This guide addresses the following topics:

1. **Essay Structure**
   - addresses the formal structure of essays and the ordering of ideas

2. **General**
   - addresses proper formatting of essays

3. **Citation and Bibliography**
   - addresses citation style

4. **Expression**
   - addresses proper language and grammar within the text of the essay

5. **Plagiarism**
   - addresses the issue of plagiarism and UCD’s policy on plagiarism

1. **Structure**

Any substantial (2500+ word) essay, thesis or dissertation should present a focus, structured argument that does the following:

1. establishes the basic premise of the essay;
2. appraises the existing secondary literature, as necessary (sometimes called a ‘literature review’);
3. presents evidence in support of arguments/points to be made;
4. provides conclusions, drawing together the points made in the essay and making further observations if necessary.

Part 1 is often structured so as to conclude with a succinct statement of the structure and purpose of what is to come next.

Part 2 describes the arguments and views of other scholars, highlighting how and why these arguments are important to the essay topic.

Part 3 presents evidence for your own view, often structured as a series of points, which together contribute to a broader argument.

Part 4 summarises your essay, and adds any fresh points arising.

**Your essay should remain centred upon your primary idea or argument throughout.** Do not add peripheral or irrelevant information. In an essay on Vivaldi and the string concerto, for example, it is not necessary to start with a
biography of the composer (‘Vivaldi was born ... . He started playing the violin at the age of ...’, and so on). Include only material that is directly relevant to the topic presented in the title and its cognate arguments.

2. General

Any essay submitted to the School of Music should be formatted in the following way:

- lines should be double-spaced, with the exception of long quotations
- margins should be at least 3 cms on both the left and right sides
- pages should be numbered
- each new paragraph should be indented from the left margin using the tab key
- there is no need to place an additional space between paragraphs
- essays should be bound in some way, using a stapler, a paper clip, or a plastic binder
- the assessment submission form should be attached to the front of the essay, except where papers submitted ONLY through Blackboard

3. Citation and Bibliography

Bibliographies must be ordered alphabetically by author’s surname.

Your essay must observe correct principles of citation, annotation and bibliography. This means that all sources and quotations must be acknowledged through use of footnotes or endnotes, and all materials used must be referenced at the end of your essay by means of an alphabetically ordered bibliography (alphabetically by author’s surname).

The School of Music uses the Harvard Style of referencing. Here is a link for the UCD library guide for Harvard:

http://libguides.ucd.ie/ld.php?content_id=450286

Within your essay, any direction quotation must be indicated with single quotes. For quotations that extend beyond two lines of text, no quotation marks are necessary. Instead, that quotation, a ‘long quotation’, should be set apart from the rest of the text with an indent on both sides and single spaced.
EXAMPLES OF QUOTATIONS USING HARVARD STYLE

Long Direct Quotation.

Glenn Gould saw technology as a means to advance musical knowledge in a way that is not possible in the live setting of the concert hall. Rather than conceding to the idea that recordings encourage passive listening, Gould argues instead that precisely the opposite is true:

At the centre of the technological debate then, is a new kind of listener – a listener more participant in the musical experience... this listener is no longer passively analytical; he is an associate whose tastes, preferences, and inclinations can alter peripherally the experiences to which he gives his attention (Gould, 1987, p.387).

Short Direct Quotation:

When Christopher Small says that there is ‘no such thing as music’ (1998, p.2), he means to draw attention away from the conception of music as a text, and instead to understand music as an activity or a process.

Indirect Quotation:

As authors like Christopher Small have pointed out, performance has remained largely absent from musicological studies due to an overvaluation of the work concept (Small, 1998, p.4).
4. Expression

1) As a general rule, write in the third person at all times. This principle should only be violated for very specific rhetorical purposes, for instance to express the stated aim of an essay ('I shall divide what follows into three sections: an appraisal of the secondary literature; an analysis of the work, paying particular attention to the issue of tonal strategy; a synopsis of the implications of this analysis for our understanding of the genre').

2) Never use colloquial English. It is not acceptable to use words or phrases commonly given as figures of speech or slang ('Beethoven is seriously going for it here'; 'Mozart knew what he was doing, period'.)

3) Avoid using abbreviations or contractions ('don’t', ‘won’t’ etc.).

4) Never use American spellings (favor, center, analyze, etc.).

5) Only use jargon when it is necessary specialised language (Ursatz, pitchclass set, mode of limited transposition), and never simply to complicate ordinary language.

6) Use foreign-language terms only if they have become normal English usage (raison d’être), or if it constitutes necessary specialised language (Fassung letzter Hand).

5. Plagiarism

It is vital in any piece of scholarly work that everything presented as original is exactly that: no piece of information or opinion that is not the result of your own research or your own view can be presented as if it is. In short, any idea that is not your own, and any phrasing that is not your own, must be given in the original and properly cited; this includes any information derived from the web. If you do not observe this principle, your work may be failed. The University produces substantial guidelines on plagiarism. For more information, please see: 
http://www.ucd.ie/registry/academicsecretariat/plagiarism.htm