

## Department for the Study of Religions

### Policy for Assignments, Referencing and Attendance

#### Course Requirements

Postgraduate courses at the University of Cape Town are assessed through a combination of essays, assignments and class participation/presentations. The final essay serves as the examination component of this course.

#### Attendance at PG lectures:

Please note the following:

- 100% attendance is required
- A max of 3 may be missed and only on medical grounds with proof – if more than 3 classes are missed the department will take attendance under review and advise accordingly
- If health matters are resulting in students missing more than 3 lectures (equates to 25%) a recommendation for leave of absence may be advised.
- If students miss lectures due to travel or family commitments, they need to discuss this with lecturer(s) ahead of time and possibility of joining the lecture via skype can be offered

#### Referencing in Assignments

The Department of Religious Studies has adopted *The Chicago Manual of Style*, “AUTHOR-DATE” citation method.

#### **Author-Date: Sample Citations**

The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical (bracketed) citation in the text. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.

For examples of citations using the author-date system, click on the author-date tab on the *Chicago Manual of Style* website:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

#### **SAMPLE CITATIONS:**

##### **BOOK**

##### **One author**

**Bibliography:** Pollan, Michael. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin.

**In-text citation include page number consulted:** (Pollan 2006, 99–100)

### **Two or more authors**

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”):

(Barnes et al. 2010)

### **Editor, translator, or compiler instead of author**

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

(Lattimore 1951, 91–92)

### **Editor, translator, or compiler in addition to author**

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.

(García Márquez 1988, 242–55)

### **Chapter or other part of a book**

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

(Kelly 2010, 77)

### **Chapter of an edited volume originally published elsewhere (as in primary sources)**

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

(Cicero 1986, 35)

### **Preface, foreword, introduction, or similar part of a book**

Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

(Rieger 1982, xx–xxi)

### **Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books

consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

(Austen 2007)

(Kurland and Lerner, chap. 10, doc. 19)

## **JOURNAL ARTICLE**

### **Article in a print journal**

In the text, **list the specific page numbers consulted**, if any. In the reference list entry, **list the page range for the whole article**.

Weinstein, Joshua I. 2009. "The Market in Plato's Republic." *Classical Philology* 104:439–58.

(Weinstein 2009, 440)

### **Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

### **Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

(Mendelsohn 2010, 68)

(Stolberg and Pear 2010)

### **Book review**

Kamp, David. 2006. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

(Kamp 2006)

### **Thesis or dissertation**

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago. (Choi 2008)

### **Website**

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. "Google Privacy Policy." Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

(Google 2009)

(McDonald's 2008)

### **Plagiarism**

#### **What is it?**

Whenever you do written work you must differentiate between your own ideas and those, which you did not think of yourself, but which you have read elsewhere – in particular you must distinguish what you have written from what you are quoting.

You commit plagiarism in written work **when you use another person's words**, ideas or opinions without acknowledging them as being from that other person. You do this when you copy the work word-by-word (verbatim); **or submit someone else's work in a slightly altered form** (such as changing a word with one meaning to another word with the same meaning); and you do not acknowledge the borrowing in a way that shows from whom or where you took the words, ideas or reasoning.

**You must provide references** whenever you quote (use the exact words), paraphrase (use the ideas of another person, in your own words) or summarise (use the main points of another’s opinions theories or data.)

It does not matter how much of the other person’s work you use (whether it is one sentence or a whole section), or whether you do it unintentionally or on purpose; if you present the work as your own without acknowledging that person, you are committing theft. You are taking someone else’s work and passing it off as your own. Because of this, **plagiarism is regarded as a very serious offence and carries heavy penalties.**

If another student gives one of his or her past assignments you may not copy this and hand it in as your own, you are not allowed to do it. It is another form of plagiarism.

While academic staff will teach you about systems of referencing, and how to avoid plagiarising, you too need to take responsibility for your own academic career.

### Prevention

The Department of Religious Studies insists on electronic copies of assignments which will be examined and electronically scored for instances of plagiarism.

### Consequences

If a case of plagiarism is detected the student will be asked to explain themselves before members of the Department and if a clear case of plagiarism is discovered the student will receive 0% for the assignment in question and be reported to the Faculty.

If the case is serious enough it can lead to appearance before the University Court and involve serious penalties including expulsion.

## **TAKING CARE OF YOUR MENTAL WELLNESS**

Many students go through times when they feel so stressed, depressed, lonely or overwhelmed that they are not able to meet all the demands of university life. If you feel like this at some point during the semester, don’t go through this alone. If talking to friends or family feels hard to do or does not help, **you can talk to a trained counsellor on the 24-hour UCT Student Careline (0800 24 25 26 free from a Telkom line or SMS 31393 for a “call-me-back”), contact the UCT Student Wellness Service on 021-6501017, or visit the SWS Outreach Clinic (Level 6, Steve Biko building).**

**Availability of student wellness Services SWS SERVICE POINTS**

SWS Nodes	Service	Location	Service Days	Service Times	Type of Service
Lower Campus		Ivan Toms Building (Main Clinic)	Monday – Friday	08H30 – 16H30	By appointment and booking at clinic reception
Upper Campus		Steve Biko Building, Level 6 <b>Rooms: 6.10, 6.12, 6.20, 6.21</b>	Monday – Friday	08H30 -16H30	Walk-in services

	Faculty of Science, Mathematics Building Room: N303	Monday - Thursday	08H30 -16H30	No appointment required and students must be prepared to wait their turn.
	Sports Centre Clinic	Monday - Friday	08H30 – 16H30	
Middle Campus	Law Faculty, Kramer Building, Level 5 Room 5.40	Monday -Friday	08h30 – 16h30	
Hidding Campus	Humanities Faculty Commerce Building	Monday - Thursday	09h30 -15h30	
Medical Campus	Health Sciences Faculty Groote Schuur Hospital G26	Monday - Friday	08h30 -16h30	