A. Preparation Checklist:

1. **APPROACHING THE ESSAY TOPIC**
   - Have you interpreted the question appropriately? Have you considered carefully the kind of task you have been asked to undertake and the sort of response you have been asked to provide?

2. **ASSEMBLING THE RELEVANT MATERIAL**
   - Have you read the primary texts and done adequate research using reputable secondary/critical sources?

3. **PREPARING A DRAFT STRUCTURE**
   - Have you organised your ideas and developed a response to the question?
   - Have you created an essay plan/structure?

4. **WRITING YOUR ESSAY**
   - Does your essay contain a suitable introduction and conclusion?
   - Do the paragraphs and points flow, creating a coherent, cohesive discussion?
   - Have you avoided paraphrasing too much of the plot?

5. **COMPARING TEXTS**
   - If the question asks you to, have you compared texts?

6. **USING SCHOLARSHIP AND CRITICISM**
   - Have you used an adequate number of relevant secondary/critical works?
   - Do the points you have drawn from them advance your argument?

7. **REFERENCING AND CITATION**
   - Have you acknowledged appropriately and consistently all ideas and words taken from other scholars and from all sources other than your own mind?

8. **PROTECTING YOUR WORK**
   - Have you created a digital backup of your essay?

9. **LATE ESSAYS**
   - Is your essay on time? Without documentation (medical or counselling certificate), a penalty of 2% per day (including weekends) will be applied.
B. Presentation Guidelines

1. ESSAY LAYOUT
   • Double-spaced, with 2cm margins. Number the pages.

2. TITLES OF TEXTS
   • Use italics for the titles of major works or those with sections (e.g. *A Midsummer Night’s Dream*)
   • Use double inverted commas for minor works (e.g. “Sonnet 74”)

3. QUOTATIONS
   • Verse quotations of three line or less should appear in double quotation marks in the body of your essay:
     o Shakespeare starts Act 2 of *Macbeth* with the line: “How goes the night, boy?” (2.1.1). [Note the provision of act, scene, and line number for this quotation.]
   • For secondary (critical) material, if using someone else’s exact words, put them between quotation marks, as well as providing a reference on the source of the idea. For example:
     o Lloyd Davis claims that “texts act as a kind of meeting place between authors’ and readers’ ideas” (1).
     If you are using someone else’s idea but substantially or completely rephrasing it using your own words, give just the reference:
     o One might even see the text as a place in which the ideas of both author and reader come together (Davis 1).

4. ACKNOWLEDGEMENTS
   • Carefully acknowledge the use of all ideas and words from all sources by using a parenthetical reference within your essay text: (Gurr 51)

5. BIBLIOGRAPHY/ WORKS CITED
   • List all items used in the preparation of your essay, arranged alphabetically by author’s surname. Note that the punctuation is different from that of footnotes or endnotes.

6. PROOFREADING
   • Check spelling, grammar, and accuracy of quotations.

7. FURTHER READING ON ESSAY WRITING
   • See the longer version of this document, with details of how to set out a list of Works Cited or Bibliography, which is available electronically from the departmental website and unit iLearn sites.