

Maynooth University
DEPARTMENT OF ANCIENT CLASSICS

STUDENT HANDBOOK
LATIN

Academic Year 2018-2019

CONTENTS

Why Study Latin? p. 2

The Department

- Staff, p. 3
- Web Site, p. 3
- Notice Boards, p. 3

Courses of Modules

- First Year, pp. 4-5
- Second Year, pp. 6-8
- Third Year, pp. 9-12

Essays

- General Regulations, p. 13
- Late Submission of Essays, p. 13

Guide to Essay Presentation

- References, p. 14
- Bibliography, p. 15
- Plagiarism, p. 15

Why Study Latin?

For two thousand years Latin was the premier language of the European continent. From Latin came Spanish, French, Italian and Romanian, while after the Norman Conquest of England, Latin-French words have come to make up some 60% of modern English vocabulary. This makes Latin of great advantage and interest to students of English, modern Romance languages, and of Indo-European languages in general, while the study of Latin grammar and syntax provides a perfect foundation for other language learning. Because of its long and extensive use, Latin has had vast influence on literature, politics and religion. As a result, it makes an excellent companion to other studies, especially English, history, philosophy and theology.

The BA in Maynooth caters to this wide range of interests, offering a survey of the Latin language and its literature from the Roman Republic to the later Empire. In the first year, students will work through *Wheelock's Latin*, with adapted readings from mythology, fable, and such authors as Catullus, Cicero and Livy. This introduction prepares for modules in second and third year, which concentrate on major Latin authors, in both prose and poetry. Here Plautus' comic plays, Catullus' lyric poetry, the histories of Sallust and Caesar, Cicero's speeches and philosophical dialogues, the epic poetry of Virgil and Ovid, Petronius' comic novel, Augustine's *Confessions* and other select works are read (in Latin and English translation), with a view both to language and cultural contexts. Through close study of these "classics," students will gain an intimate knowledge of major writers, periods, and themes of Roman civilization as a whole. Even students who complete just the first-year class will have a good introduction to Roman literature and society.

Study of Latin—whether through a major, minor, or single, first-year module—is an excellent complement to other studies, and opens a door onto a tradition that has united the European continent from antiquity to the present. It is said that "the past is a foreign country," and Latin is exception and almost unique in the number of past worlds it can open to the enterprising student. In the Europe of today, knowledge of Latin can be way to distinguish your CV, particularly if you are interested in working in the government or European Union, and in such fields as education, curatorship, librarianship and translation. A highly organized language, Latin fosters analytical skills and attention to detail that is valued by a wide range of employers.

THE DEPARTMENT

Welcome to the Department of Ancient Classics. We hope you will find your studies with us stimulating and enjoyable. This Handbook is designed to explain to you how your course in Latin works, so please read it carefully. In addition to giving lecture timetables, it gives information on essays. If there is information you need but which is not covered in this Handbook, then do not hesitate to ask a member of staff for guidance.

STAFF

The offices of all staff in the Department of Ancient Classics are located in the Arts Building on the North Campus.

| Staff | Office No. | Telephone No. |
|--|------------|---------------|
| Senior Lecturer and Head of Department Dr Kieran McGroarty | 6 | (01) 708 3973 |
| Professor of Classics Professor David Scourfield | 5 | (01) 708 3692 |
| Adjunct Professor Professor George Huxley | | |
| Lecturers | | |
| Dr Gordon Campbell | 8 | (01) 708 3720 |
| Dr William Desmond | 4 | (01) 708 3693 |
| Dr Maeve O'Brien | 3 | (01) 708 3807 |
| Dr Jonathan Davies | 7 | (01) 708 3694 |

All teaching staff are available to see students during two weekly **consultation hours**, details of which are posted on the Departmental webpage and beside the door of each staff member's office. If you are unable to come to see the staff member at any of these times, you must arrange another appointment. The best way to do this is to speak to the member of staff concerned at the beginning or end of a lecture, or to contact the Executive Assistant at the Departmental Office.

| Departmental Office | Office No. | Telephone No. Fax No. |
|--|------------|--|
| <i>Senior Executive Assistant</i> Ms Breege Lynch | 9 | Tel (01) 708 3316 Fax (01) 708 6485 |

DEPARTMENTAL WEBSITE

Further information about the Department and its activities can be found online at:

www.maynoothuniversity.ie/ancient-classics

NOTICE-BOARDS

There are notice-boards in the Arts Building located between offices 6 and 9 where the Department posts important information. **You should get into the habit of consulting these notice-boards regularly.**

**LATIN
FIRST YEAR**

STRUCTURE OF ACADEMIC YEAR 2018-2019

FIRST SEMESTER: Monday 24 September – Friday 21 December 2018

- *STUDY WEEK: Monday 29 October–Friday 2 November 2018*
- *STUDY PERIOD: Monday 7–Thursday 10 January 2019*

SECOND SEMESTER: Monday 4 February – Friday 10 May 2019

- *STUDY WEEK: Monday 18–Friday 22 March 2019*
- *EASTER VACATION: Monday 15–Friday 19 April 2019*
- *STUDY PERIOD: Monday 13–Thursday 16 May 2019*

TEACHING ARRANGEMENTS

First semester: 4 periods per week:

| | | |
|-----------|-------|--------------------------------------|
| Tuesday | 9 am | T8 (John Hume Building) |
| Wednesday | 1 pm | T7 (John Hume Building) |
| Thursday | 10 am | SE128 (School of Education Building) |
| Thursday | 11 am | SE128 (School of Education Building) |

Second semester: 4 periods per week

| | | |
|-----------|-------|--------------------------------------|
| Tuesday | 9 am | T6 (John Hume Building) |
| Wednesday | 1 pm | SE234 (School of Education Building) |
| Thursday | 10 am | RH1.21 (Rowan House) |
| Thursday | 11 am | RH1.20 (Rowan House) |

The lecturer in the first semester will be Dr O'Brien, in the second semester Dr Davies.

MODULE SUMMARIES

LN151 AN INTRODUCTION TO LATIN I

Credits: 7.5

Semester: 1

Teaching methods: 48 classes.

Overview: This module consists of a systematic introduction to the grammar, vocabulary, and discourses of the Latin language. Taken together with LN152, the module will enable students to proceed to the guided reading of original texts on completion of the year.

Learning outcomes: On successful completion of the module, students should be able to:

- Identify and explain basic Latin grammar and syntax.
- Recognise a broad range of Latin vocabulary.
- Demonstrate the ability to read simplified passages of Latin.
- Demonstrate the ability to compose short phrases of Latin.

- Develop a deeper understanding of general language structures.
- Develop broadly applicable skills of language analysis.

Assessment:

Total marks 100, made up from:

1 x 3 hour written examination after Semester 1 [80 marks].

2 x assessment tests [20 marks].

Required book purchase:

Wheelock, F.M., and Lafleur, R.A., *Wheelock's Latin*, 7th edn. revised (Collins Reference, 2011).

LN152 AN INTRODUCTION TO LATIN II

Credits: 7.5

Semester: 2

Pre-requisite: LN151, or 'C' in Honours Latin in the Leaving Certificate, or equivalent.

Teaching methods: 48 classes.

Overview: This module consists of a systematic introduction to the grammar, vocabulary, and discourses of the Latin language. Taken together with LN151, the module will enable students to proceed to the guided reading of original texts on completion of the year.

Learning outcomes: On successful completion of the module, students should be able to:

- Identify and explain basic Latin grammar and syntax.
- Recognise a broad range of Latin vocabulary.
- Demonstrate the ability to read simplified passages of Latin.
- Demonstrate the ability to compose short phrases of Latin.
- Develop a deeper understanding of general language structures.
- Develop broadly applicable skills of language analysis.

Assessment:

Total marks 100, made up from:

1 x 3 hour written examination after Semester 2 [80 marks].

2 x assessment tests [20 marks].

Required book purchase:

Wheelock, F.M., and Lafleur, R.A., *Wheelock's Latin*, 7th edn. revised (Collins Reference, 2011).

NOTICE TO FIRST YEAR STUDENTS WITH PREVIOUS KNOWLEDGE OF LATIN

The course made up of modules LN151 and LN152 is an introductory course. A special course is designed for students who have passed Latin at an appropriate level in the Leaving Certificate examination, or who have an equivalent qualification. Any students in this category should make themselves known to Dr McGroarty at the very beginning of the year, so that the requirements of the course can be explained to them.

LATIN SECOND YEAR

TEACHING ARRANGEMENTS

There are **2** lecture hours per week for each module. First semester times will be fixed on **Monday 24 September at 3 pm in T1 (John Hume Building)**, and it is imperative that all students taking the course attend.

COURSE OUTLINE

| | | |
|---|--|---|
| <p>FIRST SEMESTER: Monday 24 September – Friday 21 December 2018</p> <p><i>STUDY WEEK: Monday 29 October–Friday 2 November 2018</i> <i>STUDY PERIOD: Monday 7–Thursday 10 January 2019</i></p> | | |
| <p>LN201</p> <p>Latin Text 1 (intermediate) Caesar, <i>Gallic War</i>, 5</p> <p>Dr Davies 24 lectures</p> | <p>LN202</p> <p>Latin Text 2 (intermediate) Plautus, <i>Menaechmi</i></p> <p>Dr Campbell 24 lectures</p> | <p>LN211</p> <p>Intermediate Latin Language 1</p> <p>Dr O’Brien 24 classes</p> |
| <p>SECOND SEMESTER: Monday 4 February – Friday 10 May 2019</p> <p><i>STUDY WEEK: Monday 18–Friday 22 March 2019</i> <i>EASTER VACATION: Monday 15–Friday 19 April 2019</i> <i>STUDY PERIOD: Monday 13–Thursday 16 May 2019</i></p> | | |
| <p>LN203</p> <p>Latin Text 3 (intermediate) Pliny, <i>Letters</i></p> <p>Professor Scourfield 24 lectures</p> | <p>LN204</p> <p>Latin Text 4 (intermediate) Virgil, <i>Aeneid</i>, 11</p> <p>Dr O’Brien 24 lectures</p> | <p>LN212</p> <p>Intermediate Latin Language 2</p> <p>Dr Campbell 24 classes</p> |

MODULE SUMMARIES

▪ Modules LN201 and LN202

Semester: 1

Credits: Modules LN201 and LN202 are worth 5 credits each

Teaching methods: 24 classes

Overview: In LN201 and LN202 students will read Caesar, *Gallic War*, 5 and Plautus, *Menaechmi* paying attention to linguistic and literary features and to their historical and cultural contexts.

Learning outcomes: On successful completion of modules LN201 and LN202, students should be able to:

- Identify key syntax necessary for reading the texts.
- Recognise the vocabulary necessary for reading the texts.
- Distinguish the major morphological forms necessary for reading the texts.
- Develop an appreciation of the skills of analysis and synthesis inherent in reading the texts.
- Display the ability to read unseen Latin.
- Evaluate how values and themes are treated in the texts.

Assessment: Modules LN201 and LN202 are assessed as follows:

Total marks: 100.

Breakdown of the total marks:

1 x 1½ hour written examination after Semester 1 [75 marks].

1 x coursework essay [25 marks].

Final deadline for submission of essays for LN201 and LN202: **5.00 pm Monday 3 December 2018.**

Penalties: Ten percentage points will be deducted from the mark awarded for an essay during the first week (or part thereof) that the essay is submitted beyond the due date. An essay submitted more than one week late will not be accepted, unless an extension has been granted by the Head of Department.

▪ Modules LN203 and LN204

Semester: 2

Credits: Modules LN203 and LN204 are worth 5 credits each

Teaching methods: 24 classes

Overview: In LN203 and LN204 students will read Pliny, *Letters* and Virgil, *Aeneid*, 11 paying attention to linguistic and literary features and to their historical and cultural contexts.

Learning outcomes: On successful completion of modules LN203 and LN204, students should be able to:

- Identify key syntax necessary for reading the texts.
- Recognise the vocabulary necessary for reading the texts.
- Distinguish the major morphological forms necessary for reading the texts.
- Develop an appreciation of the skills of analysis and synthesis inherent in reading the texts.
- Display the ability to read unseen Latin.
- Evaluate how values and themes are treated in the texts.

Assessment: Modules LN203 and LN204 are assessed as follows:

Total marks 100.

Breakdown of the total marks:

1 x 1½ hour written examination after Semester 2 [75 marks].

1 x coursework essay [25 marks].

Final deadline for submission of essays for LN203 and LN204: **5.00 pm Tuesday 23 April 2019.**

Penalties: Ten percentage points will be deducted from the mark awarded for an essay during the first week (or part thereof) that the essay is submitted beyond the due date. An essay submitted more than one week late will not be accepted, unless an extension has been granted by the Head of Department.

▪ **Module LN211**

Semester: 1

Credits: Module LN211 is worth 5 credits

Teaching methods: 24 classes

Overview: In this module, students who have already achieved a basic working knowledge of Latin will be coached in the grammatical knowledge, dictionary skills, and practical techniques necessary for pursuing independent reading and study with understanding and with an appreciation of problems in linguistic interpretation.

Learning outcomes: On successful completion of module LN211, students should be able to:

- Identify and explain the morphology, grammar and syntax necessary for reading Latin.
- Recognise the essential vocabulary for reading Latin.
- Demonstrate the skills of analysis and synthesis inherent in reading Latin.
- Display the ability to read Latin from a variety of authors.

Assessment: Module LN211 is assessed as follows:

Total marks: 100.

1 x 2 hour written examination at the end of Semester 1 worth 80%.

1 mid-semester class test worth 20%.

▪ **Module LN212**

Semester: 2

Credits: Module LN212 is worth 5 credits

Teaching methods: 24 classes

Overview: In this module, students who have acquired a good working knowledge of Latin will apply their skills to the guided reading and translation of unadapted and unseen passages of prose and verse.

Learning outcomes: On successful completion of module LN212, students should be able to:

- Demonstrate a full grasp of Latin morphology, grammar and syntax.
- Recognise the necessary vocabulary for reading unseen Latin.
- Demonstrate the skills of analysis and synthesis inherent in reading unseen Latin.
- Display the ability to read seen/unseen Latin from a variety of authors.

Assessment: Module LN212 is assessed as follows:

Total marks: 100.

1 x 2 hour written examination at the end of Semester 2.

**LATIN
THIRD YEAR**

TEACHING ARRANGEMENTS

There are 2 lecture hours per week for each module. First semester times will be fixed on **Monday 24 September at 3 pm in T1 (John Hume Building)**, and it is imperative that all students taking the course attend.

COURSE OUTLINE

| | | |
|---|--|--|
| <p>FIRST SEMESTER: Monday 24 September – Friday 21 December 2018</p> <p><i>STUDY WEEK: Monday 29 October–Friday 2 November 2018</i> <i>STUDY PERIOD: Monday 7–Thursday 10 January 2019</i></p> | | |
| <p>LN301</p> <p>Latin Text 1 (advanced) Caesar, <i>Gallic War</i>, 5</p> <p>Dr Davies 24 lectures</p> | <p>LN302</p> <p>Latin Text 2 (advanced) Plautus, <i>Menaechmi</i></p> <p>Dr Campbell 24 lectures</p> | <p>LN307</p> <p>Latin Independent Textual Study</p> <p>Dr Davies</p> |
| <p>SECOND SEMESTER: Monday 4 February – Friday 10 May 2019</p> <p><i>STUDY WEEK: Monday 18–Friday 22 March 2019</i> <i>EASTER VACATION: Monday 15–Friday 19 April 2019</i> <i>STUDY PERIOD: Monday 13–Thursday 16 May 2019</i></p> | | |
| <p>LN303</p> <p>Latin Text 3 (advanced) Pliny, <i>Letters</i></p> <p>Professor Scourfield 24 lectures</p> | <p>LN304</p> <p>Latin Text 4 (advanced) Virgil, <i>Aeneid</i>, 11</p> <p>Dr O’Brien 24 lectures</p> | <p>LN308</p> <p>Latin Essay Project</p> <p>Dr Campbell</p> |

COURSE REQUIREMENTS

Students who have already completed **two** years' full-time study of Latin **must** take modules LN301, LN302, LN303, LN304, LN307, and LN308.

▪ **Modules LN301 and LN302**

Semester: 1

Credits: Modules LN301 and LN302 are worth 5 credits each

Teaching methods: 24 classes

Overview: In LN301 and LN302 students will read Caesar, *Gallic War*, 5 and Plautus, *Menaechmi* paying attention to linguistic and literary features and to their historical and cultural contexts.

Learning outcomes: On successful completion of modules LN301 and LN302, students should be able to:

- Explain key syntax necessary for reading the texts.
- Recognise the vocabulary necessary for reading the texts.
- Distinguish the major morphological forms necessary for reading the texts at an advanced level.
- Develop an appreciation of the skills of analysis and synthesis inherent in reading the texts at an advanced level.
- Display the ability to read unseen Latin at an advanced level.
- Evaluate how values and themes are treated in the text.

Assessment: Modules LN301 and LN302 are assessed as follows:

Total marks 100.

Breakdown of the total marks:

1 x 1½ hour written examination after Semester 1 [50% of total mark].

1 x 2 hour class test (essay and unprepared translation) [50% of total mark].

An optional coursework essay will also be available in each module. The essay mark will be applied only if it is to the student's advantage, when it will count for 33% of the total mark, with the remaining 67% being made up of the examination and the class test together.

Final deadline for submission of essays for LN301 and LN302: **5.00 pm Monday 3 December 2018.**

Penalties: Ten percentage points will be deducted from the mark awarded for an essay during the first week (or part thereof) that the essay is submitted beyond the due date. An essay submitted more than one week late will not be accepted, unless an extension has been granted by the Head of Department.

▪ **Modules LN303 and LN304**

Semester: 2

Credits: Modules LN303 and LN304 are worth 5 credits each

Teaching methods: 24 classes

Overview: In LN303 and LN304 students will read Pliny, *Letters* and Virgil, *Aeneid*, 11 paying attention to linguistic and literary features and to their historical and cultural contexts.

Learning outcomes: On successful completion of modules LN303 and LN304, students should be able to:

- Explain key syntax necessary for reading the texts.
- Recognise the vocabulary necessary for reading the texts.
- Distinguish the major morphological forms necessary for reading the texts at an advanced level.
- Develop an appreciation of the skills of analysis and synthesis inherent in reading the texts at an advanced level.
- Display the ability to read unseen Latin at an advanced level.
- Evaluate how values and themes are treated in the text.

Assessment: Modules LN303 and LN304 are assessed as follows:

Total marks 100.

Breakdown of the total marks:

1 x 1½ hour written examination after Semester 2 [50% of total mark].

1 x 2 hour class test (essay and unprepared translation) [50% of total mark].

An optional coursework essay will also be available in each module. The essay mark will be applied only if it is to the student's advantage, when it will count for 33% of the total mark, with the remaining 67% being made up of the examination and the class test together.

Final deadline for submission of essays for LN303 and LN304: **5.00 pm Tuesday 23 April 2019.**

Penalties: Ten percentage points will be deducted from the mark awarded for an essay during the first week (or part thereof) that the essay is submitted beyond the due date. An essay submitted more than one week late will not be accepted, unless an extension has been granted by the Head of Department.

- **Module LN307**

Semester: 1

Credits: Module LN307 is worth 5 credits

Teaching methods: 80 self-directed study hours, in consultation with a designated co-ordinator.

Overview: Two major Latin texts will be read closely with the assistance of lexical and electronic tools in order to develop skills in the reading, grammatical analysis, and translation of the text/s concerned.

Learning outcomes: On successful completion of module LN307, students should be able to:

- Explain syntax necessary for reading advanced Latin texts.
- Recognise vocabulary necessary for reading advanced Latin texts.
- Distinguish morphology necessary for reading advanced Latin texts.
- Develop skills of analysis and synthesis inherent in reading advanced Latin texts.
- Display the ability to read unseen Latin at an advanced level.
- Evaluate how values and themes are treated in the text.

Assessment: Module LN307 is assessed as follows:

Total marks: 100.

1 x 2 hour written examination at the end of Semester 1.

- **Module LN308**

Semester: 2

Credits: Module LN308 is worth 5 credits

Teaching methods: 80 self-directed study hours, in consultation with a designated co-ordinator.

Overview: This module requires the student to pursue in-depth study and research on one of a number of designated topics. The student will have a choice from a range of topics related to texts studied at Levels 2 and 3. The aim is to develop research and writing skills at a level beyond those normally required for coursework essays.

Learning outcomes: On successful completion of module LN308, students should be able to:

- Demonstrate breadth and depth of knowledge in one author, genre or theme in the Latin corpus.
- Develop broadly transferable research skills (e.g. analysis and comparison of evidence).
- Apply and evaluate different methodologies and scholarly approaches.
- Demonstrate the ability to write effectively at an advanced level.
- Demonstrate a capacity for imaginative, lateral thinking.

Assessment: Module LN308 is assessed as follows:

Total marks: 100.

1 essay of *c.* 5,000 words at the end of Semester 2.

Final deadline for submission of essays for LN308: 5.00 pm Tuesday 23 April 2019.

Penalties: Ten percentage points will be deducted from the mark awarded for an essay during the first week (or part thereof) that the essay is submitted beyond the due date. An essay submitted more than one week late will not be accepted, unless an extension has been granted by the Head of Department.

ESSAYS

GENERAL REGULATIONS

- **All students are required to familiarize themselves with the terms and conditions set out in this section, and to act accordingly.**
- A coursework essay forms a compulsory part of the assessment in modules LN201, LN202, LN203, and LN204. An essay *may be taken* as part of the assessment in modules LN301, LN302, LN303 and LN304; the Department recommends that students taking a full set of modules at this level submit an essay in at least *two* of those modules. In module LN308, the assessment is entirely based on an extended-length coursework essay. Essays do *not* form part of the assessment in modules LN151, LN152, LN211, LN212 or LN307. For further details concerning assessment, see the pages in this booklet relating to the courses for first, second, and third year.
- Essays, with a Departmental **Essay Cover Sheet** (see below under PLAGIARISM), should be **deposited in the letterbox outside office 9 in the Arts Building** (Departmental Office) by the deadline given. **TWO COPIES** of each essay must be submitted, each with a Departmental Essay Cover Sheet. **A word count must also be supplied.** **Do not hand essays to members of staff, or leave essays under their doors.**
- Where an essay forms a compulsory part of the assessment of a module, the value of taking the essay seriously is obvious. Where an essay is optional, there are also major advantages in doing it: for example, it will improve your overall mark if the mark for the essay is better than the mark for the exam (if it is worse, it will not be counted), and it will help you to gather and focus your thoughts on a particular topic, which is (among other things) very good preparation for the exam. Remember that an essay is not only a form of assessment, but an extremely valuable exercise in the learning process in its own right. Essays also give you an opportunity to develop your writing skills, which will be important when you come to write your answers in exams. **If you have a problem with an essay, always go to see the staff member concerned; they are there to help you.**

LATE SUBMISSION OF ESSAYS

- Ten percentage points will be deducted from the mark awarded for an essay during the first week (or part thereof) that the essay is submitted beyond the due date. An essay submitted more than one week late will not be accepted, unless an extension has been granted by the Head of Department.
- Extensions will be granted only in **exceptional circumstances**. The student must apply to the **Head of Department** for such an extension **in advance of the due date**, and the grounds for the application must be **extremely cogent, such as difficult personal circumstances or a substantial period of illness**. **The student will be required to supply a medical certificate as proof of illness**. Where an extension is granted, a new due date will be set, and if this date is not met the essay will be penalized as described above.
- **For the Academic Year 2018-2019, the following schedule will be adopted for the imposition of penalties for late submission:**

First Semester

Due date for all first semester essays: Monday 3 December 2018 by 5 pm.

A penalty of ten percentage points will be deducted from the mark awarded for an essay submitted in the week from 5 pm on Monday 3 December to 5 pm on Monday 10 December 2018.

Second Semester

Due date for all second semester essays: Tuesday 23 April 2019 by 5 pm.

A penalty of ten percentage points will be deducted from the mark awarded for an essay submitted in the period from 5 pm on Tuesday 23 April to 5 pm on Tuesday 30 April 2019.

GUIDE TO ESSAY PRESENTATION

INTRODUCTION

This guide is intended to help you with the presentation of the essays you will write in the Department of Ancient Classics. It sets out a number of guidelines that will help you present your work in the best manner possible. Good presentation is an important aspect of good written work, and should be taken seriously. All essays must be typed.

USING SOURCES: SOME GENERAL POINTS

When you submit an essay, you will make frequent reference to books, articles, and ancient sources. Sometimes you will quote directly from a source — and remember, if you quote an author's words directly, you must put them in single quotation marks (‘ ’) — or make use of a specific piece of information or an idea that you have found in your reading. More frequently, perhaps, you will summarise information found in one of your sources. In *all* cases, you will need to inform your reader where you found the material. This applies both to the ancient sources (such as Homer, Virgil, etc.) and to modern works. Therefore you will need to include both references and a bibliography. The format outlined below is based on the ‘Harvard’ style, which is perhaps the easiest to use. For further information on using sources, see G. Harvey, *Writing With Sources: A Guide for Students* (Hackett, 1998).

REFERENCES

You may put references either in parentheses (sometimes called ‘round brackets’) in the text, like this: (Shotter 1994: 96) or (Virgil, *Aeneid*, 2.3), or you may put them in footnotes without the brackets.

References to modern works

If you are quoting from or referring to a modern work, your reference will need to include three items of information. For example, imagine that you want to quote from or refer to the following text from p. 96 of David Shotter's book *The Fall of the Roman Republic* (London, 1994): ‘Historians have traditionally seen the battle of Actium as a watershed — the end of the republic and beginning of the Augustan *principate*. It is doubtful whether most Romans would have been aware of this great milestone, as Octavian, his faction and patronage represented a massive demonstration of continuity.’ Any quotation from, or reference to this text, will be followed by the reference (Shotter 1994: 96) either in parentheses or in a footnote. This contains the name of the author, the date of publication, and the page number.

References to ancient sources

The system of referring to ancient sources does not use page numbers like modern works, but is based on ancient and medieval editorial conventions that divide ancient works into books and chapters (and sometimes sections too) in the case of prose works, and books and line numbers in the case of poetry.

If, for example, you want to quote the phrase ‘political equality was a thing of the past; all eyes watched for imperial commands’ from the *Annals* by Tacitus, your reference will read as follows: (Tacitus, *Annals*, 1.4). If you quote the text, the passage in your essay will look something like this:

In the words of one ancient writer, ‘political equality was a thing of the past; all eyes watched for imperial commands’ (Tacitus, *Annals*, 1.4).

Sometimes you will want to refer to, but not quote, an ancient author. In this case, the passage in your essay will look something like this:

One ancient author famously suggested that the rise of the emperor brought an end to free politics at Rome (Tacitus, *Annals*, 1.4).

At other times, you will want to refer not to one chapter in an ancient work, but to several chapters. In this case, the passage in your essay will look something like this:

Tacitus, writing a hundred years after the events he describes, saw the rise of Augustus as bringing to an end political liberty. In his view, the emperor buttressed his position by means of force and the establishment of a dynasty, while efforts to maintain the outward forms of the republic represented nothing but a sham (Tacitus, *Annals*, 1.2-4).

BIBLIOGRAPHY

All essays must include at the end a bibliography, which lists the books and articles you have consulted. It should be arranged **alphabetically** according to author surname (or standard name in the case of ancient texts). You might find that it is better to have separate sections in your bibliography for ancient and modern works. There are different ways of listing ancient texts and modern books and articles in a bibliography. Here are some simple rules to follow:

Translations of ancient texts should be cited as follows:

Virgil, *Aeneid*, translated by H. Rushton Fairclough (London, 1935).

Modern books should be cited as follows:

Shotter, David, *The Fall of the Roman Republic* (London, 1994).

Modern articles in journals should be cited as follows:

Griffin, Miriam, 'The Senate's Story', *Journal of Roman Studies* 87 (1997), 249-263.

Modern articles collected in a book should be cited as follows:

Potter, D. S., 'Roman Religion: Ideas and Actions', in *Life, Death, and Entertainment in the Roman Empire*, edited by D. S. Potter and D. J. Mattingly (Ann Arbor, 1999), 113-167.

PLAGIARISM

PLEASE READ CAREFULLY

- Plagiarism means presenting someone else's words or ideas as your own without acknowledgement. This includes the use, in whole or in part, of another student's essay. **This is regarded as cheating and will be penalized, possibly attracting a mark of zero.**
- **Plagiarism is a form of academic dishonesty** and will be treated with the utmost seriousness wherever discovered. **For Maynooth University's policy on plagiarism, see www.maynoothuniversity.ie/exams/information-students. The Department strongly advises you to read this document.**
- **Every time you quote the words of a modern author, you should use quotation marks and clearly indicate your source by means of a footnote or a reference in parentheses 'round brackets'. Likewise, when you are paraphrasing modern authors, the source should be indicated clearly. See the guide to referencing above.**
- As a safeguard against plagiarism, each student must attach to the front of both copies of each compulsory written work a copy of the Departmental **Cover Sheet**, and sign the declaration at the bottom of the sheet. An essay will not be accepted without an attached Cover Sheet and completed declaration. Cover Sheets may be downloaded from the Departmental web-page or are available from the holder located outside the office of the executive assistant, Departmental office 9.

EXAMINATION MATTERS

For the procedures concerning the discussion, checking, and appeal of examination results, also consult the following link: www.maynoothuniversity.ie/exams/information-students.