



Department of History

Postgraduate Handbook 2017-2018

An electronic copy of this handbook can be found on the History department's website at <https://www.maynoothuniversity.ie/history>

ACADEMIC STAFF AND RESEARCH INTERESTS

Terence A. Dooley, MA, PhD (N.U.I.)

Specialises in Irish social and political history of the nineteenth and twentieth centuries, particularly the land question, the fortunes of great houses and estates, the work of the Irish Land Commission and the local politics of the revolutionary period. Has expertise also in policy matters concerning heritage and restoration.

M. Denise Dunne, MA, PhD (N.U.I.)

Primary research interest is in the history of European integration focusing in particular on British policy on European integration. Other areas of research include the US-European transatlantic relationship in the context of European integration and the institutional development of the European Union from inception to date. Broad research and teaching interests encompass twentieth-century European and American history.

Colmán Etchingham, PhD (Dublin)

Research interests: pre-Norman Ireland from the fifth century to the twelfth, in particular the organisation of the church and its role in society, early Irish law, Irish kingship, the annals as a source, Vikings as raiders and settlers and Viking-Age relations between Ireland and Britain.

Alison FitzGerald, PhD (Royal College of Art)

Specializes in Irish design history and material culture, in particular the study of Irish goldsmiths, jewellers and allied traders.

Raymond Gillespie, PhD (Dublin)

Social and cultural change in early modern Ireland; the diffusion of print and the changing experience of reading in Ireland 1580-1700.

David Lederer, PhD (New York)

Global history; Renaissance and Reformation; early modern Germany; history of emotions; gender studies.

Marian Lyons, MA, M.ès L., PhD (N.U.I.)

Irish migration to Europe and migrant experiences on the continent in the early modern period, with particular emphasis on France and specifically Jacobite migrants in Paris, c.1690-c.1730. Franco-Irish diplomatic and political relations in the sixteenth century. Ireland's trading associations with France in the early modern era. Thomas Arthur, MD, of Limerick (1590-1675). The Kildare dynasty in fifteenth and sixteenth-century Ireland. Women in late medieval and early modern Ireland.

Dympna McLoughlin, PhD (Syracuse)

Interests: Irish social history; gender; history of medicine. Research specialisms (nineteenth century Ireland): gender and class; poverty and subsistence; emigration and the poor law; children.

JoAnne Mancini, PhD (Johns Hopkins)

History of the United States and its colonial antecedents; intersections of American and world history.

Filipe Ribeiro de Meneses, BA Mod, PhD (Dublin)

Lectures in Spanish and Portuguese twentieth century history, the First World War and the development of fascism, and Europe's colonial empires in the nineteenth and twentieth centuries. His primary area of research is the Portuguese New State and its leader, António de Oliveira Salazar.

(Continued inside back cover)

TABLE OF CONTENTS

WELCOME	1
MAYNOOTH UNIVERSITY DEPARTMENT OF HISTORY	2
KEY TERM DATES 2017-2018	2
THE PURPOSE OF THE HANDBOOK	3
STAYING CONNECTED - STUDENT-STAFF COMMUNICATIONS	4
HEALTH AND SAFETY	5
POSTGRADUATE DEGREE PROGRAMMES	
STRUCTURED RESEARCH	6
M.LITT. PROGRAMME 2017-2018	7
PHD PROGRAMME 2017-2018	7
MODULES ON OFFER FOR STRUCTURED PHD HISTORY	8
M.LITT. DEGREE	9
MA/PG DIPLOMA IN HISTORICAL ARCHIVES	13
MA IN IRISH HISTORY	16
MA IN MILITARY HISTORY & STRATEGIC STUDIES	18
PLANNING YOUR RESEARCH AND WRITING	
THE THESIS INTRODUCTION	19
REQUIREMENTS FOR PRESENTATION OF ASSIGNMENTS AND THESES	20
REFERENCING AND BIBLIOGRAPHIES	21
STYLISTIC CONVENTIONS	25
PLAGIARISM	26
MAYNOOTH UNIVERSITY LIBRARY	26
TEACHING AND LEARNING	
THESIS SUPERVISION	28
ANNUAL REVIEW	29
TRANSFER FROM M.LITT. TO PHD	30
ATTENDANCE	30
LATE WORK AND DEFAULTERS	31
FEEDBACK ON ASSIGNMENTS AND GRADES	31
STUDENT EVALUATION OF LEARNING EXPERIENCE	31
CODE OF CONDUCT	32
ENGAGING WITH THE DEPARTMENT'S RESEARCH COMMUNITY	
THE RESEARCH SEMINAR	32
CONFERENCE PRESENTATIONS	33
FINANCIAL ASSISTANCE	
SCHOLASTIC AWARDS	33
RESEARCH COSTS	34
TUTORING	34
CAREERS INFORMATION AND ADVICE	34
REFERENCES	35
PREPARING YOUR RESEARCH PROJECT OR THESIS FOR SUBMISSION	36
APPENDICES	40
I DEPARTMENT OF HISTORY MARKING SCHEME	
II M.LITT. & PHD THESIS SAMPLE COVER PAGE	
III MA THESIS SAMPLE COVER PAGE	
IV PRESCRIBED COVER PAGE FOR ALL ASSIGNMENTS	

WELCOME

On behalf of the Department of History at Maynooth University, I would like to extend a warm welcome to all our postgraduate students as you embark on a new year of studies. For some of you this is your first time at Maynooth; others have done undergraduate studies with us and know the Department already. Some of the research students are working towards thesis submission in the coming months, others are at the very start of the journey, working out the focus and scope of their project. Whatever the stage of your studies, please, know that we are here to support you. We value what you bring to the Department and to the life of the university, and you can be certain that as active scholars and researchers ourselves, we do know the commitment, self-discipline and sheer hard work that is required at this level and recognise the effort you are making. Independent, self-directed research is required, but that need not mean solitary or self-absorbed; you are an important part of this community of scholars, where academic staff and postgraduates share insights and challenges, learning from each other and from the larger circles, nationally and internationally, of which each of us are a part and to which we contribute, individually and collectively. Working together with the administrative staff, we aim to ensure that your experience as a postgraduate student at Maynooth University is enjoyable, successful and fulfilling.

Under the umbrella of the Graduate Studies Office, the university has put in place a number of supports for both Research and Taught Masters students, and you are strongly encouraged to familiarise yourself with its offices (John Hume floor 3), and website and to participate in the various professional and personal development opportunities that it organises. It also provides a forum for networking with graduate students across disciplines, and can provide assistance with scholarship and funding applications. As a postgraduate student you have a range of facilities available to you beyond the Department of History, and I urge you to make the most of these opportunities.

This is a wonderful time to be at Maynooth and to be part of this friendly and vibrant Department. I look forward to meeting you over the course of the coming year.

Dr Jacinta Prunty
Head of Department
September 2017

MAYNOOTH UNIVERSITY DEPARTMENT OF HISTORY



The Department of History at Maynooth University is one of Ireland's leading centres for the teaching and research of history. Our dynamic staff of academic and administrative people are dedicated to providing you with high quality teaching and research supervision. We are committed to ensuring that your experience at Maynooth University is stimulating, rewarding and enjoyable. Our research interests cover a wide variety of periods and themes.

To find out more about individual members of the academic staff and their research interests please visit: <https://www.maynoothuniversity.ie/history/our-people>.

KEY TERM DATES 2017-2018

Please see <https://www.maynoothuniversity.ie/registrar/key-term-dates>

First Semester lectures: Monday, 18 September to Friday, 15 December 2017

Study week: 30 October – 3 November 2017 (inclusive)

Second Semester lectures: Monday, 29 January to Friday, 4 May 2018

Study week: 19-23 March 2018 (inclusive)

Easter vacation: 26-30 March 2018 (inclusive)

THE PURPOSE OF THE HANDBOOK

This handbook is intended to offer basic guidance to postgraduate students on the Department of History and the organisation of graduate work within it. It brings together, in summary form only, the various provisions and arrangements affecting postgraduate students in the Department of History and is available online at <https://www.maynoothuniversity.ie/history/documentation>.

The handbook should be used in conjunction with the university course finder for 2017-2018 and the university timetable which are available at <https://www.maynoothuniversity.ie/current-students>.

This handbook describes department-specific arrangements and should therefore be read in conjunction with the online information and handbook produced by the Graduate Studies Office (<https://www.maynoothuniversity.ie/graduate-studies>, email: graduatestudies@mu.ie).

In addition, please refer also to the relevant Maynooth University policies and regulations, including on the examination of postgraduate degrees, available from Registry (Examinations Office, Student Records, <https://www.maynoothuniversity.ie/exams/postgraduate-information>, email: exams.office@mu.ie).

The Graduate Studies Office has a wide range of supports in place for postgraduate students through Postgraduate Forum events, the Postgraduate Feedback Council and the student Induction programmes, please contact eilis.murray@nuim.ie.

Disclaimer

This document was published in September 2017 and was correct at the time of publication. The Department of History reserves the right to modify any statement if necessary, including making variations to the content or methods of delivery of programmes of study.

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STAYING CONNECTED - STUDENT-STAFF COMMUNICATIONS

Ensuring an excellent student experience is one of the key aims of the department. A major part of that experience relates to how we communicate with you. There are a number of channels to ensure effective communications between staff and students.

Taught MA programmes

For students taking a taught MA programme, the first person to contact with any questions or issues that may arise is the Co-ordinator for that particular MA programme. The following is a list of the MA Co-ordinators for 2017-2018:

MA in Irish History: Dr Jennifer Redmond (semester 1)/Dr Jonathan Wright (semester 2)

MA in Military History and Strategic Studies: Dr David Murphy

MA/PG Diploma in Historical Archives: Dr Jacinta Prunty

MA Leadership, Management and Defence Studies: Dr Ian Speller

Structured research programmes

The Research Postgraduate Programmes Co-ordinator (M.Litt. and PhD) for 2017-18 is Professor Marian Lyons (Head of Subject), who is also convenor of the Departmental Research Seminar.

Students (Masters / Undergraduates) who are considering embarking on M.Litt/PhD or direct entry PhD registration are expected to meet with Professor Raymond Gillespie to discuss their thesis proposal in advance of making a formal application via PAC. Currently-registered PhD students who are coming close to the submission of the thesis are to meet with Professor Gillespie concerning the sign-off of the thesis by the department as 'ready for examination'.

MA in Leadership, Management and Defence Studies

The Department of History is responsible for co-ordinating the delivery of the MA in LMDS at the Command and Staff School at the Military College, Curragh Camp, County Kildare. The MA is available to Defence Forces and overseas military personnel taking the Senior Command and Staff Course and is taught in partnership with the military Directing Staff at the Military College. The co-ordinator is Dr Ian Speller.

Higher Diploma in Leadership, Defence and Contemporary Security

The Department of History is also responsible for coordinating the delivery of the HDip in LDCS at the Office Training Wing of the Infantry School at the Military College. The HDip is available to Defence Forces and overseas military personnel taking the Junior Command and Staff Course and is taught in partnership with the military Directing Staff at the Military College. The co-ordinator is Dr Ian Speller.

The departmental website

The departmental website is designed to provide postgraduates with as much information as possible about the department, its staff and the courses on offer. It can be accessed at <https://www.maynoothuniversity.ie/history>.

Email

The Department of History communicates with students using their **Maynooth University** email addresses. Your email will most likely be used for urgent communication, or to provide instructions or information related to teaching. It is vital that you check your email regularly and respond in a timely manner when necessary.

Access to staff

You are encouraged to consult with staff on academic or other matters concerning your postgraduate studies and your general progress as a student. All full-time lecturers have consultation times set aside to meet with students. These times are posted on their office doors and on the departmental website (<https://www.maynoothuniversity.ie/history/contact-us>). If all of the consultation times posted by a lecturer that you wish to see clash with your classes, you can ask for an appointment to see the lecturer at another mutually convenient time.

Individual lecturers and tutors will indicate the extent to which they can deal with enquiries by email. Email communication is not a substitute for face-to-face student-staff consultation.

Moodle

Many lecturers use Moodle, the university's virtual learning environment, to provide on-line support for their modules (<https://www.maynoothuniversity.ie/current-students>).

Social Media

The Department of History has a presence on social media currently maintained by Dr Jennifer Redmond. The department uses social media to promote news and general activities among students, staff and alumni. The accounts to follow are:

Facebook: <https://www.facebook.com/maynoothhistory>

Twitter: @MaynoothHist <https://twitter.com/MaynoothHist>

HEALTH AND SAFETY

The university is committed to complying with all relevant health and safety legislation and has legal obligations to implement its health and safety policies. Your commitment and co-operation is essential for the implementation of this policy. Each student is required:

- to take reasonable care of his / her safety and that of any person who may be affected by their activities;
- to co-operate with the university;
- to report defects;
- not to interfere with anything provided to secure the safety, health and welfare of persons on the premises.

If a fire alarm sounds while you are in class, or on any business in the Department of History located in Rhetoric House, please evacuate the building and proceed to one of the prescribed assembly points. Under no circumstances should you attempt to return to the building until the all clear is announced. The department's health and safety statement may be consulted on the department's website.

POSTGRADUATE DEGREE PROGRAMMES

STRUCTURED RESEARCH

PhD and M.Litt. students are required to have obtained a certain number of credits from course work or other accredited activities as well as completing the thesis.

- **M.Litt. students:** if you register for the M.Litt. (normally a two-year programme), you must over the two years take a minimum of 10 credits in taught modules (at least 5 in generic/transferable modules and at least 5 in subject specific/advanced specialist modules) from the departmental/institutional structured programme, unless a waiver is granted by the Graduate Studies subcommittee. In addition, the History department requires M.Litt. students to take certain modules (outlined below). **For M.Litt. students who wish to keep open the possibility of transferring to the PhD, see under PhD below.**
- **PhD students:** there are different categories of PhD students, depending on existing qualifications, as follows:
 - 1) If you wish to study for a PhD but do not possess a Master's degree (M.A. or equivalent), you are required to begin your studies by registering for the M.Litt. (see above), and subsequently transferring to the PhD (normally involving four years' study in all, including any year/s spent on the M.Litt. register). Over the course of the entire four years, you must take a minimum of 60 credits in taught modules (with at least 15 in generic/transferable modules and at least 15 in subject specific/advanced specialist modules) from the departmental/ institutional structured programme.
 - 2) If you are a direct entry PhD student with a relevant Master's level qualification in History, or in a discipline cognate to the proposed research topic, you will be expected to take a minimum of 30 credits over the duration of the PhD programme (usually three years), to be agreed with the Supervisor, Head of Department, and/or the Research Postgraduate Programmes Co-ordinator.
 - 3) If you are a direct entry PhD student with a Master's level qualification in a discipline not cognate to the proposed research topic you will be required to take a minimum of 35 credits over the duration of the PhD programme (usually three years), to be agreed with the Supervisor, Head of Department, and/or the Research Postgraduate Programmes Co-ordinator.

Students may register for the M.Litt. and PhD on a part-time or full-time basis. Meeting the demands of being a full-time PhD student in the Department of History while simultaneously in full-time employment is not possible. A person in full-time employment, even where the working hours are flexible, will not be accepted onto the full-time register by the Department of History. The part-time option is there for precisely this situation, and has been the route to success for a significant number of our best known alumni. Students who are in employment are welcome to call to the Department to discuss their options. Prospective research students meet with Professor Gillespie, in the first instance, to discuss the feasibility of their thesis proposal before making application through PAC.

M.LITT. PROGRAMME 2017-2018

If you are a student on this programme, **whether or not you expect to apply to transfer to the PhD register**, you are required to take certain modules offered by the History Department. These are:

<u>I SEMESTER:</u> Semester 1 and 2	HY662	Research tutorial 1 (2.5 credits)
	HY845	Research seminar (2.5 credits per semester)
	GSH1	Approaching the past (5 credits)
	HY661	Research skills for historians (5 credits)
<u>II SEMESTER:</u>	HY663	Research tutorial 2 (2.5 credits)
	HY848	Research seminar (2.5 credits per semester)
	GSH2	Handling evidence (5 credits)

From this outline, it will be seen that it is possible to obtain 25 credits in your first year of research (**note that 30 credits is the maximum number that may be accumulated in a single year**). In particular cases, depending on your research topic, you may choose to take additional modules (e.g., a language module). (Full details of all modules that History students may take are available on Course Finder at <https://www.maynoothuniversity.ie/current-students>. Under 'Current Students' insert HY900 and follow links.

The proposed modules to be taken in 2017-18 must be agreed between you and your supervisor at a meeting during September and the choices indicated in the Initial Meeting Record form, which, after being sent to the Head of Department, has to be sent to Graduate Studies. Copies of the Initial Meeting Record should be kept by the student and supervisor. Modules that may be taken in later years can be indicated on the form in the space provided, but you should only register in September 2017 for modules you expect to take in 2017-18.

PHD PROGRAMME 2017-2018

1) If you are transferring from the M.Litt: you will already have obtained a number of credits (check your registration record to ensure that you have those you expected to obtain). For this and coming years it is a matter of selecting, from the various modules available to History students, those of most relevance to your own research topics. Remember that in terms of the minimum of 60 credits to be obtained over the full duration of the programme (4 years, including any M.Litt. year/s) **you must obtain a minimum of 15 credits in generic or transferable modules**. Proposed modules for the current year should be discussed with your supervisor in advance of registration. Details of the modules to be taken during the current year should be sent to the Head of Department.

2) If you are a direct entry PhD student: your minimum of 30 credits must be obtained from at least 15 credits in generic/transferable modules and 15 in subject specific/ advanced specialist modules, over the three years of the programme. You should meet your supervisor to discuss which modules will be most appropriate and fill in an Initial Meeting Record form, as above. You are strongly advised to take the modules required for M.Litt. students.

MODULES ON OFFER FOR STRUCTURED PHD HISTORY

For the most up-to-date information, please consult 'Course Finder' at:

<https://www.maynoothuniversity.ie/current-students>

HY900 SEMESTER 1

- GSH1 5 APPROACHING THE PAST (Compulsory for M.Litt. students)
- HY662 2.5 RESEARCH TUTORIAL 1 (Compulsory for M.Litt. students)
- HY845 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 1A (Year 1, semester 1)
- HY846 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 2A 2 (Year 2, semester 1)
- HY847 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 3A (Year 3, semester 1)
- HY855 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 4A (Year 4, semester 1)

SEMESTERS 1 & 2

- CTL1 5 PROFESSIONAL CERT IN POSTGRADUATE TEACHING & LEARNING
(TUTORS & DEMONSTRATORS)
- FM801 5 CONFERENCE ORGANISATION
- FM802 5 WORK-BASED PLACEMENT
- FM803 5 RESEARCH PLACEMENT
- FM804 5 ENGAGING WITH THE COMMUNITY: RESEARCH, PRACTICE AND
REFLECTION
- FM804 5 OUTREACH & COMMUNICATION
- GSS9 5 DIGITAL METHODOLOGIES FOR HUMANITIES RESEARCH
- GST8 5 GRANT MANAGEMENT AND COMPLIANCE
- HY661 5 RESEARCH SKILLS FOR HISTORIANS
- HY841 5 HISTORY DEPARTMENT RESEARCH SEMINAR PRESENTATION 1
- HY842 5 HISTORY DEPARTMENT RESEARCH SEMINAR PRESENTATION 2
- HY843 5 HISTORY DEPARTMENT RESEARCH SEMINAR PRESENTATION 3
Note: Students make only **one** presentation, usually in year 2.
- HY851 5 SUMMER SCHOOL PRESENTATION 1
- HY852 5 SUMMER SCHOOL PRESENTATION 2
- HY853 5 SUMMER SCHOOL PRESENTATION 3
- HY861 5 ACADEMIC CONFERENCE PRESENTATION 1
- HY862 5 ACADEMIC CONFERENCE PRESENTATION 2
- HY863 5 ACADEMIC CONFERENCE PRESENTATION 3
- HY865 5 MAJOR PUBLICATION 1
- HY866 5 MAJOR PUBLICATION 2
- HY872 10 INTERNATIONAL MODULE 2
- HY873 10 INTERNATIONAL MODULES 3
- HY891 5 LANGUAGE FOR ACADEMIC PURPOSES 1
- HY892 5 LANGUAGE FOR ACADEMIC PURPOSES 2
- HY893 5 LANGUAGE FOR ACADEMIC PURPOSES 3

SEMESTER 2

- GSH2 5 HANDLING EVIDENCE
- GSS3 5 PROFESSIONAL SKILLS: THESIS COMPLETION & CAREER DEV.

GST3 5 ACADEMIC WRITING MODULE
HY663 2.5 RESEARCH TUTORIAL 2 (Compulsory for M.Litt. students)
HY848 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 1B (Year 1, semester 2)
HY849 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 2B (Year 2, semester 2)
HY850 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 3B (Year 3, semester 2)
HY856 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 4B (Year 4, semester 2)

M.LITT. DEGREE

M.LITT. (FIRST YEAR) CALENDAR 2017-2018

Sept. 18 First semester begins

Sept. 21 HY662 Research tutorial 1 begins
Nov. 1 Deadline for IRC applications (See www.research.ie)
Apr. 23 Annual report to supervisor
Apr. 23 Application for transfer to PhD register

FIRST YEAR M.LITT. PROGRAMME, 2017-2018

To view module descriptors, please go to <https://www.maynoothuniversity.ie/current-students> and enter the relevant module code in Course Finder

M.Litt. students must comply with deadlines for taught modules. Failure to do so will necessitate repeating the course. **The following modules are compulsory:**

SEMESTERS 1 & 2

- HY661 Research skills for historians
Thursday 12.00 noon in semester 1
Thursday 2pm in semester 2

I SEMESTER (18 September – 15 December 2017)

- Individual research with assigned supervisor
- HY662 Research tutorial 1 Thursday 3.00 pm
- Research seminar (HY845) (Schedule as circulated)
- GSH1 Approaching the past Three workshops: 6, 20 November; 4 December 2017

II SEMESTER (29 January – 4 May 2018)

- Individual research with assigned supervisor
- HY663 Research tutorial 2 Thursday 3.00 pm
- Research seminar (HY848) (Schedule as circulated)
- GSH2 Handling evidence Three workshops: 5, 19 February; 5 March 2018

HY661 (SUBJECT SPECIFIC): RESEARCH SKILLS FOR HISTORIANS

Module co-ordinator: Dr Jacinta Prunty

Credits: 5 (Semesters 1 & 2, starting in week 2, each x1 hour session).

Aim

To equip PhD students in history in the first years of research with the necessary technical skills to complete the thesis. Module content will vary from year to year depending on the needs of students but will be drawn from a menu including oral history, palaeography, maps and graphics, editing, statistics, IT skills.

Assignments

M.Litt/PhD students are expected to engage with the sessions as scheduled, but will submit for final assessment the exercise on academic writing and referencing (due 14 Dec. 2017), and two others of their choice. (Submission dates: oral history 16 Nov. 2017; editing 8 Feb. 2018; maps 5 April 2018; qualitative methods 3 May 2018).

Note: these skills sessions are shared with students taking HY669 Master's dissertation (MA in Historical Archives) who meet weekly. The sessions as scheduled below may be varied to better suit the research skills required by this year's cohort of new M.Litt./ PhD. Please feel free to make suggestions to Dr Jacinta Prunty.

Semester 1: Thursdays 12 noon (venue: SE235)

Week 2: 28 September.2017	Oral history methodologies, Dr Ida Milne
Week 4: 12 October	Ethics in history writing, Dr Jacinta Prunty
Week 5: 19 October	Oral history methodologies, Dr Ida Milne (note date please)
Week 9: 16 November	Academic writing and referencing, Dr David Gahan
Week 11: 30 November	Academic writing and referencing, Dr David Gahan
Week 13: 14 December	Palaeography and the transcription of historical documents, Dr Jacinta Prunty

Semester 2: Thursdays 2pm (venue: SE132/ new IT teaching room, Iontas)

Week 2: 8 February 2018	Editing historical documents, Dr Jacinta Prunty
Week 4: 22 February	Maps and graphics for theses (Adobe Illustrator) Dr Jacinta Prunty
Week 6: 8 March	Maps and graphics for theses, Dr Jacinta Prunty
Week 9: 5 April	Quantitative methods in historical research
Week 11: 19 April	Quantitative methods in historical research
Week 13: 3 May	Documentary research methods, Dr Jacinta Prunty

Learning outcomes

On successful completion of the module, you should be able to:

- recognize appropriate technical skills required to undertake their thesis
- distinguish the limits and possibilities of the skills required
- develop the required skills to a level appropriate to the thesis
- monitor the on-going acquisition of skills and their application

Pass standard: 40%

HY662 (SUBJECT SPECIFIC) RESEARCH TUTORIAL 1

Module co-ordinator: Prof. Marian Lyons

Credits: 2.5 (Semester 1)

Aim

This module aims to provide you with an opportunity in the first year of your research to apply ideas about formulating a research plan for your thesis. In particular, this involves the development of structured approaches to the thesis including the statement of aims and objectives and the location of the thesis in existing historiography.

Learning outcomes: on successful completion of this module, you should be able to:

- Recognise the possible ways of structuring your thesis and consider appropriate methodological options and discussion of those options
- Distinguish between aims and objectives and create specific structures for your work
- Develop a strategy for organising the project and identifying relevant sources
- Monitor the coherence and consistency of argumentation.

Teaching and learning methods: tutorial discussion and practical work on developing a research plan for your own thesis.

Class 1: Introduction

Classes 2-4: scholarship/grant applications, including application process for IRC postgraduate scholarships, to include talks from previous successful applicants, and compilation of draft applications.

Classes 5-12: how to access principal research libraries in Ireland and elsewhere; identifying relevant primary and secondary sources for students' research topics; role of supervisor(s); compilation of preliminary lists of relevant sources; visits to Maynooth University libraries, to include information session (John Paul II Library) on digital resources for historians.

Assessment: structured plan for the thesis, possibly on the lines of an IRC grant application.

Pass standard: 40%

Deadline: Friday, 5 January 2018

HY663 (SUBJECT SPECIFIC) RESEARCH TUTORIAL 2

Module co-ordinator: Prof. Raymond Gillespie

Credits: 2.5 (Semester 2)

Overview: to provide an opportunity for you in the first year of your research to present your work to the class and obtain feedback. In particular, this involves the acquisition of techniques of research and presentation specific to historians, and the development of presentation skills and discussion of your own work in progress for peer appraisal.

Learning outcomes: on successful completion of the module, you should be able to:

- Formulate the main aims and objectives of your thesis
- Distinguish alternative approaches and be prepared to defend in a seminar your distinctive approach
- Develop your presentation skills
- Monitor the coherence and consistency of your emerging arguments and subject this to peer review
- Reflect in a seminar paper on your own research.

Teaching and learning methods: seminars, to combine structured discussion of presentation skills with practical presentation of work in progress.

Classes 1-8: every participant presents a seminar paper based on his/her work in progress.

Assessment: Seminar paper of work in progress (*c.* 3,000-4,000 words), produced according to required norms of bibliography and citation conventions (100%). This paper may serve as the draft chapter required to support an application to transfer to the PhD (see below).

Pass standard: 40%

Deadline: Thursday, 10 May 2018

Obtaining a pass in HY661, HY662, HY663, HY845 and HY848 is a prerequisite for the award of the M.Litt..

Note: All research must be carried out in an ethical framework. Where formal interviews ('human participants') are involved, you are required to follow the policies and guidelines drawn up by Maynooth University Research Ethics Policy and Committee, available at the webpage of the Research Development Office, <https://www.maynoothuniversity.ie/research/research-development-office/policies>. Important matters covered in this document include: harm to the interviewee; informed consent and the constitutional right to privacy; deception (misuse / tampering); anonymisation of data; legal agreements; access and user restrictions; rights to freedom of expression – a right to tell your story as you see it. There are also templates to assist in drawing up formal letters setting up the research. For advice and prior approval of research involving oral history methodologies you need to contact the Maynooth University Ethics Committee at the outset of your studies.

Programme Aims

This full-time programme aims to educate students to the principles that underpin the professional management of archives and records, and to equip them with the theoretical and practical skills that will enable them to work with varied formats and media in a fast-changing, international context. The development of leadership and management abilities, as well as skills in advocacy and collaboration, are important to the overall aim of the programme which expects its graduates to take an active role in the sector and to commit to ongoing professional development.

The programme is particularly but not exclusively geared to the ‘sole operator’ who is entrusted with the care and development of archives and records management in religious institutions, voluntary societies, business firms, dioceses, colleges, historic houses and other important but often (to date) under-resourced settings. The aim is to educate archivists who will be able to design and implement records management and archive systems and procedures which are informed by knowledge of the historical, administrative and legal contexts of the materials in question and which are in accord with appropriate international and national standards.

Both the MA in Historical Archives and the Postgraduate Diploma in Historical Archives have been accredited by the Archives and Records Association of the UK and Ireland as professional qualifications in archives and records management.



Programme Structure

Due to the inter-relationship between archives and records management, in terms of principles and practices, this is a combined programme in which students are expected to develop the skills to practice in both archives and records management equally. The programme recognizes the need for both academic and practical knowledge, and the importance of engaging with new developments without neglecting traditional skills. This is reflected in the assignments, which will require an understanding of contemporary issues in archival science, excellent communication skills (in writing and orally, in print and online), broad-based experience, and personal reflection.

The MA in Historical Archives and the Postgraduate Diploma in Historical Archives are run as a single programme. The PGDip consists of all the taught modules (60 credits); there is no dissertation. The PGDip was introduced by the History Department (and accredited by the ARA) to facilitate students already holding an MA or PhD degree, or other well-qualified applicants who do not wish to undertake an MA dissertation. No distinction is made in terms of entry requirements and standard of work; the dissertation is the only difference.

All students (MA, PGDip) are required to be engaged first-hand with archives and /or records management in a repository approved by the course director, and under the mentorship of an experienced archivist or records manager for the full duration of the programme. This work will be undertaken (in most cases) on Mondays and Tuesdays; arrangements to be finalised with Dr Prunty. Students are expected to be in their archives by the first week of October, and to continue until lectures end in May, with the usual holiday breaks.

Records and records management: historic, contemporary and future challenges (15 credits)

HY650 Records management, Mr Mark Farrell, 10 credits, semester 1 Thursdays 6-8pm; 21, 28 Sept., 5, 12, 19, 26 Oct. 9, 16, 23, 30 Nov., 7, 14 Dec. 2017, venue: JHT3

HY622 Records and record-keeping in Ireland: historical perspectives, Professor Raymond Gillespie, 5 credits, semester 1 Fridays 2 to 4pm (usually). Session 1: 22 Sept. 2-4pm RH5. Session 2: 29 Sept. 10am-12 noon SE234. Session 3: 6 Oct., 10am-12 noon SE234. Session 4: Fri. 13 Oct. 2-4pm RH5. Session 5: Fri. 20 Oct. 2-4pm RH5 (see also: Mission History/ Columban Archives, MU). Session 6: offcampus visit, 27 Oct. 2017

Archival science and collections management (15 credits)

HY664 Archives management, Ciara Joyce, Nicola Kelly, Susan Durack, Prof. Terence Dooley (new IT teaching room, Iontas) 10 credits, semester 2, Thursdays 4 to 6pm

HY628 Leadership and project management, Helen Fallon, Cathal McCauley, Hugh Murphy, Barbara McCormack; 5 credits, semester 2 Fridays 10am - 12 noon, venue: Special Collections Reading Room

Arranging and describing archives (10 credits)

HY665 Archival arrangement and description, Dr Jacinta Prunty, 10 credits, semester 2, Thursdays 6 to 8pm, venue: new IT room, AFF

Preservation, print and access (10 credits)

HY615 Preservation management, Ms Louise Walsworth Bell, 5 credits, semester 1
Session 1: 22 Sept. Russell Library. Session 2: 13 Oct. Session 3: 20 Oct.
Session 4 Visit: 27 Oct. Sessions 5 & 6: 10 Nov. 2017 (10-12 noon, presentations; 1.30 to 3.30pm, materials).

HY618 The tradition and organisation of print: book collections in archives, Ms Barbara McCormack, Mr Hugh Murphy, 5 credits, semester 1 Fridays, (10-12.30, 2-3pm), Sessions 1 & 2: 17 Nov. 2017 (morning and afternoon), [off campus Fri. 1 Dec. 2017], Sessions 3 & 4: Fri. 8 Dec. (morning, afternoon), Session 5: Fri. (morning), 15 Dec. 2018

Digital Humanities (10 credits)

AFF601 Digital Humanities: theory and practice, Prof. Susan Schreibman & Dr Konstantinos Papadopoulos. 10 credits, semester 1 Thursdays 2-4pm commencing 21 Sept., to 15 Dec. 2017 *or*

MD626 Media Archives (MA in Critical Media and Creative Practice), 10 credits, semester 2. (See Media Studies for timetable).

Independent research (30 credits, Masters students only)

HY669 Master's dissertation, x30 credits, supervisors as assigned & weekly session, semester 1 Thursdays 12 to 1pm, **28 Sept.** 2017, **5, 12, 19, 26 Oct., 9, 16, 23, 30 Nov., 7, 14 Dec.** 2017. Semester 2: Thursdays 2pm to 3pm, **1, 8, 15, 22 Feb., 1, 8, 15 Mar., 5, 12, 19, 26 Apr. 3 May** 2018. **Includes HY661.** Venue: SE235 (both semesters)

Research/ site visits: see MA Historical Archives full programme. **Postgraduate students on other programmes are most welcome to join with the archives students on the following dates** (please contact Dr Prunty in advance to confirm your participation):

Friday 27 October 2017, 10am to 4.30pm, Renshan Hall, 'Historians and Archivists', an invitation to attend all or part of this day, organised by the Irish Association of Professional Historians, has been extended to MU postgraduate students in history.

Dr Jason McElligott, Keeper and Ms Sue Hemmens, Deputy Keeper

Friday 1 Dec. 2017 (HY650/HY622), Dublin City Archives, Dr Mary Clark, Dublin City Archivist, Ms Ellen Murphy, Senior Archivist (meet Pearse Street, 2.25pm)

Fri 16 Feb. 2018 (HY622, HY664), National Archives of Ireland, Tom Quinlan & colleagues, meet 9.50am Bishop Street; (HY622 & HY618); 2pm, 'Books as archives and books in archives', Marsh's Library, Dublin, Dr Jason McElligott, Keeper and Ms Sue Hemmens, Deputy Keeper (date tbc)

Fri 2 Mar. 2018, fieldtrip (HY623 & HY654), Public Record Office of Northern Ireland, Dr Desmond McCabe and colleagues, travel to Belfast on 7.35am train from Connolly Station, Dublin

MA IN IRISH HISTORY, 2017-2018

Programme co-ordinator: Dr Jennifer Redmond

Credits: 90

Aims

This programme allows students to examine and research the rich subject of Irish history from the earliest times to the present day, and to assess the major events that led to the emergence of modern Ireland.

The compulsory modules will provide students with an in-depth knowledge of the sources and resources that are available to undertake a detailed research study, and the ability to assess and understand the major debates and controversies that have engaged historians in Irish history. Key issues, topics and arguments are explored through specialised optional modules dealing with social, political and military themes.

To view module descriptors, please go to <https://www.maynoothuniversity.ie/current-students> and enter the relevant module code in Course Finder.

PROGRAMME

Fulltime – all modules taken within one academic year (65 compulsory, 25 optional credits)

Part-time – within two academic years (65 compulsory, 25 optional credits). Students are expected to take the taught modules in Year 1, and the thesis modules (HY608, HY609) in Year 2.

Semester 1 - Compulsory

HY602	[12.5]	Interpreting local evidence	Prof. R. Gillespie, Mon. 4-6
HY607	[12.5]	Debates & controversies in Irish History	Team teaching (co-ordinator: Dr Etchingham), Wed. 4-6
HY608	[20]	Thesis preparation	One tutorial on alternate weeks, starting in week 2: Mon. 2-3 Room 61 or Wed 2-3 SE230

Semester 1 - Optional

HY606	[2.5]	Reading the Irish landscape	Dr Michael Potterton [Site visit]
AFF606B	[10]	Digital scholarly editing	An Foras Feasa
MD624		Irish media studies	Media Studies

Semester 2 – Compulsory

HY609	[20]	Thesis completion	One tutorial on alternate weeks, starting in week 2: Mon 2-3, T2 or Wed 2-3, T2
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Semester 2 - Optional

HY605	[2.5]	Doing local history (2.5cr, Reading + 1 tutorial)	Prof. M. Lyons
HY638	[12.5]	The Irish Revolution, 1913-23	Dr J. Wright, Tue. 3-5
HY643	[12.5]	The evolution of Irish landed estates and country houses	Prof. T. Dooley, Tue 6.15-8.15
HY649	[10]	Medieval Ireland elective (MA)	Dr Michael Potterton, Wed. 4-6
HY696	[2.5]	Cultural heritage	(Prof. Marian Lyons) One tutorial tbc

Total credits - compulsory taught modules (semester 1)	25
Total credits to be selected from optional modules	25
Total credits – thesis (preparation & submission)	40 (Year 2 for part-time students)

MA IN IRISH HISTORY, 2017-2018 *continued*

Assessment

HY602	Essay 5,500 words, 70%; in-class test in Palaeography, 15%; short essay on statistical material, 1,500 words, 15%
HY605	Report/essay, 2,500 words
HY606	Report/essay, 2,500 words
HY607	Six essays of 1,500 words each
HY638	Combination of presentation and/or major assignment and/or written test
HY643	Written assignment on agreed topic 80%, class presentation: 20%
HY649	Major project, or shorter project with class assignments/tests
HY696	Report / essay (2,500 words approx.)

HY608 will be assessed jointly with HY609 on the basis of a minor thesis (12,500 min. to 15,000 max. words) on an approved topic using both primary and secondary sources and presented in accordance with the conventions of the discipline. Both are required modules. Closing date for submission: **Friday, 29 June 2018.**

MA IN MILITARY HISTORY & STRATEGIC STUDIES, 2017-2018

Programme Co-ordinator: Dr David Murphy

Credits: 90

Aims

To view module descriptors, please go to <https://www.maynoothuniversity.ie/current-students> and enter the relevant module code in Course Finder

Semester one modules

HY671 Skills and methodologies (12.5cr)	Monday, 4-6pm	Compulsory
HY673 The development of modern warfare (12.5cr)	Wednesday, 4-6pm	

Semester two modules

HY672 Strategic Studies (12.5c)	Monday, 4-6pm	Compulsory
HY638 The Irish revolution, 1913-1923 (12.5cr)	Tuesday, 3-5pm	
HY674 Contemporary warfare (12.5cr)	Wednesday, 4-6pm	

There are two compulsory thesis-related modules:

HY678 Thesis preparation	(20 credits)
HY679 Thesis completion	(20 credits)

Part-time students are required to complete the programme over a maximum of six semesters. Please note that HY698 is a prerequisite for HY699.

Assessment

Module assessment is achieved through a variety of means, including essays, book reviews, presentations, written tests, portfolios and other formal assignments. HY678 and HY679 are assessed jointly on the basis of a minor thesis of 12,000 - 15,000 words on an approved topic using primary sources and secondary sources and presented in accordance with the conventions of the discipline. Submission by 29 June 2018. Modules contribute to the final mark in proportion to their credit weighting and the MA requires a total of 90 credits. The minimum pass mark is 40% and students must achieve this grade for both their thesis and their coursework.

PLANNING YOUR RESEARCH AND WRITING

THE THESIS INTRODUCTION

Every thesis submitted to the history department must have a well-written introduction, usually (but not always) requiring a full chapter. The need for an introduction applies whether it is an M.Litt., PhD, or taught master's thesis, though the scope, depth and word count will vary. The following general points are offered to assist you in getting this difficult but rewarding aspect of the thesis underway; your supervisor will advise further.

Every thesis introduction should deal with the following (though not necessarily in this order):

A survey of the existing state of knowledge, debate and scholarship on the topic, and location of the proposed project within the current state of research. This typically involves an account of the existing secondary sources, the most recent journal articles, chapters in edited collections, monographs and published conference papers in your field, as well as selected classic studies, noting what you will build on / the directions you will take. The literature review is prepared in conjunction with your bibliography but note that the discussion is grouped thematically, it is not a review book-by-book nor is it confined entirely to books that you cite in the thesis itself. And do not be afraid to extend your reading beyond English-language texts alone; you do not need to be fluent in a second language to be able to read and comprehend papers in that language, especially when you are doing so at your own pace on a subject that really interests you.

An indication of what the author hopes to add to the existing body of knowledge and understanding. What will this thesis do? What gap will be filled? What new angle will be explored? What difference will it make? Indeed, why undertake this piece of research at all? Set out the key aims and objectives of the work (perhaps start with bullet points or pose a number of questions), and come back to refine this as the research and writing progresses.

An outline of the principal primary sources to be used, their nature and location, and any particular challenges that arise. The bibliography of primary sources is your guide here, but the discussion is usually by type, creator or period, not by repository.

An indication of any special or unusual features of the proposed methodology. This may be incorporated into the discussion of sources, where appropriate, or taken separately.

A note on the thesis structure (briefly outline the contents of the chapters and explain the thinking behind the sequence— the shifts, and why).

Other 'essential scaffolding', to set the reader up and avoid backtracking later. This could include the dates framing the study, names of key players or organisations, place names and geography, definitions of key terms. These should be kept to a minimum, what is absolutely necessary only, keep the discussion for the body of the thesis.

A first draft of the introduction is required early in semester 1, as it helps you to clarify your plans. It gives the supervisor a sense of the inherent strengths and weaknesses of the proposed research, so that they can direct, or redirect, your work at any early stage. Between the first draft and the final version of the introduction, as submitted, there are likely to be changes. This is to be expected, as the focus and scope of a thesis often shifts in the course of the research and writing. You will come across new sources and widen your reading, and think again, with the benefit of experience, about what it is possible to do and how you might best

go about it. The Introduction will be a 'work in progress' right up to the writing of the Conclusion, which should tie in with the Introduction itself (hence the need to revisit your first efforts, returning full circle).

Please note that a very high standard of written English is expected of all assignments at postgraduate level and in particular of the thesis. This applies where English is the student's second (or even third) language. Any student in need of assistance in this regard is strongly advised to contact the Writing Centre (Centre for Teaching and Learning, Ground Floor, School of Education Building) early in the academic year and to participate in workshops, support writing groups, and online training as appropriate (email: writingcentre@mu.ie).

REQUIREMENTS FOR THE PRESENTATION OF ASSIGNMENTS AND THESES

1. Every assignment (essay, project, PowerPoint slides) must be submitted with the prescribed cover sheet fully completed. A blank copy of the prescribed cover sheet is provided in the Appendices. You can photocopy this as necessary, or download it from the department's website.
2. Work must be presented in a suitable digital format.
3. Every chapter or assignment must have a full title.
4. All assessed coursework should be presented in A4 page layout, either double spaced or 1.5 line spacing, with margins of at least 3cm on all sides.
5. Both sides of the page to be used when printing your assignments. Each page of the typescript should be numbered and securely stapled. Plastic covers, folders or binding should not be used. (An exception will be made for presentations exceeding twenty pages in length.)
6. All draft chapters of theses should include appropriate citations preferably as footnotes rather than endnotes. In the bibliography, the standard division between primary sources (manuscript and printed) and secondary sources should be made.
7. It is your responsibility to keep an exact copy of all projects/draft chapters of theses, etc., presented, and to make such back-up copies available as required.
8. Do not send presentations by email or email attachment unless you have received the consent of your supervisor.

Retained Copies

The Department requires each student to retain an exact copy (electronic and printout) of each piece of written work submitted to a tutor, lecturer or supervisor. Copies of written work submitted to a tutor, lecturer or supervisor are not returned to the student. In the event of submitted work being mislaid the student will be expected to provide a replacement copy when asked. Back-up copies of files must be kept until the examination process is concluded.

REFERENCING AND BIBLIOGRAPHIES

(a) Referencing

Referencing is the practice of acknowledging or citing the source of quotations, information, ideas, theories and illustrations used in any piece of academic writing. Carefully and correctly referencing one's written work is a core skill of the historian and, as such, students of history must learn the basic rules and conventions at an early stage. In time, referencing will come as second nature, allowing you to focus on content, style and the construction of a convincing argument or thesis. Fundamentally, proper referencing in the writing of history enables the author to acknowledge the source of the information being used and to support the arguments and theories being presented. It allows the reader to check the original source material and to come to her/his own conclusions.

As a student of history, it is essential that you learn when references are required and use them appropriately. In addition to weakening an argument, the absence of proper references in any piece of scholarly writing exposes the author to allegations of plagiarism – a serious matter (see below). Drawing from another's work but leaving the reader to presume it is your own - what might be termed 'borderline plagiarism' - is mean and dishonest, and not in the spirit of scholarly research. If you quote (i.e., reproduce the author's exact words or use numerical information) from a book, journal article, or other source, you should always provide a reference. Where you directly 'lift' the text of another author and use it as your own (without quotations marks), even if you footnote the source, you are guilty of plagiarism. Quotations can be useful illustrations of a key point or give the flavour of a document, but keep them short and do not overdo them. Your written work must be presented in your own words.

In essence, references should be used to give credit for all information taken from another source (i.e., a book, book chapter, journal article, electronic source or original document), whether quoted directly, summarised, paraphrased or presented in a different format. There is no need to give a footnote or endnote reference for undisputed information, e.g., Daniel O'Connell was born in 1775; World War One began in 1914. But for a particular interpretation (say) of O'Connell's career, it is helpful to give a reference. For example, in your reading you may notice that O'Connell's campaign for repeal of the Act of Union has led to some debate among historians. Fergus O'Ferrall is one historian who has suggested that O'Connell never thought he would actually obtain repeal; it was merely a tactical issue. If you wish to make this point, it will help the reader if you give a reference to the source: Fergus O'Ferrall, *Daniel O'Connell* (Dublin, 1981), p. 74.

When it comes to the practicalities of academic referencing, consistency is essential. Within the discipline of history, different publishers, journals and university departments adhere to different standards and conventions. In Ireland, historians have tended to stick to the 'rules for contributors' as set out by *Irish Historical Studies* (I.H.S.).¹ Within the Department of History at Maynooth University, it is expected that all written work submitted will conform to *I.H.S.* rules, unless agreed/stipulated otherwise in advance. The full set of rules can be found freely online (www.irishhistoricalstudies.ie/rulesforcontribs.pdf); or use the link of the department's webpage). The most basic requirements are outlined below.

¹ 'Irish Historical Studies: rules for contributors' in *Irish Historical Studies*, xxxiii, no. 131 (May 2003), pp 351–68.

Books: first citations should give the author's full name, title of the book in *italics*, city/town and date of publication in brackets and the page/pages being referred to. For example:

Michel Foucault, *Madness and civilisation: a history of insanity in the age of reason* (London, 1995), p. 1. Or, if a number of pages are being referred to, pp 1–10.

Subsequent citations should give the author's surname, a shortened title of the book in *italics* and the page/pages being referred to. For example:

Foucault, *Madness and civilisation*, pp 1–10.

Chapters in a book: first citations should give the author's full name, title of chapter in single inverted commas, editor's full name followed by (ed.) or, if there is more than one editor (eds), title of the book in *italics*, page extents of the chapter and page/pages being referred to. For example:

Neal Garnham, 'The criminal law, 1692–1760: England and Ireland compared' in S. J. Connolly (ed.), *Kingdoms united? Great Britain and Ireland since 1500* (Dublin, 1999), pp 215–24 at p. 215.

Subsequent citations should give the author's surname, a shortened title of the chapter in single inverted commas and the page/pages being referred to. For example:

Garnham, 'The criminal law', p. 215.

Journal articles: first citations should give the author's name, title of the article in single inverted commas, journal title *italicised*, volume number, year, page extents of the article and page/pages being referred to. For example:

Emmet Larkin, 'The devotional revolution in Ireland, 1850–75' in *American Historical Review*, lxxvii (1972), pp 625–52 at p. 625.

Subsequent citations should give the author's surname, a shortened title of the article in single inverted commas and the page/pages being referred to. For example:

Larkin, 'Devotional revolution', p. 625.

Film or DVD/video: first citations should give the video or film title *italicised*, series title (in parentheses, *italicised*), name/names of director/filmmaker OR personal producer OR corporate/institutional producer. Key actors or other key performers. Version, release, or other distinguishing information, if appropriate. Format (e.g., film, video, DVD), that is, the format that you watched, NOT the format of the original work). Studio name OR production company OR distributor. Original production/release date (separated from the studio/production company/distributor by a comma). For example:

Following Fidel (Portrait of the Caribbean, 6). Dir. Roger Mills. Videocassette. Prod. BBC Television. Dist. Ambrose Video, 1992.

Subsequent citations should give a shortened title of the video or film in italics. For examples

Following Fidel (video).

Electronic sources: all material accessed via the internet must be fully referenced. For books or articles which you have consulted in electronic format, please follow the usual bibliographic conventions first: author, title, place and date of publication and page/pages referred to, then (as you viewed it online) give the name of the site, the URL, and the date on which you visited that site. For example:

Jacob Riis, *How the other half lives* (New York, 1890), p. 1, online at Project Gutenberg, <http://onlinebooks.library.upenn.edu/webbin/gutbook/lookup?num=45502> (14 Sept. 2017).

Many internet resources have an online existence only. In such cases, you follow the same pattern in so far as the source allows: author, title, date created (if given), followed by the details of the website. For example:

Julie Brooks, 'The office of the chief secretary of Ireland', National Archives of Ireland, <http://www.csorp.nationalarchives.ie/> (14 Sept. 2017).

Sometimes it is the website itself that is the reference and there is nothing else you can do but give the name of the website and the URL. For example:

Irish History Online, <http://catalogues.ria.ie/Presto/home/home.aspx> (14 Sept. 2017).

Note that you need to supply the name (in prose) of the institution or website as well as the URL to ensure that in the event of the web address changing, there is still some possibility of locating the material, if it is still present on the web at all. Providing the URL alone is not sufficient.

(b) Bibliographies

At the end of your essay or assignment you should list in alphabetical order all the books, articles or other sources (including electronic sources) that you consulted. Bibliography entries should include all the information given in the footnotes in a first citation, the only difference being that in a bibliography, the author's surname should be listed first. For example:

Foucault, Michel, *Madness and civilisation: a history of insanity in the age of reason* (London, 1995).

Garnham, Neal, 'The criminal law, 1692–1760: England and Ireland compared' in S. J. Connolly (ed.), *Kingdoms united? Great Britain and Ireland since 1500* (Dublin, 1999), pp 215–24.

Larkin, Emmet, 'The devotional revolution in Ireland, 1850-75' in *American Historical Review*, lxxvii (1972), pp 625–52.

You should always subdivide your bibliography between primary and secondary sources as follows:

Primary sources (including manuscript sources and published printed sources such as parliamentary papers, printed collections of manuscripts, newspapers, contemporary published material, etc.)

Secondary literature (books, articles, theses).

A section for website-derived material may also be included, such as databases and websites. Note however that books, journal articles, books etc. which are available online as well as in print, are listed in the standard way, under author. There is no need to distinguish between texts you read onscreen, as photocopies or in the printed journal.

Although additional sub-divisions will vary from thesis to thesis depending on the type and range of sources consulted, **the basic division into primary and secondary sources must always be observed.** Please see the sample bibliographical scheme below.

BIBLIOGRAPHY

PRIMARY SOURCES

Collections of private papers (manuscript)	page	391
Published collections of private papers		393
Newspapers and contemporary periodicals		393
Contemporary publications		394
Memoirs and histories written by contemporaries		395
Works of reference		396
Parliamentary publications		396

SECONDARY SOURCES

General histories		397
Biographies		397
Special subjects		398

STYLISTIC CONVENTIONS

As with footnotes, the conventions to be followed for all written work submitted to the Department of History are those of *Irish Historical Studies: rules for contributors* (in *I.H.S.*, xxxiii, no. 131 (May 2003), pp 351–68). This document is available online at <http://www.irishhistoricalstudies.ie/rulesforcontribs.pdf> while there is also a link to it on the Department's webpage. The following are the most basic requirements.

Capitals Capital letters should be used sparingly; otherwise they become so numerous as to be rendered meaningless. As a general rule use capitals

- to open a sentence
- to mark the first word in the title of a book or an article
- to signify a proper name (the name of a person, place, association or institution)
- in the title of periodicals (e.g., *Journal of Contemporary History*)
- to enable the initial letters to be used for abbreviations (e.g., J.C.H.)

The following are examples of correct usage: the pope; Pope Pius IX; King Henry VII of England; the king of England; the 1937 constitution; the Anglo-Irish treaty; the Belfast agreement; the Charity Organisation Association; the Iveagh Trust; the Congested Districts Board; Northern Ireland; northern England; the river Liffey; Methodist; Roman Catholic; the church of St John the Evangelist; the general valuation.

Apostrophes Avoid unnecessary apostrophes. The following are correct: MPs; 1500s, 1880s (*not* M.P.'s; 1500's, 1880's). **It's** is the abbreviation of **It is** or **It has**. Note: It's a fact that its name is Spot. There is no need for 's in regular plurals. Note: **Mary had several books** (*not* book's). Take care with the possessive case. **John's book** is derived from the following: originally **John his book**, written as **John^hs book**, then becoming **John's book**. If in doubt about an apostrophe, leave it out and then go back and examine why it might be needed. If there is no reason (i.e., for possession or to indicate contraction) then it is not needed.

Numbers In general spell out numbers up to ninety-nine. Use numerals from 100. Spell out ages (seventeen, forty) and historical periods (seventeenth century).

Dates Use the form 20 October 1969 (and *not* October 20, 1969; 20th October 1969; or the twentieth of October 1969). The short *I.H.S.* form is used in footnotes: Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec. Thus: ¹ *Freeman's Journal*, 4 Feb. 1891.

Spelling and proof-reading Before relying on electronic spelling and grammar check, students should check what dictionary has been loaded, such as English (Ireland) *or* English (United Kingdom). Go to Review, Language, Set Proofing Language, select language as English (Ireland) *or* English (United Kingdom) and Set as Default. Spelling & Grammar is also found under Review. Use of the electronic Spelling & Grammar check should always be followed up by a careful check of printout (hardcopy) before final correction and submission. On the prescribed cover page, students must confirm that they have proofread the assignment in advance of submission.

PLAGIARISM

All students are advised to consult the university's policy document on plagiarism, <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>, available under Rules and Regulations for Students. This document sets out why the use of another's work without due acknowledgement is deemed to be serious academic misconduct deserving of academic penalties.

Copying another's work, either verbatim or with only minor changes of wording, and presenting the results as if it were your own work, is both unethical and illegal under copyright laws. It is a form of dishonesty, indicating a complete disregard for others' work. Plagiarism also reveals an unwillingness to think for oneself, being therefore diametrically opposed to the spirit of university studies. The direct copying of passages (including illustrations) from a book, an article or any other source, whether in hardcopy or found online, without adequate references (that is, footnotes and bibliography) will be heavily penalised and may lead to the rejection of the entire piece of work by the department.

Similarly, submitting essays, reviews or projects written by anyone other than yourself will result in heavy penalties. As the final assessment at postgraduate level is based largely on written assignments, including the thesis, plagiarism is equivalent to cheating at examinations. A module lecturer, tutor or thesis supervisor who finds plagiarism in an essay, thesis chapter or other assignment is obliged to report this to the head of department. The penalty can extend beyond loss of marks for the essay or project in question to exclusion from the final examinations for that year. Cases may also be sent on to the Academic Discipline Board, which has its own rigorous procedures and can impose penalties up to and including expulsion from the university.

If you are in any doubt about the correct use of sources in any given situation please consult a lecturer/supervisor for advice.

MAYNOOTH UNIVERSITY LIBRARY

Postgraduate students in History are urged to make the most of the facilities of the John Paul II University Library. The Library provides group study rooms that need to be booked and a postgraduate room on Level 2. It offers interactive training sessions in the library as well as online versions covering a variety of information topics and critical skills at both introductory and more advanced levels. These are advertised at: <http://nuim.libguides.com/list.titled> LIST Online (Library & Information Skills Training) as well as at the Library entrance.

Above all, the Library is a portal to a vast collection of History resources in print and online – books, e-books, journal articles, e-journals, electronic dictionaries, subject databases, and more – which can be identified through the catalogue, 'LibrarySearch'. Very many items, both books and journals, can be borrowed. Most of the e-journals are in full-text format and allow you to print/save/e-mail the article.

Special Collections and Archives holds archival collections of private origin (post 1851) which, when fully processed, are made available for research in its reading room (by appointment). It also holds fragile and scarce materials (catalogue prefix LY). The Russell

Library houses the historical collections of St Patrick's College, Maynooth, founded 1795 as a seminary for the education of Irish priests. Its holdings date from the 16th to the mid-19th century across a range of subjects including: theology, mathematics, science, geography and history. Other important collections include: medieval and Gaelic manuscripts, archival material and incunabula (pre-1501 printing). Material at the Russell Library may be consulted by making an appointment by telephone (01-7083890) or by email (library.russell@mu.ie), or enquire at the John Paul II Library.

In addition to the range of information and supports noted on its home page (<https://www.maynoothuniversity.ie/library>), the Library has a dedicated History subject page (<http://nuim.libguides.com/history>); it is recommended that you bookmark this page, as it is used to highlight new history-specific material acquired by the Library. Note that you can access the library catalogue on or off campus and note also the usefulness of the Advanced Searching option. The LIST Online tutorials can help to develop your search skills.

All postgraduate students in history are advised to apply via MU Library for an **ALCID** card which allows users to visit other academic libraries in Ireland and consult their material. Under the SCONUL Research Extra (SRX) scheme, research postgraduates may apply for a **SCONUL** card which gives borrowing facilities in most of the higher education libraries in Ireland and the UK. The Library also manages requests for items not held by MU through Inter Library Loan (ILL); there is a charge for this service.

Library links and contacts

Taught Masters contact: Frank Brady, frank.brady@mu.ie

Research Masters contact: Ciarán Quinn, ciaran.quinn@mu.ie

Research support Librarian: Ciarán Quinn, ciaran.quinn@mu.ie

Library homepage: <https://www.maynoothuniversity.ie/library>

History subject guide: <http://nuim.libguides.com/history>

LIST online: <http://nuim.libguides.com/list-online>

LIST sessions in the Library: <http://nuim.libguides.com/list>

Inter-Library loans: <https://www.maynoothuniversity.ie/library/using-library/inter-library-loans>

TEACHING AND LEARNING

THESIS SUPERVISION

Every research student is assigned a supervisor. Your supervisor is appointed by the University on the nomination of the head of department. After registration, each research student should arrange an introductory meeting with their supervisor at which what the university terms ‘a customised and individualised programme of research’ is agreed and recorded as the [GSF1: Initial Meeting Record](#). This important document is then approved by the Departmental Research Student Progress Committee (DRSPC) and a copy sent to the Graduate Studies Office. This record informs the annual progress review which takes place at the end of each academic year. For further details please visit the [Graduate Studies Academic Policies](#) section of the website for a full overview of the PhD process.

If you are an M.Litt. or PhD student, you should have submitted to your supervisor, by 8 December a draft introduction to the thesis of approximately 4-10 pages. (See section above entitled ‘Thesis introduction’.) If you are a PhD student, the proposal on the basis of which you were admitted to the programme may serve as a draft introduction, subject to the decision of the supervisor.

In lieu of this draft introduction, you may submit a draft application following the format set out for IRC postgraduate scholarships. Taking this option does not oblige you to submit an application to the IRC. Guidance with the writing of the IRC application will be provided in First Year research tutorials (HY662).

As soon as possible after consulting about the draft introduction, you and your supervisor should agree a tentative list of chapter headings. Subsequent changes should also be agreed with the supervisor. Every draft chapter submitted to the supervisor should be accompanied by a copy of the list of chapter headings and an updated bibliography.

You and your supervisor should arrange a schedule of research and writing (bearing in mind for minor theses the general schedules laid down for specific MA programmes). The number, duration and frequency of meetings between you and your supervisor will be decided by the supervisor. It is your responsibility to ensure that you make initial contact with him/her and that you maintain frequent contact throughout the duration of the programme.

The exchange between you and your supervisor is one of the defining characteristics of university life. Your supervisor, on the basis of knowledge and experience, will provide perspective, direction and information, but the initiative in researching and writing a thesis must come from you. It is the duty of the supervisor to warn you if you are making mistakes or failing to produce work to the required scholarly standard. However, the production of a thesis of the necessary quality is ultimately your own responsibility. You should note that it is not the supervisor’s role to act as copy editor or proof reader, but supervisors should always alert students to weaknesses in language, presentation and/or layout.

Any change in the scope or emphasis of your thesis should be negotiated with your supervisor. Any change in the topic of an MA or M.Litt. thesis must be approved by the head of department. Any change in the title of a PhD thesis has to be approved by the Faculty of Arts and the Academic Council. A complete final draft of every thesis (including the preliminary pages and the bibliography) should be submitted to the supervisor in every case.

A PhD thesis will not be accepted for examination by the University until both the supervisor and the head of department have first signed a formal statement to the effect that it is ready for examination. This does not commit the supervisor or the head of department to an assertion that the thesis merits the award of the degree.

You should not depend on the availability of your supervisor for consultation in July or August, unless this has been specifically arranged.

You are invited to use the Student-Staff Committee as a mechanism for airing and resolving difficulties. However, in the rare event of a dispute between you and your supervisor, either party may raise the matter – informally in the first instance – with the head of department.

Supervisors who are on study leave or sabbatical will normally continue to supervise research students. However, during prolonged periods of absence by a supervisor the department may make appropriate additional provision to support the student's research, in consultation with the student.

ANNUAL REVIEW – POSTGRADUATE RESEARCH STUDENT REPORT FORM

You will meet with your supervisor regularly during the academic year and your academic progress is formally reviewed at least once per academic year. As an M.Litt. or PhD student you will be required to complete a standard form reporting on the year's work and setting out future plans. You must return this form to your supervisor who adds his/her comments and then passes the report to the Research Postgraduate Programmes Co-ordinator (who brings it to the departmental committee dealing with student progression). It is on the basis of the information contained in this report that the department recommends progression / non progression in the case of each research student, whether part-time or full-time. The return of the student report form is obligatory even if you are on track to submit your thesis in the summer or autumn of that year.

It is important to note that there is no automatic continuation of registration; the University (Examinations Office) requires the department in June of each year (with a second deadline in August), to state whether or not the student may be permitted to continue with his/her studies in the following academic year.

It is your responsibility to complete the form and forward it to your supervisor by the deadline specified (usually by late April) without further reminder. **Please note that this deadline may be advanced if that becomes necessary to meet the University's requirements for progression procedures.**

TRANSFER FROM M.LITT. TO PHD

The M.Litt. can be a self-standing two-year programme, or the first stage of an integrated four-year M.Litt./PhD programme. Towards the end of the first year of study an M.Litt. student may request a review of progress with a view to the possibility of transferring to the PhD register. Not all students will wish to transfer. Completing a PhD demands very considerable commitment and presents a significant additional challenge in terms of suitability of topic; selection and organisation of material; and the sheer scope of the additional writing involved. You should also give careful thought to what is in your own best interests in terms of future career choices. The process for those wishing to transfer is as follows.

If you would like to be considered for transfer, you should consult your supervisor and the Research Postgraduate Programmes Co-ordinator, before completing the appropriate form (available from the office) and returning it by 23 April 2018. If the proposal for the PhD follows the outline of the IRC postgraduate scholarship proposal prepared by the student, which is recommended, it should be updated in the light of any recent progress with the work and submitted, together with a list of chapter headings, and enclosed as part of the application for transfer. A draft chapter of the work in progress will constitute key evidence, and will be considered by the departmental supervisory committee. The department's decision will normally be communicated to the student by mid-July. The criteria are the same as for direct admission to the PhD: a significant and viable proposal, and convincing evidence of the capacity to complete it successfully in a reasonable time.

It is important to remember that the upgrade from M.Litt. to PhD is not an automatic right. In the majority of cases the supervisory committee will indicate that they are satisfied with a student's progress. In some cases, however, the Committee may feel that the work presented does not meet the required standard for doctoral research. In such cases, the Committee will likely decide not to permit the student to upgrade.

ATTENDANCE

University regulations lay down that if your attendance is unsatisfactory you may be debarred from examinations. For all postgraduate classes in the department of History attendance is recorded. This applies both to research tutorials and to lectures on taught modules. When sending the marks for essays and projects to the department, lecturers/tutors also report your attendances. **The expectation is for your full attendance. Explanation in writing is required in every case of absence.**

At the discretion of the lecturer, an individual module may have additional specifications in this regard, which will be indicated in advance of registration.

Failure to attend classes, without a very good reason, is taken seriously by the Department of History. You should note that that work, in the sense of paid employment, is never acceptable as an excuse for missing class. When you have to miss a class, you are expected to explain this in advance to the lecturer/tutor or, if that is impossible, to explain as soon as possible afterwards. In either case there should also be a written explanation. Any medical certificates submitted by you are kept on a confidential file in the departmental office and are referred to at examination time.

If you have missed a class/lecture or tutorial, you are responsible for securing all information - both in terms of course work and administration details - conveyed by lecturers and tutors at your scheduled classes and tutorials.

LATE WORK AND DEFAULTERS

Please do not ask for 'an extension' as lecturers have no discretion in the matter. **As a general rule an assignment submitted after the relevant deadline will not be marked.** However, if you think that you have a valid excuse, a late essay or project may be submitted with a letter of explanation attached, and medical certificate if appropriate. In that case the board of examiners will decide in June whether the excuse is acceptable or not.

If you are an M.Litt. student you should note that you must comply with deadlines for taught modules. Failure to do so will necessitate repeating the course.

FEEDBACK ON ASSIGNMENTS AND GRADES

Students are encouraged to meet with their lecturers to receive feedback on their assignments. Learning from experience *before* you move on to another assignment, module or academic year is strongly to be recommended. There is no real substitute for one-to-one office consultation nor should students expect detailed guidance on the preparation of course work/assignments, or feedback on assignments via email. Please call to see your lecturers in person at their advertised office hours.

Students seeking feedback on modules assessed in semester one should see the relevant lecturer (during her/his scheduled consultation hours) during the early weeks of the second semester.

Students seeking feedback on modules assessed in semester two should attend on the university consultation day (scheduled in the week following the release in late June of examination results) or make an appointment with the relevant lecturer.

A further university consultation day is scheduled in early September to deal with queries arising from results processed in the Autumn examination period.

STUDENT EVALUATION OF LEARNING EXPERIENCE

At the end of each module students will be invited to complete an online form evaluating various aspects of the module. Please engage with this survey as fully as you can. Lecturers are pleased to have the benefit of your comments in helping them to review their teaching and assessment and to integrate improvements.

CODE OF CONDUCT

Under the university's Code of Discipline every student is expected and required to respect the rights of fellow students and the authority of the University academic and other staff in the performance of their duties. All are expected and required, at all times, to observe the criminal laws of the State as well as to conduct themselves in a manner conducive to the academic environment of the University. Activities such as using a mobile phone during class, recording lecturing staff without permission, or sharing inappropriate comments about fellow students or lecturers on Facebook or other media may be in breach of this code of discipline. For further information, please see:

<https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>

ENGAGING WITH THE DEPARTMENT'S RESEARCH COMMUNITY

THE RESEARCH SEMINAR

(HY845-7, HY848-50, HY855-6)

The department's research seminar co-ordinator for 2017-18 is Professor Marian Lyons. Enquiries regarding the research seminars should therefore be addressed to Professor Lyons. Participation in the department's research seminar is obligatory for all M.Litt. and PhD students. The first and last meetings of the academic year are plenary sessions, which all research students are required to attend. In addition, you are obliged to attend at least four other sessions in each semester. The schedule of meetings for the year may be consulted on the website. Any email communication from the department to postgraduates concerning the research seminar (or any other matter) will be sent to the student's Maynooth University address only. An attendance sheet is circulated at the seminar. Meetings are of two hours' duration, normally on Thursdays from 5.00 pm to 7.00 pm.

Attendance at other seminars organised by the History Department (e.g., by the Centre for Military History and Strategic Studies) may be counted towards the Research Seminar attendance list for credit purposes provided that:

1. No more than one such alternative attendance is claimed per semester
2. Written confirmation of such attendance is provided to the History Office within two weeks of the attendance date

It is your responsibility to ensure that your attendance is recorded.

Making a formal presentation at the seminar within the agreed time-limit is an important skill. The presentation is an essential part of the preparation of a major thesis and should be preceded by considerable discussion with the supervisor. This is an invaluable opportunity to reveal your research findings to an appreciative audience and receive a constructive critique. This kind of exchange is an essential feature of a postgraduate research education. The seminar presentation is an excellent exercise in clarifying your ideas and developing a command of the ability to communicate effectively.

At your presentation you should circulate a short hand-out and make use of PowerPoint as appropriate. It is very important not to exceed the time allocated to your presentation: always

have a watch alongside your script. You should be prepared to answer questions afterwards and to engage in discussion about your approach to sources and interpretation. You should see your supervisor within a few days of your presentation to obtain an assessment of your performance. A brief report on presentations is kept on departmental files.

As a general rule, if you are an M.Litt. and PhD student you will be given the opportunity to make a presentation in the second year of postgraduate registration. This, together with the annual reports and any other evidence that may be required, will provide substance for the annual review of a research student's progress.

CONFERENCE PRESENTATIONS

(HY861, HY862, HY863)

If you are a PhD student you should aim to make at least one presentation at a conference. Some students may feel ready for this in Second Year, others may prefer to wait until Third Year. (The annual report form contains a section in which the student can report on such extramural activity.) The principal opportunity for presenting papers is the annual conference of the Irish History Students' Association, usually held in February. Many conferences now dedicate time to postgraduate papers, as do the monthly meetings of the Irish Historical Society. It is expected, not only as a matter of courtesy, but as a matter of professional etiquette, that a student will seek his/her supervisor's advice in this matter. Similarly, students are encouraged to consider the possibility of publishing articles or reports on their work, but here, too, it is most important to take advice from your supervisor.

FINANCIAL ASSISTANCE

SCHOLASTIC AWARDS

The Graduate Studies Office maintains information online about scholarships and other assistance. It supports Maynooth University students to apply for research scholarships in Ireland, as well as managing the John and Pat Hume Doctoral Awards. Full information about the application process for the John and Pat Hume scholarships (which opens in November 2017) will be found at its webpage <https://www.maynoothuniversity.ie/graduate-studies>

Graduate Studies offers support to those making application to the Irish Research Council Government of Ireland postgraduate scholarship scheme. This closes on Wednesday 1 November 2017. Typically students who hope to transfer to the PhD apply for the grant in the first year of the M.Litt. with a view to obtaining an award for the following three years. Students undertaking a taught MA (who have identified a viable PhD research project) are also eligible to apply to the IRC scheme. For official information visit <http://research.ie/funding/>.

The IRC employment-based postgraduate scholarship may also be of interest to History students; the MU contact person is shona.leith@mu.ie.

From year to year the department endeavours to secure funding to support small scholarships for a limited number of first year postgraduate students. The awards, if any, are made following the publication of BA results.

RESEARCH COSTS

The IRC postgraduate award is deemed to cover the expenses of research in addition to providing normal financial support.

The National University of Ireland has a travelling studentship scheme that can be of benefit to students writing theses using overseas sources. See www.nui.ie.

If you have to travel outside of the Maynooth-Dublin area in order to work on significant and relevant sources held in archives and libraries elsewhere, you may apply for a subvention from the T.W. Moody Memorial Fund in History, provided that you have graduated from an Irish university within the previous seven years. The fund organisers usually seek applications in July and they will consider only applications forwarded with a recommendation from the head of department. There is no application form. Intending applicants should submit to the head of department by 14 June a short C.V. together with a statement of the journey, research and expenses they expect to undertake.

Where you have no other recourse, the department can sometimes provide financial assistance for expenses directly relating to research. This may apply to photocopying of primary material or similar expenses. You should on no account expect any such assistance except insofar as it has been approved in writing by the head of department. [Any such expenses must be justified by the production of appropriate receipts and vouchers.]

TUTORING

The department appreciates the benefit that postgraduates can gain from tutoring and also acknowledges the contribution of postgraduate tutors to its work. Postgraduates are invited to indicate in writing if they would like to be considered for tutoring in the department. Applications should be submitted by 30 June; interviews are held during July and August. Postgraduate tutors are normally paid on an hourly basis. Those in the first year of an IRC award are precluded from taking tutorial work.

The Centre for Teaching and Learning provides a Professional Certificate in Teaching and Learning for Tutors and Demonstrators (CTL1). The programme is offered to postgraduate students and graduates currently teaching within departments; postgraduate tutors in history can take this as a 5 credit module in the PhD/Masters Structured programme. Participants are required to have teaching hours (tutoring) for the duration of the programme (both semesters). See <https://www.maynoothuniversity.ie/centre-teaching-and-learning>.

CAREERS INFORMATION AND ADVICE

Developing professional skills and building a career may seem like tasks for the future. But even now steps may be taken to enhance career opportunities both inside and outside academic life. As students begin postgraduate work it is important that they understand that opportunities for academic employment are extremely limited and that competition for available positions is intense. Graduates who hope to continue with postdoctoral research are strongly advised to make contact with the Research Development Office at Maynooth University which (to quote from its website) 'is responsible for developing and supporting research capacity, performance and activity at Maynooth University'. Graduates need to take an active role in creating further opportunities for themselves (and for others) with the assistance and support of the Research Development Office.

The postgraduate programme in history is designed to provide you with knowledge and skills that will prepare you for professional employment within and outside the academic setting. Maynooth University Career Development Centre is committed to helping you explore the full range of employment opportunities. Students are strongly encouraged to engage with the University Careers Service at the earliest opportunity.

The department also circulates information on employment opportunities as these are brought to its attention via email and the departmental noticeboards located in Rhetoric House.

REFERENCES

Full-time staff-members regard it as a pleasure to act as referees when requested to do so by students with whose work they are familiar. It should be remembered that recommendations normally take account of interpersonal as well as academic skills. Observing the following recommendations will help staff members to do justice to student applications.

- Requests for references should be made formally by email or letter, full details being given of the nature of the course or appointment for which an application is being made. The requirement for a written request still applies even if you also make the request in person.
- Full documentation relating to the course or appointment should be supplied, including all forms (duly completed) and envelopes that are required for the furnishing of references. Referees should have details of the applicant's postal address, email address and telephone number to facilitate communication.
- As much notice as possible should be given to referees, the final date for the submission of the reference or testimonial being clearly specified.
- It is desirable for the referee to have an updated copy of the applicant's *curriculum vitae* to provide background to the writing of a reference. It is unreasonable to expect people to go to the trouble of writing a reference for you if you do not take the trouble to provide them with a *curriculum vitae*. It should indicate subjects studied and your results in University examinations to date, and also relevant extracurricular activities, such as voluntary work, sports, travel etc.
- It is usual for staff members to provide a confidential report adverting to a particular course or appointment rather than an 'open reference' which may in any case be of limited value.
- Tutors who are not also lecturers are strongly advised not to provide references.

PREPARING YOUR RESEARCH PROJECT OR THESIS FOR SUBMISSION

Presentation of preliminary items, bibliography, etc.

A favourable impression of your work is created by the neat and orderly presentation of the title page and preliminary items. The following order of preliminary items should be observed.

Title page

See samples of title page (below). **Note:** the title should be concise but informative; flowery quotations – sometimes used in the titles of published works – are not appropriate in a thesis title.

Table of contents

This table should immediately follow the title page. It should list all subsequent elements of the work, giving accurate page references. The numbers and titles of chapters should be given.

Acknowledgements

It is usual to acknowledge briefly any assistance received while engaged in the work.

Abbreviations

A list of abbreviated forms of frequently-used references should be given. For guidance see ‘*Irish Historical Studies: rules for contributors*’ (in *I.H.S.*, xxxiii, no. 131 (May 2003), pp 351-68).

Please note that these preliminary pages are normally paginated in lower-case Roman numerals.

RECOMMENDATIONS FOR THE PRESENTATION OF POSTGRADUATE THESES

While you will be well accustomed to printing off individual draft chapters for submission to the supervisor, you should be aware that preparing the complete thesis draft at the end will involve very considerable time and attention to detail.

1. THESIS

A statement of investigation or research presenting the author’s findings and any conclusions reached, submitted by the author in support of his or her candidature for a higher degree, professional qualification or other award.

2. BINDING AND COLOUR

The thesis shall be bound within boards. (For M.Litt. and PhD theses see below). The binding shall be of a fixed kind in which leaves are permanently secured. The board shall have a sufficient rigidity to support the weight of the work when standing upon a shelf.

Colour:

MA in European History	Purple	MA in Military History			
MA in Historical Archives	Grey	& Strategic Studies	Bottle Green		
MA in Irish History	Light Green	MA in Historic House Studies	Red		
MA in Local History	Light Blue	M.Litt.	Black	PhD	Black

3. COVER TITLE

If the outside front board bears the title of the work it should be in at least 24 pt (8mm) type. The name and initials of the candidate, the qualification and the year of submission may also be shown. If the cover material bears any design, the design shall be clear of any lettering. **Please note that the name must be that under which the candidate is registered in Maynooth University.**

4. SPINE TITLE

The spine of the work shall bear in at least 24 (8mm) type, if practicable, the surname and initials of the candidate, the year of submission, and the qualification for which the work is submitted in that order. The information shall normally be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine shall also bear the number of each volume.

5. TYPE

Theses shall be presented in a permanent and legible form in typescript or print. Copies presented by xerographic or comparably permanent processes are acceptable.

6. PAPER

Standard A4 size paper should be used.

7. LAYOUT

Margins at the binding edge shall be not less than 40mm. and other margins not less than 20mm. Double or one and a half spacing is recommended in typescripts, except for indented quotations and footnotes, where single spacing may be used.

8. PAGINATION

Pages shall be numbered consecutively through the thesis, including Appendices, but excluding photographs and/or diagrams which are not embodied in the text. Page numbers shall be centred at the bottom of the page, approximately 10mm above the edge. Preliminary items are paginated in lower-case Roman numbers: i, ii, etc.

9. MULTI-VOLUME THESES

If there is more than one volume, each volume shall carry its own pagination.

10. TITLE PAGE

The title of every volume shall give the following information in the order listed: (see attached samples in the appendix below).

- (i) The full title of the thesis and sub-title if any. Please note that the wording of the title should be as approved by the department.
- (ii) The total number of volumes if more than one, and the number of the particular volume.
- (iii) The full name of the author, followed, if desired, by any qualifications and distinctions. **Please note that the name must be that under which the candidate is registered in Maynooth University.**

- (iv) The qualification for which the thesis is submitted.
- (v) The name of the institution to which the thesis is submitted (Note: National University of Ireland, Maynooth rather than Maynooth University).
- (vi) The department, faculty or organisation in which research was conducted.
- (vii) The month and year of submission.
- (viii) Name of the head of the department concerned.
- (ix) Name of the supervisor (or supervisors) of the research.

The title should describe the content of the thesis accurately and concisely.

Note: The title-page should bear the university logo. This can be downloaded from <https://www.maynoothuniversity.ie/communications-marketing/university-identity-guidelines> (on-campus access only).

11. COMPLETION YEAR OF M.LITT.

The official completion date of an M.Litt. is the year in which it is approved by a board of examiners.

12. COMPLETION YEAR OF PHD

The official completion year of a PhD thesis is the year in which it is approved at a *viva voce* examination. Thus a thesis submitted in October 2017 will have 2017 on the title page of the soft bound copies submitted. When the final hardbound copies are being presented to the Examinations office the year on the title page and spine will be 2017 if the *viva* is held before 31 December, or 2018 if the *viva* is held after 31 December.

13. TABLE OF CONTENTS

The table of contents shall immediately follow the title page. Chapter numbers and headings shall be included.

14. SUMMARY / ABSTRACT

There shall be a one-page summary/abstract of the thesis of not more than 300 words. This should be placed inside the front cover (not bound in).

15. BIBLIOGRAPHY

The thesis shall include a bibliography of the works consulted in its composition.

16. NUMBER OF COPIES

MAs Two hard-bound copies to be lodged **with the Maynooth University Examinations Office** before the date specified on the examination web page <https://www.maynoothuniversity.ie/exams/information-students> for the year in question.

M.Litt. Two soft-bound copies to be lodged with the Maynooth University Examinations Office before the date specified on Examination Notices (<https://www.maynoothuniversity.ie/exams/information-students>) for the

year in question Subsequently, if the examiners recommend that the degree be awarded, **two** copies incorporating any changes required by the examiners must be supplied in hard covers, together with one electronic copy, before the degree can be awarded.

PhD Three copies to be submitted to the Maynooth University Examinations Office. Copies to be gum-bound in soft covers. Subsequently, if the examiners recommend that the degree be awarded, three copies incorporating any changes required by the examiners must be supplied in hard covers before the degree can be awarded.
No thesis may go forward for examination until the final draft has been approved by the supervisor and the head of department, using forms prescribed by the Examinations Office.

NOTE 1: (applies to **M.Litt. and PhD** theses)

Students should note submission forms may be downloaded from the Examinations Office website: <https://www.maynoothuniversity.ie/exams/postgraduate-information>.

NOTE 2: (applies to **all** theses)

Students should note that it is their responsibility to hand theses to the Examinations Office, and **not** to the Department of History.

NOTE 3: (applies to **M.Litt. and PhD** theses)

Students should note that there is a university requirement to provide an electronic copy of the final approved version, to accompany the hard copies. Provision is made for a temporary hold on the 'Thesis depositor declaration form' but please note that the student must take responsibility for obtaining the necessary signatures, and for renewing the permission, if such is required. Depositors wishing to withhold permission must apply in writing to the Dean of Graduate Studies and provide written support from their supervisor or head of department.

APPENDIX I DEPARTMENT OF HISTORY MARKING SCHEME

Grade	Conceptual equivalents	Guide marks
FIRST CLASS	Outstanding answer in every respect and in addition casting the question/issue in a new light	80–100
	Excellently informed; excellently constructed argument displaying a sure command of concepts and some originality of thought	70–79
SECOND CLASS, GRADE 1	Very well informed; coherent, well-constructed argument displaying good grasp of concepts	60–69
SECOND CLASS, GRADE 2	Information good and question/issue addressed; a fairly good grasp of concepts displayed	50–59
THIRD CLASS	Information adequate and question addressed; displays basic grasp of concepts	45–49
PASS	Adverts to question/issue, but not free of irrelevance; information very limited or inadequately utilised or expressed in derivative language	40–44
	Little relevant information and/or question not addressed	25–39
	Little sense of what is required and/or no more than scraps of relevant information	0–24

This scheme applies to all essay-type questions/answers.

Within a given grade band, the mark awarded will reflect the level of achievement within the range covered by the conceptual equivalent that applies to that grade.

See Registrar’s website <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students> for various regulations and procedures, including Marks and Standards.

APPENDIX II M.LITT. & PHD THESIS SAMPLE COVER PAGE

[logo]

(may be downloaded from <https://www.maynoothuniversity.ie/communications-marketing/university-identity-guidelines>)

TITLE

by

AUTHOR'S NAME

**THESIS FOR THE DEGREE OF M.LITT. / PHD
DEPARTMENT OF HISTORY
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH**

HEAD OF DEPARTMENT: Dr Jacinta Prunty

Supervisor of Research:

Month and Year of Submission

APPENDIX III MA THESIS SAMPLE COVER PAGE

[logo]

(may be downloaded from <https://www.maynoothuniversity.ie/communications-marketing/university-identity-guidelines>)

TITLE

by

AUTHOR'S NAME

**IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE OF MA IN _____
DEPARTMENT OF HISTORY
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH**

Head of Department: Dr Jacinta Prunty

Supervisor of Research:

Month and Year of Submission

ACADEMIC STAFF AND RESEARCH INTERESTS (*continued from inside front cover*)

David Murphy, PhD (Dublin)

Specialises in military history with a particular interest in Irish regiments in British and continental service, the Crimean War, and French military archives. He is currently carrying out research on the Arab Revolt of 1916-18 and also the failed Nivelles Offensive of 1917.

John Paul Newman, PhD (Southampton)

Specialises in Balkan and Yugoslav cultural history with a particular interest in the First World War and its legacy in the region.

Thomas O'Connor, PhD (Paris IV-Sorbonne)

Irish in Europe 1550-1800; British migration to Europe and the Americas; Jansenism in the seventeenth century; Spanish and Portuguese Inquisitions; history of religion.

Michael Potterton, PhD (N.U.I.)

Specialises in the archaeology and history of Ireland from the twelfth to the sixteenth century, especially urban and rural landscapes, settlement and society. Further research interests include hinterlands, crannogs, contacts between Ireland and the Continent, and the archaeology of Ireland from prehistoric times to the present.

Jacinta Prunty, PhD (N.U.I.)

Urban, social and cartographic history with a particular focus on the mapping of towns and on the town itself in nineteenth and early twentieth-century Ireland; the history of religious life from the early nineteenth century and associated residential homes, schools and other institutions; Protestant and Catholic missionary activity; the management of religious archives.

Jennifer Redmond, PhD (Dublin)

Specialises in Irish emigration to England in the twentieth century; gender and sexual politics; demography and population change; modern Ireland; women and education; Irish women in the labour force; digital humanities.

Ian Speller, PhD (London)

Dr Speller's research interests are in the field of military history and strategic studies. In particular his research focuses on maritime strategy and naval policy, the history of the Royal Navy and of expeditionary operations in the twentieth century.

Jonathan Wright, PhD (Queen's University, Belfast)

A historian of Ireland and the British world in the late eighteenth and early nineteenth centuries, his research addresses two core areas: politics and political cultures in the age of revolution and reform (c. 1789-1832); and British and Irish imperial history (with a particular emphasis on the Ulster experience of empire). He is currently working on a biography of the Ulster-born writer and colonial administrator Sir James Emerson Tennent and a series of articles exploring Ulster's involvement in the slave-trade and connections with the wider Atlantic World.

APPENDIX IV

PRESCRIBED COVER PAGE FOR ALL ASSIGNMENTS

SURNAME (in capitals), First Name

Student number

Programme
(MA, M.Litt., PhD)

Module code & title

Tutor/Lecturer

Date submitted

Essay/project title
(in full)

I have read and accept the university's policy on plagiarism. I have proofread the assignment. I confirm that this is entirely my own work, and that it has not been submitted for assessment as part of this or another programme.

Signature _____

Comments of marker/examiner

Proposed mark