

ESSAY GUIDELINES

Your essay should be a maximum of 750 words and should *not* be purely descriptive or narrative but analytical. All your statements should be supported with evidence, and all objects mentioned should be documented with **illustrations** (these can be scanned or photocopied but must be legible) that are numbered, captioned, and keyed to your text. A list of illustrations should be included, which gives figure number, caption, and the source of your illustration. Endnotes and a bibliography of the works used in the essay **must** be attached at the end. The bibliography, endnotes, and list of illustrations are not included in the word-count. N.B. the bibliography should include **ONLY** the works that are cited in your endnotes. Your essay will be assessed for thoroughness of research, argumentation, writing (clarity, quality), and documentation.

Note that whenever you are either quoting the exact words of another author, or closely summarising a passage from another author, or using an idea or material that is directly based on the work of another author, you **must** identify and acknowledge your source in an endnote. Failure to do so constitutes plagiarism.

Avoid directly quoting another author unless you cannot possibly paraphrase the meaning of his/her statement or if the style is irreproducible; instead, paraphrase and document your citation in an endnote. Repeated direct quotations disrupt the flow of your prose and suggest that you have not fully grasped your subject.

Avoid personal opinion or unsupported statements. For every point that you make, you should offer evidence or an argument for support. Your essay will be assessed on the thoroughness of research and of analysis, and the clarity of writing.

Proofread your essay before submitting it: avoid losing points for misspellings, typographical errors, grammatical mistakes, and sloppy writing.

Internet research should be *in addition* to the actual library research and not a substitute for it, and internet research must also be documented in footnotes and bibliography **using the link and date** consulted. You should **be aware** of a critical difference between research on the Internet and research in scholarly books and journals. Most Internet sites are not content-controlled in any way. Anyone can post anything; just because it is there does not mean it is accurate or reliable, and, in fact, you probably know from your own Internet surfing that there is a lot of junk out there. By contrast, scholarly books and journals are refereed by scholars in the field; before an article or book is published, it is sent to reputable scholars, who assess the work and recommend for or against its publication. This is quality control. It is important for your research. Having said that, there are some excellent reliable Internet sites for classical archaeology; ***please check with me before using web sites for your research.***

Essay Format

Your essay should be double-spaced using Times New Roman 12-point font. Pages should be numbered. Bibliography items should be cited as follows:

Books:

Pollitt, J. J. 2014. *The Cambridge History of Painting in the Classical World*.
Cambridge.

Essays in collections of essays:

Pafford, I. 2013. "Priestly Portion vs. Cult Fees—The Finances of Greek Sanctuaries." In *Cities and Priests*, edited by M. Horster and A. Klöckner, 49-64. Berlin.

Articles in Journals:

Neer, R. 2001. "Framing the Gift: The Politics of the Siphnian Treasury at Delphi." *Classical Antiquity* 20: 273-344.

Bibliography

The course bibliography is designed as a **starting point** for your research and is not exhaustive. Use footnotes, endnotes, and the bibliography in the works that you read to lead you to other bibliography.

N.B. If you encounter journal abbreviations in your research and need to decipher them, you can find a full list of the abbreviations here:

<https://www.ajaonline.org/submissions/abbreviations>

and also here:

<https://oxfordre.com/classics/page/3993>