

Weekly Reading and Managing your time

Some Helpful Hints

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Each week we provide reading lists which are divided into required and optional. You have a huge library at your disposal and the reading you could do is potentially endless. This is why it is important to manage your time, deciding what to read and in how much depth. Each module is estimated to require 200 hours of study, including seminar attendance and essay-writing. This equals 20 hours a week spread over a 10 week period, or just under 17 hours spread over a 12 week period. It is up to you to manage your time effectively within these limits

1.Required Reading

The required reading really is required. However, you do not need to read it in the week in which it is set. If you are managing a busy schedule then you can save most of the reading for your own time, with the exception of the Weekly Discussion Readings

Please remember that lecturer's notes and powerpoints cannot be quoted in your essays. However, the sources and references we use on lecture notes and powerpoints can and should be pursued.

2.Weekly Discussion Readings

Each week we set a weekly reading which we discuss in the seminars. These are deliberately chosen from a range of topics and kinds of sources which form a foundation not just for this module but for the whole MA. Please read these readings every week.

3.Optional Reading

We also provide lists of optional or recommended reading which exceeds the amount you are expected to do. You can prioritise this depending on your proposed essay topic, or on your interest in other modules. You can use this extra reading to create a library of downloads to which you may return later.

Also, please remember that some reading might need to be studied in depth, but some can be scanned quickly. Sometimes you may wish to see what an article contains in order to decide whether you wish to read it in more detail later. You will get used to this, and in future modules you will understand more fully how to manage your time – indeed time-management is one of the first lessons of the MA.

Lastly, please remember that lecturer's notes (Nick has posted notes for most weeks) cannot be quoted in your work. However, we do intend that the sources we use can and should be pursued.

The University's Electronic Resources

The quality of your work will improve and the fulfilment you gain from the course will be enhanced if you use the University's extensive collection of electronic resources.

1.The University Library

The University library contains an increasing number of ebooks and articles. As an exercise every week try searching for one topic or author to find additional material.

2.JSTOR

You should make full use of JSTOR. In most long essays use of JSTOR is required and forms part of your marks. The reason is because you are required to use academic sources, and JSTOR is the most valuable single collection of these.

3.Oxford Scholarship

Oxford Scholarship is a collection of downloadable ebooks. Get used to checking it periodically.

Public Material

1.Websites: more and more material is being posted online and we encourage you to make full use of it. Always remember, though, the difference between

a).web material which is expressing the authors' opinions (which is good **primary source** material – evidence which you can use in an essay)
and

b).academic and scholarly material reading which either gives authoritative information, or theories and discussions which are the result of academic research and discussion.
When you use web sites make sure that you familiarise yourself with the correct way to cite a web site in your essays.

3.Google Books

Google Books is an excellent resource. Extracts from most books are included and it is often possible to find important passages by doing a simple search.

4. Google Scholar

Google Scholar can be a useful source and a search for keywords often produces useful material.