

SOCIETY FOR ARMY HISTORICAL RESEARCH

Registered Charity No. 247844



ANNUAL ESSAY PRIZE COMPETITION RULES

Aim: The Society for Army Historical Research (S.A.H.R) Essay Prize Competition aims to identify, from appropriately submitted pieces of work, the best essay written on the History of the British Army or on the history of the land forces of the Empire or the Commonwealth. The competition is open to both University Undergraduates and Sixth Form School Students. It is open to both UK students or overseas students regardless of nationality and regardless of their country of residence. The Competition will award a prize of £300 (GBP) for the winner and a prize of £100(GBP) for the runner-up, along with a Certificate. The judging of the Competition will be carried out by a Sub-Committee of the S.A.H.R. The Society reserves the right not to make an award in any given category in any given year should the verdict of their judging be that no candidate essay of suitable quality had been received in that year.

General: The essay submitted is to be the product of the entrant's own research and thought and expressed in his/her own words. An entrant may only submit one piece of work in any given year. The first received version of a submitted essay will be the one judged. The Society, its Officers, Council, and the Sub-Committee will not enter into individual correspondence with entrants beyond the normal processes of clarification of rules and eligibility, and notification of the results. These results will be made public with an insert with the SAHR mailing for the Templer Medal Prize award in late-March 2011. Winners and runners-up prizes will be sent by recorded delivery to the recipients. Prize winners will be invited to the subsequent Templer Medal and Prize event to be held in the second half of April 2011

Judging Criteria: The judging of submitted essays will assess how effectively the author has produced a sustained written answer to a question based in the broad subject area of the history of the British Army or of the land forces of the Empire or Commonwealth. The Competition aims to introduce entrants to the process of research and analysis of a broad mass of material, and then to present a coherent and clearly-written argument that addresses the set question. It is hoped that an Entrant will find the process interesting, useful and enjoyable

Scope: Submitted essays must be about the **History of the British Army or of the Land Forces of the Empire or Commonwealth**. For the purposes of this competition, this subject area includes any aspect of the Army and its activities, including its Reserve or Auxiliary formations/units (Militia, Yeomanry, Fencibles, Volunteers, Home Guard or other temporary and part time units) or the land forces of the Crown, or the "Offices" and institutions which supported them. It also includes Armies and their units of countries that

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were part of the Empire or Commonwealth but are no longer part of the Commonwealth.

Candidates may also deal with the same material in respect of **the armies of the countries of the British Empire/ Commonwealth** including forces maintained by non-Crown bodies within the Empire such as the Honourable East India Company) or forces allied to and forming an integral part of the land forces operating on behalf of the Crown (North America Indians, for example).

Title: The essay must take the form of a statement of a subject followed by a question concerning the subject..

Language: The Essay should be written in English. Allowances will be made in the case of an entrant whose first language is not English provided that the broad sense is clear.

Length: The target length of the essay shall be **3000 words** including title, author name, bibliography and references. To be eligible for consideration, a submitted essay must have a word count stated at the end. **Essays that are shorter than 2500 words and longer than 3500 words will not be considered.** Entrants may include Appendices or Annexes to their essays, which need not be included in their word count. Entrants should however be aware that their content will contribute toward the overall judgement on whether the entrant has answered the question satisfactorily. Essays may contain features such as maps, diagrams, and tables, where the inclusion of such features reinforces or enhances the points presented in the text of the essay. Such features will not be included in the word count.

Eligibility: To be eligible as a Sixth Form school entrant, the entrant should be in permanent full-time education at sixth form level in an institution of secondary education or a recognized academy. Should there any doubt concerning the definition of secondary education particularly in relation to overseas students, potential contributors or their mentors may contact Colonel Sayle directly at the addresses shown below under "Deadlines". Proof of attendance may be required as decided by the Society. To be eligible for the Undergraduate category of the Competition, the entrant should be in full or part-time study as an undergraduate at a recognised institution of further or higher education (such as a University, Polytechnic, Institute of Higher Education or University College). Proof of attendance may be required as decided by the Society.

Deadlines: Each entrant is required to submit his/her respective Essay to Colonel Guy Sayle , Membership Secretary SAHR either electronically by

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email at guysayle@hotmail.com or by post to Colonel G.N.R.Sayle OBE, c/o The Cavalry and Guards Club, 127 Piccadilly, London W1J 7PX, United Kingdom by 15 March 2011. The essay must be in Microsoft word electronic or hard copy form. The first version of an Essay submitted for the Competition will be the version that will be judged. No pieces of work *received* after the deadline will be considered for the Competition.

Submission Process: Essays will not be accepted as submitted unless they contain, on the first page, the completed Plagiarism Declaration (see Annex A). All entrants are to keep a copy of the email with which they sent the essay. Entrants should receive an acknowledgement of their submission within 21 days. Entrants may contact Colonel Sayle to ascertain whether their essay has been received especially if they have not received an acknowledgement after 21 days.

The Email or paper copy sent by the entrant that includes the attached essay should contain the following details: Entrant 's full name, age, address, institution of education, name of course and year, a day/and evening telephone number (this can be a mentor, tutor, school master or parent , or the entrant himself), and/or a mobile phone number. Submissions without these details will not be considered for the competition.

Document Formatting. The essay should follow the following formatting stipulations:

- (i). **The essay MUST have as its first page the completed Plagiarism Declaration.**
- (ii). Each page should be page numbered..
- (iii). The essay should include your name as a header or footer on each page.
- (iv). The essay must include a bibliography at the end of the essay, as well as the word count.
- (v). Line spacing should be 1.5 lines or double spacing
- (vi). **The essay MUST have references** (see below).

Referencing: The essay should be referenced according to the following guidelines. When your essay **directly** uses the sources and material that you consulted during your research, this must be acknowledged by a reference. When your essay uses specific ideas, concepts, thoughts, arguments, structures, unique factual points, and/or reproduces word-for-word phrases/sentences ,all of a third party, it is crucial that this use be referenced. If your essay contains any clause, phrase and/or sentence(s) that are reproduced verbatim (word-for-word) from any of the sources you consulted, this usage

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must be acknowledged by a reference and be identified as a quotation with speech marks. You do NOT need to reference obvious statements of fact, such as “the Second World War in Europe ended in early May 1945.”

PLAGIARISM/CHEATING/DISHONESTY: All work submitted for this competition is expected to be the result of the entrant’s own research and thought, expressed in his/her own words. When an entrant submits the essay , with the completed plagiarism declaration, this act indicates that the entrant has understood and obeyed the anti-plagiarism requirement that has both been set out in these Rules. The offence of plagiarism is a form of cheating or dishonesty, which the Society takes very seriously. For the purposes of this competition the Society’s **view is that plagiarism takes place where an entrant submits work which comprises arguments, ideas, concepts, conclusions, structures, and/or word-for-word reproduction of phrases and sentences, which they claim to be their own, but in fact comprises material drawn from another’s work(s) (written or spoken) without acknowledging the origins or author(s).** In passing off someone else’s work as their own, this cheating amounts to the theft of another’s ideas or efforts. **It is dishonest and raises questions about the integrity of the perpetrator.**

With regard to an essay submitted for this Competition, plagiarism can take the form of any of the following (or combination thereof):

- (i). Where an entrant reproduces verbatim (word-for-word) material found in another source without acknowledging its use through a reference (and/or without placing it in quotation marks); thus, the entrant is passing it off as his/her own words and work when it is not.
- (ii). Where an entrant attempts to disguise the use of verbatim unacknowledged source material by changing a few words, probably by simply replacing them with synonyms; in this case, the original source material remains essentially intact and the offence is thus the same as in (a) above.
- (iii). Where an entrant paraphrases original source material without acknowledging its use. Paraphrasing refers to rephrasing source material while keeping the essence of the original meaning intact. As in (a), this is a form of passing someone else’s work off as your own.
- (iv). Where an entrant asks or allows someone else to re-write or rephrase their own work which the entrant then hands in as his/her own work.

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An essay that is suspected of being plagiarised will not be considered for this competition. The burden of proof shall merely be that the Sub-Committee believes it more likely than not that plagiarism has occurred. The Society has an active programme for detecting the occurrence of plagiarism, which includes – among other approaches – the use of sophisticated IT resources.

Annexes:

Annex A: Declaration on Plagiarism/ Cheating

Annex B: Referencing Guidelines

Annex C: Submission Checklist

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ANNEX A: ENTRANT DECLARATION ON PLAGIARISM/ CHEATING

THIS FORM SHOULD BE REPRODUCED IN YOUR ESSAY AS ITS FIRST PAGE. YOUR ESSAY WILL NOT BE CONSIDERED UNLESS IT CONTAINS THIS FORM, CORRECTLY COMPLETED AS INSTRUCTED.

By filling my name and other personal details in the space below, I hereby declare that:

THIS IS NEW WORK WRITTEN BY MYSELF THAT HAS NOT BEEN SUBMITTED PREVIOUSLY.

THIS ESSAY ACKNOWLEDGES THE SOURCE MATERIAL THAT HAS BEEN USED IN ITS PRODUCTION THROUGH REFERENCES

THIS DOES NOT PASS OFF OTHERS' WORK AS MY OWN

Name: (Surname, Initials):

[taken in lieu of a signature if submitted electronically]

Date:.....

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ANNEX B: REFERENCING GUIDELINES

The purpose of references is to enable the entrant author to acknowledge the original source material used in his/her essay's production. References should also allow the reader to consult this original source material, so they must contain sufficient detail to enable the reader to do this. Referencing is the principal way to meet Society's anti-plagiarism requirements. Referencing is best done by foot notes at the bottom of each pages. The entrant must provide a bibliography(a list of sources that have used to research the subject) in addition to references; this should be located at the end of the essay.

When citing a book, use the following style: Author's First name/ initials, Author Surname, *Title* (Place of Publication, Publisher, Year of Publication), page being cited.

A.N. Nother, *Very Dreary Anecdotes About Tanks* (London, Bilge University Press, 2005), p.5.

OR: (if you are citing more than one page)

A.N. Nother, A.N., *Very Dreary Anecdotes About Tanks* (London, Bilge University Press, 2005), pp.5–17.

If you are citing a large number of pages which have passing value to the point you raise, use pp.5–64, *passim*.

After first use, you may opt for a shorter reference; either

Nother, *Dreary*, p.47. OR Nother, *op cit*, p.47.

To cite an article, use the following style: Author's First name/ initials, Author Surname, "Article Title", *Journal Title*, Volume, Issue Number, article pages, pages being cited:

J.S. Bloggs, "Interesting War Stories", *Journal of Military History*, Vol.46, No.4, Summer 2004, pp.234–254, p.248.

After first use, a short reference would be: Bloggs, "Stories", p.249.

To cite an internet source, give the full address.

To cite an oral source, such as an interview, cite the interviewer, the interviewee, the location and the date, as in:

Author's interview with Major JJ Jones RLC, Ulan Bator, 05 May 2005.

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ANNEX C: SUBMISSION CHECKLIST

REQUIREMENT

DONE?

I have phrased the title as a question
I have acknowledged the sources used in the essay via references
My referencing is by footnotes
I have included a bibliography
I have stated the word count at the end of the essay
I am within the required word count
I have included my name as a footer or header
I have included the completed plagiarism declaration on p.1
I have fulfilled the plagiarism stipulations
I have submitted my essay electronically or by paper copy.. I have included all my details as specified in the rules.