

Guide to presenting and referencing your extended essays and dissertations

Part of doing philosophy well is communicating as clearly as possible with your reader. Presenting your work properly helps with the task. The point of these guidelines is just to help you do that: the Faculty does not impose a rigid set of presentational rules, and the examiner will be far more interested in the content of your essay than in its presentation. Proper presentation helps convey that content as effectively as possible.

Similarly, the point of referencing your work properly is, firstly, to give proper credit to the authors you have drawn on in the course of writing, and secondly, to allow your reader to refer back to the material you are citing where necessary. There are a range of different citation styles that will allow you to achieve this. The key thing is to be consistent and clear.

The point of these guidelines is to offer you a straightforward template for presenting your work. This is not the only way of doing this, and various style guides are available online (see below for links) and are widely available in print from Cambridge University Libraries. In the Philosophy Library you can find these in the [Study Skills Section](#). However, work presented in conformity with these guidelines will have a neutral appearance which does not risk distracting the examiner from its content.

Recommended document style settings

Left and right margins: 3cm (1.25")

Top and bottom margins: 2.5cm (1")

Font: Times New Roman Size: 12 pt.

Line spacing: Single

Page numbering: On

Paragraph style settings: Indent first line by 6mm. The first paragraph of a section is not indented. No extra space between paragraphs.

Paragraph alignment: justified

Quotations: Quotations of up to 40 words should be given in the text between single quotation marks. Longer quotations should be displayed in the same typeface as the main text with indents of 6mm on both left and right.

Referencing

Why do we reference? Firstly, referencing is essential to avoiding plagiarism. It is a way of acknowledging the scholarship that you have relied on in the course of preparing your work. Secondly, it lets your reader refer back to the works you have cited, to ensure your and their understanding of them. Ultimately, it allows scholarship to advance, by helping the reader find other relevant work. You do not need to cite something if you read it, but it turned out to be irrelevant to your project. However, you should include all the things you have read that contributed to your understanding of the topic. Your supervisor can offer more tailored guidance on what it is appropriate to include.

For more on plagiarism, and how to avoid it, you may find the following helpful:

[Good academic practice and avoiding plagiarism online tutorial](#)

[Faculty of Philosophy guide to plagiarism](#)

You can use any referencing style you wish that will serve the purposes above in a clear and consistent manner, but the ones most commonly used in Philosophy are APA, Chicago, Harvard and MHRA. The library will offer training in APA style referencing, so you might like to use this as a default.

[Cite them Right](#) (Raven login required) is a good place to start. It's an excellent 'how to guide' to referencing your sources in these and other commonly used referencing styles.

Should you need it, more detailed guidance on presentation style and referencing can be found in the following online guides:

[APA Style](#)

[The Chicago Manual of Style](#) (Raven log-in required)

[Imperial College Harvard Referencing Guide](#)

[MHRA Style Guide](#)

Further sources of guidance and support

Ask your supervisor if you need help choosing an appropriate referencing style or have any questions about presenting and referencing your coursework. The [Philosophy Librarian](#) is also available to help you resolve any queries you have about citing your sources and compiling bibliographies.

The [Referencing Guide](#) available on the Philosophy LibGuide offers details of other guidance, support and training, including using software to manage your references and automatically create in-text citations and bibliographies.

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