

1. Presentation
2. Contents of essay
3. Proof read
4. Referencing

1. **Presentation**

Essays should be presented in the following way:

- Typed, using double spacing.
- Number pages
- References Section to be placed at end of essay
- A title page inserted at the start of the document with the following details:
 - your name
 - module code and title
 - title of the topic of your essay/report
 - name of your tutor

2. **Contents of essay**

- The essay must begin with a statement of the topic.
The opening paragraph should be a synopsis of what is to follow. This is not a précis in which all the major points are compressed into one paragraph, but an opening statement of the way in which the theme will be developed, so that the reader does not have to plunge into it blindly.
- Having established the general direction of the essay, this is now developed by detailed argument - by a consideration of the views of the major authorities and by discussion of the individual.

It is a good principle to introduce the theme of each paragraph in the same sort of way as the theme of the whole essay - that is, to begin the paragraph by a brief statement. The statement is then supported by the remainder of the paragraph. In a good essay one can often put together the first line of each paragraph to give a satisfactory précis of the whole argument.

- The essay should not just peter out at the end, but should be rounded off by a conclusion. Whereas the synopsis sets out the manner in which the theme was to be handled, the conclusion should encapsulate the results of the whole exercise in a clear methodical way.

3. Proofread

Reread your essay before submission.

[More than three errors (spelling, transposition or typographical) per page is a sure indication that you have not proofread your essay. Do not assume the use of a spell checker is a substitute for proofreading, since a spell-check will not detect transpositions and other incorrect usage, or the omission of words.

4. Referencing

It is important to reference anyone else's work you use when writing a report, essay etc. It will enable a reader to quickly locate any source of information, as well as giving your work credibility, (ie that what is being read is a view held by others and not just an insight to the world according to 'joe bloggs'!).

The Harvard referencing system is a common reference system. A search on the internet will bring up a large range of websites where you can find out more about referencing using this system if you require it.

There are two parts to the referencing system:

1. An acknowledgement of your source of information is placed within your report
2. Full details of your reference are given at the end of your document

Below are a couple examples of how to reference.

REFERENCING A BOOK

Within the text:

... RAID stands for "Redundant Arrays of Inexpensive Disks", and involves making use of redundancy of disks to protect data. There are various levels of RAID, the ones 'most people need to know about' (Hayden, 2000), are 0, 1 and 5:...

Within the reference section of your document:

Hayden, M. (2000) *SAMS Teach Yourself Networking in 24 Hours*. 2nd ed., Indianapolis, SAMS.

The general format rules are:

- Author's surname, comma, and then initials, with a full stop after each initial.
- For two authors, put **and** between the names but otherwise set out as above. For three or more, separate the intermediate names with commas, but put **and** before the final name.
- Date (in round brackets).
- Title (in italics) full stop.
- Edition (if applicable), comma.
- Place of publication colon. (Include country or state if location of place is unclear).

- Publisher, full stop.

REFERENCING AN ONLINE SOURCE

Within the text:

Disk duplexing can also be utilised. In this instance, two disk controllers rather than just the one are used within a server. This can provide protection against a disk controller, disk interface or power supply failing (ITArchitect, 1990).

Within the reference section of your document:

ITArchitect , 1990 *Fault Tolerant Systems* [online] Available from: <http://www.itarchitect.com/shared/article/showArticle.jhtml?articleId=9000001> [Accessed November 2006]

The general format rules are:

Within the text:

- If there is no author, you can put the organisation responsible for the website.
- The date would be the date the information is written, if there is one, or the date the website was last updated if available or the date the site was created.

Within the reference section of the document

- Author's surname, comma, and then initials, with a full stop after each initial.
- For two authors, put **and** between the names but otherwise set out as above. For three or more, separate the intermediate names with commas, but put **and** before the final name.
- Date (in round brackets). (This is the same date as appears in the text). If NO DATE of publication, then put "no date" in brackets.
- Title (in italics) full stop.
- [online] after title indicates it is a reference to an online source.
- 'Available from:' followed by URL
- 'Accessed' followed by date accessed (this is the date you viewed the document)

You do not have to use the above suggestions for referencing, but you do need to make sure whatever referencing system you use is consistent and contains enough details.

As mentioned, there is a huge amount of information on the internet regarding referencing, so if you need to, you can look it up.