

## **Guidelines for the Extended Essay 2010/11 (GR 337)**

Final year BA module GR 337 German Cultural Studies I is an obligatory 5 ECTS module. It has two components, each worth 2.5 ECTS:

1. A lecture: History of German Literature and Culture 3
2. An Extended Essay

These guidelines include all relevant information about the Extended Essay. Please read them carefully.

### **Possible topics**

The point of the Extended Essay is to show that you have thoroughly familiarized yourself with an aspect of German, Austrian or Swiss cultural life/history and can present it well in both written and oral form. It may be on any topic in the area of German language and culture or in any other area that falls within the scope of German Studies. It can relate to linguistic, literary, cultural, social or political matters.

Please discuss your choice of topic with, and have it approved by, some member of staff at an early stage, if necessary by phone or email. The history of a single German town or city is not acceptable as a topic. Nor is any theme which has already been treated in 1st or 2nd Year or is to be treated in 4th Year at NUI. Galway, although it is permissible to base your essay on material gathered in seminars and lectures while abroad in Germany. However, do not rewrite or resubmit an essay for which you have been awarded a "Schein" already.

The surest recipe for success in writing the Extended Essay is to become interested and absorbed in your topic and to enjoy working on it. Good Extended Essays have occasionally formed the basis of an M.A. dissertation.

### **Format**

The length of the essay can vary considerably depending on the nature of the subject and the presentation, but should be no shorter than about 4,000 words.

Essays have to be typed on A4 paper, on one side and with line spacing 1.5. Please do not forget page numbers.

### **References**

All quotations, whether verbatim or paraphrased, and all special terminology must be referenced. References can be given in footnotes or endnotes. If there is a work from which you quote frequently, give a full reference in a note on the first occasion, indicating that you will later refer to it in abbreviated form in the text.

The essay must include a bibliography at the end, naming all works cited or consulted. Do not present lengthy bibliographies of titles which you yourself have not consulted, or omit titles which you have consulted.

If you choose to write your Extended Essay in German, consult the Duden pamphlet *Die schriftliche Arbeit*.

## **Plagiarism**

Plagiarism disqualifies! Cite your sources for borrowed terminology, statements of fact or opinion, and for quoted matter. All quotations, whether verbatim or paraphrased, must be acknowledged, with appropriate references in the notes. Verbatim quotations are to be in quotation marks or, if long enough to take up 3 lines or more, in indented blocks. If the original passage was in German, quote it rather than English-language translations. Sources should be predominantly German to show that you have researched in German secondary literature rather than in English. You should be able to back up in the viva (see below) what you have written about in the essay: for instance, do not discuss literary texts without having read them, do not drop names or use high-flown terminology without having the relevant information on them.

Be sure to read the university guidelines concerning plagiarism:

<http://www.nuigalway.ie/exams/Plagiarism.html>.

## **To Avoid**

Experience shows that the five most common weaknesses in Extended Essays are:

- an over-dependence on secondary sources and a lack of acquaintance with the primary German texts being discussed,
- dishonest use (plagiarism) of sources (this will result in a total fail),
- faulty English,
- misquoted and mis-spelt German,
- shoddy presentation.

The final manuscript should have no spelling or typing errors. Have your manuscript proof-read by someone else before submitting the final version, but remember it is your responsibility to proof-read it as well. Pay particular attention to German quotations. Avoid German quotations that clash syntactically with the English context.

Aim at clarity and precision and a logical line of argument. A one-page table of contents at the beginning of your essay will help to structure your ideas.

## **Stages of work**

1. Find your topic as soon as possible and discuss it with the member of staff who is your contact person.
2. Write a proposal (not less than 400 words) and submit it to Geraldine Smyth (Geraldine.smyth@nuigalway.ie) by **Thursday 31th March, 2011** at the latest. Should it be rejected, the deadline for the submission of a revised version will be **Friday 29th April, 2011**. The proposal must include a provisional bibliography including **at least** five sources which are not web pages. Three of them should be written in German.
3. After the approval of your proposal you will be assigned a staff-member who will be your supervisor. He or she will contact you about your topic and advise you on it.
4. Collect material and work out a first draft of the essay. Always keep in contact with your supervisor to ensure that you are proceeding correctly. You are strongly encouraged to discuss any questions that arise with your supervisor.
5. **Final version** of Essay to be submitted by **Monday, 5th September, 2011**, before 1 pm. In other words, you should complete your essay while in Germany. Before submitting it, re-read it and remove

all errors. Your essay- supervisor is not your proof-reader but rather an advisor on subject matter and structuring. Please factor in sufficient time to solve last-minute computer problems.

### **Submission**

Hand in two copies of your essay to the secretary, Geraldine Smyth, and sign the submission list. Remember that the office closes at 1 pm. Be sure to keep a copy of the essay for yourself. The examination copies will not be returned.

Marks will be subtracted for belated submissions, 5% for the first week of delay and a further 1% for every additional day.

### **Viva**

There will be a Viva on the contents of your essay in October 2011. The Viva will be held in the language in which you have written the essay and has a duration of approximately 20 minutes.

### **Appendix: Style Guidelines**

#### **Text:**

1 1/2 spaced, 12 point, Times or another standard font. All titles in the text (of books, plays, poems, articles, pictures, etc.) should be italicised. For quotations in the text, double quotation marks should be used. Ellipses should be indicated by [...].

Quotations of more than three lines in length should be indented and single spaced.

#### **References:**

All references are to be given in consecutively numbered footnotes.

#### **Examples for the format of bibliographical references:**

##### **Books:**

Alexander Altmann: Moses Mendelssohn. A Biographical Study. Alabama: The University of Alabama Press, 1973, p. 134-137.

##### **Edited volume:**

Florian Krobb and Jeff Morrison (eds.): Poetry Project. Irish Germanists Interpret German Verse. Oxford: Lang, 2003 (= British and Irish Studies in German Language and Literature, 25). pp. 276.

##### **Articles in Books:**

Werner Welzig: Ordo und verkehrte Welt bei Grimelshausen. In: Günther Weydt (ed.): Der Simplicissimus-dichter und sein Werk. Darmstadt: Wissenschaftliche Buchgesellschaft, 1969, p. 370-388, here p. 378.

##### **Articles in Journals:**

Gerhart Teuscher: 'Fromme tugenthaffte Frauen' oder 'arglistiges Weiber-Volck'? Das Frauenbild Grimme's-hausens im Simplicianischen Zyklus. In: Jahrbuch für Internationale Germanistik 16/1 (1984), p. 94-115.

##### **Internet sources:**

Please note: In addition to the URL address of the website the date when it was accessed must be provided.

Example: [http://www.literaturkritik.de/public/rezension.php?rez\\_id=7670](http://www.literaturkritik.de/public/rezension.php?rez_id=7670) [15 September 2008].

##### **Illustrations:**

If you include visual material in your essay, remember to reference it also!