

Faculty of Classics

Submission of Theses, Extended Essays and Reports for Undergraduate and Taught Postgraduate Courses

These guidelines are applicable to all items of presubmitted work for undergraduate and taught postgraduate examinations in Classics. They are intended to help you to meet the requirements for submission, and to assist us in the smooth running of the assessment process.

They are not part of the formal examination regulations for your degree. You should always consult the [Examination Regulations](#) and the **Circular to Candidates** taking your exam for details of the deadlines, word limits and any special regulations relating to the pieces of work you are submitting.

1) Preparing your work for submission

- Ensure you have read the instructions on the arrangements for submission of written work in the *Examination Regulations* for your course. You will risk marks being deducted if you do not follow them.
- Ensure you have adhered to the Faculty's **plagiarism** guidelines, which can be found in your course handbook.
- Detailed guidance on preparing your work for submission (e.g. referencing, quotation, use of footnotes, bibliographical conventions) can be found in your course handbook.
- Make sure your work does not exceed the prescribed **word limit**.
- Inform the Classics Office of any **changes of title** well before the submission deadline (preferably at least two weeks before). Title changes normally require the approval of the relevant Standing Committee or Graduate Studies Committee.
- We recommend that you use **Unicode fonts** to type Greek text. This reduces the likelihood of problems when your work is transferred to another computer or printer. See [WebLearn](#) for further information on Greek inputting software such as GreekKeys and Antioch.

2) Presentation

- Text should be **double-spaced**.
- Pages should be **numbered**.
- The front cover of your work should display the following:
 1. **candidate number** (you can find this in Student Self-Service; it is NOT the same as your student number or the number on your University Card)
 2. the name of the **examination** you are sitting (e.g. "Honour School of Classics and English", "MSt in Greek and/or Roman History")
 3. the **assessment unit code and title** of the option for which you are submitting work (you can find these in Student Self-Service, e.g. "A12675S1 Thesis in Literature")

4. the **title** of the piece of work you are submitting
5. the **word-count**

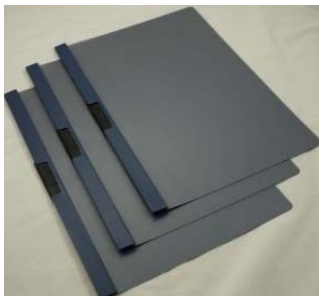
- Do NOT put your name, college or student number anywhere on your work.
- It is not usual to include personal acknowledgements in material submitted anonymously for assessment.

3) Printing

- It is your responsibility to arrange the printing of your work.
- Print your work on **A4 paper**, on **one side** only.
- If your work includes **colour images**, ensure that they are printed in colour.
- If your work includes quotations of **text in Greek** or other scripts, check that these have printed correctly. Guidance on Greek fonts is available in WebLearn at <https://weblearn.ox.ac.uk/x/IWm3Q3>.
- Check that no pages are missing.

4) Binding

- Work submitted for undergraduate and taught postgraduate examinations does not need to be professionally bound, but pages must be **securely fastened** together in such a way that they are unlikely to become detached during normal handling.
- Do not submit your work as a loose pile of sheets or bound with a single staple.
- Please do not submit work in hardback ring binders or lever arch files.
- Do not bind multiple pieces of work together. Each submitted item should be bound separately, as items may need to be forwarded to different markers.
- Examples of suitable folders for presenting essays and dissertations are shown below:



Clip file



Clear view folder



Swing clip file

- For longer pieces of work (e.g. CAAH site/museum reports or MPhil theses) soft binding may be appropriate:



5) Packaging

- Please submit **two copies** of each piece of work.
- Place all of the material you are submitting for **each course option** in a **single** package. For graduates an option may involve a pair or trio of presubmitted essays. Include two copies of both/all items in the same package.
- Print, complete and sign **one declaration form** (available on the relevant course page in WebLearn) for **each course option** for which you are submitting work. Put your completed form in the main package with your submitted work (not in a separate envelope).
- Use a suitably strong envelope (any size between A4 and A3) and ensure that it is firmly sealed.
- Address your package to “The Chair of Examiners, [name of exam*]”
*e.g. “Honour School of Literae Humaniores”, “MPhil in Greek and/or Roman History”
- Write your **candidate number** and the **assessment unit code and title** of the relevant option e.g. “A12652S1 Historiography” in the top left hand corner of the package. This will enable the Exam Schools to sort your work and ensure that it goes to the correct department.

6) Submission

- Check the *Examination Regulations* for the **submission deadline** for your piece of work. The 12 noon deadline is strictly enforced. If you submit your work late, even by a matter of minutes, you are likely to be subject to a penalty in the form of a deduction of marks. You can submit your work earlier than the deadline date if you wish.
- We recommend that you hand in your work to the submission desk in the Examination Schools **in person**. Do not rely on friends to deliver it.
- The submission desk is on the right-hand side of the **Examination Schools’ entrance hall** as you enter from the High Street. Arrive there in good time, as your work will be stamped with the time at which you complete the submission process, not the time when you enter the building. All items stamped after the deadline will be reported to the Proctors and may be subject to a late submission penalty. If there is no member of staff on duty at the submission desk when you arrive, please press the buzzer on the counter.
- If you have a specific learning disability such as dyslexia, you should complete a **pink form** (Form 2D) for each copy of the work that you submit. Forms are available at the submission desk.

- Complete a **receipt form** for each assessment you are submitting, get it stamped by a member of staff at the submission desk and retain it in case of queries.
- Undergraduate students should submit a full copy of their submission (in MS Word format) on or by the deadline date to undergraduate@classics.ox.ac.uk.
- Graduate students should submit a full copy of their submission (in MS Word format) on or before the deadline date to graduate@classics.ox.ac.uk.

If you are unable to submit your work by the deadline because of illness or other unforeseen circumstances, you must inform your **college office** without delay.

Contact for further information:

Classics Faculty Office

The Ioannou Centre for Classical and Byzantine Studies

66 St Giles'

Oxford

OX1 3LU

Email: undergraduate@classics.ox.ac.uk / graduate@classics.ox.ac.uk

Tel: 01865 288388

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