



The University of Manchester

The University of Manchester

Faculty of Humanities

School of Arts, Languages and Cultures

**MA Handbook 2021-22**

**English, American Studies, Creative Writing and Playwriting**

**Please Note:**

Information relevant to all postgraduate taught programmes in the School of Arts, Languages and Cultures (SALC) can be found in the School Postgraduate Taught Handbook, which should be read and used as a reference in conjunction with this Handbook. The School Handbook is available online here:  
<http://www.alc.manchester.ac.uk/studentintranet/postgraduatetaught>

## Division of English, American Studies, and Creative Writing (EAC)

### Welcome note from the MA coordinator

As MA Co-ordinator, I would like to extend a very warm welcome to all postgraduate students in the Division of English, American Studies and Creative Writing here at the University of Manchester. I hope you will find the transition to postgraduate study to be a smooth one and that you will be stimulated by the course units on offer. The School of Arts, Languages and Cultures is committed to providing a student experience of the highest standard, and we in EAC hope that you will benefit from the experience of leading scholars in your field and from being part of a large and diverse postgraduate student community.

This handbook contains subject-specific information intended to help you as you begin your postgraduate career. You can find more complete information—including details of school regulations on assessment, student feedback and representation, skills training, personal development and study support—in the school handbook, available on the student intranet

(<http://www.alc.manchester.ac.uk/studentintranet/postgraduatetaught/>). Further information specific to EAC will be disseminated during the opening week of lectures, but for now I would ask you to take some time to read through this handbook in order to familiarise yourself with the staff and structures of our MA programmes and pathways. If you have any questions or concerns about anything contained in this handbook, please feel free to get in touch with me or with the programme administrator, at [salc-pgt@manchester.ac.uk](mailto:salc-pgt@manchester.ac.uk). My contact details are provided in the staff listings at the end of this handbook.

*Dr Noelle Duckmann-Gallagher*

### Programmes and Pathways

EAC currently offers the following MA programmes and pathways:

- **MA Creative Writing.** Director: Prof John McAuliffe ([John.Mcauliffe@manchester.ac.uk](mailto:John.Mcauliffe@manchester.ac.uk))
- **MA English Literature and American Studies.** Dr Noelle Duckmann-Gallagher ([Noelle.Gallagher@manchester.ac.uk](mailto:Noelle.Gallagher@manchester.ac.uk))
- **MA Modern and Contemporary Literature.** Director: Dr Robert Spencer ([robert.spencer@manchester.ac.uk](mailto:robert.spencer@manchester.ac.uk))
- **MA Gender, Sexuality and Culture.** Co-Directors: Prof Jackie Stacey ([jackie.stacey@manchester.ac.uk](mailto:jackie.stacey@manchester.ac.uk)) / Dr Ben Nicholls ([ben.nichols@manchester.ac.uk](mailto:ben.nichols@manchester.ac.uk))
- **MA Medieval and Early Modern Studies.** Director: Prof David Matthews ([David.Matthews@manchester.ac.uk](mailto:David.Matthews@manchester.ac.uk))
- **MA Playwriting.** Director Dr Rachel Clements ([rachel.clements@manchester.ac.uk](mailto:rachel.clements@manchester.ac.uk))
- **MA Screenwriting.** Director: Dr Tim Price ([tim.price@manchester.ac.uk](mailto:tim.price@manchester.ac.uk))

The director of your programme is also your academic advisor. Please feel free to consult with him/her, or with the director of postgraduate taught programmes for EAC (Dr Noelle Duckmann-Gallagher) about any issues regarding your intellectual, personal, and professional development.

All programmes have the same structure, requiring students to complete a dissertation and a selection of taught course units. In order to complete your Master's degree successfully, you will need to pass courses worth a total of 180 credits as follows:

**Full-time students** take course units equivalent to 120 credits plus the dissertation for 60 credits. Total = 180 credits.

**Part-time students** normally take course units equivalent to 60 credits in year 1, course units equivalent to 60 credits in year 2, plus the dissertation for 60 credits. Total = 180 credits.

Please note that students are allowed to submit the dissertation only after satisfying the examiners in their taught course units and submitting a passing research outline. Further details on the research outline are provided below.

## Choosing Course Units: Core and Recommended Units

Most programmes have core course options:

**MA Creative Writing** Core Courses: Fiction Writing Workshop I (30 credits); Fiction Writing Workshop II (30 credits) or Writing Poems I (30 credits); Writing Poems II or Creative Non-Fiction (30 credits)

**MA English Literature and American Studies.** Core courses: Choose TWO of: The Times of Literature; Space, Place and Text; American Studies: Theories, Methods, Practice (all 30 credits).

**MA Modern and Contemporary Literature.** Core Course: Choose AT LEAST ONE from Modernisms; Reading the Contemporary; Key Issues in Literary and Critical Theory (all 30 credits).

**MA Gender, Sexuality and Culture.** Core course: Gender, Sexuality, and Culture (30 credits)

**MA Screenwriting.** Core courses: Story and the Journey of Change; Genre and Theme; The Calling Card Script and Television (all 30 credits).

**MA Playwriting.** Core courses: Playwriting: Forms; Playwriting: Structures; The Festival Play; The Working Playwright (all 30 credits)

Recommended course units are those listed in your programme structures. We would expect that the majority of your optional course units would be from those listed in those structures.

Your programme structures will be available here:

<http://www.alc.manchester.ac.uk/studentintranet/postgraduatetaught/>

## Free Choice Course Units

You can also choose up to 30 credits from other MA programmes within EACW, as well as up to 30 credits from other subjects in the School, subject to the approval of your programme director. Make sure you look at the full range of options that the School of Arts, Languages and Cultures has on offer!

A list of postgraduate course units in English, American Studies and Creative Writing is available via the Course Unit Information Portlet (which can be accessed through My Manchester).

## Self-Directed Learning and Skills Training

In addition to attending taught courses, all postgraduate students are expected to undertake their own programme of self-directed learning and skills acquisition. This may involve self-directed reading, language acquisition, computer training, attendance at research seminars, visits to local galleries and museums, and many other activities.

The Graduate School runs a comprehensive skills training programme with workshops on research skills, academic writing, planning for your dissertation, the ethical approval process, applying for jobs, and many other topics. Training resources and further details of the workshop programme for 2021-22 can be found on the Blackboard pages for SALC60000 Research Skills for Graduate Education and on the student intranet at [www.alc.manchester.ac.uk/studentintranet](http://www.alc.manchester.ac.uk/studentintranet). You can find more information about skills training, personal development, study support, internships and career events in the School PGT Handbook.

The Division of English, American Studies and Creative Writing holds an introductory session, a seminar on working at MA level, and a session on writing the research outline and dissertation, specifically for students in EAC. Further information about these seminars will be distributed via email.

## Research Activities

MA students are expected to participate in the broader research culture of the School of Arts, Languages and Cultures. Students in EAC are strongly encouraged to attend research seminars in

English and American Studies (normally held on Wednesdays at 5:00pm; further information will be distributed by email). Other research activities include seminars in other disciplines, CIDRAL events, postgraduate colloquia, public lectures, conferences, workshops, and reading groups. Complete details of all university events can be found on the university's events page; you will also receive email reminders about upcoming events from the PGT Director.

## **MA Programme Aims and Learning Outcomes**

### **MA Creative Writing**

#### **Aims**

This programme aims to:

- Develop to an advanced level students' knowledge and understanding of the literary and practical aspects of the writing, presentation, production and publication of contemporary novels or poetry;
- Enable the students to identify and analyse for this purpose a variety of different forms of evidence (inc. novels or poetry, publishers' and agents' information and presentations, reviews);
- Provide the intellectual tools with which to apply such evidence to the critical evaluation and writing of novels or poetry.
- Provide a solid methodological and cognitive foundation for personal and career development;
- Develop to an advanced level the critical, creative, analytical, practical and communicative skills which prepare students for careers in novel-writing or poetry, publishing and related fields.
- Assist students to develop the ability to reflect upon their own creative and critical development;
- Provide a framework for, and feedback on, novels-in-progress or poetry.
- Enable students to develop, to an advanced level, a substantial body of work-in-progress towards the successful completion of a publishable novel or collection of poems.

#### **Objectives**

By the end of the programme successful students should be able to:

- Understand the key movements, figures and trends in contemporary fiction or poetry.
- Understand the workings of the publishing industry in the UK as this applies to the production of novels or poetry.
- Understand the narrative, stylistic, presentational and organisational options available in the writing of novels or poetry.

### **MA English Literature and American Studies**

#### **Aims**

This programme aims to:

- Provide graduates holding a first degree in English Literature, American Studies or a related subject with the opportunity to deepen their knowledge of a range of literatures in English – and especially also related literature and culture within American Studies.
- Encourage students to develop advanced skills of close reading and historical and cultural contextualisation of literary, cultural, theatrical, filmic and theoretical texts produced across a wide historical span, from early medieval to modern and contemporary.

- Provide a thorough and advanced ability to understand and apply recent theoretical approaches to literary and cultural study.
- Make students fully conversant with the methods of scholarly research in a Humanities discipline and the resources necessary for such research.
- Provide a solid methodological foundation for advanced academic study and career development.

### **Objectives**

By the end of the programme successful students should be able to:

- Demonstrate a sound knowledge and understanding of relevant historical, cultural, and political backgrounds to the production of texts.
- Utilise this knowledge in intellectually sophisticated ways in the critical appraisal of literary, cinematic, critical and other texts.
- Comment on the transmission of texts and the development of genres and conventions within and/or across different periods in a critically informed and sophisticated manner.
- Plan and conduct an independent research project in a self-directed way, implementing the knowledge, skills and attributes learned on the taught elements of the programme.
- Competently and effectively employ a wide range of both subject-specific and generic transferable skills.
- Demonstrate an ability to engage with diverse manifestations of literary and cultural production, from different historical moments, and in conversation with recent theoretical developments.
- Demonstrate an awareness of the debates around what constitutes 'the literary', including its ongoing relevance to contemporary culture.
- Demonstrate an engagement with a diverse range of literary and/or other cultural forms, and an ability to undertake comparative analyses.

### **MA Gender, Sexuality and Culture**

#### **Aims**

This programme aims to:

- Produce students who have the knowledge, skills and attributes to undertake interdisciplinary work in gender and sexuality studies research, including a knowledge of important theoretical debates on questions of gender and sexuality and the interrelations between the two
- Provide students with a grounding in gender and sexuality studies' perspectives and debates on methodology
- Train students to become autonomous and self-aware lifelong learners, able to apply their existing knowledge and skills in an innovative way in a variety of contexts
- Enable students to apply advanced research skills to a relevant research area.
- Permit students to specialise according to their anticipated career progression
- Impact positively on the social fabric of local communities, such as gay/lesbian/bi/trans
- Prepare students for higher study and academic research in the area of gender and sexuality studies.

#### **Objectives**

By the end of the programme successful students should be able to:

- Critically evaluate the essentials of theories and discourses of gender and sexuality studies research.
- Understand the latest research developments and issues with an understanding of the limits and effects of such knowledge on analyses and interpretation
- Recognize changing theoretical frameworks in the discipline and its cognate fields
- Recognize methodological problems involved in research enquiry

- Critically evaluate the political and ethical issues involved in the research of gender and sexuality studies.
- Recognize and take a critical perspective on preconceived modes of thought regarding gender and sexuality studies research.

## **MA Modern and Contemporary Literature**

### **Aims**

This programme aims to:

- Provide graduates holding a first degree in English or a related subject with the opportunity to deepen their knowledge of modern and contemporary literatures in English – and related literatures and cultures.
- Encourage students to develop to advanced skills of close reading and historical and cultural contextualisation of literary, cultural, theatrical, filmic and theoretical texts produced within the modern and contemporary period.
- Provide a thorough and advanced ability to understand and apply modern theoretical approaches to literary and cultural study.
- Make students fully conversant with the methods of scholarly research in a Humanities discipline and the resources necessary for such research.
- Provide a solid methodological foundation for advanced academic study and career development.

### **Objectives**

By the end of the programme successful students should be able to:

- Demonstrate a sound knowledge and understanding of relevant historical, cultural, and political backgrounds to the production of texts. Understand the latest research developments and issues with an understanding of the limits and effects of such knowledge on analyses and interpretation
- Utilise this knowledge in intellectually sophisticated ways in the critical appraisal of literary, cinematic, critical and other texts.
- Comment on the transmission of texts and the development of genres and conventions within the period in a critically informed and sophisticated manner.
- Plan and conduct an independent research project in a self-directed way, implementing the knowledge, skills and attributes learned on the taught elements of the programme.
- Competently and effectively employ a wide range of both subject-specific and generic transferable skills.
- Demonstrate an understanding of recent debates about Modernism and its aftermath, including the literary, cultural and theoretical forms regarded as Postmodern.
- Demonstrate an awareness of the debates around what constitutes ‘the contemporary’ as well as the literary and cultural forms associated with that term.
- Demonstrate an engagement with a diverse range of literary and cultural forms, and an ability to undertake comparative analyses.

The aims of the Manchester Playwriting MA are:

1. To professionalise your playwriting skills and techniques, and your ability to apply these in a range of formats and settings.
2. To equip you with a sophisticated understanding of the craft of playwriting, drawing on innovative approaches to playwriting currently and historically.
3. To equip you with a comprehensive understanding of the UK theatre industry that will identify and outline future career paths.

- 4- To develop your ability to independently conceive, draft, re-draft, evaluate and revise your own work, from original conception to full realisation.

### **By the end of the programme successful students should**

Demonstrate a detailed and sophisticated understanding of contemporary new writing for the theatre, including a broad and nuanced knowledge of current trends.

Demonstrate a comprehensive understanding of the craft of playwriting, and the ability to apply a range of techniques in your own work.

Demonstrate a detailed and thorough knowledge and understanding of the industry and the opportunities and entry points for new playwrights.

Effectively give and receive feedback on your own work and the work of peers, applying theories of form, structure, narrative and genre.

Respond to commissions and/or project briefs in ways that demonstrate a sound understanding of, and ability to respond to, the specific brief, with imagination and originality.

Critically analyse and evaluate plays, and place them in their appropriate historical, cultural and generic contexts.

Skillfully and knowledgeably employ technical language to accurately identify the strengths and weaknesses of your own work and the work of peers.

Communicate your ideas effectively both verbally and in writing.

Construct original playscripts for different contexts and audiences and in different formats, genres and styles.

Develop a professional language for talking about playwriting.

Manage your time and workload effectively in order to meet deadlines.

Demonstrate self-direction, creativity and originality in solving problems.

Learn independently and be prepared for continuous professional development.

## **MA Screenwriting**

### **Aims**

This programme aims to:

- Develop and refine students' screenwriting skills in a range of formats.
- Equip students with a detailed and practical understanding of the UK film and television industry and enable them to identify possible future career paths within it.
- Develop students' ability to rewrite and revise their own work in the light of feedback.

### **Objectives**

By the end of the programme successful students should be able to:

- Demonstrate their understanding of recent film and television history and of particular milestones within it.
- Demonstrate a knowledge and understanding of the production process in film and TV from initial pitch to distribution/broadcast.
- Demonstrate a detailed knowledge and understanding of script construction both in general and in relation to specific formats, styles and genres.

### **Assessment**

For full details on how to format and submit coursework, word limits and penalties, assessment criteria, and other details, please consult the assessment section of the School PGT Handbook. All PGT students in EAC must follow the school guidelines as outlined in the handbook.

Any assessed coursework submitted after the deadline without good cause will incur a penalty determined by the lateness of its arrival:

- ten marks will be deducted for the first day after the deadline. Please note, if you submit **after** the 12pm deadline on the submission date, you will incur a late penalty.
- ten additional marks will be deducted for each day thereafter (including weekends)

If you are registered on units outside of the School, you should ensure that you are aware of the penalties that will be imposed for late course work submission for that School. Schools may operate different penalty schemes for late submission.

### Style and Presentation of Coursework Submitted in EAC

All coursework essays must be submitted in typewritten form, using 1.5 line spacing or double spacing. Coursework will be submitted electronically, via Turnitin, unless otherwise specified by the module director. The complete word count (including footnotes, but not bibliography) must be listed at the end of the document. The title should be clearly written on the first page and the pages must be numbered throughout.

Coursework essays and dissertations—including footnotes and bibliographies—should be formatted according to MHRA guidelines. Further details of MHRA style can be found online at: <http://www.mhra.org.uk/Publications/Books/StyleGuide/>

Please note that assessed dissertations and essays will be penalized for failing to follow formatting and submission regulations.

Students in English and American Studies should also observe the following stylistic conventions:

1. Long quotations (verse quotations of more than two lines; prose quotations of more than forty words) should be separated from the text, usually introduced by a colon, indented, and presented in single spacing without quotation marks. For example:

The episode concludes with a demonstration of the vanity of human wishes, expressed through the use of bathos:

In a year the wings were finished, and, on a morning appointed, the maker appeared furnished for flight on a little promontory: he waved his pinions a while to gather air, then leaped from his stand, and in an instant dropped into the lake.<sup>1</sup>

2. Short quotations should be enclosed in quotation marks and run on with the main text. For example:

The episode concludes with a demonstration of the vanity of human wishes, as the engineer's attempt to fly is met with the abrupt bathos of 'in an instant dropped into the lake'.<sup>2</sup>

3. Indicate omissions within quotations by three dots (...) and additions or amendments by square brackets [my emphasis].

4. Always cite line references in round brackets after quotations (l. 6, ll. 3337-38 etc.). For **plays**, cite act, scene, and line numbers (I.v.22; III.ii.3336 etc). When citing from a **poem**, indicate a single line by a lower-case, single 'l.' : (l. 7). More than one line should be indicated as follows: (ll. 8-10).

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<sup>1</sup> Footnote/Endnote should give full bibliographical details of source of quotation, including page number.

<sup>2</sup> Footnote/Endnote should give full bibliographical details of source of quotation, including page number.



Quotations from novels or other prose and critical works should be by page number: (p. 6). If a quotation runs for longer than one page: (pp. 10-12).

5. The first quotation from a text should include footnote or endnote details of the edition used:

Henry Fielding, *The History of Tom Jones*, ed. R. P. C. Mutter (London: Penguin, 1966).

6. Cite full information for the first reference to a text, but use an abbreviated listing for subsequent references:

Margaret Anne Doody, *The Daring Muse: Augustan Poetry Reconsidered* (Cambridge, 1985), p. 97.

Doody, *The Daring Muse*, p. 102.

7. Every essay or dissertation **must** contain a full bibliography. This should list both primary and secondary sources. Again, follow the MHRA style guide (available as a free PDF) when formatting your footnotes and bibliography.

There is a vast amount of information on literary and cultural topics on the internet. When making use of this valuable research tool, it is important that you retain a critical scepticism towards the academic integrity and reliability of sources. **Information taken from the internet must be fully referenced in your footnotes/endnotes and bibliography**, just as you would reference material taken from books or journals. Failure to provide full and accurate references will leave you open to charges of plagiarism or academic malpractice.

### **Plagiarism and Academic Malpractice**

Students in EAC should read and follow the school guidelines on plagiarism and other forms of academic malpractice. Full details are available in Part 4 of the School PGT Handbook. The university uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice in student work.

### **The MA Research Outline**

Students in EAC must successfully complete a research outline in order to proceed to the MA Dissertation. You will submit your outline in February 2022, (TBC).

There will be a talk by Dr Noelle Duckmann Gallagher on the dissertation before the winter/Christmas break. Please ensure that you attend this.

Specialist supervision is not guaranteed. This allows students to choose their topics freely (in accordance with their MA programme), rather than being limited by staff specialisms.

We **strongly recommend** that students should make contact with one or more members of academic staff with appropriate experience in their chosen field for advice and feedback on the proposed research *before* submitting the written proposal. Contact details and research interests for members of staff in EAC are provided in the final pages of this handbook.

### **Aims of the Research Outline:**

- To help structure the academic work of the second semester of the MA (for full-time students).
- To help students develop a concrete, attainable research goal and formulate a clear timetable for pursuing dissertation research.
- To give students the opportunity to develop skills in research design, project management and other transferable skills essential for their future careers.
- To teach students who are considering further postgraduate study or a career in research how to draft a clear, engaged, and original plan of research.

On completing the research outline, successful students should have:

- a clear, well-defined research question
- a detailed knowledge of the sources necessary to address the question
- an awareness of the methodological and/or theoretical issues that need to be addressed in the research
- a clear timetable for the research and writing of the dissertation
- a firm grasp of the appropriate bibliographical and stylistic conventions.

Written Research Outlines should be submitted following the same guidelines as for other pieces of course-assessed work.

The research outline must consist of a **core document** of 500-750 words followed by an appendix. The core document should state clearly:

- The research problems or questions you intend to address. (What work are you doing?)
- The critical and/or intellectual rationale for your project. (Why should this work be done?)
- The research context in which those problems or questions are located. (Who has done similar or related work?). In describing the context, you should refer to the current state of knowledge and any recent debate on the subject.
- The particular contribution to knowledge and understanding in this area that you hope to make. (How will your work complement or contrast the work of other scholars?).
- The method(s) or approach(es) that you plan to use. (How do you plan to do this work?)

In the **appendix** you should provide the following supporting information:

- A brief breakdown of the chapters or sections of the thesis (1 page maximum)
- A timetable of research and writing (1 page maximum)
- Additional training and preparation you may need, indicating any ethical issues which may arise and could require clearance from the Ethical Committee (1 page maximum)
- A working bibliography of sources that you intend to use. In the case of unpublished or rare materials you will need to state where these sources are located and how these will be accessed. For example, if you are undertaking an archaeology project, do you need a permit to access a particular site and how will this be obtained? It is sometimes helpful to put forward alternative strategies or approaches if you are aware that problems might arise. (2 pages maximum)

### **Assessment of the Research Outline**

The research outline is marked on a pass/refer basis: it is not given a numerical mark and in that sense does not contribute towards your overall degree result. A successful research outline will contain all the elements specified above, and will demonstrate satisfactorily that this is a viable project capable of being brought to completion in the time available. Successful completion of the research outline results in an agreement in principle to proceed to the dissertation. Students who do not achieve the agreement in principle will be allowed to resubmit the research outline up until the final submission date for semester two coursework. Re-submissions can be made at any time before that date and students can re-submit as many times as might be required before the final deadline. All submissions and re-submissions should be made to [salc-pgt@manchester.ac.uk](mailto:salc-pgt@manchester.ac.uk).

*All students in English and American Studies must submit an acceptable research outline in order to proceed to the dissertation. Students who fail to submit a passing outline will be ineligible to submit a dissertation. A supervisor will only be allocated after the research outline has been passed.*

### **The Dissertation**

Once your research outline has been approved, you will be allocated a dissertation supervisor. (This usually takes place sometime in March or April). Supervision of the dissertation itself will then take place in the period from April until mid-July. You are entitled to three meetings of at least 30 minutes each with your supervisor. Your supervisor can also read up to a maximum of 3000 words of draft. In order to get detailed feedback on the organization and argumentation of the project as a whole, you may wish to ask for feedback on a detailed outline rather than a chunk of text. All three dissertation supervision meetings should normally take place before graduation in July.

The dissertation is the single most demanding and most important piece of work you will undertake in the course of your MA. It will test your ability to identify a research topic and formulate a research question, to identify and carry out the necessary research to answer that question, to synthesize and analyse the results of that research, and to present your findings in a clear, coherent argument sustained over 12,000 - 15,000 words.

A special seminar on dissertation preparation, research and writing in EAC will be offered on the in semester one. Details of timing and location will be circulated via email during the first semester. It is important that you attend this seminar.

Students are allowed to submit the dissertation only after satisfying the examiners in their taught course units.

For further details on dissertation submission and assessment, please see the School PGT Handbook.

## **Key Dates for Full Time Students**

### **Semester One Coursework**

Friday 28<sup>th</sup> January 2022

### **Submission of Written Research Outline**

TBC

### **Semester Two Coursework**

TBC

### **Resubmitted Coursework**

TBC

### **MA Dissertation Submission**

Monday 5<sup>th</sup> September 2022

## **Key Dates for Part Time Students**

### **Semester One Coursework**

Friday 28<sup>th</sup> January 2022

### **Submission of Written Research Outline (for year part-time year 2 students only)**

TBC

### **Semester Two Coursework**

TBC

### **Resubmitted Coursework**

TBC

### **MA Dissertation Submission (for part-time year 2 students only)**

Monday 5<sup>th</sup> September 2022

### **Late Submission**

Any assessed coursework submitted after the deadline without good cause will incur a penalty determined by the lateness of its arrival:

- **ten marks will be deducted for the first day after the deadline. Please note, if you submit after the 12pm deadline on the submission date, you will incur a late penalty.**
- **ten additional marks will be deducted for each day thereafter** If you are registered on units outside of the School, you should ensure that you are aware of the penalties that will be imposed for late course work submission for that School. Schools may operate different penalty schemes for late submission.

### **Word Limits**

All subject areas have agreed assessment lengths for written assessments. At each level the target word count or range for a written piece is indicative of the optimum length required to compose a successful essay at that level, and is designed to correspond as closely as possible to the weighting that the assessment has within the course unit. The purpose of enforcing word limits is (a) to ensure parity and fairness by creating a level playing field; (b) to help students produce well-focused and cogent written work; (c) to instil the discipline essential for real-life writing tasks, where word limits are often rigid; and (d) to ensure that students acquire the ability to edit their writing effectively and cut away inessential material, skills invaluable both for academic work and the workplace.

- Students must observe the word limit specified for each assessment.

**THE UPPER LIMIT IS AN ABSOLUTE MAXIMUM AND MUST NOT BE EXCEEDED (THERE IS NO '10% RULE').**

- Material that exceeds the upper limit will not be read or considered in the marking
- Work that is significantly under length will be unlikely to meet the learning outcomes of the particular assignment, and so may have this reflected in the mark awarded.
- The word count for each piece of written work must be displayed clearly on the top right-hand side of the first page
- Word count is here defined as including quotations and the footnotes or endnotes in the essay itself. It does not include the bibliography or any appendices. Appendices are for supporting, illustrative material only; they may not be used to elaborate or extend the argument

**Staff in EAC**

Overall responsibility for EAC rests with the Head of Department, Prof Ian Sott. All postgraduate students should feel free to approach their student representatives and/or the relevant postgraduate director (see listings on p. 2) with any questions or concerns.<sup>3</sup> All teaching faculty post a list of consultation hours on their office doors and/or email signatures; do feel free to consult with individual instructors during these hours.

<b>ALDERSON, DR DAVID</b>	<p>Professor of English Literature</p> <p>Marxism and cultural materialism; neoliberalism and culture, with specific reference to gender and sexuality.</p> <p><a href="mailto:david.alderson@manchester.ac.uk">david.alderson@manchester.ac.uk</a></p>
<b>BAKER, DR NAOMI</b>	<p>Senior Lecturer in English Renaissance Literature</p> <p>Seventeenth-century life writings; religious identity; early modern women's manuscript writing; gender studies; the body.</p> <p><a href="mailto:naomi.baker@manchester.ac.uk">naomi.baker@manchester.ac.uk</a></p>
<b>BERNAU, DR ANKE</b>	<p>Senior Lecturer in Medieval Literature and Culture</p> <p>Knots, curiosity, craft, poetics, gender, sexuality, nation and community; medievalism.</p> <p><a href="mailto:anke.bernau@manchester.ac.uk">anke.bernau@manchester.ac.uk</a></p>
<b>BOOTH, DR HOWARD</b>	<p>Senior Lecturer in English Literature</p> <p>Late nineteenth-century and twentieth-century literature, masculinity, modernism and empire, D H Lawrence, E M</p>

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<sup>3</sup> The MA Playwriting is jointly taught by colleagues in Drama, whose contacts may be found here, <https://www.alc.manchester.ac.uk/drama/about/people/>

	Forster and Sylvia Townsend Warner. <a href="mailto:howard.booth@manchester.ac.uk">(<a href="mailto:howard.booth@manchester.ac.uk">howard.booth@manchester.ac.uk</a>)</a>
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