UJ DEPARTMENT OF SOCIOLOGY

GUIDELINES FOR MASTER'S, DOCTORAL AND DIPLOMA STUDENTS

2020

Contents

1. INTRODUCTION

Welcome to all students who are joining the Department of Sociology for the first time. **Welcome** also to all our senior undergraduate students! It is of critical importance that you read this document carefully, because it provides valuable general information, such as guidelines regarding tests and assignments.

2. STAFF CONTACT DETAILS

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3. QUALIFICATIONS

The prerequisite for being admitted to a coursework Master's degree or diploma is the relevant honours degree with a minimum average of at least 65% and 70% in the case of a dissertation-only degree. The university's rules governing doctoral and master's degrees are contained in *General Regulations.* Specific rules can be found in *Faculty of Humanities: Regulations for Postgraduate Diplomas and Degrees.* Students should familiarise themselves with the relevant regulations. Copies of these books may be obtained from the university's Student Services Bureau. The specific senior graduate qualifications offered by the Department of Sociology, are:

Qualification	Field	Completed by
D Litt et Phil	Sociology	Thesis
	Industrial Sociology	Thesis
Master's Degree	Sociology (Full)	Dissertation
	Sociology	Coursework and minor-dissertation
	Industrial Sociology (Full)	Dissertation
	Industrial Sociology	Coursework and minor-dissertation
	Social Impact Assessment	Coursework and minor-dissertation
	Urban Studies	Dissertation
Diploma	Advanced Social Research	Coursework
	Social Impact Assessment	Coursework

4. INTELLECTUAL DEVELOPMENT

4.1 Introduction

Intellectual development is shaped by the environment in which it takes place, but that environment can be influenced by our own actions. Students and scholars are more likely to produce interesting research if they are engaging with others who are doing original work. By organising and participating in seminars and conferences we can make opportunities for such creative engagement.

4.2 Departmental Seminar

Participation in the UJ Sociology, Anthropology & Development Studies Wednesday Seminar is regarded as a key component of research training for master's and doctoral students and is compulsory. It provides an opportunity to discuss cutting-edge research, and to learn from how other researchers, usually with greater experience, have overcome particular challenges. Research can be a lonely process, and the seminar provides a valuable opportunity to keep in contact with fellow students and members of the department, including your supervisor, and to meet and learn from visiting scholars. The seminar is held on Wednesday afternoons. The programme is available on the website of the Department of Sociology at: https://www.uj.ac.za/faculties/humanities/sociology.

5.   STUDY AND PROGRESS

5.1 Length of Study

A doctorate must take at least two years of fulltime study, and the maximum duration is 4 years.

A master's degree (registered full time) must be completed within 2 years. A master's degree (registered part time) must be completed within 3 years.

5.2 Registration

Master's and doctoral candidates have to re-register annually until they have completed their studies, subject to the maximum periods of enrolment. Renewal of registration for a master's or doctoral programme is also subject to satisfactory progress by the student. [FROM UJ POLICY]. Irrespective of full or part-time enrolment, the minimum formal registration period for a master's degree is 12 months (one academic year) and for a doctoral degree 24 months. In each case these periods run from the start of the semester of first registration for the degree to the day on which the student submits the final version of the minor dissertation, dissertation or thesis to the faculty for assessment [FROM UJ POLICY].

Extensions: Extensions to the periods stipulated in the previous section require a recommendation by the supervisor and HoD and approval by the FHDC and Executive

Dean. Extensions will only be granted in exceptional circumstances and will in general be limited to 12 months for a master's study and 24 months for a doctoral study. **Abeyance:** If medical or other acceptable reasons exist for putting a study in abeyance faculties (through their FHDCs) may grant such a request for a stipulated period of time, provided that the request by the student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request.

5.3 Satisfactory Progress

Re-registration for an MA or doctorate is not an automatic process. It depends upon the student making satisfactory progress, determined at the department's discretion. Senior students registered in the Sociology Department are expected to provide their supervisors with a two page progress report twice a year. The report should, firstly, detail work completed during the year, explaining any particular problems encountered, and, secondly, provide dates by which the remaining elements in the student's work will be completed. This statement will be considered by the department, and will form a basis for determining whether or not to recommend a student's re-registration. If the department is of the opinion that a particular student has failed to make satisfactory progress, the student will be given an opportunity to meet with the chair of the department before a recommendation is communicated to the dean of the Faculty of Humanities.

6. GUIDELINES FOR WRITING ACADEMIC ASSIGNMENTS

6.1 The purpose of assignments

Students get the opportunity to contribute towards their semester marks by the sporadic submission of assignments. These assignments can take the format of shorter essays or longer and more extensive assignments. The aim of this form of testing, in both instances, is to assess whether students can integrate a diverse number of sources to form a systematic and logical argument. Because authors of academic documents usually work with a reasonable amount of sources, certain conventions have emerged according to which sources are referred to. It is therefore important for students to learn how to use these referencing techniques correctly (see the section on referencing techniques). Apart from the fact that it is of scientific interest to refer to sources, it is also important to give credit to original authors for their work (see section on plagiarism).

6.2 Technical Aspects

6.2.1 Layout

Note that all assignments should be typed. Handwritten assignments will not be accepted.

- All text and headings should be in 12-point Times New Roman or Arial, 1.5 spacing and the margins should be set at 2.5 cm (or "normal") all around.
- The text should be distributed evenly between the margins, i.e. use the alignment called justify.
- Ensure to insert page numbers at the bottom of your assignment. Page numbering should start on the first page of your text, i.e. when the heading – 1. Introduction or Chapter One – appears (that will then be page 1).
- Ensure to use proper paragraphs. A paragraph consists of 3 or more sentences.

6.2.2 Language and spelling

Make use of UK or South African English. Ensure that your spellchecker has been set to South African English (or to UK English). In South Africa, and the UK, certain words are spelled differently from US English. For instance, words like 'labour' end in 'our', not in 'or'. Furthermore, unlike the US, words like 'organise' are spelt with an 's', not a 'z', for example use organise or analyse instead of organize or analyze. While spellcheckers are helpful, you should always proofread your assignment before it is submitted. For instance, as far as your spellchecker is concerned, 'course' and 'coarse' are both correct, but they have different meanings.

6.3 Form and content of academic assignments

6.3.1 Title page

The title page must contain the following information:

- The student's name, surname, student number, course and year of study;
- The title of the assignment (in bold);
- The name of the lecturer who gave the assignment;
- The date on which the assignment is submitted (day, month, year);
- The name of the course, e.g. MA Industrial Sociology; and
- A short declaration to indicate that no plagiarism has been committed.

6.3.2 Table of contents

The purpose of a table of contents is to provide a systematic overview of the contents of the assignment, and to link headings and subheadings to specific page numbers for easy reference.

The table of contents must appear on a separate page and should be compiled as follows, with page on which the section <u>starts</u> indicated on the right. For example:

CONTENTS

6.3.3 Body of the assignment

All assignments should have a clear introduction, contents and a conclusion. All the headings in the table of contents should appear in the body of the essay (with the corresponding page numbers on which the heading first appears).

<u>Always</u> start with an introduction. The **introduction** should tell the reader what the assignment is about, i.e. what the topic is. It must also explain how the author approaches the topic and provide an exposition of the structure of the assignment or how the assignment is arranged.

The main part of the assignment consists of a presentation of the author's arguments - the **body** of the assignment. Students must show that they can highlight topics from different angles. They must be able to compare and critically evaluate divergent points of view. Information from a wide variety of sources must be integrated in a meaningful way. Students must be able to interpret other author's opinions correctly, but they also must be able to systematically state their own points of view. Students must show that they understand sociological concepts, theories and perspectives, and that they can address problems by using their acquired knowledge.

Compiling a broad framework of appropriate headings can aid you in the ordering of the themes you would like to address. You need to discuss each thought or theme under a specific heading. Each heading and subheading must be numbered. Main headings are numbered 1, 2, 3 etc. (with Introduction always being heading number 1); First-level subheadings are numbered 2.1, 2.2, 2.3 etc.; second-level subdivisions are numbered 2.1.1, 2.2.2, 2.2.3.

Always end your assignment with a conclusion. In the **conclusion**, the main arguments proposed in the assignment must be summarised in the form of conclusions. The conclusion must link to the contents of the assignment in a logical manner. The summary should not introduce any new information.

6.3.4 Reference list

The last section of your assignment should be a list of cited sources, i.e. the heading is named Reference List. The reference list must appear on a separate page (it should, thus, not follow on the same page as the conclusion, but on the following page after the body of the assignment). Note that the heading – Reference List – are not numbered as it does not form part of the text/body of the assignment. All sources cited in the text must be listed in a comprehensive list of references. If there is no reference to a source in the text, the source may not be listed in the reference list.

Academic books and articles from accredited journals are the sources of choice. Online encyclopaedia such as Wikipedia may not be used as sources for academic assignments. Reference original sources rather than course readers or study guides. It is also wise to avoid dated sources, i.e. sources that were written more than 10 years ago. The rule is to stick to more current, relevant sources. At times, however, certain seminal texts that were

published a number of years ago can be consulted (e.g. Foucault or Marx, depending on your topic) – but these need to be balanced with more current literature as well.

6.4   Referencing

There are various ways of formatting a reference list, and different academic departments and journals adopt different styles. The UJ Sociology Department uses a Harvard style similar to that of *South African Review of Sociology*, the journal of the South African Sociological Association, and this is illustrated below. Please use these forms of referencing when presenting a reference list.

6.4.1   In-text referencing

When citing an author (or authors) from a book, an article or any other source, the reference must be positioned at the appropriate place in the text. The reference should always consist of the following three elements (in this order), namely:

(1.) **The author's surname**, with no comma after the surname if it appears in brackets;
(2.) **The year of publication**, followed by a colon.
(3.) **The page number(s)**, except if you are referring to the source as a whole, in which case no page number(s) is/are included, for example (Smith 2010).

The following are examples of in-text references and the suitable placements in the text:

Single author:

- Rugunanan (2015: 237) argues that…
- …to the argument (Khunou 2013: 45).

Two authors:

- According to Mphaphuli and Smuts (2019: 19)…
- …for the institution to complete its goal (Kemp and Tshoaedi 2007: 4), while the government…

Three authors

- Wilmott, Fraser and Lammes (2018: 71) noted that…

More than three authors

If there are more than three authors, you need to immediately refer to the first author followed by the abbreviation et al.

- …with the exception of a few (Held et al. 1999: 78).

An organisation

If the source concerned is not the work of a specific author, but released by an organisation, you need to indicate it in the reference.

- …for Gauteng (Statistics South Africa 2011: 11).

Multiple publications

In the case where the same author published more than one piece of work in the same year, the letters a, b, etc. should appear after the date to distinguish from the different publications.

- As Morrell (1998a: 7) illustrates… Furthermore, he refers to… (Morrell 1998b: 100).

Series of references

When arranging a series of references, do so according to chronological dates or the author's surnames in alphabetical order (it is a preference, but just be consistent).

- Date: …the end (Davis 2008; Smuts 2015; Du Toit 2018).
- Surname: A number of scholars (Abbey 2007; Lima 2010; Tammy 2006)…

A report

If the source concerned is not the work of a specific author, but a report of some sort, you need to indicate this.

- …in the report of the Commission of Inquiry into State Capture (2019) it was found that…
- …as stipulated by the Department of Finance (2016).

Newspaper

There are two ways in which to refer to a newspaper source –

(a.) If the author(s) of the article is available: …to an extent (Desai 2019: 17).

(b.) Article without an author: …as indicated (*Sunday Times* 20 January 2019: 5).

6.4.2   Tables and Figures

All tables must be clearly labelled with appropriate headings and acknowledgements of sources.

Each table should be given a number and an explanatory heading. This should be stated at the <u>top</u> of the table. For example:

Table 2. Frequency table for racial distribution

Population categories		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Black	77	30.2	31.4	31.4
	Coloured/Indian/Asian	22	8.6	9.0	40.4
	White	146	57.3	59.6	100.0
	Total	245	96.1	100.0	
Missing	System	10	3.9		
Total		255	100.0		

Each figure (i.e. graphs, charts, pictures) should be given numbers and an explanatory heading. This should be stated at the <u>bottom</u> of the figure. For example:
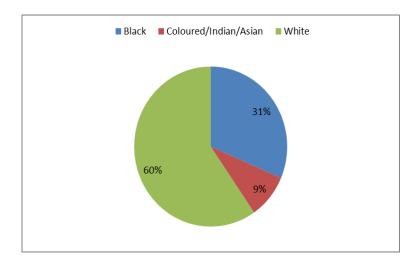

Figure 3. Pie chart of Population group

* Note that a list of table and references must appear on a separate page directly after the table of contents.

6.4.3 Long quotations (participants)

If a quote from a participant is three sentences or longer, the direct quotation needs to be indented in the text, as well as be single line spaced. For example:

His ideas about being a man were jointly shaped by his cultural background along with his school upbringing. Bongani explains:

> I come from a traditional Xhosa family, but I went to a mostly white private school ... So, I guess I am a product of both those worlds. What my Xhosa momma taught me about being a man often conflicted with what I was told in school by the other boys. So yeah, it is complicated (Bongani, Interview 27 April 2018).

6.5 Direct quotations

- Direct quotes must be placed between single quotation marks.
- Double quotation marks are used in the case where certain concepts are highlighted. For example: According to Smuts (2019: 71) 'these young people often hold specific normative views of what men and women are "allowed" to do and how gender is "supposed" to be performed'.
- In the case of a direct quote, the original spelling and punctuation, as they appear in the source, should be retained – even if that means using US English.
- If the quotation contains a printing or language error in the original text, you must keep it as is and add the word [sic] in square brackets to indicate that you are aware of the error.
- In some cases, you might not want to include the entire quotation, as such, ellipses (three dots) should be used to indicate that a part of the quotation has been left out.
- If you wish to emphasise a part of the quotation by using italics or bold, you need to indicate this by adding the words (own emphasis) in brackets immediately after the quotation.

6.6 Formatting a reference list

- The reference list must be arranged alphabetically according to the surnames of the authors.
- Sources that appear in the reference list are not numbered.

- There is <u>no need</u> to separate the different types of sources. All sources used, regardless of the type of source, must appear alphabetically in one coherent list (i.e. do not separate journal articles from newspaper articles).

- Distinguish clearly between references by using the hanging indent feature. I.e. in MS Word, highlight all the cited sources in the references; select Paragraph from the Home pop-up menu; under Indentation, use the Special pull-down menu to select hanging.

- Use title case capitalisation for all book and article titles, e.g. *The Small Group: Structure and Dynamics.* All the important words must be capitalised, while words that are of less importance (for example: and, an, but, by, the) are not capitalised – unless it is the first word of the title.

- As far as formatting each reference is concerned, there is a number of details that must appear in each source and in a specific order, depending on the source type. It is also important to pay close attention to the required <u>punctuation</u> and <u>spacing</u> for each type of source. For example, notice the differences in punctuation for the following two types of sources:

Book

(1.) Always start with the **author's surname** – a comma appears after the surname – followed by the author's **initials**. If the person is an editor of a book, the word (editor) is added in brackets after the initials. The plural (editors) is added if there are more than one editor. (Note that the initials are only followed by a full stop when it appears directly ahead of the date of publication).

(2.) This is followed by the **date of publication**. Note that the date should not appear in brackets and a full stop follows directly after the date.

(3.) Thereafter the **title of the source** is indicated. The title of books must appear in *Italics*, and again it is followed with a full stop.

(4.) **Place of publication**. Indicate the place where the book was published. Note that it has to be the city, NOT the country (e.g. Johannesburg, <u>not</u> South Africa). A colon appears after the city is stated.

(5.) **Publisher**. Indicate the publishing house and end off the source with a full stop. (No page numbers are added when referencing a book source).

For example:

Babbie, E and Mouton, J. 2009. *The Practice of Social Research*. Cape Town: Oxford University Press.

Journal Article

(1.) Always start with the **author's surname** – a comma appears after the surname – followed by the author's **initials**. (Note that the initials are only followed by a full stop when it appears directly ahead of the date of publication).

(2.) This is followed by the **date of publication**. Note that the date does not appear in brackets and a full stop follows directly after the date.

(3.) Thereafter the **title of the source** is indicated. Unlike the titles of books, an article's title <u>does not</u> appear in italics. Use a single set of inverted commas for the title, followed by a full stop (which appears after the closing inverted comma).

(4.) This is then followed by the **journal/**periodical name in which the article was published. The journal name appears in *Italics*, followed by a comma.

(5.) Indicate the **volume** of the journal; followed by the edition **number** in brackets with a colon after the closing bracket.

(6). Indicate the **page numbers** on which the article appears from where the article starts to where it ends, ending off with a full stop.

For example:

Smuts L. 2010. 'Careers with Sociology: Evidence from UJ'. *The South African Review of Sociology*, 41(1): 105-119.

The following examples give an indication of the required punctuation according to the different types of sources:

Book with a single author
Maxwell, K. 1995. *The Making of Portuguese Democracy.* Cambridge: Cambridge University Press.

Book with two authors
Steyn, AF and Uys, T. 1998. *The Small Group: Structure and Dynamics.* Sunnyside: Konsortium.

Book with three or more authors
Held, D, McGrew, A, Goldblatt, D and Herraton, C. 1999. *Global Transformations: Politics, Economics and Culture.* Cambridge: Polity Press.

Subsequent edition of a book
Bendix, S. 1996. *Industrial Relations in the new South Africa*, third edition. Kenwyn: Juta & Co.

Journal article with one author
Hunter, M. 2005. 'Cultural Politics and Masculinities: Multiple-Partners in Historical Perspective in KwaZulu-Natal'. *Culture, Health and Sexuality*, 7(3): 209-223.

Journal article with three or more authors
Jewkes, R, Vundule, C, Maforah, F and Jordaan, E. 2001. 'Relationship Dynamics and Teenage Pregnancy in South Africa'. *Social Science & Medicine*, 52(5): 733-744.

Book with a single editor
Padilla, AM (editor). 1980. *Acculturation: Theory, Models and Some Findings.* Boulder, Colarado: Westview Press.

Book with two or more editors
Buhlungu, S, Daniel, J, Southall, R and Lutchman, J (editors). 2007. *State of the Nation: South Africa 2007.* Pretoria: HSRC Press.

Chapter in a book
Nyanzi, S. 2011. 'Unpacking the (Govern)Mentality of African Sexualities'. In Tamale, S. (editor). *African Sexualities: A Reader*. Cape Town: Pambuzuka Press.

Newspaper article
Bokaba, S. 2000. 'Horror Find at Sangoma's Shack'. *The Star,* 27 January: 1.

Published report
Finance, Department of. 1996. *Growth, Employment and Redistribution: a Macroeconomic Strategy.* Pretoria: Department of Finance.

Dissertations and theses
Mphaphuli, MM. 2013. 'Interrogating the Heteronormative Sexuality and Gendered Performativity of Young People in Madelakufa Informal Settlement'. MA dissertation, University of Johannesburg.
Stapele, N. 2015. 'Respectable "Illegality": Gangs, Masculinities and Belonging in a Nairobi Ghetto.' PhD thesis, University of Amsterdam.

Published working paper
Hart, G. 1996. 'Global Connections: the Rise and Fall of a Taiwanese Production Network on the South African Periphery'. *Institute for International Studies Working Paper* 6. Berkeley: University of California.

Unpublished paper
Dawson, M. 1999. 'Post Apartheid Education in South Africa: a Challenge to Identity'. Unpublished paper presented to conference of African Studies Association of Australasia and the Pacific, University of Western Australia, Perth.

Internet

Department of Agriculture. 2019. *Regulations Regarding Control Over the Sale of Organically Produced Products in the Republic of South Africa.* Accessed 21 June 2000, http://www.nda.agric.za.

Dickson, P. 1999. 'Back to the Bad Old Days.' Accessed 7 November 2000, http://www.mg.co.za/mg/news/99jun-land.html.

Film and video

Manufacturing Consent: Noam Chomsky and the Media. 1992. Directed by Mark Achbar and Peter Wintonick. New York: Zeitgeist films. Video: VHS.

Youth- With a Difference. 2005. Directed by Y Noor Mohamed. Pretoria: Islamic Television Network. Transmitted on 23 September 2005.

Reference work

Pharos Afrikaans-Engels English-Afrikaans Woordeboek · Dictionary. 2005. First edition. Cape Town: NB Publishers.

Two or more items in one year by same author

Padayachee, V. 1997a. 'Progressive Academic Economists and the Challenge of Development in South Africa's Decade of Liberation'. Inaugural lecture, University of Natal.

Padayachee, V. 1997b. 'South Africa's Re-entry into the Global Economy: A Review and Critique of Post-1990 Strategies of Re-integration'. *CSDS Working Paper 14.* Durban: University of Natal.

Undated item

Eagleton, T. No date. 'The Holy Trinity'. Manuscript in author's possession.

Media Releases

(Alston 2003) Alston, R., (Australian Minister for Communications, Information Technology) 2003, Australian Government to ban spam, media release 122/03, National Office for Information Economy, Canberra, viewed 23 July, from http://www.noie.gov.au/publications/media_releases/2003/Jul/spam.htm

Government Media Releases.

Commonwealth Scientific and Industrial Research Organisation (CSIRO), 1997–2004, *Revolutionary sheep weigher on trial*, media release Ref PRO 4_168, 15 Sept 2004, viewed 16 September 2004, from http://www.csiro.au/index.asp?type=mediaRelease&id=sheepweigher&style=media Release

Government Publication and Regulations

Department of Education, Science & Training, 2000, Annual Report 1999-2000, AGPS, Canberra.

Department of Immigration and Multicultural Affairs 2001, Immigration: Federation To Century's End 1901-2000, Statistics Section, Business Branch, Department Of Immigration and Multicultural Affairs, Canberra.

Brochure

New South Wales Dept of Primary Industries, 2005, Saltwater recreational fishing in New South Wales: Rules & regulations summary, brochure, NSWDPI, New South

Wales. Include as much information as available. The publisher's name may be abbreviated if it is also the author.

Legislation

South Africa. 1962. 'Income Tax Act 58 of 1962'. Accessed 1 March 2015, https://www.gov.za/sites/default/files/Act%2058%20of%201962s_0.pdf.
South Africa. 2005. 'National Credit Act 34 of 2005'. Accessed 1 April 2018 https://www.legalrights.co.za/wp-content/uploads/2017/03/NATIONAL-CREDIT-ACT-NO.-34-OF-2005.pdf.

7.   PLAGIARISM

7.1   What is plagiarism?

Plagiarism is, as the Concise Oxford Dictionary puts it, 'the act of . . . pass[ing] off the thoughts etc. of [another person] as one's own.' You are guilty of plagiarism if you use the ideas or words of another author without acknowledging their source. Since you are expected to present your own work, this is unacceptable and dishonest. This is why references to original sources are so important. Copying directly from another source without indicating that it is a quotation and making only minor changes to the words of another author are both examples of plagiarism. Formal action follows the submission of an assignment that contains examples of plagiarism. If you are uncertain whether your work contains plagiarism, use Turnitin and check with your lecturer before submitting.

7.2   Transgressions of plagiarism policy

The UJ Department of Sociology follows institutional policy in dealing with plagiarism. Within the department, first-time offenders at first year level can achieve a maximum of 50% on resubmitting a plagiarised assignment. Second and third year students are, however, expected to reference sources as indicated in this set of guidelines. Failing to do so may render a student guilty of plagiarism. A mark of 0 (zero) is awarded for a plagiarised assignment, after which the matter is referred for potential disciplinary action. Students who commit plagiarism may be expelled and have the offence permanently recorded.

7.3   Avoiding plagiarism

Since your work must, inevitably, draw on the ideas and empirical data of others, it is important to know how to achieve this without plagiarism. There are two ways in which you

can do this – **quoting** and **summarising** – but either way you must indicate your source, both with a text reference and by including the source in your reference list. Summarising is usually preferred because it helps to produce an essay that is a pleasure to read. However, it requires more skill, and is given extra credit. If you are quoting, this must be undertaken in one of two ways. If the quote is short, it can be contained within the normal text, but if it is longer than about 50 words it should be presented as an indented passage. Examples of quoting, summarising, and of plagiarism, are given below. All illustrations are taken from the following excerpt from Alan Morris's *Bleakness & Light: Inner-City Transition in Hillbrow, Johannesburg* (1999: 81-82).

> The gender distribution in the early 1990s was significantly different from the one that prevailed in the mid-1960s, when 48 per cent of flat dwellers were male and 52 per cent were female (Jubber 1973: 59), whereas at the beginning of 1993, 56 per cent of flat-dwellers were male and 44 per cent female. Although the proportion of males was greater in all racial categories, the most substantial difference was within the African grouping, of which 58 per cent were male (Table 9, p.351).

> There are probably two main explanations for the change in the gender profile. Firstly, some of the men who moved to Hillbrow were reluctant to bring their partners and/or children to a place that was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children. A number of male flat-dwellers had homes elsewhere. Secondly, the increasing levels of crime and prostitution made women reluctant to move to Hillbrow: 'Females don't feel safe in Hillbrow and society is labelling [sic]. When you stay in Hillbrow you are a prostitute' (Pumla, an African women in her early fifties and ex-Hillbrow resident).

Examples of quoting

a) Hillbrow 'was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children', argues Morris (1999:81).

b) According to one researcher (Morris, 1999: 81) 'the increasing levels of crime and prostitution made women reluctant to move to Hillbrow'.

c) As one African woman (Pumla, quoted in Morris, 1999: 81-82), a former resident of Hillbrow, put it, 'When you stay in Hillbrow you are a prostitute'.

d) Morris (1999: 81) suggested two explanations for this change:

> Firstly, some of the men who moved to Hillbrow were reluctant to bring their partners and/or children to a place that was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children. ... Secondly, the increasing levels of crime and prostitution made women reluctant to move to Hillbrow.

NB: In this last example, an ellipsis (…) has been used to indicate that a section of text has been omitted, in this case between 'children' and 'Secondly'.

Examples of summarising

a) Morris's (1999:81) interview data showed that sometimes men discouraged their 'partners' from moving to Hillbrow.

b) During this period, there was a significant decline in the proportion of women flat-dwellers living in Hillbrow (Morris, 1999: 81).

Examples of quoting from interviews
When interviewed on 15 May 2001, Mr R.Forbes stated... OR
• Mr R. Forbes confirmed his statement by fax
on 15 May 2003... OR
• The statement claimed that Martians had landed in Moonee Ponds (R. Forbes [Australian UFO Society] pers. comm., 15 May 2003).

7.4   Editing and Institutional/academic support

The importance of editing and proofreading your own work cannot be stressed enough. Make use of the UJ's Writing Centre if you have any issues. It is now common practice for students to have their work professionally edited prior to submission of a minor-dissertation, full dissertation or thesis, and the supervisor may require that a student have their work edited.

8. SUPERVISION, DISSERTATIONS AND THESES

8.1 Introduction

A doctoral student's supervisor is usually called a 'promoter', and a doctoral dissertation a 'thesis'. However, these guidelines make generic use of 'supervisor' and 'dissertation', and thus apply to doctoral students as well as all master's students. Before you submit your official research proposal you will be assigned a supervisor, and a co-supervisor. This will be done on the basis of the fit between your interests and those of senior staff members available. You are responsible for arranging regular meetings with your supervisors. You should not allow more than six weeks to elapse between meetings, though, preferably, they should be more frequent. You should see your supervisor prior to handing in each draft of each piece of work. Most meetings will include a discussion of written work that the student has submitted; perhaps a draft proposal or a chapter. The latest date for submission of written work to supervisors is in October. This allows supervisors adequate time to provide feedback before the university closes. See Appendix A for the supervision agreement.

8.2 Research Proposal

Doctoral students and dissertation-only master's students will be expected to begin by producing an initial, detailed research proposal. Students working for a structured master's degree will produce a research proposal as part of their coursework. In all cases, the supervisor will usually ask you to revise your proposal. They will be concerned, in particular, that your research question is well formulated, novel and adequately grounded in the relevant literature, that you have developed an appropriate methodology, and that your project is feasible, given the usual constraints of time, money and access to sources. When they are satisfied about these matters, they will ask you to produce a formal, summary proposal. See also the University's Regulation A.89. The body of the proposal (from the introduction to the end of the methodology) should fall within the following page limits:

- MA minor dissertation: 3-4 pages
- MA dissertation: 4-5 pages
- Doctorate: 5-6 pages

The checklist at the end of this document can assist you in making sure that you have met all the requirements for the research proposal (see Appendix B).

8.3 Dissertation Requirements

8.3.1 Quality

According to university's Regulation A.94: 'A dissertation must furnish proof that a student is capable of scientific research and the application thereof. A minor-dissertation must at least furnish proof that the student is capable of giving a scientific account of the knowledge that s/he has gained through experimental research or literature study.' For a doctoral thesis to be acceptable it must, according to Regulation A.115, 'be an original contribution to the knowledge of and insight into the subject'.

8.3.2 Word Limit

The Faculty of Humanities Policy on Postgraduate Assessment stipulates the word limit on each postgraduate level:

DOCTORATE

- Examiners are expected to read 80 000 words of the thesis, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system).

- Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them.

- The Faculty Office will apply a 10% upward margin in accepting theses, and will not accept those above 88 000 words in length (excluding appendices).

MASTERS (RESEARCH)

- Examiners are expected to read 40 000 words of the dissertation, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system).

- Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them.

- The Faculty Office will apply a 10% upward margin in accepting theses, and will not accept those above 44 000 words in length (excluding appendices).

MASTERS (COURSEWORK)

- Examiners are expected to read 20 000 words of the minor dissertation, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system).

- Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them.

- The Faculty Office will apply a 10% upward margin in accepting theses, and will not accept those above 22 000 words in length (excluding appendices)

8.3.3 Format template for MA dissertation and Doctoral Thesis

The Faculty of Humanities has issued a template for MA minor and full dissertations, as well as for a doctoral thesis. This template can be accessed on the Faculty of Humanities website under the folder 'Postgraduate programmes and information' – Postgraduate information for students and staff. The template is listed as item 12 under the 'Forms and Documents for

Higher Degrees Students'. Note that there are a number of other documents on this site that will be useful to your studies.

8.3.4 Other Requirements

In addition, doctoral students and dissertation-only master's students must submit an article that is ready for publication. Further, doctoral candidates must have given at least two seminar presentations and must undergo an oral examination.

8.4 Submission and Deadlines

The University of Johannesburg will host two graduation ceremonies per year. To be considered for March or April graduation students must submit before the end of the preceding October, and to be considered for September graduation students must submit before the end of the preceding April.

8.4.1   Procedure to follow when submitting for assessment[1]

Students should submit their research for assessment to the faculty office on or before the set deadline. The contact person will be confirmed.

The following check list items should be met by all students who intend to submit their research for assessment:

- You must be formally registered as a student for your research degree (dissertations/theses)/ the research component of your degree (minor dissertations) for the current academic year;
- The assessors for your research examination must have been approved;
- If the title or line of your research has changed in any way, approval must have been granted by the Higher Degrees Committee prior to you submitting for assessment;
- If you have change of supervisor(s) approval must have been granted by the Higher Degrees Committee prior to you submitting for assessment;
- Should you have required Ethics, your formal ethics clearance should be included in your submission;

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[1] Procedure is subject to change. The Faculty of Humanities will communicate any changes to students and supervisors.

- The formal Humanities On-Stop-Form must be completed and signed off as part of your submission for assessment;
- A digital copy of your minor dissertation/dissertation/thesis in PDF format, including the stamped affidavit, needs to be emailed;
- A separate affidavit form needs to be submitted;
- The Turnitin report.

APPENDIX A - SUPERVISION AGREEMENT

Acceptance of the following agreement is a condition for registration in the department.

The Supervisor has the following responsibilities:

- To give guidance about the nature of research and the standard expected at different levels.
- To advise on the planning of the research programme and the relevant secondary literature, primary sources and individual experts who might be consulted.
- To make themselves available to students for regular supervisory meetings. Ideally these should be held monthly, and more frequently in the planning and final stages.
- To make themselves accessible at other appropriate times when the student may need advice. The student should be advised of the supervisor's office telephone number and email address.
- To give detailed advice on the necessary completion dates of the successive stages of the work, so that the thesis may be submitted within the scheduled time.
- To request written work as appropriate, and to return such work with constructive criticism as soon as possible, and within not more than one month.
- To make you aware of inadequacy of progress and of standards of work below that generally expected.
- To submit the student's formal research proposal to the department when they are satisfied that its standard is adequate.
- To advise the student about the practicalities and ethics of any fieldwork, and to assist with gaining access where appropriate.
- To provide the department with a report on the student's progress at the end of each year, and to provide a supplementary report if they are concerned about the inadequacy of the student's progress or the standard of their work.
- To advise students about relevant seminars and conferences they should attend.
- To produce an Intent to Submit when they are satisfied that the student is approaching completion of their dissertation.
- To make arrangements for the examination of the dissertation.

The student has the following responsibilities:

- To keep their supervisor informed of any change of their contact details (email, all telephone numbers, physical and postal addresses). Prior to the appointment of a supervisor you should inform him or her of any changes of contact details. Students have a duty to check their email at least twice a week (unless special arrangements have been made).
- To participate regularly in the department's post-graduate seminar.
- To make appointments to meet with their supervisor on a regular basis, and not less frequently than once every two months.
- To submit work to the supervisor in the correct format and in good English or Afrikaans. All work should include appropriate text references and a list of all works cited.
- To discuss with their supervisor the type of guidance and comment they find most helpful.

- To maintain the progress of their work in accordance with stages agreed with the supervisor, and to take the initiative in raising problems that are interfering with that progress, no matter how elementary they may seem.
- To check available databases to determine whether the same or very similar research has previously been undertaken, or is the process of being undertaken, and to inform the supervisor at the earliest opportunity if this is the case.
- To ensure that before going away for research purposes they have discussed the matter fully with their supervisor, and have received the necessary permission. The student must maintain frequent contact with their supervisor while they are away.
- To provide the supervisor with a progress report, including dates for completion of remaining work, prior to 1 December.
- To raise with the supervisor, at the appropriate time, the need to write a Notice of Submission.
- To ensure that the final draft of the thesis is in the proper form.
- To write a formal letter to the chair of the department if you need to suspend your studies for reasons of health, finance, change of employment, domestic difficulties, etc. The Chair will expect you to have discussed the matter fully with your supervisor.
- To discuss, with your supervisor, any concern that you may have that you are not receiving supervision appropriate to your needs. If for any reason, either intellectual or personal, you think a change of supervisor might be desirable, you should make an appointment to discuss the matter with the chair of the department.

APPENDIX B - 2020 CHECK LIST FOR THE DEPARTMENT OR SCHOOLS HDCS

The checklist below may help you to check that requirements for proposals are in place in line with the Higher Degrees Administration: Structures and Processes policy:

	Tick or indicate YES	Comments?
1. All items are correctly and accurately filled out on the front page		
2. Student number is inserted, and the student is currently formally registered (not registered for the Proposal Phase: Pre-Registration phase).		
3. Title is in Title Case		
4. Supervisor/s names and staff numbers are present		
5. The correct block is ticked if ethics is required		
6. The body of the proposal (from the introduction to the end of the methodology) falls within the following page limits: ❖ MA minor dissertation: 3-4 pages ❖ MA dissertation: 4-5 pages ❖ Doctorate: 5-6 pages		
7. Master's proposals are submitted within six months of registration. Doctoral students have nine months to complete their proposals.		

* The Faculty Higher Degrees committee is currently revising this process. Any changes will be communicated to you in due time.