

Revised: 29 August 2013

### SUMMARY OF SPECIAL REGULATIONS CONCERNING TERM ESSAYS:

Your essay must meet the following requirements, or else it will be rejected, unread and ungraded.

1. **Your essay must be based upon one of the following topics, chosen from the three following lists:**
  - A. **The Five Most Recommended Essay Topics:** with prepared bibliographies (long and short versions), which topics will appear, in some form, on the final examination.
  - B. **Other Topics from the Master List of Discussion Topics:** also with prepared bibliographies (long and short versions)
  - C. **Alternative Topics:** If you select a topic from this C list, you should seek my advice and approval for the bibliography; but you must find your own bibliography first.
2. **Your essay must contain:**
  - a) **footnotes *with pagination* (or endnotes, or citations within the text, similarly with page numbers); *and***
  - b) **an *annotated* bibliography, prepared according to the instructions in *Instructions on Writing Term Essays*.**
    - i) Your bibliography should be subdivided into: primary sources (documents), secondary sources (journal articles, books, essays, etc: published sources), and supplementary sources (encyclopedias, dictionaries, web documents, my lecture notes, etc).
    - ii) You must annotate all published sources used: those contained in the bibliography section labelled **Secondary Sources**). This must contain a minimum of five published sources
    - iii) **Annotations:** a description in three or four lines of the importance of the published source used in writing your essay
    - iv) Primary sources (if used) and Supplementary sources do not have to be annotated
  - c) If you submit a term essay that is lacking in either proper footnotes, etc. and/or an annotated bibliography, you will receive a failing grade for the essay, unless you submit the essay to me personally first, for approval; and if you do so, submitting an improper or incomplete essay, I will give the opportunity to revise it accordingly.
  - d) Footnotes are preferable to endnotes, which in turn are preferable to in-text citations; but your grade will not be affected by the choice.

3. **Your essay must not be under the minimum or over the maximum word limits:**

Essays should be about 3,000 words long, or about 10 typewritten or word-processed pages, with double-spaced typing. The minimum length is 2,100 words (about 7 pages) and the normal maximum is 3,600 words (about 12 pages), which, with my permission, may be extended to 4,500 words (about 15 pages). Please have your essays prepared on a typewriter or word-processor, if at all possible. Handwritten essays will be accepted, but only if they are neat and legible.

4. **Your essay must be based upon a *minimum* of five published academic sources**, with the following stipulations to be carefully observed. Failure to observe these conditions may result in a failing grade; or at least, in the requirement that you revise and resubmit your essay.

- a) **A minimum of five published source in the form of journal articles, monographs, book-collection of essays**, etc. Obviously, the five (or more) articles and/or essays provided in the package of readings (to be obtained from Scholar House Productions) constitute a valid part (or entirety) of the five required sources. Any journal articles downloaded from journals found on the web, especially from JSTOR, certainly count as published sources (since they are also published in print form). You are not, however, required to use all or even any of the readings in the package, if the choice of your A or B topic does not pertain to these readings. You should, however, clearly explain in your bibliography, perhaps in the annotation, why you did not use the package of readings for the topic selected.
- b) **Excluded from this minimum of five sources are the following:** textbooks, encyclopaedias, dictionaries, my lecture notes, CD-ROM collections, unpublished documents taken from the internet – including my Working Papers (as well as those of other scholars). You may, of course, use and cite these sources, but only *in addition to the five published academic sources*. In your bibliography, these sources should be listed separately, after the others, as *Supplementary Sources*.
- c) If you use only the minimum number of five such sources, no more than two may be the same author. If you use more than five such published sources, you may, of course, cite other sources by the same author.
- d) Please remember that the term *primary* sources refers to published documents or calendars of documents (i.e., lists of documents, often with a précis of the document) and published collections of statistical data; and the term *secondary* sources refers to published articles, essays, monographs, etc. in which historians and/or economists interpret documents and data. Do not, therefore, use these terms unless you have employed published documents and/or statistics.
- e) You do not need to annotate citations of my lecture notes, web documents, or even textbooks. The *annotation rule* applies only to the sources listed in (a) above.
- f) You cite my lecture notes, provide both the exact title and the date of the lecture (and, ideally as well, the URL for the lecture notes).
- g) Before using and citing my Working Papers, check to see whether a published version of that paper exists. Obviously, it is much preferable to use the finally published version.

5. **You may not and must not use in your essay any table, graph, map or illustration that I have given you as a hand-out (including those contained within the published lectures);** nor may you include photo-copies of tables or graphs from secondary sources, not without my express permission. You may, however, include photocopies of maps and illustrations, etc. without such permission.
6. **If you do not submit your essay prepared on a word processor or typewriter,** you must write or hand-print the essay neatly, with double-spacing, writing on one side of the page only.
7. **Your essay must contain and begin with a title page.** Please use the Essay Title Page template provided on line at this URL: <http://www.economics.utoronto.ca/munro5/Essays303.htm>.

If you construct your own title page, it must containing the following, or your essay will be rejected. (So to be safe: use the prescribed template)

- Your full name (SURNAME in capitals)
  - your university registration number
  - Your e-mail address and phone number:
  - The course number and title of the course
  - The title of the essay and the topic number (in terms of the A, B, and C lists)
8. Otherwise your essay must confirm with the other regulations set out in the *Instructions on Writing Term Essays*.

The web URL is: <http://www.economics.utoronto.ca/munro5/ESSINSTR.pdf>

#### 9. Other Notes and Explanations:

- (a) The numbers in square brackets refer to those on the Master List of topics. **Please refer to them for fuller information on the nature and scope of these debate topics, and why they should be interesting to both economists and historians (and indeed political scientists as well).**
- (b) For each of these topics there is a one-page handout with listings of the more important readings, chiefly recent periodical articles, and major questions. The more important readings are marked by asterisks: \* or \*\*. These short-form bibliographies are posted on my Home Page (web site): <http://www.economics.utoronto.ca/munro5/>
- (c) For each of these topics, and indeed for any of the topics in the Master List of 20 topics, I have supplied a complete and usually very lengthy bibliography, organized by sub-topics within this debate; and most of these bibliography sets also contain statistical tables. They are also available on my Home age, both in html (without graphs, etc.) and pdf formats. You are best advised to select the pdf format, especially for the statistical tables (long-format), which are sometimes unintelligible in the html format (which can eliminate columns or rows).
- (d) A set of readings, consisting of two articles for each of these five topics, is available for sale, from:

Scholar House Productions  
 100 Harbord Street (at Spadina: Main Floor)  
 Toronto, Ontario M5S 1G6  
 phone: (416) 977 - 9641  
 fax: (416) 977 - 0147  
 e-mail: [lynds@scholar-house.on.ca](mailto:lynds@scholar-house.on.ca) or [sales@scholar-house.on.ca](mailto:sales@scholar-house.on.ca)

- (e) **These five A-List topics** contain the primary recommended readings for the course this term; and thus you are advised to read one or two of the readings from each of these lists, in addition to or in place of the textbooks.
- (f) **In some form or other, virtually all of these A-List topics will appear on the final examination.** Hence the strong emphasis on doing at least some readings for each topic.
- (g) **In writing your essay, please do not try to cover the entire topic, since these are all ‘debate’ topics that cover wide-ranging issues, usually involving lengthy time-periods for a wide geographic range.** You should base your essay on one specific sub-topic, or narrow aspect, of the general topic that you have chosen; and you should normally try to confine yourself to one or two regions or countries; and, if possible, in a more restricted time-framework than that covered by the debate topic. But at least be sure that the essay is restricted to one specific and relatively narrow sub-topic, which may be more easily found in the following.

10. **The marking scheme for essays in my undergraduate economic history courses**

a) **allocation of marks: out of 100% for the essay**

- i) quality of the research (including number and relevance of the sources): 30%
- ii) quality of the analysis: economic and/or historical: 45%
- iii) quality of the written exposition: clarity, cogency, literary style, grammar, syntax, punctuation, spelling, etc.: 25%

b) **Refer to my on-line document on:** *How to Get an “A” grade on term essays and the mid-year test (without bribes):*

<http://www.economics.utoronto.ca/munro5/GRADEXa.pdf>

My TA (who marks all the term essays) has been instructed not to end up with numerical marks ending in 9: i.e., 49, 59, 69, 79, 89. The TA has also been asked to review this web-document and decide, on that basis, whether – for the sum of its parts – the essays deserves to receive a B- or C+ grade, an A- or B+ grade, etc.

c) **The focus of the essay: economics or history?**

Whether the focus of your essay is economic analysis or historical analysis is up to you. Economic history belongs equally to Economics and to History. Follow your own

comparative advantage and your own approach to economic history in doing so.

\*\*\*\*\*