referencing you simply include the surname of the author(s), the year of publication and relevant page numbers of a source in brackets in the main text of the essay at the appropriate point, e.g. (Jones 2007, p.42). In addition to providing the details of the source of information and quotations, references should always be used to cite the source of specific facts such as a list of economic indicators or election results. If there are more than two authors you need only use the first author’s surname followed by ‘et al.’, e.g. (Johansson et al. 2008, pp.3-4). When including such sources in your bibliography, you should list all authors. If you need to cite more than one work by the same author from the same year then you should use the letters a,b,c etc. after the year to distinguish each publication, e.g. (Smith 2004a, Smith 2004b). See the following example:

In separated systems of government, the executive cannot threaten the legislature with a vote of confidence and so is less able to enforce cohesion (Diermeier and Feddersen 1998, p.611). Given the separation of executive and legislature in the European Union, we would expect cohesion of parties in the European Parliament to be lower than in fused systems of government. However, research on party politics in the EP (Hix et al. 2007, p.88-9) points to factors internal to the legislature as causes of cohesion.

It is essential to include a bibliography with full references to the sources cited in alphabetical order of authors. Entries in the bibliography should start with the author’s surname(s), then the year of publication and then further details. For example, the sources cited in the paragraph above (a journal article and a book) would appear as follows in a bibliography:


Remember, all sources cited in the essay must be included in the bibliography. A detailed and full bibliography is particularly important when using Harvard referencing, as without it, the reader has very little information about the sources used. Entries in a bibliography for other types of sources should be set out as in the following examples:

**Books**


**Chapters in edited books**


**Discussion papers**


**Newspaper articles**


**Official sources:**

Internet sources and world wide web pages
You should always try to establish the authorship of internet sources. Often, the ‘author’ will be an organisation or institution rather than an individual person. Wherever possible, you should also try to establish the year in which the internet source, such as a webpage, was published. This is often set out at the bottom of the page. The title of the source or page must be included, as should the full http:// address, and the date you accessed the source. For example:


Dissertations include both primary and secondary sources. In these cases the bibliography should be divided into PRIMARY and SECONDARY sources.

The Bibliography SHOULD NOT BE INCLUDED in the word count.

Endnotes and Footnotes
An alternative way to indicate the source of information, ideas and direct quotations in your essay is to use endnotes (at the end of the work) or footnotes (at the foot of each page). All notes should be numbered consecutively. In addition to providing the details of the source of information and quotations, notes should always be used to cite the source of specific facts such as a list of economic indicators or election results. In some cases, notes can also be used to add comments to or develop the discussion further.

Endnotes or footnotes should be based on the guidelines below which cover a range of different types of sources.

Books
The first reference to a book should include:
the name of the author (s)
the full title (in italics or underlined)
edition number (if any)
place of publication
publisher
year of publication
page reference (where appropriate, i.e. unless referring to the book as a whole)

Examples
Correct citation:


Incorrect citation:
Dicken, Global Shift: Transforming the World Economy (London: Paul Chapman Publishing, 1998), chapter 13 – no page number(s)

Chapters in edited Books

The first reference to a chapter in a book should include:

name of author

title of chapter (in quotation marks)

name of book (in italics or underlined)

name of editor

place of publication

publisher

year

page reference

Examples

Correct citation:


Incorrect citation:


Articles in Journals

The first reference to an article in a journal should include:

name of author(s)

title of article (in quotation marks)

name of journal (in italics or underlined)

volume number

year of publication (in parenthesis)

page reference

Examples

Correct citation:


Incorrect citation:

J. Rosenberg, “What’s the Matter with Realism?” *Review of International Studies* 16 (1990) – no page number(s)

**Discussion Papers**

The first reference to a Discussion Paper should include:
- name of author(s)
- title of Discussion Paper (in quotation marks)
- Discussion Paper series (in italics or underlined)
- number of Discussion Paper
- place of publication
- year of publication
- page reference

**Example**
Correct citation:

Incorrect citation:
L. Reychler, “Beyond Traditional Diplomacy”, *DSP Discussion Papers* 17 (Leicester: Centre for the Study of Diplomacy) – no year and page number(s)

**Newspaper articles**

References to newspapers should include:
- name of the paper (in italics or underlined)
- date (day, month, year)
- title of the article
- author’s name (if possible)
- page number

**Examples**
Correct citation:


Incorrect citation:
‘The Blair Doctrine,’ *The Times*, December 2003, p. 6 – no author
Official Documents

These can be from published and unpublished sources.

Unpublished documents

If you are using unpublished documents (primary sources) such as the Cabinet papers at the Public Records Office or the private papers of, for example, Clement Attlee at the Bodleian Library, Oxford, you will usually be given specific guidelines on citation when you visit these collections. The Public Records Office, for example, provides all visitors to the reading library with a helpful guide. You should adhere to the instructions given in these guides.

Published documents

During the course of your studies, you may make use of the wide variety of published documents in the Library at Leicester. These include U.K. government publications, documents of the European Union, the International Monetary Fund, the General Agreement on Tariffs and Trade, the United Nations, local government publications and more. The general rule for references to official publications is that you should use a form of citation that makes them easily accessible to others wishing to locate them in the standard indexes. Citations should include:

- the name of the agency, legislative body, executive department, committee or organisation (abbreviated if commonly known)
- the title of the report, paper (in italics or underlined)
- the place of publication
- the publisher (usually a government or organisation)
- the year of publication
- page number

Examples

Correct citations:


Incorrect citations:

US Department of State, Foreign Relations of the United States (1978), p. 349 – no place of publication and publisher

OECD, Economies in Transition (Paris), p. 46 – no publisher and year of publication
Internet Sources and World Wide Web Pages

You should always try to establish the authorship of internet sources. Often, the ‘author’ will be an organisation or institution rather than an individual person. Wherever possible, you should also try to establish the year in which the internet source, such as a webpage, was published. This is often set out at the bottom of the page. The title of the source or page must be included, as should the full http:// address, and the date you accessed the source. For example:

You should use a form of citation that makes sites you have used easily accessible to others wishing to check your sources. The first reference must include:

name of the database, project, periodical etc
author or editor of the report or database
title of the report, paper etc
date of electronic publishing or posting
full web page address
date when accessed

Examples

Correct citations:


Incorrect citations:


G. Brown, “Drugs are just the start”, The Guardian, 28 August 2003, http://politics.guardian.co.uk/foreignaffairs/comment - incomplete web address and no date when accessed

To reduce the potential for transcription errors, it is always advisable to try to copy web site addresses electronically.

CD-Roms

First reference to CD-ROM material should include:

name of author(s)
title of CD-ROM
place of publication
publisher
year of publication
set and disk number
Example

Correct citation:

Incorrect citation:

Second and Subsequent Citations

Once you have given the full citation of a piece of work, whether it be a book, journal article, official publication etc., subsequent references can be shortened. The general rule is that you cite only the author’s surname and year of publication and page reference. The second citation of some of the above examples would then be given as:


Bibliography (When Using Footnotes or Endnotes)

Your bibliography should list all the sources you have used in writing your thesis, even those sources that you have not cited in your notes. All sources should be listed in alphabetical order. To do this you will have to reverse the order of the author’s name (only the first author if there are two) so that the surname appears first. There is only one other change from the style of citation in endnotes or footnotes you need to make: journal articles should include the page references of the whole article. Remember, all material cited in the thesis MUST be included in the bibliography.

Examples

Correct form:

Incorrect form:
Carr, The Twenty Years Crisis (1998) – no place of publication and publisher
Wolf, M., “Can the Nation State Survive Globalization,” Foreign Affairs vol. 20, no. 1 – no date of publication

Dissertations include both primary and secondary sources. In these cases the bibliography should be divided into PRIMARY and SECONDARY sources.

The Bibliography SHOULD NOT BE INCLUDED in the word count. (Footnotes/Endnotes SHOULD BE INCLUDED in the word count.)
Quotations (when using Harvard or footnotes)

Using quotations allows you to cite directly the ideas of others by using their own words. It enables you to support your argument by quoting directly from a comment made by, for example, a public figure. You may also copy a particularly good phrase or term from an author by putting it in quotation marks and giving the source in a footnote.

If a quotation is less than three lines long, put it in quotation marks and incorporate it in the text. For example (using the footnotes system of referencing):

Following the Potsdam talks, Attlee told Churchill that Britain was “powerless to prevent the course of events in the Russian zone”.¹

If a quotation is more than three lines long, separate it from the text so that it appears as a separate paragraph. Start the quotation on a new line two lines down and leave two lines of space between the last line and the new line of text. Indent 2cm from the left and right margins. The whole quotation should be single-spaced. For example (using the Harvard referencing system):

“Of late years it has been the fashion to talk about Gandhi as though he were not only sympathetic to the Western left-wing movement, but were integrally part of it. Anarchists and pacifists, in particular, have claimed him for their own, noticing only that he was opposed to centralism and State violence and ignoring the other-worldly, anti-humanist tendency of his doctrines” (Orwell 1954, p.181).

When using quotations, please take note of the advice on plagiarism in the Postgraduate Student Handbook. In particular, you must be careful that you do not use so many direct quotations from a source, even if you cite them correctly (with quotation marks and proper references) that too little of the dissertation constitutes your own work.

Use of Internet Sources

During the course of your research, you are highly like to make use of a variety of online resources. These may include the official sites of organisations such as the EU or the UK government, professional or personal websites, online versions of newspapers, electronic journals etc. You should be careful in your use of online sources, as many of the web pages you will find in your searches may not be appropriate for use as sources in academic work. This could be because some of the sources and materials that you will find on the web may have not been refereed and vetted by other scholars as an acceptable source for academic work, as most books and journals have been, or because the material is of a personal or overly political nature. If you are unsure about using a particular online source make sure your supervisor confirms to you that it is an acceptable source before using it. Furthermore, students must ensure that they treat online sources in exactly the same way as other bibliographical sources, such as books and journal articles, by citing text that is directly quoted or paraphrased from online sources.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 'Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Avoiding Plagiarism and Poor Academic Practice

Perhaps the best way to try to describe some of the dangers in this area is to take a concrete example. Consider the following passage:

“Yet events between 1989 and 1991 did not guarantee an easy future. Political reform in Eastern Europe had come swiftly but economic changes would be much more difficult to achieve and serious discontent was possible. Many were fearful of a new, reunited Germany.”


Compare the following hypothetical extracts from student essays:
Yet events between 1989 and 1991 did not guarantee an easy future. Political reform in Eastern Europe had come swiftly but economic changes would be much more difficult to achieve and serious discontent was possible. Many were fearful of a new, reunited Germany.

As events between 1989 and 1991 showed, there was no guarantee of an easy future. Although political reform in Eastern Europe had been swift, it would be much more difficult to achieve economic change. A new, reunited Germany was feared by many.

The first is a direct word-for-word copy, and everyone will be able to recognise it for what it is, but both are examples of plagiarism. The second version, as you will recognise, does little more than rearrange the wording of the original quotation. Neither gives any indication of the source of the points.

Now consider these examples:

Young points out that although political reform came quickly in Eastern Europe between 1989 and 1991, economic reform was likely to be much more difficult to achieve. Moreover, he points out that many feared the power of a reunited Germany.2

There was considerable anxiety at the time of reunification about the potential power of a newly united Germany. 1 Yet some commentators argue that there was actually little to fear from a reunited Germany. 2

Example (c) makes proper acknowledgement of Young’s work, but if your essays contains only this kind of paraphrasing, albeit properly referenced, it will not receive a very good mark. Example (d) shows how to present the ideas of others within a structured debate, and it is a much better way to go about things.

The distinction between properly referenced writing and plagiarism can sometimes be a grey area, but there are some general guidelines which will help you to avoid trouble in the form of accidental plagiarism. You will see that some of the trouble can spring from the way you take notes on a subject: in other words, problems can creep in long before you write up your essay. Plagiarism, then, is a charge of which you should be aware all the time.

Tips for Avoiding Plagiarism

1. Use your own words as far as possible when you are writing notes, as well as essays. Read the work of others but reflect on what they say, write down your own version of this, and draw your own conclusions about the cogency of their views.

2. When making notes from sources, summarise the points as succinctly as possible. If you copy verbatim phrases/sentences/passages, make sure that (a) these are in quotation marks, so that when you come back to them later - perhaps weeks or even months later - you will remember that these are not your words; and (b) you record the name of the author, title of the work and page number of the source immediately afterwards. You should also make a note of internet sources when you access them – the webpage may not exist a couple of months later.

   Students sometimes think that they cannot express an idea any better than the author of an article or book. In such cases, you might want to include the words in your thesis as a quote: if so, put it in quotation marks and provide a citation.

3. When you write your thesis (or thesis chapter), impose your own structure on it. Do not follow the structure of another source. For research training, the Department is looking for your assessment of the topic and the sources you have read. Essays that rely heavily on the structure and ideas found in these sources will not be a true reflection of your own thinking and will not receive a very good mark. Try to provide your own

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assessments of the topic and the material you have read. In Politics and International Relations, there is rarely a single ‘right answer’.

4. Make sure your work contains references to the sources of any particular points you make. References should be made either using the Harvard in-text referencing system or in the form of endnotes or footnotes (either may be used, as long as you are consistent). Your references must be in line with the guidelines set out in this handbook and, in particular, should include relevant page numbers. It is not sufficient simply to include a bibliography with no references in the main body of the essay.

Providing references is not a sign of weakness in an academic essay, but shows that you have read and understood key texts. References to academic texts can also lend support to your own assessments. Many cases of plagiarism can be avoided by proper referencing - **when in doubt, cite your sources!**

5. Make sure that the sources you have cited appear also in the bibliography at the end.

6. If you refer to a particular source which you found cited in another work, make this clear; do not claim to have read the original source if you have not. Take, for example, the following quotation which appears in Lowi and Ginsberg, *American Government*.

   “Although the Three-fifths compromise acknowledged slavery and rewarded slave owners, nonetheless, it probably kept the South from unanimously rejecting the Constitution.”

This comes from a book by Donald Robinson, *Slavery in the Structure of American Politics*. However, unless you have actually read this book, which the person marking your essay may be inclined to doubt, the quotation should be cited in the following way:

**Using the Harvard system:**

(Robinson 1971, p.201 cited in Ginsberg 2002, p.21)

The entry in the bibliography should be as follows:


**Or using footnotes or endnotes:**


7. Treat material on the internet with caution: ‘searching’ the web is not the same as ‘researching’ a topic. Official websites may contain much useful information, but many web pages you will find in your searches are not appropriate for academic work. They may have not been refereed and vetted by other scholars, as most books and journals have been, and may contain material that is inaccurate or one-sided. If you are unsure about using an online source, ask your supervisor for advice before using it in your research. Finally, you must cite correctly any text that is directly quoted or paraphrased from websites. Remember that Wikipedia is NOT a valid academic source.