# 

# Literature and Medicine

# Research Project Handbook

**2022-23**

##### Research Project Convener:

##### Prof James Loxley

##### Room 2.16, 50 George Square

##### james.loxley@ed.ac.uk

***Contents***

**Key Contacts**

**Overview**

**Part 1: Deadlines and details**

**1.1 Important deadlines**

**1.2 Set text**

**1.3 Supervision and support**

**1.4 Submitting your research project**

**1.5 Plagiarism**

**Part 2: Getting started**

**2.1 What is a research project?**

**2.2 General advice**

**2.3 Choosing a topic, determining methodology**

**2.4 Refining your topic and preparing an outline**

**2.5 Recommended reading**

**2.6 Guidance on repetition of material**

***Key contacts***

**Research Project Convenor**

**Prof James Loxley**

james.loxley@ed.ac.uk

Room 2.16, 50 George Square

**Research Project Administrator**

**Michael Butler**

Michael.Butler@ed.ac.uk

Room 1.07, 50 George Square

***Overview***

Students enrolled on the Intercalated Degree (B. Med. Sci) in Literature and Medicine are required to undertake a 40 credit research project during their Honours year. This will lead to a portfolio of 9,000 words, to be submitted at the end of semester 2. The portfolio may take the form of a single piece of written work or smaller related pieces linked by an overall introduction. Students’ projects will be overseen by a supervisor, with whom they will have individual consultations, but they will also benefit from workshops and peer assisted learning sessions. They will receive formative feedback on their introductions in draft form during semester 1.

***Part 1: Deadlines and details***

**1.1 Important deadlines.**

|  |  |
| --- | --- |
| **Date** | **Semester 1** |
| Week 1 | **Workshop 1: Introduction to the Literature and Medicine Research Project**  Small group meeting with Supervisor to discuss research project topics, the approach to the research project, the formulation of research questions, how to conduct a literature review, the ways of gathering and presenting evidence, the forms appropriate for presenting arguments, answers and conclusions. |
| Week 3 | **Workshop 2: Progress report.**  Group meeting with supervisor to discuss progress on topic outline and research. |
| Week 5 | **Submit a 500 word outline of topic and texts, and annotated bibliography of 10 secondary sources, via Learn, by 5pm Friday.** |
| Week 7 | **Individual Supervisions**  The Supervisor will meet with students individually for half an hour to discuss outline, annotated bibliography, and progress towards introductions. Supervisor will provide written comments on outline. |
| Week 9 | **Submit 2000 word writing sample, via Learn, by 2pm Friday.**  Supervisor will circulate writing sample to group to review before workshop. |
| Weeks 10 | **Workshop 3: Peer discussion of introductions.**  Facilitated by supervisor. |

|  |  |
| --- | --- |
| **Date** | **Semester 2** |
| Week 2 | **Individual Supervisions**  During this period the Supervisor will meet with students individually for half an hour to discuss general progress and preparation for presentations. |
| Week 6 | **Research Project Presentations**  Students will give a five-minute presentation on their work to their peers. There will be five to ten minutes for questions. |
| Week 8 | **Individual Supervisions**  During this period, the Supervisor will meet with students individually for half an hour to discuss general progress. |
| Tuesday 11th April 2023, before 2pm | **DEADLINE: Submit final portfolio (9,000 words total, not including bibliography).** |

EXTENSIONS FOR THE RESEARCH PROJECT

If you are seriously unwell or suffering serious personal difficulties and unable to meet the deadline set, you may apply for an extension in advance of that deadline.   Extensions of longer than 7 days are not permitted.   Your application(s) for an Extension will be processed by the Extensions and Special Circumstances Team.   See the guidance and the link to the online extension request form here:

<https://assessment-support.is.ed.ac.uk/>

Please note that there is an **additional process for students who wish to request an extension in line with their Learning Adjustment** (for additional time and/or time for a proof-reader).   We would advise students with Learning Adjustments to request this extra time as well as, and at the same time as, completing the normal online extension request.   You will receive the time you are entitled to for your Learning Adjustment on top of the normal coursework extension.   Please see the information and the separate learning adjustment online form here:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/students/apply-for-extra-time-using-a-learning-adjustment>

If you have been granted an extension and you are still unable to submit work within the extended deadline, it is vital you contact your Personal Tutor immediately with a view to completing a **Special Circumstances form**.   The Student Support team in our School can also help and can be contacted via this link - [Student Support Office Contact Details](https://www.ed.ac.uk/literatures-languages-cultures/current-students/undergraduate-support/student-support-office).   For more details about applying for Special Circumstances, see the following link:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/students/special-circumstances-explained>

PENALTIES FOR THE LATE SUBMISSION OF THE RESEARCH PROJECT

It is University policy to penalise late work.

You must submit your work in advance of the deadline.   Penalties are exacted for late submission using the following scale:

|  |  |
| --- | --- |
| after 2 pm on Tuesday, 11th April 2023, but before 2 pm on Wednesday, 12th April | **- 5** |
| after 2 pm on Wednesday, 12th April, but before 2 pm on Thursday, 13th  April | **- 10** |
| after 2 pm on Thursday, 13th April, but before 2 pm on Friday, 14th April | **- 15** |
| after 2 pm on Friday, 14th April, but before 2 pm on Saturday, 15th April | **- 20** |
| after 2 pm on Saturday, 15th April, but before 2 pm on Sunday, 16th April | **- 25** |
| after 2 pm on Sunday, 16th April, but before 2 pm on Monday, 17th April | **- 30** |
| after 2 pm on Monday, 17th April, but before 2 pm on Tuesday, 18th April | **- 35** |
| after 2 pm on Tuesday, 18th April | **Zero** |

Please note that the latest date submissions for this course will be accepted is 14 days after the original deadline.  The only exception to this is for students who have secured extra time in line with their learning adjustment—any extra time permitted will be in addition to the 14-day maximum. If you are unable to submit by your agreed deadline, we would encourage you to consider applying for [Special Circumstances](https://www.ed.ac.uk/student-administration/extensions-special-circumstances). Students whose Special Circumstances are accepted will then need to wait for the Exam Board decision to find out about reassessment requirements.

Computer problems are in no circumstances an acceptable reason for delayed or incomplete submission.

RESITS

In accordance with the Taught Assessment Regulations, Honours students are entitled to one assessment attempt for courses at SCQF level 9 to 12 (non-attendance or non-submission is considered an assessment attempt). This means no resits are permitted unless Special Circumstances are upheld.

MODERATION

In accordance with QAA expectations, as specified in Chapter B6 of the UK Quality Code for Higher Education, the primary purpose of moderation is to ensure that assessment criteria are being applied fairly and consistently and that there is a shared understanding of the academic standards that students are expected to achieve. Moderation also provides an opportunity to assure the quality of feedback provided to students on their assessed work, in terms of its sufficiency, clarity, helpfulness and timeliness, and to comment on aspects related to the design and implementation of the assessment that may feed into future enhancements of the assessment.

All Research Projects dissertations are double-marked; if the two markers cannot reach agreement, the dissertation goes to a third marker who can assign a final mark within the boundaries set by the first two markers.

​Second markers review every piece of feedback produced by the first ​marker and the overall mark distribution for their batch to ensure that ​assessments have been marked in line with the marking scale, that the range of ​available marks is used appropriately, that the feedback properly explains the ​grade awarded, and that all problematic scripts (including fail marks, rubric ​infringements, etc.) have been carefully considered.

Exam Boards and External Examiners oversee the entire marking and moderation process.

**1.2 Guidance on developing a research project/piece of extended writing**

See the following:

Fabb, Nigel and Alan Durant. *How to Write Essays and Dissertations: A Guide for English Literature Students.* 2nd edition. London: Longman, 2005.

Gibaldi, Joseph, and Modern Language Association of America, Issuing Body. *MLA Style Manual and Guide to Scholarly Publishing.* Third ed. 2008. Print.

Gibaldi, Joseph, and Modern Language Association of America. *MLA Handbook for Writers of Research Papers.* Seventh ed. New York: Modern Language Association of America, 2009. Print.

**1.3 Supervision and Support**

**The role of your supervisor:**

Students are supported by a member of staff who acts as supervisor. Your supervisor may be able to give **advice** on practical issues such as: the subject and title of the Research Project, its organisation and structure, and on source material and a bibliography.

Your supervisor can also be expected to comment upon Research Project outlines and the writing sample submitted at the beginning of semester 2. A Research Project is intended to demonstrate a student’s ability to **work independently,** andyour supervisor is **not** expected to direct your work or to comment on any draft of it.

(NB Staff will not normally be available to provide supervision outwith the timetable specified above (1.1)).

**Students’ responsibilities:**

It is up to you to make arrangements to meet your supervisor – within the guidelines provided in 1.1 -- and to submit work no later than the deadlines noted on 1.1. ***If you do NOT submit material by the stated deadline, your supervisor will not comment on it.***

* You should read the general guidelines on the research and writing process of the Research Project included in this booklet carefully.
* You should consider further advice about each part of the exercise which will be posted at appropriate times on Learn
* You may also wish briefly to contact a member of staff who is not your supervisor for specific advice about texts or reading, but not about the design, construction or execution of your project – these issues are within your supervisor’s remit. All staff in English Literature have [office hours](http://www.ed.ac.uk/schools-departments/literatures-languages-cultures/english-literature/undergraduate/current/academic-staff-hours) during which they are available for consultation.

## 1.4 Submitting your Research Project

Students must submit the research project portfolio electronically by **Tuesday 11 April 2023**, **before 2pm**. *Turnitin* drop boxes are located in the Literature and Medicine Research Project Assessment section on LEARN, accessible via MyEd.

Before submitting your work, you should check that you have followed the guidance on the required style and format for written work, which is contained in the Course Handbook.

Your **Exam Number** should be the sole identifier on your work - this is printed on your student card and begins with a “**B**”. (Please make sure that you do not include your name or Student Number anywhere in your project.) When you submit your assignment you MUST:

* Include the Exam Number in the ‘Submission title’, which you are asked to complete as you upload your essay to Turnitin. The preferred format is <YourExamNumber>-EssayTitle e.g. B012345-Research Project-ThirdReich (It is fine to abbreviate a long essay title.)
* Include the Exam Number in the submission itself, e.g. in the header or footer.

This is compulsory and failure to do so will result in the submission being de-anonymised. Once this has happened, there is no way to re-anonymise it, so it will not be marked anonymously.

**Coursework assessment and feedback**

Please remember that the fifteen-day timescale does not apply to the final in-course assessments. We will, however, return feedback as soon as possible. It is important to note that the initial marks provided on LEARN are **provisional** and are subject to moderation, application of penalties and final confirmation at the Exam Board.

For information on how to submit an essay to a Turnitin dropbox, please consult the following student guide on essay submission, which has been produced by the university:

<https://www.ed.ac.uk/sites/default/files/atoms/files/9._submitting_to_a_turnitin_lti_inbox_2022.pdf>

When submitting to the dropbox, take care to upload the file with the correct, final version of your Research Project: **subsequent submissions are not permitted**. Once you have uploaded your file, that is what will be marked. You cannot upload another version.

Please make sure you download your **Digital Receipt** which is your proof of date and time of submission.

Computer problems cannot be accepted as a legitimate excuse for late submission, other than in the case of a general failure affecting the university network.

If there is a problem with your submission, and you cannot provide a digital receipt, we have no evidence that you have submitted your work. It is therefore very important that you make sure you have downloaded your receipt BEFORE you log out of LEARN.

The electronic version of your essay will be scanned by software which generates an ‘originality report’, to help your markers ensure that you have referenced your sources correctly.

**PRESENTATION**

**Font:** For legibility, we prefer you to use Arialor Times New Roman or a similar font in 12 point.

**Spacing:** You should use double-spacing and leave ample margins (as per the layout in this document).

**Page numbers:** Pages should be numbered.

**Length:** The maximum length of the Research Project is **9,000 words**. This total is for **all** elements of the Research Project **except** the following: bibliography/works cited; any appendices; the abstract (see below).

It’s worth noting that Research Projects which fall substantially short of the maximum length are unlikely to have fulfilled the required criteria, which will be reflected in the mark.

**Contents:** TheResearch Project should be presented as follows:

* **First page (cover page)**- Title of Research Project, Examination number, total word count (excluding abstract, bibliography, any appendix, )
* **Abstract** – a summary statement of not more than 150 words. State the problem or issue being addressed, the key questions examined in the Research Project and the key findings.
* **Acknowledgments** – if you need to thank any organization or individuals who contributed to your research
* **Table of Contents, listing any chapters/subdivisions in your Research Project, with their titles and page numbers**
* **List of Tables or illustrations, if required**. This should correspond to the table or illustration number and give the page number on which these appear.
* **Abbreviations** – if necessary, list any you have used in references throughout your Research Project.
* Then main body of the Research Project
* **Bibliography/Works Cited \*\***
* **Appendices,** if needed.

**\*\*** Note: This Bibliography/Works Cited should follow MLA style, as summarised on the Department’s ‘Stylesheet’, to be found in the **English Literature Writing Guide** (on link from:

<http://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks> ).

Note that the Department’s Stylesheet is a deliberately basic guide. If you find that you need further advice on eventualities it does not cover (referencing interviews, or material from other media, for example) the Stylesheet offers a web address from which such advice should be available.

**1.5 Plagiarism:**

Research Projects must be your own work. Your Research Project will assessed for plagiarism using up to date detection software, and penalties will be applied if necessary. Do not take any risks. Use a consistent system of referencing and acknowledge all sources.

Plagiarism can be deliberate or accidental: neither is acceptable practice and both can result in penalties. Deliberate plagiarism occurs when students intentionally copy out passages verbatim from books or articles, or download material from the internet, without properly acknowledging the source. Unintentional plagiarism is usually the result of sloppy note-taking. Be sure to write down your sources carefully when taking notes and then cite that source in your Research Project, using quotation marks where appropriate.

Copying other students' essays is cheating and also counts as plagiarism. Although discussion between students is encouraged, all coursework is accepted for assessment on the understanding that it is the student's own work. In short, failure to acknowledge other people's work will not be tolerated. Serious cases of plagiarism will normally lead to automatic failure of the whole course, and may also lead to action under the University's Code of Discipline.

Further information can be found at:

<http://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/academic-matters/plagiarism>

<http://www.ed.ac.uk/academic-services/students/undergraduate/discipline/plagiarism>

<http://www.ed.ac.uk/humanities-soc-sci/academic-administration/student-conduct/academic-misconduct>

**Part 2: Getting started**

**2.1 What is a Research Project?**

A Research Project should be an independent piece of work. An undergraduate Research Project is not expected to be an original contribution to knowledge, but it must be original in the sense of being an independent piece of work, based on wide reading, and giving evidence of your own understanding and analysis of your subject. It usually covers a narrower field than a course based on lectures, and requires more thorough reading. Students are expected to demonstrate their ability to engage critically and analytically with primary texts, with literary criticism, and with other relevant sources of evidence. While the Research Project topic may vary in scope between individual submissions, all Research Projects must have a clear focus with definable boundaries. You will therefore need to find a research question, engage with relevant literature, and plan a schedule.

Assessment is based upon a 9,000 word portfolio of written work, which involves an in-depth exploration of a particular topic. ***Remember that a Research Project carries a 40 credit weighting: this means it is equivalent to both of your Medicine in Literature courses. You should therefore be putting as much time into it as you do to the equivalent courses.***

**2.2 General Advice**

* On any topic, there are often large numbers of books and articles you could be reading. Remember that you don't have to read everything. You need to be self-disciplined and know when to stop.
* In guiding your time and task management, draw up a list of tasks that you have to do, and draw up a realistic timetable in which to fulfil them. (You should use the deadlines for submission of different elements outlined in 1.1 to help here.)
* Remember that you can't expect to hand in a piece of work and get it back from your supervisor the next day. Make sure you check the guidelines in 1.1 on this.
* In the first semester, you will establish a topic, develop an appropriate methodology, familiarise yourself with primary texts, carry out a literature review of secondary material, and begin writing. You should begin to formulate your argument
* In the second semester, you should have a clear idea of the structure of your Research Project and set yourself deadlines for covering the necessary materials. Build in time for slippage as it may take longer to do a particular piece of work than you planned.
* You also need to make sure that you leave enough time for completion of a final draft, and for editing it. You should aim to complete a final draft at least two weeks before the deadline, leaving the remaining time for editing and for checking – including ensuring that quotations you’ve used exactly match the original text in the source from which you’ve taken them. *Editing is as important as writing: be sure to leave enough time for this.*

**2.3 Choosing a topic, determining methodology**

These issues will be discussed in outline in the introductory session, and in detail in small group meetings with your supervisor. You will also find useful advice on different ways of approaching material in ‘Devising your own topic’ (Fabb and Durant, 2005).

In terms of form, content and structure, the closest model for your consideration might be journal articles or essays in collections.

**2.4 Refining your topic and preparing an outline**

You are required to prepare a **500-word** outline of your proposed topic and primary texts for submission to your supervisor by 5pm on the Friday of week 5 of the first semester.

**2.5 Further Recommended Reading**

**As well as Fabb, Nigel and Alan Durant. *How to Write Essays and Dissertations: A Guide for English Literature Students .* 2nd edition. London: Longman, 2005.,   
the following may be helpful:**

Fowler, Alastair. *How to Write.* Oxford: Oxford University Press, 2006

Graff, Gerald., and Cathy. Birkenstein. *They Say / I Say : The Moves That Matter in Academic Writing*. Second ed. New York: W.W. Norton &, 2010. Print.

Greetham, Bryan. *How to Write Better Essays.* Basingstoke: Palgrave, 2001.

Taylor, Gordon. *A Student’s Writing Guide: How to Plan and Write Successful Essays.* Cambridge: Cambridge University Press, 2009.

**2.6 Guidance on Repetition of Material**

The Research Project offers you an opportunity to write on an area of your own choice which you may not get the chance to study elsewhere in the curriculum. However, you may wish instead to expand on texts, theories or issues introduced in courses. Remember, though, that there is a general rule that material must not be repeated in final assessments; thus, you should make sure there is no direct overlap (if you are uncertain on this point, please make sure you discuss it with your supervisor).