

School of Culture and Communication

Instructions for the Honours, Postgraduate Diploma and Coursework Masters Theses

2008

*Valid for students enrolled in semester 1 and 2, 2008

This guide contains information about the preparation and submission of Honours, Postgraduate Diploma, and Coursework Masters theses in the School of Culture and Communication programs. It explains the conventions to be employed when submitting written work and lists regulations concerning extensions and late submission of theses.

1. The Honours, Postgraduate Diploma and Coursework Masters Theses:

107-520	Art History Fourth Year Thesis	37.5 points
107-523	Cinema Studies Fourth Year Thesis	37.5 points
760-553	Creative Writing Thesis	50 points
106-534	Creative Writing Thesis	50 points
106-523	Creative Writing Fourth Year Thesis	37.5 points
760-551	Creative Writing Thesis	37.5 points
106-512	Cultural Studies Fourth Year Thesis	37.5 points
106-509	English Literary Studies Fourth Year Thesis	37.5 points
107-525	Art Curatorship Thesis	37.5 points
760-554	Arts Management Thesis	37.5 points
107-545	Cinema Management Thesis	37.5 points
100-581	Media and Communication Thesis	37.5 points
106-531	Publishing and Communication Thesis	37.5 points

The thesis has a weighting of 37.5 points (except for 760-553, and 106-534, which are 50 points) within the 100 points of a full fourth year, postgraduate diploma, or level five of a Masters by coursework. Enrolment in the thesis is over two consecutive semesters. Faculty regulations regarding the thesis can be consulted at <http://www.unimelb.edu.au/HB/facs/ARTS-S10472.html> or in a pamphlet available from the Arts Faculty office. The School requires that part-time students undertake the thesis only in the final two consecutive semesters of their enrolment.

Students must achieve Honours-level grades (minimum 65%-H3) for each component of assessment in order to qualify for the BA Honours degree.

Length

The thesis is 12,000 words in length (or 15,000 words if you are undertaking 760-553 or 106-534). This word length includes all quotations and epigraphs included in the body of the text; it excludes supplementary text (footnotes or endnotes, bibliography, abstract (synopsis), title page, acknowledgements, or appendices).

2. Supervision

You will have been assigned a supervisor on the basis of the thesis proposal already submitted and available resources. The supervisor will help you firm up the topic; discuss methods of research, interpretation, and writing; answer any technical questions on presentation; and review drafts.

Supervisor Meeting Schedule

It is expected you will meet with your supervisor every fortnight during semester, beginning in the first week. Meetings will normally be half an hour in length. You should ensure that after each meeting that you make a time for the next meeting. The onus is on you to meet regularly with your supervisor.

Normally supervisors will not be available during the long winter and summer breaks. The winter break (or the summer break for mid-year entry) is the period when the bulk of the thesis is written. **You are expected to effectively utilise these breaks.**

3. Thesis Subject Timetable

Semester 1 Commencement

Beginning 1st week	Fourth Year Welcome and Information Session
End 1st week	Submit a thesis timeline
End 3rd week	Submit Human Ethics application if applicable
Monday 12 May	A draft chapter is to be submitted to your supervisor by 5.00 p.m. or earlier. This chapter should be fully written, with footnotes and bibliography.
Monday 4 August	A full draft of the thesis to be submitted to your supervisor by 5.00 p.m. or earlier. The draft should be fully written, with footnotes and up-to-date bibliography. The supervisor will read and comment on this draft. The supervisor is under no obligation to read drafts submitted later than this deadline. A supervisor is not required to read multiple drafts of a thesis.
Friday 17 October	The final submission date. Two bound copies and a PDF copy on CD of the thesis should be placed in the essay box outside room 135, Elisabeth Murdoch Building, submitted to Jessica Rose in room 136, Elisabeth Murdoch Building, or handed in at the General Office on the second floor, John Medley Building. Students should note that this is an examination date and unless there are exceptional circumstances extensions will not be approved.

Note: You should not submit the thesis without your supervisor viewing and approving the final document.

Semester 2 Commencement

Beginning 1st week	Fourth Year Welcome and Information Session
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End 1st week	Submit a thesis timeline
End 3rd week	Submit Human Ethics application if applicable
Monday 15 October	A draft chapter is to be submitted to your supervisor by 5.00 p.m. or earlier. This chapter should be fully written, with footnotes and bibliography.
Monday 10 March	A full draft of the thesis to be submitted to your supervisor by 5.00 p.m. or earlier. The draft should be fully written, with footnotes and up-to-date bibliography. The supervisor will read and comment on this draft. The supervisor is under no obligation to read drafts submitted later than this deadline. A supervisor is not required to read multiple drafts of a thesis.
Friday 16 May	The final submission date. Two bound copies and a PDF copy on CD of the thesis should be placed in the essay box outside room 135, Elisabeth Murdoch Building, submitted to Jessica Rose in room 136, Elisabeth Murdoch Building, or handed in at the General Office on the second floor, John Medley Building. Students should note that this is an examination date and unless there are exceptional circumstances extensions will not be approved.

Note: You should not submit the thesis without your supervisor viewing and approving the final document.

4. Footnote, Endnote, and Bibliography Styles

Essays and other pieces of written work should be set out according to the style guide prescribed for the relevant discipline. For example, the Harvard reference system or the MLA handbook. See your supervisor for your discipline's particular system.

5. Extensions for Theses/Special Consideration

Extensions will be considered only well in advance of the due date. Applications for extension submitted in the two weeks before the thesis is due and without prior consultation will only be considered in extenuating circumstances. Workload (eg. assessment due in other courses) will not be accepted as grounds for an extension. Students should be aware that the School has only limited ability to grant extensions (see Arts Faculty policy for Honours for full details).

Requests for extensions should be submitted to the Fourth Year/ Masters Coordinator (with supervisor's agreement) on the appropriate Thesis extension form which is available from the Student Administrator.

Applications for extension in the two weeks before the thesis is due must be submitted as a request for Special Consideration. Students may apply for Special Consideration through the Student Information System:

<https://sis.unimelb.edu.au/cgi-bin/special-consideration.pl>

In accordance with the Faculty of Arts policy with respect to Special Consideration, students who apply for Special Consideration must submit appropriate supporting documentation to the Faculty of Arts office.

Students who have sought Special Consideration should speak to Jessica Rose, the Honours and Postgraduate Coursework Administrator, and the relevant Coordinator to negotiate an arrangement for the submission of assessment. Students should note that the Faculty of Arts does not make any judgment with respect to the student's application.

Students seeking extensions should also note that late submission of the thesis may mean that results are not submitted in time for consideration for federal and university graduate scholarships in November.

6. Penalties for Late Assignments and Theses

If an assignment or thesis is received late without an approved extension:

It will be marked in the normal manner, and this grade (not the mark) will be indicated on the piece of work for your information as to the standard the work has attained.

It will have 5% of this mark deducted for each day that the assignment is late as a penalty. This will be the final mark for the piece of work.

The resulting grade, and the fact that a lateness penalty has been imposed, will be indicated on the piece of work.

Exceptions will only be made in the case of serious unforeseen circumstances, such as sudden serious illness or an accident. In such circumstances it is the obligation of the student to inform the relevant Fourth Year / Masters Coordinator or Jessica Rose, the Honours and Postgraduate Coursework Administrator, as soon as possible.

Examiners are under no obligation to accept late work without an approved extension. If accepted, examiners will mark and return late work in due course, but are under no obligation to return late work promptly or at the same time as work submitted on time.

7. Plagiarism

Plagiarism can be defined as 'the appropriation, by copying, summarising or paraphrasing, of the ideas or argument of another writer, without acknowledgment'. The other writer may be a published author or a fellow student. Plagiarism is 'literary theft'. Its presence completely negates the value of any written work and it will be dealt with severely. The mark for written work wholly or partly plagiarised will be 0. The School may, at its discretion, institute disciplinary action, or allow the work to be resubmitted.

There are four main types of plagiarism:

Copying. This is the transcription of another author's work, word for word, or with minor changes. If you wish to use another author's words these must be placed in inverted commas or indented, and be footnoted, according to the section dealing with quotation above. Quotations should only be used when really needed. A thesis composed largely of passages by other writers, even if those passages are properly acknowledged, is likely to be of little value.

Paraphrasing. This is the free rendering or amplification of an author's meaning in different words: that is, the sequence of ideas and information is retained, but the words are changed. A common form of plagiarism combines copying with paraphrase, repeating some words from the original text and substituting different words from others. Very loose paraphrasing may be difficult to describe as plagiarism, but in so far as the work is derivative the need to

cite its source remains. While paraphrasing can be a legitimate activity, it is best avoided. If paraphrasing is employed it must be made absolutely explicit that this is what the passage in question is, and there should be a good reason why you are paraphrasing. For example, a paragraph may begin: 'The argument presented by Smith runs as follows. First came the egg. When the egg hatched, a chicken emerged. ... [etc.] And then the hen laid the egg.' There would be footnote at the end of the paragraph or other such citation giving full details of the part of the Smith publication referred to. The point of the paraphrase is, of course, that you then proceed to unpick or develop this argument in some way. In short, a legitimate paraphrase is like a quotation, but the phrasing employed is your own. It is not essentially different from a summary.

Summarising. It is often necessary to summarise the arguments of another writer: for example, when you wish to present a writer's argument first before discussing it. In such circumstances it is not enough simply to provide a footnote; the structure of your sentences should make it quite clear to the reader that what he or she is reading is a summary.

Cobbling. This is a term sometimes used to describe the practice of stringing together ideas and expressions from several different texts. This may produce an argument different from those in any of the sources, but it remains necessary to acknowledge the debt by exact references. Even when due acknowledgments are made, theses cobbled together in this way are seldom of much value.

Plagiarism can be eliminated if the normal conventions of citation of sources are observed. A common misunderstanding is to think that only quotations need footnotes. This is not so. All facts, ideas, opinions, or pieces of information on which you have drawn need references. The only exceptions are items of common general knowledge.

Where any student is suspected of plagiarism by an examiner the following procedures will apply:

The examiner will present the details to the subject Examination Board [for the subject in the School, normally this consists of the lecturer in charge plus tutors, or, if no tutors, lecturer in charge and another lecturer] which will determine whether to proceed with the matter.

If they determine to proceed, the student(s) will be invited to a hearing before the relevant subject Examination Board.

- a) If, after the hearing, the subject Examination Board is of the opinion that the student(s) has plagiarized the work of another it may:
 1. require the student to undertake additional assessment in that subject
 2. return a mark of 0 (zero) for that assignment
 3. return a fail grade (N) for that subject
- b) refer the matter to the Dean (or nominee) regarding the possible presentation of the case to the University Disciplinary Committee
- c) do more than one of the above.

Note: In the School of Culture and Communication, all cases where a penalty is applied will be reviewed by the Plagiarism Committee of the School.

In all cases where a penalty is applied to a student a written notification will be sent from the subject Examination Board, or the Head of the Department, to the Assistant Registrar, Arts Faculty Office.

8. Preparation of the Final Copies of the Thesis

Two copies of the thesis are to be submitted, one of which will be returned after examination and the other will be kept in the School. A **PDF version** of your thesis on CD is also required for electronic archiving.

The number of volumes is a matter of practicality and commonsense. One volume is appropriate if the text, notes, bibliography and illustrative material can be reasonably contained within a single document up to about seventy pages. A second volume usually becomes necessary if a large number of illustrations or appendices are incorporated.

Volume 1 should contain, in this order:

Title Page (see below)

Abstract (see above)

Table of Contents (see below)

Acknowledgments (if desired) (see below)

Introduction (which sets out the problem to be investigated and the way it is to be tackled)

The text, divided into chapters according to the nature of the material (usually 4 to 6 chapters). The first chapter is normally an *Introduction* (see below). The last chapter may be a *Conclusion*, although in many cases the conclusion can be absorbed into the last chapter.

Bibliography (if only one volume is used)

List of illustrations (if only one volume is used)

Illustrations (if only one volume is used)

Volume 2, if used, should contain, in this order:

Title Page (see below)

Bibliography

List of illustrations

Illustrations

Acknowledgements

The acknowledgements should acknowledge any special assistance provided by interviewees, librarians, archivists, correspondents and so forth. It may include thanks to friends, family, and others who provided moral or emotional support. If any part of the thesis has a contribution by someone other than the author, such as the drawing of diagrams, computer generated charts etc., this must be acknowledged. If any aspect of the thesis develops from, builds on, or relates in some way to work done for some other course, or job etc., this should be explained in a preface or in the introduction.

Page layout

Page Size: Use A4 paper, printed on one side of the sheet only.

Margins: Use a left margin of not less than 4 cm, and top, bottom, and right margins of not less than 2.5 cm.

Font: Text should be one-and-a-half spaced, set in 12 point type, using a legible font. Avoid fancy fonts. Palatino or Times Roman usually work well.

Headings and Subheadings: Use display fonts sparingly, for headings and subheadings. The overall page layout should allow for easy navigation and immediate identification of

textual elements. Check this by viewing the text in page preview form on your computer screen. In a clearly laid out thesis, the distinct elements (headings, paragraphs, quotations, notes) should be easily distinguished even in the reduced page size of the computer screen.

Binding: Theses should be presented in binders (normally spiral binding).

[Sample Title Page]

My Wonderful Thesis

A thesis presented

by

Sarah M. Gellar

[insert student number]

to

The School of Culture and Communication

in partial fulfillment of the requirements

for the degree of

Bachelor of Arts (Honours) [or Postgraduate Diploma in Arts]

in the field of

[area of study and thesis subject number, e.g. Art History 107-520]

in the

School of Culture and Communication

The University of Melbourne

Supervisor: Ethel M. Dell

October 2007

[Sample Table of Contents]

1. Introduction

2. Buffy in Art and Museums.

3. Classical Buffy.

4. The Archaeology of Buffy.

5. Conclusion.

9. Contact Details

For further information regarding the School's Fourth Year or Masters by Coursework programs please contact:

Fourth Year Coordinators

Art History:

Dr Felicity Harley
Room G25, Elisabeth Murdoch Building
Phone: 8344 4285
Email: fharley@unimelb.edu.au

Cinema Studies:

Dr Felicity Coleman
Room 119, Elisabeth Murdoch Building
Phone: 8344 3359
Email: fcorman@unimelb.edu.au

Creative Writing:

A/Prof. Kevin Brophy
Room 312, Arts Centre
Phone: 8344 8425
Email: kevinjb@unimelb.edu.au

Cultural Studies:

Dr Chris Healy
Room 232, John Medley Building
Phone: 8344 5484
Email: clhealy@unimelb.edu.au

Literary Studies:

Prof. Bernard Muir
Room 239, John Medley Building
Phone: 8344 5489
Email: bjem@unimelb.edu.au

Media and Communications:

Semester 1, 2008

Dr Robert Hassan
Room 131, John Medley Building
Phone: 8344 3539
Email: hassanr@unimelb.edu.au

Semester 2, 2008

Dr Umi Manickam Khattab
Room 129, John Medley Building
Phone: 8344 8191
Email: umi@unimelb.edu.au

Theatre Studies:

Dr Peter Eckersall
Room 208, Arts Centre
Phone: 8344 8627
Email: eckersal@unimelb.edu.au

Masters Coordinators

Art Curatorship:

Dr Alison Inglis
Room G21, Elisabeth Murdoch Building
Phone: 8344 7448
Email: asi@unimelb.edu.au

Cinema Management:

Dr Wendy Haslem
Room 126, Elisabeth Murdoch Building
Phone: 8344 3409
Email: wlhaslem@unimelb.edu.au

Creative Writing:

Elizabeth MacFarlane
Room 404C, Arts Centre
Phone: 8344 8358
Email: ecm@unimelb.edu.au

Creative Writing, Publishing and Editing:

Elizabeth MacFarlane
Room 404C, Arts Centre
Phone: 8344 8358
Email: ecm@unimelb.edu.au

AND

Ms Jennifer Lee
Room 138, John Medley Building
Phone: 8344 3346
Email: jenny.lee@unimelb.edu.au

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Ms Jennifer Lee
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Global Journalism / Global Media Communication:

Dr David Nolan
Room 128, John Medley Building
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Research and Graduate Studies Manager

Samantha Lipscombe
Room 135, Elisabeth Murdoch Building
Phone: 8344 6870
Email: s.lipscombe@unimelb.edu.au

Honours and Graduate Coursework Administrator

Jessica Rose
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Phone: 8344 5671
Email: jro@unimelb.edu.au