



IONIAN UNIVERSITY
SCHOOL OF HUMANITIES
DEPARTMENT OF HISTORY

Guidelines for the preparation of a postgraduate dissertation (p.d.)

1. The P.D. does not necessarily aim to produce original scientific knowledge. It aims to demonstrate. (c) Their ability to write an independent scientific study.
2. The determination of the topic of the MSc students' P.D. is made at the end of the second semester of study. The choice of the topic is made in collaboration with one of the MSc lecturers, who is chosen by the student and who has the role of Supervising Professor. The student must choose a topic in collaboration with the supervisor. The student must contact the supervisor every two weeks. The writing of the P.D. is divided into three phases: a) search for literature, archival material and study b) creation of a P.D. structure and division into chapters c) writing and composition. The student must gradually hand in the chapters of the P.D. to the supervisor. The P.D. must be handed in one month before the examination period so that the professor and the student have time for corrections.
3. The length of the P.D. should be between 20,000 and 30,000 words (text, notes, bibliography, appendices).
4. The P.D. must have an introduction of at least 2 pages, which should state the purpose of the study and its structure. The introduction will discuss the chapters, and the objective of the paper. If archival material has been used, the archival material should be described there. There should also be an afterword of at least 3 pages summarising the conclusions and results of the study.
5. The bibliography should contain only those works that are mentioned in the footnotes. At least 20 articles and books must be used.
6. The P.D. must be divided into a maximum of 4 chapters. Each chapter should be at least 15-20 pages long. Each chapter should have an introduction of two paragraphs on what is to follow. It should be written in Times Roman, font size 12, with a 1.5 point margin. There should be clearly marked paragraphs with a space at the beginning. Each paragraph should have at least 3-4 sentences.

7. It goes without saying that students should avoid plagiarism: never copy sentences or paragraphs directly from Greek and foreign books. The P.D. that has been a product of plagiarism will be zeroed.
8. In the footnotes, only references to the books the students are reading should be written, and students should never mention the footnotes of the books they are reading.
9. All tables are numbered and referenced in the text. E.g. in chapter 1, the first table will be numbered 1.1, 1.2; in chapter 2, the first table will be numbered 2.1, 2.2 and so on. Each table has a title and a source. Students are expected to make their own tables and not to copy the Tables from the books they read.
10. Bibliographic references in notes/references should include the following:
The author's name, last name and initials - The title of the article in quotation marks, book title in italics - Publishing house - Place of publication - The date of publication - The volume of the journal, newspaper or encyclopedia - The pages in the book, journal, newspaper, encyclopedia referred to.

EXAMPLES

BIBLIOGRAPHY (at the end of the P.D.)

- Books

Isabel de Matariaga, *Russia in the Age of Catherine the Great*, London: Phoenix Press, 2002 (1st edition 1981), pp. 287-291.

Greek book: Spyros Asdrachas, *Greek society and economy, 8th and 9th centuries*, Athens: Ermis, 1988.

Book in another alphabet. П. Филевский, *История города Таганрога* [P. Filevsky, *History of the city of Taganrog*] Taganrog, 1898

- Articles in periodicals

Dana Sherry, "Social Alchemy on the Black Sea Coast, 1860-65", *Kritika: Explorations in Russian and Eurasian History* 10, 1 (Winter 2009), pp. 7-30.

Eurydice Sifnaiou and Sofronis Paradisopoulos, 'The Greeks of Odessa in 1897: reading the first official Russian census', *Historika* 44 (June 2006), pp. 81-122

- Articles in collective volumes

Ralph Davis, 'Maritime History: Progress and Problems', in Sheila Marriner (ed.), *Business and Businessmen. Studies in Business, Economic and Accounting History*, Liverpool: Liverpool University Press, 1978, pp. 13-45

Dionysis Tzakis, "'Undermined in spite of Russia". The participation of the Cotzabasis in the 1770 rebellion in the Peloponnese', in O. Katsardi-Hering, A. Kolia-Dermizaki, K. Gardika (eds.), *Russia and the Mediterranean. Proceedings of the 1st International Conference (Athens, 19-22 May 2005)*, vol. B, Athens, Greece: Herodotus Publications, 2011, pp. 11-31

- Dissertation Theses

Suzan Fairlie, *The Anglo-Russian Grain Trade, 1815-1861*, unpublished PhD thesis, University of London, 1959

Yannis K. Karras, *Trade, Politics and Brotherhood: Russians in Russia 1700- 1774*, unpublished PhD thesis, Department of Political Science and Public Administration, National Kapodistrian University of Athens, Athens 2011

- Archives

G.A.K., Kefallinia Archives, *Vallianos Archive*, Foreign Letter Book, 13 November 1901
- 4 April 1902

Amsterdam Municipal Archives, *Archief van de Waterschout*, Shipscommissioner, file 21.

National Archives, London, *Foreign Office*, f. 348

Başbakanlık Osmanlı Arşivi, Istanbul, *Bab-i Asafi İzn-i Sefine* (A.DVN.İZN), f. 1

- Newspapers

"Judicial annals. Case of abuse at the Taganrog Customs House", *Ephimeris*, Sunday, February 17, 1885

- Articles on websites

Alexandros Papadopoulos, "The Destruction of the Marine Environment," available at <http://www.stanfordencyclopedia.com> (accessed 12/4/2021).

A P.D. may have appendices, which will be referenced in the text and will be useful for interpreting and understanding the text. Appendices should not exceed 10 pages.

IN TEXT BIBLIOGRAPHICAL REFERENCES

The first reference to a book, article, doctoral thesis, newspaper clipping, archive in the text of the P.D. is made in the manner specified for the Bibliography. Subsequent references are in a simpler/shorter format. Only the Surname, part of the title (retaining italics and quotation marks where required in the Bibliography) and the page number(s) without prefixes p. or pp. Exceptions are archival references, where full reference details must be given, e.g. Archivio di Stato di Venezia (ASV the second time and so on), *Consiglio di Dieci*, Dispacci, f. 34v, 03/04/1556.

FORMAT of the P.D.: It is written on a computer and bound in paper. The cover page indicates the University, the Faculty and Department, the title of the PGR, the name of the postgraduate student and the date of submission. The name of the Supervisor and the date of approval are indicated on the inside cover page with the indication that "The approval of the Postgraduate Dissertation by the Department of History of the Ionian University does not necessarily imply that the Department accepts the views of the author". On the sheet following the cover page, the following text is given at the bottom of the page:

Author's note: 'The author confirms that the content of this work is the result of personal work and that appropriate reference has been made to the work of third parties where necessary, in accordance with the rules of academic ethics'.

The student must fully comply with the regulations of the P.D. writing of the MSc Adriatic Studies, Department of History of the Ionian University.