

e.g. In a popular study Harvey (1992, p.556) argued that ...

If the name does not occur naturally in the sentence, both name and year are given in parentheses:-

e.g. More recent studies (Bartlett 1996; James 1998) show that ...

Bibliography

Books

Author's SURNAME, INITIALS.,

Year of publication.

Title.

Edition. (if not the first).

Place of publication:

Publisher.

e.g. CARNELL, D., IRELAND, J., JONES, C., et al 2002. *Advanced P.E. for OCR AS. 2nd Ed. London: Heinemann.*

Web pages

Author/editor

Date

Title of the web page [online]

Place of publication and publisher if possible.

Available from: - URL [date website accessed]

e.g. HOLLAND, M., (1999). *Guide to citing Internet Sources* [online]. Poole: Bournemouth University. Available from: <http://www.bournemouth.ac.uk/library/using/harvardsystinte.html> [Accessed 13 June 2006]

Write your essay

- Stick to your plan
- Write in plain English
- Keep it logical and easy to follow
- Check spelling and punctuation,
- has the question been fully answered?

Once you have written the essay read it through and redraft it before you type it up.

In an Exam

It is also important to write a plan before you write your essay for 2 reasons, firstly you won't panic and forget to mention key points and also if you don't finish in the time allowed examiners may award marks for your clear, structured plan.

I need to write a coursework essay but don't know where to start!



Read the question

What sort of question is it?

Underline key words to remind you of what the question is about

Do some research

Use books, newspapers, class notes, text books and the Internet.

When using the Internet you need to evaluate the websites to check for the following:

- any bias the author may have—are they giving a balanced or one sided opinion?
- quality of information on the website—is it factually correct?

Make notes

When doing your research you will need to make notes of the useful information you find.

This can be in mind maps or short sentences under headings.

When using the Internet

make notes or cut and paste the information you need to Microsoft Word. Do not print out pages of information don't need.

Make an essay plan

By now you will have all the information you need – you just need to organise it!

Read the question and your notes again and plan your answer, make the structure clear and easy to understand.

Think about the introduction, each paragraph and the conclusion before you start writing.

Each paragraph should make the point early on and then be supported by examples. Your arguments should be clear and consistent with evidence to support them.

Keep the introduction short and focussed and bring the essay to a conclusion don't leave it at the end.

Plagerism

Blatantly copying someone else's work is wrong and can be easily spotted by teachers and examiners.

You can make reference to an authors work and quote from it as long as you reference it.

References and Quotations

The Harvard Referencing System is the most commonly used.

Make sure the quotations are relevant to the point you are making. Highlight them and note down the details of the source of the quotation and reference these in your work.

To do this in Microsoft Word click Insert, Reference then Footnote. Select the location and the format you want for your footnote and click Insert.

If the author's name occurs naturally in the sentence the year is given in parentheses:-