

# PRESENTING A LEVEL WORK

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# Titles

All work – essays, extended projects, coursework should have an exact title

For example, in English the title of an essay might be:

***‘How does Shakespeare use stock characters to comic effect in Much Ado About Nothing?’***

**NOT:**

***‘Comedy Coursework’***

# Quotes

- Everything that is taken directly from a book or the internet – even one or two words must be put in “**quotation marks**”
- **PLAGIARISM** is defined as 6 words or more copied without acknowledgement

# Foot/End Notes

- You must acknowledge all references either through footnotes or endnotes
- Word can set them up automatically. Simply go to **References** and select either **Endnote** or **Footnote**
- A foot/endnote can be used to widen your argument. For instance, you might acknowledge a different point of view without breaking the flow of your argument in your essay

# Bibliography

All coursework should have a bibliography.  
Bibliographic entries should be set out as follows:

**Skidelsky, *Keynes: The Return of the Master*,  
Penguin (London), 2009.**

1. Surname of author
2. Title of book
3. Publisher
4. Year of publication

**Bibliographies should be in alphabetical order,  
based on the surname of the author**

# Plagiarism

- All of these are required for academic rigour, they help avoid plagiarism
- Plagiarism is six words or more copied without acknowledgement, i.e. without quotation marks
- Plagiarism is also the copying of ideas without acknowledging their source, via foot/endnotes and bibliographies.

# Consequences of plagiarism in coursework

If a student submits copied work, for example submitting an essay found on the internet as their own, there are two possible consequences:

- 1) **Non-entry for the AS/A Level coursework unit**
- 2) **Non-entry for the whole AS/A Level**

This applies to any draft, not just the final submission

This presentation can be found on the  
school website

- [www.chingfordfoundation.org](http://www.chingfordfoundation.org)
- Click on ***'Post 16'***
- Under the heading ***'Upper School'***