NCAD

School of Visual Culture
Guidelines for Essay Presentation
2023 / 24

1. General Guidelines

The first step is to make use of sources that are up on your online learning platform (Canvas for year 1 and 2 students; Google Classroom for other years). Additionally, make use of all library resources in finding material. Library staff are there to help. Read what is central and what is essential to the essay topic. Avoid peripheral material.

Take a record of the books and articles you read, and check their bibliographies for further relevant reading. This will be necessary for your own bibliography.

Aim for a variety of sources in your research. A single source of information is much too narrow to allow you to write a balanced, well developed essay.
Primary resources should be used where relevant.

Take notes on your reading as you go along, and particularly take note of the source of your material. When it comes to writing your own essay, your notes should be edited and organised in a sequential way in accordance with your essay outline. Eliminate what is irrelevant to the essay topic.

A copy of the essay should be retained for the student's own records, to be made available to the School of Visual Culture if requested.

2. The Writing of Essays

Study the wording of the essay topic very carefully. For example, if the essay topic asks you to examine a particular aspect of an artist's work, that is what you should address; a general history of the artist is unlikely to fulfil the requirements. You need to pay close attention to the terms of the essay topic.

You should establish a working outline for your essay. See how the essay can be arranged in a logical way (e.g. chronological, spatial, general-to-particular, particular-to-general). Make sure you have considered the overall organisation (outline). Tie your essay together with an introduction and conclusion.

Your introduction is a vitally important section of the essay. It explains to the reader the way in which you have decided to respond to the essay topic. It establishes the general method you have used in research and the direction you will take in the main body of the essay.

Do not set yourself objectives that will require an essay that is well over the required length. Equally, do not 'bury' the most important material in a minor sub-section of the essay. It is important to stick to the word length as closely as possible. Essays significantly shorter or longer than the required length are likely to lose marks. Essays less than three quarters of the required length will be regarded as non-submissions.

Grammar and presentation are important considerations. Ask yourself:
Have I written the essay in complete sentences?
Is the punctuation clear and accurate? Is the spelling correct?
Each paragraph should develop a specific theme.
Are paragraphs properly developed and manageable – from the reader's point of view – in length?
Are transitions from paragraph to paragraph smooth?
Is the material organised in an orderly way that allows the reader to follow and understand the points being made?

If the answers to any of these questions is "no", you may not be communicating your ideas effectively.

All text must be carefully checked for grammar and spelling. When using a spell-check facility make sure it is using British/Hibernian spelling. For example:
colour not color; behaviour not behavior; programme not program; [he] practises not practices; centre not center; organisation not organization; analyse not analyze etc.

Take care with words in capital letters as many spell checks will skip these.

Dashes should be clearly indicated by way of a clear dash, with a space before and after: (–).

However, a hyphen is neither preceded nor followed by a space: e.g. word-processor.

Apostrophes should be used sparingly. Thus decades should be referred to as follows: 1990s (not 1990's). Note that the term 'it's' means 'it is' the apostrophe denotes the missing 'i'. To indicate possession, the pronoun it uses no apostrophe: 'every dog has its day'.

All acronyms for national agencies, examinations etc. should be spelled out the first time they are introduced in text or reference. Thereafter the acronym can be used if appropriate. For example: 'Students in the National College of Art and Design (NCAD) have said...'.

3. Format

Essays should be uploaded to your online learning platform (Canvas in year 1 and Google Classroom in other years). They should be prepared as a pdf. Typing should be double spaced and in font size 12, except for indented long quotations where single spacing is used.

The title page should follow the template provided by the School (available for download from the NCAD website). Please download the Cover Page from Canvas.

On the Cover Page, include your initials in the three boxes to confirm your that the work is your own and that text and images are appropriately credited.

Illustrations should be included, but only where discussed in the essay. Number each illustration and give a caption underneath, listing the artist/designer, title, date, and current location of the work. Always refer to illustrations in text by their number (in parentheses).

Always include a full bibliography of the sources cited in your essay on a separate sheet at the end of the essay.

4. Methods of Citation

NCAD employs the Harvard Referencing Style. All statements, opinions, conclusions, etc. taken from another writer's work must be cited, whether the work is directly **quoted**, **paraphrased** or **summarised**. It is necessary to acknowledge sources so that it is clear when you are making use of another author's material.

In the Harvard System, cited publications are referred to in the text by giving the author's surname and the year of publication and are listed in a bibliography at the end of the text.

Credit the person or organisation shown most prominently in the source as responsible for the content in its published form. For anonymous works use 'Anon' instead of a name. For certain kinds of work, e.g. dictionaries or encyclopaedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role, e.g. videos or films, the title may be used instead of an originator or author.

If an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied and given in square brackets. If no such approximation is possible that should be stated, e.g. [ca. 1750] or [no date].

5. Citations in the Text

You should cite the surname of the author or editor, the year of publication and page number(s) in parenthesis in your text. If a name occurs naturally in your text, add the date and page number(s) only.

Example 1

> "Things begin to change at the time of the Renaissance due to a new consciousness in the European mind" (Amin, 1989, p. 79).

Example 2

> According to Amin a new European mentality resulted in changes around the time of the Renaissance (1989, p. 75).

If the same author has two or more publications in the same year, the sources are

distinguished by lower-case letters (a, b, c, and so on), e.g. (Amin,1989a, p. 75).

If there are two authors the surnames of both should be given, if there are more than three authors the surname of the first author only should be given followed by et al. (A full listing of names should appear in the bibliography).

Example 4

Studies show that "learners prefer to have full control over their instructional options" (Colvin *et al.* 2003, p. 34)

If a work is anonymous the title of the work should be used.

Example 5

The Percy Tom has been described as "one of the master-pieces of medieval European art" (*Treasures of Britain,* 1990, p. 84)

If you refer to a source quoted within another source you cite both in the text. You only list the source you have read in your bibliography (in the example given below you would include Jones but not Smith in the bibliography).

Example 6

A study by Smith argues that ... (1998, cited in Jones, 2005, p. 24)

You should also provide references for personal communications such as face-to-face or telephone conversations, letters and email. These citations begin with the name of the sender of the communication and give the year. Importantly you may need to seek permission from other parties in the correspondence/conversation before quoting them in your work.

Example 7

Scott, G. (2010) E-mail to John Bryce, 26 February.

Numbered footnotes or endnotes are used only to comment on the text or provide further information. If these contain a citation, it should be in the same format as those in the text.

6. Bibliography

All sources of information that have been used should be listed in your bibliography including interviews and unpublished material. The references are listed in alphabetical order of authors' names. Put the surname first, followed by the initial(s) of forename(s). If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published in a particular year.

Titles of books, films, periodicals and artworks should be placed in italics and should not be put in inverted commas.

a. Books
Author (or editor), (year of publication in parenthesis), *Title in Italics.*
Place of publication: publisher.

Example 1

Poyner, R. (1998) *Design without Boundaries.* London: Booth-Clibborn Editions.

Example 2

Wells, L. (ed.) (2004) *Photography: A Critical Introduction.* 3rd ed. London: Routledge

b. Chapters
For chapters or individual essays in books/exhibition catalogues, etc. (when essays or chapters have different authors): author (surname first), year (in parenthesis), 'title of chapter or essay' (in inverted commas), then write 'in' followed by name & initial of editor/overall author, *title in italics.* Place of publication: publisher, page number(s).

Example

Smith, P. J. (1997) 'British Art in the 1980s and 1990s' in Murphy, B. (ed), *Art from Britain.* Sydney: Museum of Contemporary Art, pp. 147-159.

c. Journal Articles
For articles in a journal, author of article (surname first), (year of publication), 'title of article' (in inverted commas), *title of journal in italics*, volume number (part number), page numbers of article.

Example

> Dawes, J. and Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management Decision.* 36(5), pp. 350-357.

d. Newspaper Articles

Where the author of a newspaper article is identified, use the

following citationorder: Author (Year of Publication) 'Title of article',

Title of Newspaper in Italics, day and month, page number(s). Where

no author is given, use the following citation order: *Title of Newspaper*

(Year of Publication) 'Title of Article', day and month, page reference.

Example 1

> Marlow, L (1997) 'Sarkozy suffers setback as party loses assembly seats', *Irish Times.* 18 June, p.1.

Example 2

> *Independent* (1992) 'Picking up the Bills', 4 June, p.28.

e. Theses

A reference for a thesis should give Author (Year of Publication) *Title*

of Thesis in Italics. Degree statement. Degree awarding body.

Example

> Clancy, L. (2008) *Dead air: live art; schizophrenia and double coding in broadcast radio.* Unpublished PhD thesis. National University of Ireland.

f. Exhibition Catalogues

For Exhibition Catalogues with no author, the organiser should be

cited as author.

Example

> Arts Council (1970) *Art in Turmoil*. London: Serpentine Gallery.

g. Conference Papers

For conference papers use the following citation order: Author(s) of

paper (Year of publication) 'Title of Paper', in author/editor of

proceedings (if applicable) *Title of Conference proceedings,* location

and date of conference.Place of Publication: Publisher, page

numbers of contribution.

Example 1

Kelly, N.A. and Hanrahan, S. (2004) 'Critical Theory on Practice-Based Courses', in Davies, A. (ed.) *Enhancing Curricula: towards the scholarship of teaching in art, design, and communication in Higher Education.* Barcelona, 15th-16th April. London: Centre of Learning and Teaching in Art and Design, pp. 232-334.

Example 2

Hartnett, J.P. (2010) 'Derrida by Default: Wolfgang Weingart and the accidental deconstruction of Swiss typography', *Irish Association of Art Historians/Artefact Study Day.* Dublin, 10 April.

h. Television

For television programmes the citation order is as follows: *Title of programme* (Year of transmission) Name of channel, date of transmission (day/month). Forepisodes of a television series the citation order is as follows: 'Title of episode' (Year of transmission) *Title of Programme,* series and episode numbers. Name of channel, date of transmission (day/month).

Example 1

Little Britain (2005) BBC 2 Television, 23 June.

Example 2

'A Day in the Death' (2008) *Torchwood,* Series 2, episode 10. BBC 2 Television, 5 March.

i. Films

For films the citation order is as follows: *Title of film* (Year of Distribution) Director [Material designation]. Place of distribution: Distribution Company.

Example 1

Macbeth (1948) Directed by Orson Welles [Film]. USA: Republic Pictures.

Example 2

The Matrix Reloaded (2003) Directed by A. & L. Wachowski [DVD]. Los Angeles: Warner Brothers Inc.

j. Videos

For films on *Youtube* the citation order is as follows: Name of person posting video (Year video posted) *Title of film or programme.* Available at: URL (Accessed: date).

Example 1

> Raok2008 (2008) *For a cooler Tube.* Available at: http://www.youtube.com/watch?v=jXE6G9CYcJs (Accessed: 13 June 2019).

k. Interviews and other Personal Communications

For interviews, cite interviewer as author, followed by year (in parenthesis), then give the medium of communication (interview, telephone conversation), interviewee or receiver of communication, and finally the day/month of communication. Similar references should be given for correspondence in theform of letters, e-mails etc.

Example 1

> Healy, C. (2021) Interview with Stephen Nolan, 6 April.

Example 2

> Collins, P. (2022) E-mail to Mary Kelly, 5 September.

l. Web Resources

For **websites**, **web pages** and **e-books** cite as much of the following as possible:author/ editor's name, (year in parenthesis), *Title in Italics.* Place of Publishing: Publisher. Available at: weblink (Accessed: date).

Please note: References to material from the internet in the main body of your essay should be made in the same way as for other material, e.g. (Holland, 2004).

Example 1

> Holland, M. (2004) *Guide to Citing Internet Sources.* Poole: Bournemouth University. Available at: http://www.bournemouth.ac.uk.library/using/guide_to_citing_internet_sources. html (Accessed: 4 November 2004).

References to **e-journals** are similar to those for articles but you must also supply the name of the online collection, URL of collection

and the date accessed. The citation order is as follows: Author (Year) 'Title' *Journal Title,* volume (issue), page numbers *Name of Collection* [Online]*,* Available At: URL(Accessed: date)

Example 2

> Bright, M. (1985) 'The poetry of art', *Journal of the History of Ideas,* 46 (2), pp. 250-277, *JSTOR* [online]. Available at: http://www.jstor.org/ (Accessed: 16 June 2019).

For **podcasts** reference is made to where it was published or displayed for download, and the citation order is as follows: Author/Presenter (Year site waspublished/last updated) 'Title of Podcast', *Title of Internet site* [Podcast]. Day/month of posted message. Available at: URL (Accessed: date)

Example 3

> Ndiritu, G. (2010) 'Questions from the past', *Tate Events* [Podcast]. 2 February Available at: http://www.tate.org.uk/onlineevents/podcast/mp3/ 2010_02_12_Grace_Ndiritu.mp3 (Accessed: 11 April 2019).

When citing sources such as **online discussion forums** you should bear in mind that items may only be kept on discussion group servers for a short time and so may not be suitable for referencing. When citing mailbase/listserv email lists the format is as follows: Author (Year of message) 'Subject of message', *Discussion List,* date posted: day/month [Online]. Available at: list e-mail address

Example 4

> McKenzie, J. (2007) 'Re: call for artists', *The UK drawing research network mailing list,* 25 May [Online]. Available e-mail: drawing-research@jiscmail.ac.uk.

7. Illustrations / Images / Photographs

Please put a caption directly underneath the image, listing the artist/designer, title, date, and current location of the work. Always refer to illustrations in the text by their number (in parentheses).

Always include a List of Images at the end of your Bibliography,
giving the full sources where you got the images from.

Example 1: Bibliography Reference for Printed Images

O'Meara, S. (2014) *Orchid* [Photograph]. Co. Clare: Collins Press.

Example 2: Bibliography Reference for Online Images

O'Meara, S. (2014) *Orchid* [Online].
Available at: www.theburrenorchidcollection.ie (Accessed 3 February 2014).

8. Quotations

Quotations can be an invaluable tool to demonstrate your research knowledge; however, you should avoid the overuse of quotations. In general quotes should relate to points that you want to make and you should explain and expand on the quotes you use. For quotes of less than three lines, use double quotation marks and keep the quote within the body of the main text. For short quotations within a quotation, use double, then single quotation marks, i.e. "Jan Assman says that 'ritual is more than an ornamentation of time', but it is also just that" (Luhman, 2000, p. 227).

Longer quotations of over three lines do not require quotation marks; instead indent the entire quote from the margins in block form and typed single space. When using a quote within a longer quotation, simply use single quotation marks.

When material is omitted, the ellipsis is indicated by the use of three dots.

9. Plagiarism

You must never copy extracts of text or images and submit it as though it were your own work. Similarly, you must never present a composite of sentences and paragraphs from a number of sources and submit this as your own work. **PLAGIARISM IS TOTALLY UNACCEPTABLE**. Essays must be your own work. Each student must confirm this to be the case by initialling the declaration on the cover sheet.

10. Late Submission Policy & Learning Support

Departures from these Guidelines must be discussed and agreed with your tutor.

Details of how to submit the essay on Canvas or Google Classroom will be given by your tutor.
Please go to this page on the college website to find the Late Submission Policy (link here- please scroll down).

Research and Writing Skills Service provide support to all students in a series of Research Seminars. Individual Learning Support tutorials are also possible for those who have difficulty in their written assignments.
Please e-mail learningsupport@staff.ncad.ie for an appointment.