

Honours 2009: Program Outline

To be read in conjunction with the Faculty of Arts Honours Guide

The primary goal of the History Honours Program is to provide research training within the discipline of History.

In 2009 the program will consist of three parts:

History 4A

(i) A research thesis of not more than 15,000 words (not including footnotes, appendices or bibliography) on a topic approved by your supervisor. Supervision will cease at the end of first semester. The thesis is to be submitted no later than 4.00 pm Monday 22 June 2009.

(ii) A work-in-progress seminar for fourth year honours students. This seminar will be held during the first semester, every Monday from 3.00 pm to 5.00 pm in Haydon-Allen 1223. In this seminar students will be required to present a short (20-minute) oral report outlining their thesis topic, approach and main argument. Students are required to attend and participate in the work-in-progress seminar, but the report they present will not be examined and will not count toward their final grade.

History 4B

A special subject involving intensive reading, weekly tutorials and essays. The total word length for submitted essays will normally not be more than 7,500 words.

History 4C

A special subject involving intensive reading, weekly tutorials and essays. The total word length for submitted essays will normally not be more than 7,500 words.

The final essays for both special subjects must be submitted no later than 4.00 pm Monday 09 November 2009.

Deadlines and extensions

It is expected that all written work will be submitted by the due dates. Extensions of time to submit written work after these dates will only be given in exceptional circumstances (serious illness, or major personal or family difficulties). No extensions of time will be granted after the final deadline for submission has passed.

Students should note that an extension of time will not be granted because of a computer or printer malfunction. It is a student's responsibility to ensure that work is regularly backed up on to other discs and that these backup discs are kept in a secure location.

In the event of serious illness, or personal or family difficulties, students should contact their thesis supervisor, special subject teacher, or honours convenor immediately. Applications for an extension must be in writing and should be submitted to the History Honours Convenor, Mark Dawson Haydon-Allen 1199; tel. 6125 2713; email mark.dawson@anu.edu.au

Formal requirements for submitting the thesis

- (i) **The thesis must be submitted to the School of Social Sciences Office at the ANU by 4.00 pm on Monday 22 June 2009.**
- (ii) Three copies of the thesis must be submitted.
- (iii) All three copies must be typed and bound.
- (iv) The thesis shall not be more than 15,000 words in length (a 10 per cent buffer is allowed). The word length does not include the synopsis, footnotes, appendices, and bibliography.
- (v) A 100–200 word abstract or synopsis of the thesis must be provided and bound into the thesis after the title page.

Penalties

Work that is submitted after the due dates will attract a penalty of 2% per week-day (10% per week) for the first two weeks. The penalty for any work submitted more than two weeks late will be determined by a committee comprising the History Honours Convenor, the Faculty Honours Co-ordinator, and the supervisor or special subject teacher.

The specified thesis length is not more than 15,000 words (footnotes, appendices and bibliography are not included in the word count). A buffer of 10% will be allowed, and then a penalty of a third of a grade (3%) will be imposed for every 1,000 words (or part thereof) in excess of the buffer.

Examination Process

Two members of staff (at least one of whom is a specialist in the subject area) independently examine the thesis. A lay reader also reads all the theses submitted in History. The grade and mark for each thesis are determined by a meeting of the two examiners, the lay reader and (usually) the Head of History. That meeting is chaired by the Head of History or the Head's nominee. In the case of disagreements between the two main examiners, a third independent examiner may be called in to adjudicate.

All the written work submitted in the two special subjects will be independently examined by at least two members of staff (the special subject teacher and one other). The final grade and mark are determined during consultation between the two examiners. In the case of disagreements a third independent examiner may be called in to adjudicate.

The determination of grades for the thesis and the two special subjects is not the end of the examination process. It is the task of a final end-of-year History honours examination meeting to determine the final grade and ranking of students. That meeting is attended by all members of staff involved in thesis supervision, special subject teaching, and honours examination (in effect, all academic staff in History).

The end-of-year honours examination meeting determines provisional final results, and provisional rankings, by giving the three components of the History honours program the following weightings:

| | | |
|-------------------|---|------------|
| History 4A | = | 50% |
| History 4B | = | 25% |
| History 4C | = | 25% |
| Total History IVH | | <hr/> 100% |

This is not necessarily a student's final mark, however. A student's final mark, if already within the H1 range, may be adjusted upwards by the honours examination meeting to reward a consistently strong performance.

It should be noted that the honours examination meeting will only adjust a student's final mark upwards and that this process disadvantages no student.

Honours 2009: Thesis Format

To be read in conjunction with the History Honours Program 2009 statement.

1. Three copies of the thesis must be submitted to the School of Social Sciences Office by the required date. One copy will be retained by the School; the other two will be returned to the candidate after examination. Photocopies are acceptable; but all copies must be firmly bound (see 5. below).
2. The thesis must be typed, with double spacing, on A4 paper. A clear font should be used, in 12-point for ordinary text, and 10-point for footnotes. Single spacing is not permitted, except for indented quotations, footnotes and bibliographies. There should be a left-hand margin of at least 4 cm. Other margins should be not less than 2 cm.
3. The title page should state the title of the thesis, the candidate's name, and the month and year of submission. The following statement should appear above the date:– Thesis submitted in partial fulfilment of the requirements of a Bachelor of Arts Degree with Honours in History at the Australian National University.
4. After title page and synopsis or abstract, the following declaration should appear, with candidate's signature and date:– Except where otherwise indicated, this thesis is entirely my own work.
5. Binding must be firm enough to keep the thesis together. Hard covers are not essential, although candidates may prefer to have their theses properly bound. Spiral binding is adequate; but the covers must be of durable material.
6. If the thesis is hard-bound, the thesis title, candidate's name and year of submission should appear on the spine, running down from the top. With other forms of binding, the same information should appear on the front cover, or, if the cover is of clear plastic, be visible through it.
7. The length of the thesis should be 15,000 words (absolute maximum is 16,500), excluding synopsis and other preliminary items, footnotes, bibliography and any appendices approved by the supervisor. Pages must be numbered, and a table of contents should be provided.
8. Footnotes and bibliography should follow the style prescribed by History's *Guide to the Writing, Presentation and Referencing of Essays*. Footnotes should begin at no.1 with each chapter, and be numbered consecutively through each chapter. Keep them brief: do not use them to 'get around' the word-limit.
9. Candidates should proof-read and correct their theses before submission. Careless presentation creates a negative impression.

Honours 2009: Printing and Binding Theses

(1) Printing

The ANU's University Printing Service will produce three copies of your text, at 5 cents per b/w page or 60 cents per coloured page. This can be done either by photocopying your own paper print-out (their machines give high resolution: very clean and clear), or by printing out from your CD or memory stick.

With the electronic methods (preferred by the printery), if you are using Word, they advise putting it into pdf. If you have any doubts about software compatibility, I recommend that you check with the printery beforehand.

Whatever you give to the printery, I think it's also a good idea to see your text in hard copy before binding, in case of any unexpected glitches, especially with footnotes, or with anything unusual e.g. Greek lettering.

The University Printing Service is in the Old Central Store Building (Bldg #53) on Garran Road, behind South Oval. Their enquiries number is 6125 2514. The email address is: university.printing.service@anu.edu.au. See also http://info.anu.edu.au/fbs/Business_Functions/University_Printing_Services

(2) Binding

Hard cover (or 'case') binding costs around \$30.00 per copy at Elite Book Binding in Mitchell. I believe they have a good range of colours, and do gold lettering on spine as well as front cover. The \$30.00 price is for a two-day service. Overnight binding costs \$32.00 per copy.

They also do wire binding, with plastic covers included, at \$8.00 for the first copy and \$4.00 each for subsequent copies.

With the two-day service, to have theses ready by Monday 22 June, they would need your material before 2.00 pm on the previous Thursday, i.e. 18 June. You'll need to check their deadlines for overnight work (sometime on the Friday?) and for wire binding.

Elite Book Binding's phone number is 6241 4224. Their address is Unit 3, 12-16 Sandford Street, Mitchell.

See also <http://www.elitebookbinding.com.au/content/view/3/3/>

(3) Among other possibilities is that of organising your own photocopying and then either taking your three copies to Elite Book Binding, or getting them comb-bound at the Union Shop, where you buy the spine and plastic covers, and then use a DIY machine. Take care not to punch the holes too near the edge of the page. I don't know what the Union Shop charges, though I'm sure it's not expensive. But don't rush in with your job near closing time! – it can be risky.