To: Directors of Studies in History, Special Subject teachers, candidates for Historical Tripos Part II

FACULTY OF HISTORY
HISTORICAL TRIPOS PART II
GUIDELINES FOR SPECIAL SUBJECT LONG ESSAY
(Updated December 2018)

REGULATIONS
Candidates for Part II of the Tripos must submit two copies and one electronic copy of a long essay which shall be of not less than 6,000 words and not more than 7,000 words in length, excluding footnotes and bibliography, and governed by the History Faculty Style Guide, available online at www.hist.cam.ac.uk/undergraduate/styleguide.pdf.

A. Question
A list of ten questions for the Long Essay will be prepared during the Christmas Vacation by those who have been designated examiners for the Special Subjects. These questions will be considered, amended if necessary and approved by the Part II Examination Board at its meeting early in the Lent Term and the question papers will be made available to candidates on the Faculty website on the second Monday in February in the Lent Term. Students will receive email notification of their publication.

B. Writing the Special Subject Long Essay

B1. All teaching for the Long Essay takes place in Special Subject classes. No other supervision or tuition should be offered. In particular, Directors of Studies and Special Subject teachers must not read or comment on the Long Essay before submission.

B2. All students should be given the opportunity in a Special Subject class to discuss format, bibliography, and other general issues about the Long Essay.

B3. The Long Essay is to be written in the student’s own time.

B4. Students are advised that it is inappropriate to put work produced for an examination, but not yet assessed, in the public domain; this includes the presentation of ideas in progress via online blogs. This is only permissible once work has been examined and candidates have received their results.

C. Presentation

C1. Word limit: As stated in the Regulations quoted above, the essay must be not less than 6,000 words and not more than 7,000 words. It must employ footnotes for giving references to the primary and secondary sources used (but not for amplifying discussion in the text). The essay should also provide a bibliography of both primary and secondary works. For further requirements and advice, students must consult the Faculty Style Guide. The Style Guide also explains the serious penalty for exceeding or falling short of the prescribed word limits.

C2. Essays must be typed, unless permission to the contrary has been granted in advance by the Academic Secretary, which will only happen in exceptional cases.

C3. It is not necessary to bind the hard copies of your essay, but each essay must be stapled or bound with its individual Cover Sheet either bound at the front or stapled to the front of the essay [not loose pages].
D. Submission

D1. Due date: This essay is to be submitted to the Part II Administrator by 3.00 pm on the third Thursday of the Full Easter Term.

D2. Late submission will only be granted in exceptional circumstances (medical or other grave cause). Your College must apply to the Secretary of the Examination Access and Mitigation Committee (EAMC) for an extension to the deadline and should not approach the Chair of Examiners directly. Applications must be made at least a week before the scheduled deadline to enable the Secretary to consult the Chair of Examiners. Any extension will be for a specified period.

An essay submitted later than either the scheduled or the extended deadline will be penalised as follows:

- In the first 24 hours: 1 mark per examiner for the first hour or part thereof, another mark per examiner for the second hour, and a third mark per examiner for any further delay up to 3.00 pm the next day.
- Next 6 working days, (i.e. excluding Saturday/Sunday) or part thereof: 3 marks per examiner per day.
- Work submitted any later than this will be marked 0.

D3. You must provide two hard copies and one digital copy of your Long Essay. It is important that no identifying information appears on any of these copies except for your candidate number (which will be issued to you by the University at the beginning of the Easter Term). The digital copy must be submitted to Turnitin UK via Moodle by the same deadline. The content of this copy must be identical with that of the hard copies. Further instructions will be issued prior to the submission date.

D4. Sign the Declaration Sheet concerning plagiarism and hand it in separately (unbound) when you submit the essay.

Plagiarism is the unacknowledged use of the work of others as if it were original work. In the context of an examination, this will mean passing off the work of others as a candidate’s own to gain unfair advantage. This will not be tolerated by the Faculty of History and, when detected, will lead to serious penalties, which may (in severe instances) extend to failure to obtain a degree. To avoid such penalties, candidates must leave examiners in no doubt as to which parts of any submission are original, which derivative. The Faculty uses Turnitin UK text-matching software to assist with identifying plagiarism. Fifteen percent of the total number of long essays submitted will be scrutinised by the Academic Secretary, acting as Faculty Academic Integrity Officer. Work recommended by Examiners for further investigation will also be selected for scrutiny. Originality reports for scrutinised work will be referred to the Examiners responsible for the academic assessment of the work if there is prima facie evidence of plagiarism or poor academic practice. Further information about Turnitin and how to avoid plagiarism, can be found on the Faculty website: Guidance on Plagiarism. The University also publishes detailed guidance here: http://www.admin.cam.ac.uk/univ/plagiarism/students/

D5. Complete both Cover Sheets and staple or securely attach one to the front of each hard copy, ensuring that all information is clearly legible.

D6. Please note that the essay will not be returned after the completion of the class list, but will be retained by the Board of Examiners like an examination script. If you wish to keep a copy for your own purposes, you should bear this in mind before submitting the essay.
DECLARATION

TO BE COMPLETED BY THE CANDIDATE AND SUBMITTED SEPARATELY WITH SPECIAL SUBJECT LONG ESSAYS, HISTORICAL TRIPOS PART II

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<th>Question No:</th>
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Essay title: ________________________________________________________________

Please read the statements and check the boxes to indicate your agreement.

☐ I confirm that I have read and understood the Faculty of History’s statement on plagiarism, including the use of Turnitin originality software, and the University-wide Statement on Plagiarism and Discipline Regulation 6.

☐ I declare that this long essay is my own work and does not include any examples of plagiarism.

☐ I confirm that I have uploaded an electronic copy of the long essay via Moodle which is identical in content with the hard copies and understand that any differences will be treated as an attempt to defraud the examination.

I declare that this essay does not exceed the word limit and contains not more than ___________________ words

[insert word-count]

Signed:     _____________________________________________________

Dated:     _____________________________________________________

Candidate’s name:  _____________________________________________________

Candidate’s College:  _____________________________________________________
Do not put your name on this sheet or anywhere on the essay itself

COVER SHEET FOR FIRST MARKER

SPECIAL SUBJECT

LONG ESSAY
SUBMITTED FOR THE HISTORICAL TRIPOS PART II

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COVER SHEET FOR SECOND MARKER

SPECIAL SUBJECT

LONG ESSAY
SUBMITTED FOR THE HISTORICAL TRIPOS PART II

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