

Updated: 22 August 2013

## **ECONOMICS 301Y1**

### **The Economic History of Later Medieval and Early Modern Europe**

**ca. 1250 - ca. 1750**

#### **Rules and Regulations Concerning Term Essays:**

**for the academic year 2013 - 2014**

extracted from the ECO 301Y course outline

1. **TERM ESSAY requirements:** for the academic year

a) **Either: Two research-oriented essays, one per term (semester), worth 25 marks each**, in combination with the mid-year take home test (also in essay form), worth 20 marks

b) **Alternative: a third research essay, worth 20 marks**

- i) a third essay submitted in lieu of the mid year take home test, with the same value of 20 marks
- ii) if both the mid-year test and a third essay are submitted, the higher mark of the two will count for the total term mark of 70.
- iii) Why is the third essay worth only 20 instead of 25 marks?
  - many years of experience have convinced me that most students put less effort into the third essay than into the other two essays, especially when the deadline for the third is so close to that for the second essay
  - to allow students the opportunity to choose or to count either the mid-year test and the third essay (if both, the higher of the two) obviously has the requirement of equal marks for these two piece of term work.

2. **Essay Deadlines:**

**First Term Essay:** Friday, 22 November 2013

**Second Term Essay:** Friday, 21 March 2014

**Third (supplementary) Essay:\*** Friday, 28 March 2014

### 3. **Essay Submissions by Turnitin:**

- a) This year, for the first, time I am following most of my colleagues in adopting Turnitin for essay assignments. This procedure does not apply, of course, to either the mid-year take-home test nor to the final examination.
- b) Turnitin has now been integrated with Blackboard's Portal; and the online submission of essays will be done through Portal, via the 'Course Materials' site.
- c) The University of Toronto has instructed us to make the following announcement concerning the use of Turnitin (web site: <http://www.turnitin.com>): and, as you will note, its use is not mandatory (but highly recommended).

"Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site. Turnitin.com is most effective when it is used by all students in a particular course; but, if and when students object to its use on principle, a reasonable offline alternative must be offered. There is a wide variety of non-electronic methods that can be used to deter and detect plagiarism; for example, to require that all rough work is handed in with the paper or that the student include an annotated bibliography with the paper. Instructors may wish to consult with the Centre for Teaching Support & Innovation when establishing these alternatives."

### 4. **Penalties for Lateness:** if you do not obtain an extension before the due date, or cannot produce a medical certificate attesting to your inability to submit the essay by the due date.

- a) **For term essays 1 and 2:** a penalty of 3% per week of lateness (in effect, reducing the latter grade by one-third of a grade point: e.g., from A- to B+).

The essays are marked on the basis of 100 marks maximum; and for the computation of the final grade, that mark is divided by 5 = 20 per essay. Thus a penalty of 3% per week = 0.6 out of 100 marks for the course

- b) This penalty applies only for the duration of the official academic term, until the last day of classes, on Friday, 4 April 2014.
- c) For term essay no. 3: no penalty will be applied, if the essay is submitted by 5:00 p.m. on this last day of classes.
- d) Essays, including the third-term essay, submitted after the last official day of classes – when all term work is due, according to Faculty of Arts regulations – will be subjected to the following penalties (as stipulated above):

- essays submitted during Study Week will be subjected to a 25% late

penalty.

- essays submitted thereafter, to the date of the final examination for this course, will be subjected to a 50% late penalty.

Note that, while your essays will be graded according to the regular criteria, the TA will not provide any written comments: only the final grade.

- e) Essays received after the day of the final examination will receive an automatic grade of zero (0), unless accompanied by a detailed medical certificate attesting to the exact circumstances to explain why the essay could not be submitted by the stipulated deadline (and thus without penalty), or by the final day of classes (and thus with some penalty). Any such certificate must contain both the printed name of the doctor and his/her signature, and a specific explanation of why you were unable to submit the required essay(s) before then. Section (c) below.

#### 5. **Exceptions, concerning deadlines and penalties:**

- a) Students may request extensions on medical or compassionate grounds (family problems, etc.), but normally on no other grounds.
- b) The regulations of the Faculty of Arts and Science now require that a medical note (doctor's letter, etc.) be submitted to the professor within one week of a test or essay deadline missed because of unforeseen illness.
- c) **All requests for extensions must be submitted by e-mail**, and *before* the due date; and you must attach my reply, if an extension is granted, to your essay. There must be some form of documentary evidence to substantiate any verbal agreements, since we cannot rely on personal memory, some weeks later. Please do not phone me.
- d) If any exception is made for medical or compassionate grounds, a medical certificate must be attached to the essay, and it must attest to the student's inability to deliver the essay *before and by the required due date* (not after that due date) – i.e., the true due date, before any 'week of grace' is allowed. The medical certificate must explain the exact reasons, in some detail, why the essay could not be submitted on time; and the certificate must contain the doctor's printed name as well as his/her signature.
- e) Please note that these regulations apply to all students, whether part time or full time.

#### 6. **Essay Length:**

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 word-processor (e.g MS Word or Word Perfect), if at all possible. Handwritten essays will be accepted, but only if they are neat and legible, and double-spaced (one side of the page only).

## 7. **Essays: Research and Documentation:**

- a) Research: your essay must be based on your own research derived from several sources: at least **five** published sources, in the form of books, published essays, journal articles, etc. An essay based on one or two sources does not constitute research, and will not receive a passing grade. Be warned!
- b) Your essay must contain and begin with a title page, which includes:
  - The exact title of the essay, which must clearly inform the reader of the topic being addressed
  - The section (A, B, C) and question number to which this essay topic pertains
  - The title of the course and the course number (to identify clearly which course the essay belongs to, since I teach several courses)
  - Your name and student number
  - Your e-mail address, mailing (postal) address, and telephone number
  - The word count (exclusive of title page and bibliography)
- c) Sources taken from the internet ('the web') may be used *only in addition* to the specified minimum of published research sources, and must be used with care. The internet, or the 'web', is not a satisfactory and acceptable substitute for research on published sources, chiefly because material appearing on the web has rarely if ever been academically refereed and approved for publication.
  - and only infrequently do web-site materials provide full and proper sources for the information contained in the web documents.
  - You may note that I and other of my colleagues do have unpublished working -papers on the web, under: *Department of Economics: Working Papers*: <http://www.chass.utoronto.ca/eco/eco.html>. You may use these, but with the same caveats, and with the same care in providing proper source citations, as indicated below.
  - See also the following exceptions to this rule.
- d) Exceptions to the rule on using materials from the internet:
  - Journals articles that are published online, on the web, as well as published in print may certainly be used as one or more of your required five sources. Indeed it is probably preferable to download the article rather than photocopying the article retrieved from the journal volume in the stacks (all the more so since many such articles have been marked up by previous anti-

social readers).

- Note that most of my publications for the past ten years can be found online, as accessible PDF files that may be downloaded and printed, from these this online source:

<http://www.economics.utoronto.ca/index.php/index/research/publications?personId=51>

[Department of Economics, Faculty Publications, my own page for 'Publications of John Munro']

- statistical sources derived from Statistics Canada, the U.S. Bureau of Statistics, United Nations sources, etc., as collections of verified statistical data may be used as a primary source in your essay; but such sources must be properly documented.

- See the following web sites, linked on my Home Page:

<http://www.economics.utoronto.ca/munro5/Libraries.htm>

For Libraries, Library Resources, and Bookstores: with various useful search engines.

<http://www.economics.utoronto.ca/munro5/Journals.htm>

Journals and Journal Articles Online: also with some useful search engines.

<http://www.economics.utoronto.ca/munro5/StatResources.htm>

Statistical Sources and other On-Line Resources: for economists and economic historians

- e) All essays must contain both source citations (as footnotes, endnotes, or within parentheses within the text) and a BIBLIOGRAPHY. All sources listed in this bibliography must be briefly annotated. The only sources that you are permitted to list in the bibliography are those used in the text with footnote or endnote citations. See the web document on *Instructions on Writing Term Essays*, for further information on footnotes.

- f) The bibliographies must be presented alphabetically, in the correct form, as follows:

- books/monographs: name of the author (in alphabetical order, by last name), title of the book (underlined or italicized), place of publication, publisher, date of publication.
- essays or chapters in a book; or sets of documents or of statistics: name of the author (or compiler of documents or statistics) , title of the essay (in quotation marks) or set of documents, etc, name of the editor of the volume

(followed by: ed., ) title of the book or collection or volume of documents, etc. (underlined or italicized), place of publication (city) , name of the publisher, year of publication, and pagination within the book.

- journal article: name of the author, title of the article, name of the journal (underlined or italicized), volume number (in Arabic or Roman numerals), year (or month and year) of publication, pagination within the journal.
  - web-site sources, subject to the strict limitations indicated above: provide the URL [Universal Resource Locator] address, as http:// [as indicated above]. Also provide the full name of the file, the source, and the date, if indicated.
  - See the separate handout: Instructions on Writing Term Essays, for a more complete set of instructions on doing footnotes and bibliographies.
- g) You should list primary sources (printed documents, sets of statistics, etc) and secondary sources (journal articles, books, essays in books, etc.), separately, and in this order: primary and then secondary.
- h) Within each bibliographic set (primary and secondary) authors and/or editors must be listed alphabetically by the last name; but within the set of secondary sources, provide these sources alphabetically, without distinguishing or separating monographs, essays in books, journal article, etc. from each other, while making clear which sources are monographs, essays in books, and journal articles.
- i) **Note: all bibliographic entries must be annotated with a very brief description of the contents, to prove that you actually used and understood the book, essay, or article cited.** You may do so succinctly in about three lines for each source cited, just so long as you can convince me that you did indeed use this source. A one-line statement is insufficient and will result in the non-acceptance of your essay.
- j) **If you fail to observe any of these requirements, concerning footnotes and bibliographies, your essay will be returned to you unread and thus ungraded.** You may, however, resubmit your essay in proper form, following all the required regulations, without any penalty.

## 8. **Instructions on Essay Writing:** separate web guide

Note carefully the instructions on essay writing: in the accompanying free handout on *Instructions on Writing Term Essays*; and also in Deirdre N. McCloskey, *Economical Writing*, 2<sup>nd</sup> edn. (Waveland Press, Illinois, 2000); formerly issued as *The Writing of Economics* (New York: MacMillan, 1987), which is out of print, but may be available as second-hand copies. If you wish to consult it in the library: its LC code is PE 1479 E35M33 1987.

## 9. **A second copy of your essay:**

- i) Be sure to make a copy of any essay submitted to this course, and keep one for yourself. It would be helpful if you also submitted a second copy to me, which would be kept in my office, in case the original gets lost, or in case a dispute arises

over the original grading of the essay. Please also keep all notes you have made for the essay (in writing or on your computer), in case any dispute arises over the authenticity of your essay.

- ii) If you do submit two copies of your essay(s), please be sure to label one as **ORIGINAL** and the other as the **COPY**. If you fail to observe this command, disaster may ensue if both copies end up in the COPY pile.

#### 10. **Plagiarism:**

- (1) **In particular, you must avoid *plagiarism*, deliberate or not.** Plagiarism is defined as: *copying* even in part from another source without acknowledgement, submitting work that is not your own, or submitting an essay handed in to another course. **Students who are taking or who have taken another course from me obviously are prohibited from submitting a previously written essay from that other course (or any one's essay from that course).**
- (2) Plagiarism is an extremely serious offence, for which the penalties range from the minimum of a zero grade for the essay concerned to failure in the course itself, and to the maximum: expulsion from the university.
- (3) **Avoid plagiarism by not copying passages from your secondary source.**
  - a) **When you are taking notes for an essay, make short précis of what you have read.** Do not copy the text word for word, because then you are likely to copy, word for word, your notes in writing the essay, and end up committing plagiarism (even if you did not intend to do so).
  - b) Given this warning, a plea of 'unintentional plagiarism' cannot be accepted as an excuse.
- (4) **A FURTHER WARNING:** If plagiarism again becomes a problem with the first-term essays, I may adopt the new computer-based system called **turnitin.com**, by which students will submit their essays (nos. 2 and 3) to this web-based firm on the internet, which will scan the essay for evidence of plagiarism. While we cannot compel students to use this system, students who refuse to do – should the system be instituted – will likely have their essays inspected that much more closely by the TA.
- (5) See the Appendix on *The Offence of Plagiarism*

#### 11. **Subject Matter of Term Essays:**

Essay topics must be based on the subject matter of the course covered in that term. Thus, a first-term essay topic, as indicated by the course outline and/or list of tutorial topics, will not be acceptable in the second term, and vice versa, without special permission. This rule does not apply for the second term if you submit three essays. If you are in doubt about this

rule, or any topic, consult me first.

12. **Essay Topics:** May be chosen as follows, from the three following lists (A, B, C):

a) **The A List: Primary Topics**

- (1) The list of the five (5) primary and most recommended topics chosen for the course each term; these topics change from year to year.
- (2) Each term the class will be given a set of readings for these five topics: for each topic, one double-sided -page listing the most important articles and books, and the key questions to be considered in both reading about the topic and writing the essay.
- (3) As noted above, a package of the most important of the readings for each of these five primary topics will be made available for sale at Scholar House Productions.
- (4) You will be required to construct the exact wording of your essay topic, which should be narrower in scope than the general reading topic; and this extended bibliography set may assist you in constructing your topic.

b) **The B List: Secondary Topics:**

- (1) This is, in fact, the **master-list** of all **25 general** topics, chiefly debate topics -- which includes the topics indicated above, as well as topics offered in other years -- for the entire year.
- (2) This master-list provides not only a total of 25 separate topics, but also, for each topic, an outline (in one or more paragraphs) its major importance in terms of both economics and economic history.
- (3) Again you will be required to construct your own specific and much narrower, essay topic, though based on the general debate topic
- (4) These topics may, or may not, be related to questions on the final examination. Thus, while your first choice strategically should be from the A list, you may wish to consider this B list if none of the A-list topics really interests you.

c) **The C List: Tertiary Topics:**

- (1) This is a purely supplementary list of specific and well defined , fairly simple essay topics: but without any description of their importance, and without any bibliography, as available for the A and B topics.
- (2) The benefit lies in the simplicity of the topics; they are easy to do. The cost lies in the extra work involved in compiling your own bibliography, without any trade-off in preparing for the final examination.



### **Selected ESSAY TOPICS for 2013 - 2014**

The following topics have been selected from the Master List of ESSAY AND GENERAL READINGS TOPICS as the most recommended essay topics for this year's course. 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. You are free, however, to select any other topics from this Master List (relevant to the term selected), from either Section A or Section B, or from the supplementary list of essay topics (which have no bibliography sets). The numbers in square brackets refer to the topic numbers on the Master List of topics.

#### **FIRST SEMESTER A- List Essay Topics: September to December 2013**

1. The Black Death and the Late Medieval Demographic Crises [Topic no. 1]
2. The Problem of Serfdom in European Economic Development, II: The Spread of Serfdom in Eastern Europe, ca. 1400 - ca. 1700 [Topic no. 3]
3. Feudal Governments, Warfare, Taxation, and Economic Crisis in Late-Medieval Europe, c. 1250 - 1500 [Topic no. 4]
4. Monetary Problems and 'Economic Conjuncture' in Late-Medieval Europe, ca. 1290 - ca. 1520: the nature of price changes; and the interrelationships among demographic, agrarian, and monetary changes in the European economy [Topic no. 6]
5. The Church, the Usury Question, and Late-Medieval Banking: the Foundations of Modern Finance [Topic no. 7]

#### **SECOND SEMESTER A- List Essay Topics: January to April 2014**

6. The Population Problem and the Economic Development of Early-Modern Europe (1500 - 1640): Was there a 'Malthusian Trap'? [Topic no. 13]
7. The Era of the European 'Price Revolution', ca. 1520-1640: The Debate about the Hamilton Thesis on the Causes and Consequences of Inflation in Early-Modern Europe. What Impact did Long-Term Inflation Have on Economic Growth? [Topic no. 14]
8. The 'Rise of Capitalism' and The Protestant Reformations: the Weber-Tawney Theses on the 'Protestant Ethic and the Spirit of Capitalism,' 16th - 18th Centuries [Topic no. 15]
9. The Social Costs of Agricultural Modernization: The Tudor-Stuart Enclosure Movements in England, from ca. 1480 to ca. 1700 [Topic no. 16]
10. Mercantilism: Money, Economic Nationalism, and the State in Early-Modern Europe [Topic no. 24]

## **ECO 301Y: A BRIEF OUTLINE OF THE MAJOR TOPICS**

### **FIRST SEMESTER: SEPTEMBER TO DECEMBER 2013:**

- I. Introduction: A General Overview of Economic Growth and Economic Decline in the European Economy during the ‘Commercial Revolution’ Era (c. 1000 - c. 1320) and during the Late-Medieval ‘Great Depression’ (c. 1320 - c. 1460):** online lecture, for independent reading
- II. Macro- and Structural Changes in the European Economy, 1280 - 1520: the Eras of the Commercial Revolution and Late-Medieval ‘Great Depression’**
  - A. Demography: Population Growth and Decline**
  - B. Money and Monetary Changes**
  - C. Long Term ‘Secular’ Price Changes: Inflation and Deflation**
- III. The Barriers to Economic Growth: the Structure of Feudal Agrarian Society**
- IV. Agriculture: Changes in Agrarian Society, 1280 - 1520**
- V. Manufacturing Industries: Industrial Changes in Late-Medieval Europe, 1280 - 1520**
- VI. Banking and Finance in Late-Medieval Europe, 1280 - 1520: The Role of the Church and Social Philosophies**
- VII. Commerce: Changing Patterns of Regional and International Trade in Late-Medieval Europe, 1280 - 1520**

### **SECOND SEMESTER: JANUARY TO APRIL 2014**

- VIII. Macro- and Structural Changes in the European Economy, 1520 - 1750: the Eras of the 16<sup>th</sup>-Century ‘Price Revolution’ and the ‘General Crisis’ of the 17<sup>th</sup> Century**
  - A. Demography: Population Growth and Stagnation**
  - B. Monetary Changes**
  - C. Long Term ‘Secular’ Price Changes: Inflation and Deflation**
- IX. Agriculture and Changes in Agrarian Society, 1520 - 1750**
- X. Commerce: Changing Patterns of Regional and International Trade in Early-Modern Europe, 1520 - 1750: the Age of Overseas Expansion and Colonization**
- XI. Banking, Finance, and Business Organization in Early-Modern Europe, 1520 - 1750**
- XII. Manufacturing Industries: Industrial Changes in Early-Modern Europe, 1520 - 1750: to the Eve of the modern British ‘Industrial Revolution’**
  - A. Coal and Metallurgy (The Iron Industry)**

## **B. Textiles: Woollens, Worsteds, Serges, and Cottons**

### **Appendix: Concerning the ACADEMIC OFFENCE of PLAGIARISM**

In view of several recent instances of plagiarism, let me remind you all that plagiarism is an extremely serious academic offence: one that consists of the following three possible circumstances. Though all are equally wrong and equally offensive, this discussion pertains largely to the first condition.

(1) The deliberate copying (though not necessarily fully word for word) of one or more passages from some other source, whether published or on the internet (web) without using quotation marks, or without clearly offsetting the quoted passages, and without proper attribution.

(2) The acquisition and presentation of an essay produced by someone else, and acquired from some other source: an 'essay bank' (whether or not online), from a friend, or fraternity, etc., whether or not paid for.

(3) The submission of an essay that the student wrote and handed in to another course.

- Some students wrongly and foolishly believe that they can escape the charge of plagiarism by properly citing the source in a footnote. **WRONG!!** If you fail to provide quotation marks or other indications of a direct quotation, you leave the impression that the wording is yours, but that you are attributing some of the facts or ideas to another source. Thus your doing so still consists of both theft and academic fraud.
- In any event, you have all been strictly warned against and indeed prohibited from providing direct quotations, beyond a few words, except from primary or original sources, cited as evidence. Furthermore, you are required not just to provide quotations marks and the source citations, but also to introduce the source of the quotation: to indicate clearly where it came from (who was the author) and why it is important for your argument.
- Plagiarism is a serious academic offence, indeed a crime (to repeat: of theft and fraud). If you are convicted, you will be severely punished for it.

#### **If we find any concrete evidence of plagiarism, the following will take place:**

(1) You will be summoned to a meeting with me and the TA, where the evidence for plagiarism will be presented. In most cases, we discover plagiarism by using Google for the suspected passages; and that usually reveals plagiarism. Furthermore, most students reveal their acts of plagiarism through abrupt changes in style -- especially through presenting copied passages that can not credibly be the work of a student.

(2) You will be allowed to present your defence to establish that you did not deliberately commit plagiarism. But a clear warning: you cannot and may not excuse yourself from the charge of plagiarism by contending that it was unintentional, especially not when it appears to have been deliberate. A common but unacceptable excuse is that the student 'forgot' to use quotation marks. In any event, we professors are not allowed to make such judgements -- that is for the decanal committee on Academic Offences.

(3) You also cannot avoid a charge of plagiarism by claiming that you did change some words. If the passage copied is essentially the same as the original, even if not everywhere word for word, and you did not indicate that it was a quotation, the charge of plagiarism will still stand.

(4) If you fail to convince us of your innocence, I will then present the evidence, along with a report from me and from the TA, to the Associate Director of Undergraduate Studies, who will then present the case, with

this documentation, to the office of the Dean of Arts and Science for judicial action.

(5) Please clearly understand that, in doing so, we (I the professor and the TA) are not convicting you of any offence. We instead contending that there is a prima facie case for proceeding with a decanal judicial inquiry. At the same time, to repeat what is stated above, for more emphasis: we are not permitted, once we find such a prima facie case, to exercise our own judgement on this matter: that is entirely up to the office of the Dean of Arts and Science. So, do not even try to ask us to ignore the case -- i.e., to 'have mercy' on you. Seek mercy from the Dean's office (and, best of luck to you!)

(6) The Dean's office will then summon you for a meeting, to defend yourself against these charges or to plead guilty. If you plead guilty, and this is a first offence, you will probably get off with the minimum penalty (see below).

(7) If you deny your plagiarism, and the Dean's office is convinced by the case we present, you will have a formal hearing before a decanal judicial tribunal for academic offences -- whose punishment, if you are found guilty, may be very severe (up to expulsion from the university, though usually only for a repeated offence).

(8) The normal minimum penalty, for a first offence, is zero for the essay and a reduction of 10 marks from your final grade (virtually ensuring failure on the course). Please note the fairness and equity of this penalty: obviously the penalty for plagiarism must be more severe than the penalty of zero for not handing in an essay at all; for the latter is not an academic offence!

(9) A conviction for plagiarism provides an exception to the provision that students may base their term mark (60% of the total) on the best three of four submissions (three essays and the mid-year test). Obviously, a student guilty of plagiarism cannot have the penalty of a zero grade, if inflicted by the Dean's office, erased in this fashion; and thus the zero grade penalty must stand. I will, however, consider taking an average of the four pieces of term mark, with the zero weighting for the plagiarized essay.

(10) Furthermore, a citation of the conviction will also be applied on your record, for about five years; and that citation will certainly prevent you from entering graduate school, law school, medicine, or any other professional faculty, and may provide a serious obstacle in seeking any employment. In other words, you risk ruining your life by committing plagiarism.

(11) Another dire consequence: most students who are charged with plagiarism suffer severe mental anguish. Not because (or certainly not chiefly because) they experience guilt; but rather because they fully anticipate the dire consequences that they face, and the often long delay in adjudicating these charges.

- If you think that you can escape this fate by dropping the course, think again! Once you are accused of plagiarism, your registration in the course is frozen; and only if you are acquitted of the charge will you be allowed to drop the course (and then, only by the due date). If you do succeed -- apparently -- in dropping the course, you will be reinstated once formal charges have been filed against you. **THERE IS NO ESCAPE!**
- Thus avoid all temptations and all circumstances that might lead to plagiarism: The answer is simply: **DO NOT COPY LONG PASSAGES** from your secondary sources (articles, books, essays, web documents, etc).

(1) Learn to take notes by making a brief summary or précis of these passages.

(2) Take notes in point form: not in complete sentences

(3) In composing your essay, do not copy your notes.

■ **Indeed, you are best advised to do the following, in writing your essay:**

(1) Read over your notes, taken from your research sources: create one note only per source, per page.

(2) Using your notes, construct an outline of your essay, in point form

(3) Then set your notes aside.

(4) Write your essay without directly looking at your notes, except for references.

(5) Re-read your notes to ensure that you have incorporated all the main points in your outline and in your arguments.

■ For further considerations of the offence of Plagiarism, see this important web document (found on my Home Page): [How Not to Plagiarize](#)

■ See also my web document on [Instructions on Writing Term Essays](#). Use the search engine (binoculars) in the left margin, to find the passages concerning plagiarism.