HANDBOOK FOR THE
MASTER OF STUDIES
IN WOMEN’S STUDIES
2017-18

Humanities Divisional Office
Radcliffe Humanities
Radcliffe Observatory Quarter
Woodstock Road, Oxford, OX2 6GG
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Foreword
This handbook is designed as a guide for postgraduate students undertaking the Master of Studies in Women’s Studies. This handbook applies to students starting the course in Michaelmas term 2017. The information in this handbook may be different for students starting in other years.

The Examination Regulations relating to this course are available at (http://www.admin.ox.ac.uk/examregs/2017-18/mosinwomestud/studentview/). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Administrator (womens-studies@humanities.ox.ac.uk).

The information in this handbook is accurate as at August 2017, however it may be necessary for changes to be made in certain circumstances, as explained www.ox.ac.uk/coursechanges (UG) and www.graduate.ox.ac.uk/coursechanges (PG). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

Further information
The University of Oxford website (www.ox.ac.uk) is a good source of information about the University. Useful information relating to the MSt in Women’s Studies is available on the course Weblearn page at: https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/graduates/womens_studies

The Proctors’ and Assessor’s Memorandum (http://www.admin.ox.ac.uk/proctors/info/pam/), is published by the Proctors’ Office and outlines University rules and contains other useful information.

The relevant college handbook, which should be available from your college websites, is another source of valuable information for students, on all matters relating to your college.

For general information on a wide range of matters, you can access the Student Gateway on the University website at www.ox.ac.uk/students/.
Useful contacts
The key academic and administrative contacts for this course are as follows:

Prof Cláudia Pazos Alonso
Co-Director
Email: claudia.pazos-alonso@wadham.ox.ac.uk
Phone: 01865 (2) 77547

Dr Pelagia Goulimari
Co-Director
Email: pelagia.goulimari@ell.ox.ac.uk

Prof Pazos Alonso and Dr Goulimari are available every week at the following times during term to discuss your progress or any other matters relating to the course:
- Prof Pazos Alonso: every Tuesday before the Approaches to Feminist Research Seminar, 10-11am (Wadham College, Staircase III, Room 5)
- Dr Goulimari: every Friday after the Feminist Theory seminar (Meeting Room 4, Radcliffe Humanities Building)

Students are also welcome to contact either co-director by email to arrange a meeting at another time.

Silke Zahrir
Graduate Studies Administrator
Email: womens-studies@humanities.ox.ac.uk
Phone: 01865 (2) 80699

Core Course Convenors:

Approaches to Feminist Research: Dr Jane Garnett jane.garnett@history.ox.ac.uk
Feminist Theory Lectures and Seminars: Dr Pelagia Goulimari pelagia.goulimari@ell.ox.ac.uk and Dr Katherine Morris katherine.morris@mansfield.ox.ac.uk

Academic Mentor: Dr Sarah Crook sarah.crook@new.ox.ac.uk
The Academic Mentor’s role is to help foster a sense of group identity and cohesion amongst the students on MSt in Women’s Studies by organising weekly, informal meetings which will contribute to the professional development of students during the course. She also contributes to research mentoring and can act in a pastoral capacity as a personal mentor.

Meetings will take place during Michaelmas Term 2017 will be on Wednesday (Weeks 2-8) in the Conduit Room at 12-1pm at New College.
Important dates
The dates of Full Term in the academic year 2017-18 are as follows:

Michaelmas 2017  Sunday, 8 October – Saturday, 2 December
Hilary 2018      Sunday, 14 January – Saturday, 10 March
Trinity 2018     Sunday, 29 April – Saturday, 16 June

Where there is reference to ‘Week 1’, ‘Week 6’, etc., this applies to the weeks of Full Term, during which classes run. ‘Week 9’, ‘Week 10’, etc. are the weeks immediately after Full Term. The week immediately before Full Term is commonly known as ‘Week 0’. (Note that by convention, Oxford weeks begin on a Sunday.)

Course content and structure
The Master of Studies in Women’s Studies is a 9-month course at FHEQ Level 7.

Course aims
The programme aims to enable its students to:
• acquire knowledge and understanding of a wide range of theoretical issues raised by women’s studies;
• develop the ability to identify, understand and apply critically key concepts and principles in women’s studies;
• reflect on humanities research methodology and ethics, and on the challenges of interdisciplinary work, and to acquire practical research skills which draw creatively on the practice of those academic disciplines relevant to their own interests;
• gain a critical knowledge of the scholarly literature relevant to their particular options and research projects;
• develop skills in written and oral communication, and in the presentation of academic work, displaying sustained argument, independent thought and lucid structure and content;
• pursue further research informed by the approaches and theoretical questions raised by women’s studies, or to apply these theories and approaches to other fields of activity.

Intended learning outcomes
Knowledge and understanding
On completion of the course, students will have
• acquired a general understanding of the theoretical and methodological issues raised by women’s studies;
• acquired some specialist knowledge of relevant primary and secondary literature;
• developed greater intellectual flexibility in drawing constructively on approaches and material from different disciplines;
• developed an intellectual depth and grasp of profounder issues.

Intellectual skills
On completion of the course, students will have:
• acquired intellectual sophistication in handling theoretical and methodological issues
• proved able to apply conceptual tools and questions suggested by a range of disciplines to their own particular projects in women’s studies
• gained a grounding in relevant research methods and have written a dissertation, which may constitute a basis for proceeding to a future research degree.

**Transferable skills**

On completion of the course, students will be able to:

• find information, organise and deploy it, including through the use of libraries and information technology;
• use such information critically and analytically;
• consider and solve complex problems;
• work well independently and in co-operation with others;
• effectively structure and communicate their ideas in a variety of written and oral formats;
• plan and organise the use of time effectively.

**Course structure**

The Master of Studies in Women’s Studies comprises four compulsory elements:

A. **Core course on Feminist Theory: Michaelmas Term**

Taught through 8 lectures given by specialists from a range of disciplines who all have research experience in the field of women’s studies, and a weekly two-hour seminar, chaired by two academics.

B. **Core Course on Approaches to Feminist Research: Michaelmas Term**

A weekly, one-and-a-half-hour seminar, in which students are introduced to a wide variety of disciplinary approaches.

The Theory and Approaches course aims to:

• provide familiarity with a wide range of theoretical issues raised by women's studies;
• provide the foundation from which students can explore interdisciplinary approaches to women’s studies;
• equip students with practical research skills appropriate to a range of subjects within Humanities;
• promote awareness of different approaches to feminist research;
• foster self-reflexivity in methodological and theoretical approaches to feminist research;
• promote awareness of and foster the ability to use both traditional research aids and those being developed by information technology.

C. **Two Options Courses**

Students study one Option Course in Michaelmas Term and one in Hilary Term, selecting from a range of choices offered by tutors who are predominantly in the participating faculties of Modern Languages, History, English, Classics and Philosophy. Option Courses are taught through weekly or fortnightly tutorials or small classes, for which students prepare a number of written papers.
The Option Courses aim to allow students to:
• deepen their knowledge of areas familiar from undergraduate degree experience;
• explore new fields within the Humanities;
• promote their awareness and practice of interdisciplinary enquiry;
• integrate feminist theories and methodologies into academic practice.

D. A Dissertation.
Students work throughout the year with a dissertation supervisor, who will work particularly closely with them in Trinity Term.

The short dissertation aims to provide students the opportunity to:
• create their own research agenda
• deploy the theoretical sensitivity, methodological sophistication and practical academic skills developed by the earlier elements of the course,
• make an initial foray into an area which may expand into a doctoral thesis.
Teaching and learning
Induction
There will be induction sessions during the week before the start of formal classes (0th week) at the beginning of the academic year in October.

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<td>09.30</td>
<td>Introductions and Course Overview: Co-Directors and Academic Mentor</td>
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<td></td>
<td>Claudia Pazos-Alonso (Co-Director)</td>
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<td>Introduction to IT Services</td>
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<td>International Gender Studies Centre</td>
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<td>Maria Jaschok</td>
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<td>11.45</td>
<td>Meet the Core Course Convenors</td>
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<td>Jane Garnett</td>
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<td>Pelagia Goulimari</td>
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<td>Katharine Morris</td>
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<td>Voice of Experience</td>
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<td>12.30</td>
<td>Library Tour</td>
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Wednesday 11 October (1st Week) 9.15am-10.15am
Induction to the Special Collections of the Bodleian Library
Please meet in the Enquiries Area of the Weston Library at 9.00 am
(bring your University cards and leave your bags in the locker room on the ground floor).
Michaelmas Term at a glance

Tuesdays
11am-12.30pm: Approaches to Feminist Research seminar
LSK Seminar Room A, Staircase 4, Wadham College

Tuesdays
2-3pm: Theory lecture
Room 11, Examination Schools, High Street

Wednesdays (Weeks 2-8)
12-1pm: Informal meeting with Academic Mentor
New College, Conduit Room

Fridays
2-4pm: Feminist Theory Seminar
Ryle Room, Radcliffe Humanities [except Week 8: Colin Matthew Room]

Coursework Deadlines
By the end of 6th Week: establish who your dissertation supervisor will be.
By the end of 8th Week: make contact with your Hilary Option tutor.

A. & B. Core Course: Feminist Theory and Approaches to Feminist Research

Feminist Theory lectures (weekly) and seminars (weekly) introduce students to major issues in the development of feminist theory. Lecturers are drawn from several faculties, and provide an opportunity for students to meet a wide range of academics with diverse professional interests in women’s studies. The lectures are complemented by weekly seminars in which texts and issues are further explored through presentations and discussions. ATTENDANCE IS OBLIGATORY.

Approaches to Feminist Research is taught in weekly seminars. It aims to develop your understanding of the research process, to familiarize you with key feminist concepts and questions about research methodology, and to introduce you to a range of the approaches and resources used by feminist researchers in the humanities. Taught by a group of feminist researchers from across disciplines, it also provides opportunities for MSt students to engage in discussion with experienced users of the various approaches covered. ATTENDANCE IS OBLIGATORY.

C. Michaelmas Term Option Course

Students should select their Michaelmas Option courses by Friday, 8 September 2017.
Please email a first and second choice to: womens-studies@humanities.ox.ac.uk.

You can expect to see your Michaelmas Term Option tutor for 4-6 small group sessions, for which you will produce pieces of formative written work, and may also prepare oral presentations. Your tutor will explain the precise number/combination of pieces. Option courses vary in their format, but students must meet the obligations established by your tutor.
The Michaelmas Option essay should be up to 7,000 words, and not less than 6,000 words, including footnotes and appendices but excluding bibliography.

The Option tutor will provide formative feedback (including a general indication of standard) on a draft of the essay. **This draft should be submitted by Friday of 0th Week of Hilary Term** to allow time for reading and feedback. If students miss this deadline then the Option Tutor is not obliged to offer feedback.

Initial discussions about the topic of the short dissertation (of up to 12,000 words, and not less than 10,000 words, including footnotes and appendices but excluding bibliography) **should take place in Michaelmas Term**. Each student should discuss with Dr Pazos-Alonso or Dr Goulimari the proposed research area, so that they can arrange for a dissertation supervisor to be appointed, **by the end of 6th Week of Michaelmas Term at the latest.**
Hilary Term

Hilary Term at a glance

**By the end of 0th Week:** submit a draft of your Michaelmas Option essay to your Option Tutor for formative feedback.

**Noon on Friday of 5th Week:** submit the topics of your Michaelmas and Hilary Option essays and Dissertation to Chair of Examiners

**Noon on Friday of 8th Week:** deadline for submission of Michaelmas Option essay

**By the end of 10th Week:** submit a draft of your Hilary Option essay to your Option Tutor for formative feedback.

C. Hilary Term Option Course

**Students should select their Hilary Option courses by the end of Michaelmas Term.**

Please email a first and second choice to: womens-studies@humanities.ox.ac.uk

Students should expect to see their Hilary Term option tutor for 4-6 small group sessions, for which you will produce pieces of formative written work, and may also prepare oral presentations. Your tutor will explain the precise number/combination of pieces. Option courses vary in their format, but students must meet the obligations established by their tutor. The Hilary Option essay should be up to 7,000 words, and not less than 6,000 words, including footnotes and appendices but excluding bibliography. The Option tutor will provide formative feedback (including a general indication of standard) on a draft of the essay. **This draft should be submitted by Friday of 10th Week of Hilary Term** to allow time for reading and feedback. If students miss this deadline then the Option Tutor is not obliged to offer feedback.

D. Dissertation: Hilary and Trinity Terms

The dissertation (of up to 12,000 words, and not less than 10,000 words, including footnotes and appendices but excluding bibliography) is on a subject of your choice. For those intending to go on to doctoral research the dissertation will normally begin the exploration of the topic which will be further explored in the doctorate. The subject matter of the dissertation may be related to that of either or both of the two pieces of written work submitted for the Option courses but material deployed in such pieces of work may not be repeated in the dissertation. For details about the submission of the dissertation, see below Section 4.

**Students are reminded that they are strongly encouraged to approach potential dissertation supervisors (with the support and guidance of the MSt directors) by Week 6 of Michaelmas Term.**

A student should expect to have regular meetings (usually 4-6) with a dissertation supervisor during Hilary and Trinity terms. The supervisor may expect some preliminary written work during Hilary Term, and will certainly expect to read one or more drafts of the dissertation during the earlier part of the Trinity Term. When asking supervisors to read
work, students should ensure that they give adequate time for such reading and comments.

Supervisors and others are permitted to give bibliographical help with and discuss drafts of dissertations.

Trinity Term

**Trinity Term at a glance**
*By noon on Friday 1st Week of Trinity Term:* deadline for submission of Hilary Term Option essay

*By noon on Friday of 8th Week:* deadline for submission of Dissertation
Students are advised that they may find some of the content of the feminist theory lectures and seminars potentially disturbing. If you have any concerns please discuss them with the course convenors or the co-Directors.

Michaelmas Term 2017, Tuesdays 2–3 p.m.
Examination Schools, Room 11 (but Room 9 on Weeks 3 and 7)

The follow-up seminar, at which attendance is compulsory, will be run by Dr Pelagia Goulimari (English Faculty) and Dr Katherine Morris (Mansfield College) on Fridays, between 2p.m. and 4 p.m., and will take place in the Ryle Room, Radcliffe Humanities.

An annotated reading list is provided at Appendix 1.

Week 1: October 10
Women’s Studies: Eleri Watson

Core texts [*full lecture bibliographies will be provided during the lectures]:
Ros Ballaster. ‘Women’s Studies, Gender Studies, Feminist Studies? Designing and Delivering a Course in Gender at Postgraduate Level’ in Teaching Gender, ed. Alice Ferrebe and Fiona Tolan (2012).
Eleri Watson and Charlotte De Val. ‘“This is education as the practice of freedom”: Twenty Years of Women’s Studies at the University of Oxford’ in Exchanges: The Warwick Research Journal 3.1 http://exchanges.warwick.ac.uk/index.php/exchanges/article/view/81

Week 2: October 17
Simone de Beauvoir: Sex and Gender, Epistemic Injustice: Katherine Morris

Core Texts:

Other relevant texts:

Week 3: October 24
Gender and Post-Colonialism: Jane Hiddleston
Core texts:
Assia Djebar, ‘Women of Algiers in Their Apartment’
Anne McClintock, Aamir Mufti, Ella Shohat (eds), Dangerous Liaisons: Gender, Nations, and Postcolonial Perspectives (Minneapolis: University of Minnesota Press, 1997)
Anne McClintock, ‘The Lay of the Land’, in Imperial Leather
Fatima Mernissi, Beyond the Veil: Male-Female Dynamics in Modern Muslim Society (London: Al Saqu, 1985)
Week 4: October 31

_Feminism ‘and the Body: Phenomenological, Cultural and Political Perspectives_: Katherine Morris

**CORE TEXTS:**

**Feminist appropriations of Merleau-Ponty:**


**Feminist appropriations of Bourdieu:**


**Feminist appropriations of Foucault:**

Sandra Lee Bartky. 1990. ‘Foucault, femininity, and the modernization of patriarchal Power.’ In her _Femininity and Oppression_. 63–82.

Susan Bordo. 1993. “The body and the reproduction of femininity.” In her _Unbearable Weight._

**‘Queer phenomenology’:**


**For further background reading:**


Casey, E. S. (1998), ‘The ghost of embodiment: on bodily habitues’. In Donn Welton (ed.), _Body and Flesh_.


**For more in-depth primary reading:**

Sartre, J.P. _Being and Nothingness_, Part Three Ch. 2 (K. Morris [2008], _Sartre_, ch. 5 may be useful background).

Merleau-Ponty, M. _The Phenomenology of Perception_, Part One (K. Morris [2012], _Starting with Merleau-Ponty_, ch. 3, may be useful background).

Bourdieu, P. _Outline of a Theory of Practice_, Ch. 2.
Week 5: November 7

*Poststructuralism and Feminism: From Docile Bodies to Rhizomatic Politics:* Pelagia Goulimari

**Core texts:**
Judith Butler. 1990. *Gender Trouble* [especially “Conclusion: From Parody to Politics”]
Pelagia Goulimari (2014), *Literary Criticism and Theory: From Plato to Postcolonialism,* chs. 11 and 12.

**Further Reading:**
Rebecca Coleman. 2009. “‘Be(come) Yourself only Better’: Self-Transformation and the Materialisation of Images.” In her *The Becoming of Bodies: Girls, Images, Experience.*
Judith Halberstam. 2005. *In a Queer Time and Place: Transgender Bodies, Subcultural Lives.*
Transgender Studies Reader.

Week 6: November 14
Gender: Contemporary debates in analytic philosophy: Mari Mikkola

Core texts:
Haslanger, Sally 2000, ‘Gender and Race: (What) are They? (What) Do We Want Them To Be?’, Noûs, 34: 31-55.

Other relevant texts:

**Week 7: November 21**
The Postmodernism Debate and the Critique of Identity Politics: Pelagia Goulimari

**Core texts:**
Norma Alarcón, “The Theoretical Subjects of This Bridge Called My Back and Anglo-American Feminism” in The Postmodern Turn: New Perspectives on Social Theory (1994) 140-52.
Seyla Benhabib, Judith Butler, Drucilla Cornell and Nancy Fraser, Feminist Contentions (1995).
Pelagia Goulimari, Literary Criticism and Theory: From Plato to Postcolonialism (2014), ch. 9 and ch. 12.
Week 8: November 28

*The Straight Mind/The Queer Body* : Jeri Johnson

**Core texts:**


David Eng, 'Transnational Adoption and Queer Diasporas,' *Social Text* 21.3 (2003)

Judith Halberstam, 'Masculinity Without Men', in *Female Masculinity* (1998)


José Esteban Muñoz, Introduction, *Disidentifications*


The Feminist Theory follow-up seminar, at which attendance is compulsory, will be convened by Dr Pelagia Goulimari (English Faculty) and Dr Katherine Morris (Mansfield College) on Fridays, between 2 p.m. and 4 p.m., and will take place in the Ryle Room, Radcliffe Humanities [except for Week 8, when it will take place in the Colin Matthew Room, Radcliffe Humanities].

AIMS AND OBJECTIVES OF THE SEMINAR:
Aims (longer term and more conceptual):
• to identify key questions and moments in the history of modern feminist theory
• to develop collective and individual confidence in understanding and explaining difficult conceptual material verbally and on paper
• to improve an understanding of the interdisciplinarity of women’s studies and the role of theory in that project
Objectives (shorter term and more functional goals)
• to pay close attention to the argument and structure of key texts in or significant to feminist theory based on the shared designated reading carried out by the group
• to respond to the central core lectures provided in feminist theory through seminar discussion
• to support the development of thinking and argument in relation to course requirements (Option essays and dissertation)

ORGANISATION:
This seminar will meet weekly on FRIDAYS at 2 p.m. in the Ryle Room Radcliffe Humanities. In order to be prepared for it you must have attended the theory lectures on Tuesdays at 2 p.m. in Examination Schools and have read the designated reading for those lectures. The lectures are open to all members of the University but the seminar is only open to those enrolled on the Women’s Studies master’s programme this year. Attendance is compulsory – you must inform the seminar convenors (by email) in good time if you cannot attend and provide your reason. Failure to provide satisfactory reasons and/or repeated or unexplained absence will be followed up through contact with the standing committee and/or your college. The success of the seminar relies on the full and active participation of all its members.

The role of the seminar convenors is to facilitate discussion and share their expertise. We have annotated the reading list to highlight the texts on which we think discussion might most profitably focus. There is a lot of reading for this course but we have selected the works we consider most significant or those that will benefit from more discussion (often because they are more conceptually challenging).

Seminars will usually take the form of a) reviewing of the week’s lecture addressing questions, queries, understanding and b) two presentations by MSt students relating to one or more works on the lecture reading list identified as key by the seminar convenors (asterisked texts in bold on your annotated lecture list below). You should expect to sign up for one seminar presentation.
Approaches to Feminist Research Seminars

These 90 minute classes will take place on Tuesdays, between 11.00 a.m. and 12.30 p.m. in Wadham College (LSK Seminar Room A, staircase 4)
Convenors: Dr Jane Garnett and Dr Sarah Crook

Description
This element of the M.St course aims to develop your understanding of the research process, to familiarize you with key feminist concepts and questions about research methodology, and to introduce you to a range of the approaches and resources used by feminist researchers in the humanities.

One purpose this seminar serves is preparing students to undertake their own research for the M.St dissertation—providing a general foundation for the more detailed and specialized work done by individual students with their assigned dissertation supervisors. But it also has a more general purpose, namely helping you to understand and critically evaluate the research literature you will be reading for all parts of the M.St course.

Teaching
‘Approaches to Feminist Research’ is taught in the first (Michaelmas) term. There will be eight weekly seminars lasting 90 minutes each. Preparatory reading will be set in most weeks: it is expected that all students will complete this reading in advance of the session so that they can participate fully in discussion of the questions it raises. Most sessions will include a practical task, to be done either before the session or in class in small groups.

Assessment
This element of the course is not formally assessed: you must complete the written assignment satisfactorily, and you will receive formative feedback on it, but it will not be given a mark and will not count towards the final degree result (rather it will feed into the work you do for your dissertation, where your ability to select an appropriate approach and apply it effectively to your chosen research topic will be among the formal assessment criteria).

The assignment is to write a proposal for your dissertation, which systematically addresses the issues raised by the Approaches to Feminist Research course in relation to your own dissertation topic. You should consider the choice of a question and how that question relates to ongoing debates in women’s studies; the selection of an approach or approaches to the question; any ethical questions that approach raises and how they will be dealt with; the availability of primary sources (if relevant) and what issues need to be considered when using them; and you should include an indicative bibliography listing a selection of what you consider to be the most important secondary sources which a dissertation on your chosen topic should review and discuss. The deadline for submitting this work is Friday of 0th week in Hilary Term (i.e. 12th January 2018).
A note on reading
You are expected to have done the preparatory reading listed for each weekly seminar. Copies of the reading will not be supplied where it can be accessed online. Where it cannot be accessed online and there is a limited supply of library copies, readings will either be circulated to you in photocopy form or uploaded to WebLearn.

Weekly seminar programme

Week 1: 10 October
Introduction: what is feminist research? (Jane Garnett and Sarah Crook)

This session considers what research is in general terms, and more specifically what is distinctive about feminist research. This will be a wide-ranging, exploratory discussion.

Readings:

Week 2: 17 October
Finding and assessing information (Helen Scott, Bodleian Library)
** Note that this session will be held in the IT training room of the English Faculty Library, Manor Road.**

This session considers some of the information resources that are most useful to feminist researchers in the humanities, and how to use them effectively.

Week 3: 24 October
History: periodisation and canonicity (Jane Garnett)

This session offers a hands-on focus on a particular historical project which has raised complex issues of gender: the Oxford Dictionary of National Biography, published in hardback in 2004, and available online (and continuously updated since then) on http://www.oxforddnb.com/ (via OxLip within Oxford). This collective biography is a re-working of a late-Victorian project, which was in turn supplemented at intervals throughout the twentieth century. Examination of the treatment of female subjects and of gender at different points – including analysis of principles of inclusion and styles of writing – provides a way into wider reflection on historiography, periodisation and the processes of canon formation. There will be scope for seminar members to choose different areas of focus,
depending on their own interests, and to bring these to the collective discussion. Each student should use the search facilities (which permit searching by gender, date range and theme, as well as name) to select one or two entries to analyse specifically for the class.

Readings:
Alison Booth, How to Make it as a Woman: collective biographical history from Victoria to the Present (Chicago, 2004).

Week 4: 31 October
Oral history and ethnographic methodology (Sarah Crook)

Ethnography classically belongs to the discipline of anthropology, but ethnographic approaches are now used in an increasing range of disciplines, and are often thought to be especially well-suited to feminist research. This session will consider what ethnographic methods involve and how they relate to historical inquiry, and to the practice of oral history. It will focus in particular on issues concerning the relationship of researchers to research participants, the status of ‘experience’ in feminist research and the use of narrative as a way of making sense of experience. Students should follow up references to at least one case study and be prepared to relate it to the questions raised by the suggested reading.

Readings:
Week 5: 7 November
Reading texts (Lynn Robson)

Feminist literary scholars develop attentiveness to the inflections that result when theories of gender are applied to texts, whether literary or popular. This session will consider acts of reading and interpretation that reveal the constructedness of texts; the role of the author; the creation of an implied reader, and how women and their ‘voices’ are represented through literary discourses.

Readings:
Joan Kelly, 'Did Women have a Renaissance?', in Joan Kelly (ed), Women, History and Theory: The Essays of Joan Kelly (Chicago & London: University of Chicago Press, 1984), Chapter 2 [this is available via Google Scholar—search on the title]
Phyllis Rackin, 'Misogyny is everywhere' in Dympna Callaghan (ed), A Feminist Companion to Shakespeare (Oxford: Blackwell, 2000). [This is available as an e-book via SOLO]:
http://ezproxy.ouls.ox.ac.uk:2257/subscriber/uid=959/tocnde?id=g9780631208075_chunk_g97806312080755

Week 6: 14 November
Visual Methodologies (Jennifer Johnson and Jane Garnett)

In this session we will examine a number of feminist approaches to visual culture (to include art, photography and film), beginning with a foundational text of feminist visual studies, Laura Mulvey’s ‘Visual Pleasure and Narrative Cinema’. We will explore its status as a feminist manifesto and examine some of the critiques of Mulvey’s arguments. The session will look at a range of women’s visual autobiographies and self-representations, and in preparation for the class students will be asked to work in pairs (or small groups) to prepare brief presentations on one of the following artists and photographers: Cindy Sherman; Jo Spence; Tracey Emin; Claude Cahun; Francesca Woodman; Frieda Kahlo. We will also discuss Agnès Varda’s autobiographical film The Beaches of Agnès, which the class should watch before the session.

Readings:
Laura Mulvey, ‘Visual Pleasure and Narrative Cinema’ (1975) [Available online and in various anthologies, but see especially in Mulvey, Visual and other Pleasures (2nd edn, 2009)), with reflective new intro by Mulvey]
Lucy Bolton, Film and Female Consciousness (London: Palgrave, 2011).

**Viewing:** Agnès Varda, *The Beaches of Agnès/Les plages d’Agnès* (2008) [available in Taylor Institute and Maison Française].

**Week 7: 21 November**
**Doing your own research (Jane Garnett and Sarah Crook)**

This session will focus on students’ own research design and planning. It will also cover what goes into a research proposal.

**Week 8: 30 November**
**Writing (Jane Garnett and Sarah Crook)**

This session will give students the chance to think about the writing process.

**General texts**

*General texts on feminist research methods tend to be orientated towards social science rather than humanities research. However, they can be useful on approaches which are used across a range of academic disciplines, and most include discussions of more general issues such as feminist epistemology, research ethics, political commitment, along with explanations of key terms and concepts (e.g. standpoint theory, postmodernism).*


**History**

Boydston, Jeanne, ‘Gender as a question of historical analysis’, *Gender and History* 20:3 (Oct 2008), 558-83.
Downs, Laura Lee, ‘If “Woman” is just an empty category, then why am I afraid to walk alone at night? Identity politics meets the post-modern subject’, *Comparative Studies in Society and History* (April 1993), 414-37.
Pollock, Griselda. *Differencing the Canon: Feminist Desire and the Writing of Art’s Histories*,
Literature


Discourse analysis


Ethnography and cultural studies


Art, media and popular culture


Pollock, Griselda, *Differencing the Canon* (1999)


McRobbie, Angela, *The Aftermath of Feminism*. London: Sage, 2009 (see also McRobbie’s pages on the Goldsmiths College website where a lot of her earlier work is available)


Film


Detailed description of Option Courses

MICHAELMAS TERM 2018

Women’s Intellectual History c.1850-1950
Course convenor: Jane Garnett (jane.garnett@history.ox.ac.uk)

The course deals with the contributions of women to intellectual life in the social sciences, history (including history of art and economic history), political theory and philosophy, religion and education. It centres on primary material relating to women's creative activity in these spheres; and will link this activity to the context of critical questions about the role of women in particular fields of debate and the ways in which this changed over time. Candidates may specialize within the course either by period or by field.

Women, Medicine and Health in Twentieth Century Britain
Course convenor: Sarah Crook (sarah.crook@new.ox.ac.uk)

This course explores women’s experiences of medicine and healthcare in twentieth century Britain. We will ask both how medical authority acted as an oppressive force and how women subverted and appropriated its power. It explores women’s position as both recipients and providers of healthcare, drawing particular attention to the way that these positions have been shaped by classed, racialised and gendered discourses. Students will be given the opportunity to develop their understanding of areas of historical and historiographical contestation, including, but not limited to, sex, sexuality, reproduction, and psychological wellbeing. This course encourages an engagement with the methodological and conceptual tools used in feminist scholarship in social history and the history of medicine. Students will be encouraged to make use of a range of source materials, such as medical journals and life writing, and to pursue their own interests. Questions that may be raised by this course include: why were British feminists in the 1970s so preoccupied with women’s mental health? What role did women play in abortion reform? How has medicine configured ideas about female sexual dysfunction? How do we write a feminist history of the AIDS crisis of the 1980s?

Women and their Bodies
Course convenor: Katherine Morris (katherine.morris@philosophy.ox.ac.uk)

NB: This option may also run in Hilary Term depending on demand.
MAXIMUM NUMBER OF STUDENTS: 5

This course begins from the premise that bodies are not mere physical or biological objects, but centres of ‘lived experience’, the ‘existential ground of culture’, and sites for the exercise of power. The course offers theoretical tools and perspectives from which to examine a variety of questions and issues related to bodies which many of us encounter in everyday life. The range of questions covered is to some extent flexible according to the interests of participants, but may include: Is the distinction between the sexes entirely biological? (And how many sexes are there?) Are bodily events like menstruation, childbirth
and menopause events to be managed by medics? Do men and women occupy space differently (e.g., do men ‘take up more space’ than women)? (If so, why, and what is the significance of this?) Why do so many women have their bodies surgically altered? (Should feminists be worried by this, and, if so, why?) Why do so many women appear to have such a troubled relationship to food?

**Women’s Fiction in English, 1789 to the Present**

**Course convenor:** Pelagia Goulimari (pelagia.goulimari@ell.ox.ac.uk)

*NB: This option may also run in Hilary Term depending on demand.*

The template and syllabus for this course will be finalized after consultation with the students selecting the Option, in view of their interests. Writers to be studied include: Mary Wollstonecraft, Ann Radcliffe, Jane Austen, Mary Shelley, Elizabeth Gaskell, Harriet Jacobs, the Brontës, George Eliot, Frances E.W. Harper, Kate Chopin, Olive Schreiner, Charlotte Perkins Gilman, Edith Wharton, Willa Cather, Rokeya Sakhatawat Hossain, Virginia Woolf, Katherine Mansfield, Jean Rhys, Zora Neale Hurston, Nella Larsen, Vita Sackville-West, Djuna Barnes, Elizabeth Bowen, Jane Bowles, Doris Lessing, Iris Murdoch, Margaret Laurence, Ursula K. Le Guin, Toni Morrison, Sylvia Plath, Audre Lorde, Bertha Harris, Marge Piercy, Margaret Atwood, Angela Carter, Ama Ata Aidoo, Alice Walker, Octavia Butler, Leslie Feinberg, Jamaica Kincaid, Anne Carson, Chris Kraus, Jean ‘Binta’ Breeze, Lorrie Moore, Jeanette Winterson, Tsitsi Dangarembga, Jackie Kay, Ali Smith, Yvonne Vera, Jhumpa Lahiri, Elif Şafak, Zadie Smith, Chimamanda Ngozi Adichie, Catherynne M. Valente.

Topics include: encounters, dialogue and reciprocal interrogation between women’s fiction, feminist, queer and transgender theory and practice, literary movements, genres and canons, critical and political movements, cultural and political institutions. Crossing boundaries of nation, gender, class, race and sexuality. Alliances, contentions and power inequalities among women. The private, the public, the Outside, Outsiders’ Society, counter-public spaces. Equality and difference. Docility, resistance, (re)construction. She, they, Mx. The body, intentionality, appetite. Sexualities. Abortion, sterility and excessive fertility, motherhood, other-mothering, killing/resurrecting the mother. Narrative lines of flight and dead-ends (narrative flow and interruption). What is “women’s writing”? Metafictional self-theorizing in women’s fiction, figuring the woman artist, (re)construction of female ancestors, intertextuality and resignification of the canon, orality, literacy and oraliteracy, mythobiography, addressing women, interactive narration. Cross-genre experiments and multi-modality.

**The Second Wave**

**Course Convenor:** Debbie Cameron deborah.cameron@worc.ox.ac.uk

This option will examine aspects of the theory, practice, political activism and cultural production of the so-called ‘second wave’ of Anglo-American feminism* which began in the late 1960s in the USA (in the UK it is usually dated from 1970) and continued through the 1970s into the 1980s. A range of methods and source materials will be used to examine second wave feminism and interrogate today’s received wisdom—both feminist and non-feminist—about it. As well as looking at its origins, its development over time and the
different political currents within it (noting that certain terms, e.g. ‘radical feminism’, did not mean exactly what they are often taken to mean now), we will ask what was distinctive about it and what it has contributed to today’s feminist thought and activism. We will also consider the strengths and limitations of the ‘wave’ model itself.

Reading for the option will be a mixture of primary texts from the period (including fiction, personal memoir and journalism as well as theoretical and political writing) and secondary literature (historical scholarship on the second wave and recent feminist political texts which discuss it critically). We will concentrate on writings from the earlier part of the period (the 1970s), and also on pieces which were influential—and in the case of fiction, popular—among feminists at the time. There will be scope to organize some sessions around the specific interests of class members, and participants will be encouraged to draw on ideas and approaches from different academic disciplines.

*this could be broadened to include other feminist traditions of the period if there is interest from class members, provided that suitable material is available.

**French Feminism and Contemporary French Women’s Writing**

*Course Convenor*: Kate Rees kathryn.rees@queens.ox.ac.uk

This course examines interactions between fiction, film and feminist theory and practice in the French-speaking world in recent decades. Focusing in particular on contemporary writers and filmmakers including Marie Darrieussecq (French novelist), Nina Bouraoui (French Algerian novelist), Virginie Despentes (French novelist, feminist theorist and filmmaker), Nancy Huston (French Canadian novelist) and Céline Sciamma (French screenwriter and filmmaker), the course will consider themes and genres such as transgression and revolt, sexuality and the body, motherhood and the killing of the mother, alliances and antagonism between women, intersectionality, race and class, the interplay between fiction and autobiography. The course will also incorporate discussion of core texts in French feminism, or sexual difference feminism, dating from the 1970s, by writers and theorists including Hélène Cixous, Luce Irigaray and Julia Kristeva, and including the concept of a feminine practice of writing. Particular focus will fall on the way that French women writers of the last couple of decades incorporate/reject/respond to the ideas of these seminal thinkers. The texts and films will be available in English, so a knowledge of French while useful is by no means essential.

**Women in Latin American Cinema**

*Course convenor*: Rachel Randall racheljrondall@gmail.com

This option examines the changing representation of women in Latin American cinema since the second half of the twentieth century, both in mainstream and self-declared feminist films. It includes a focus on the burgeoning number of films portraying girlhood and female adolescence that have recently been produced across the continent. The option will also consider the challenges faced by women film directors in Latin America, and the development of feminist film movements, such as ‘Cine Mujer’ in Colombia. It will facilitate gender-based readings and analyses of the films studied, while also placing these within their socio-political and historical context.
**Postcolonial Perspectives: Race and Gender in Brazil, Mozambique and Portugal**

**Course convenors:** Claudia Pazos Alonso and Claire Williams ([claudia.pazos-alonso@mod-langs.ox.ac.uk](mailto:claudia.pazos-alonso@mod-langs.ox.ac.uk))

**NB:** This option may also run in Hilary Term depending on demand.

This course examines a selection of key women writers from the Portuguese-speaking world from the 1950s onwards. It interrogates the extent to which racial and sexual differences impact on the production, diffusion and consumption of literary texts in an increasingly globalized market. What does it mean to be a black woman writing in a *favela* in mid-20th century Brazil? Or to write as a black African woman post-independence and in the present day? What can the ‘coming of age’ experiences of being white and female in Mozambique during the colonial war reveal about conceptualizations of women and nation from a postcolonial perspective? The case-studies may include Carolina Maria de Jesus and Conceição Evaristo (Brazil), Noemia de Sousa and Lília Momple (Mozambique), Lídia Jorge and Isabela Figueiredo (Portugal), A reading knowledge of Portuguese, while useful, is not essential, as primary and secondary texts are available in English.

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**Nahda: Literature, modernity and institution-building in the Arabic 19th Century**

**Course convenor:** Marilyn Booth

**NB:** this option may not run in 2017-18 unless there is sufficient demand

This option provides an introduction to the *nahda* (as Arab intellectuals were calling it before the end of the 19th century) or ‘awakening’ in Arabic letters and cultural activity. Exploring new styles and genres of writing, but equally looking back to the great classical tradition of Arabic literary expression, intellectuals were articulating visions of indigenous modernity as they grappled with how to read the impact of Europe on their societies. As modes of communication changed radically – trains, telegraphs, the press, independent book publishing, regular postal service, electricity, trams, and telephones became features of Arab urban life in the second half of the 19th century – so did ideas about writerly responsibility, audience composition, media of communication, and literary genre. There was now a sense of *publics* that writers helped to build and to which they responded. Equally, there were new ideas to convey, about nationalism and imperial power, about national economies and subjects’ rights, about gender and social organization, about who should be educated and how.

We focus on a range of prose writings published 1838-1901, in the context that gave rise to them. The focus is not specifically on women or gender but gender arrangements and ideologies were key in *nahda* thinkers’ approaches to modernity. Eight sets of short core texts will be read in Arabic, supplemented by texts read in English translation or in Arabic with an English translation to hand. Background readings will also be assigned. The paper will be taught as a seminar, combining short lectures to contextualize issues, texts and authors, with group work on the Arabic texts and discussion of the literary and political issues they raise. Reading knowledge of Arabic (intermediate level at least) is essential.
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Students must choose an option course by the end of Michaelmas Term and email their choice (first and second) to womens-studies@humanities.ox.ac.uk. They should arrange to meet the option tutor by the end of Michaelmas term to discuss areas of interest, and to receive a reading list. At this meeting, the option tutor will discuss teaching arrangements for Hilary Term.

Certain Hilary Term options recommend advance preparation during Michaelmas Term (see the list below); if you are interested in taking one of these, you need to contact the relevant option tutor before the start of Michaelmas Term.

The Philosophy and Feminism of Simone de Beauvoir
Course convenor: Kate Kirkpatrick (katherine.kirkpatrick@spc.ox.ac.uk)

“One is not born, but rather becomes, a woman.” Simone de Beauvoir’s The Second Sex is a benchmark feminist text. But its philosophical claims – and her other philosophical works – were overshadowed for much of her life for personal and professional reasons. For much of the twentieth century she was seen as derivative of her companion, Jean-Paul Sartre, and her work was given partial and problematic English translations that obscured their original richness.

The recent publication in French and English of Beauvoir’s student diaries and philosophical works has shown Beauvoir’s work in new light. Through a selection of Beauvoir’s philosophical, feminist, and literary works, this course introduces Beauvoir’s philosophical feminism, including the concept of the social Other, and the sex/gender distinction.

Women’s Life Writing and Social and Political Change in Britain and Ireland, 1780 to the present
Course convenor: Christina de Bellaigue (christina.debellaigue@history.ox.ac.uk)

NB: this is an option shared with the Faculty of History. Therefore the deadlines used by the Faculty of History will apply to coursework which will need to be submitted by the end of Week 9 of Hilary Term.

This option will analyse a very broad range of women’s life writing, from diaries to oral history to published memoir. We will investigate the relationship between writing, experience, memory and gender, and explore whether we can conceive of gendered or feminine memory, writing or experience. In the process we will explore women’s participation in some important social and political movements (for example feminism and nationalism) through their life writing, and explore the place of life writing within these movements. Finally, we will examine shifts and continuities in women’s familial and sexual identities, including “girlhood” and life-cycle changes.
**Women, Writing and the First World War**

**Course convenor:** Kate Kennedy ([oclw@wolfson.ox.ac.uk](mailto:oclw@wolfson.ox.ac.uk))

The First World War threw into sharp relief the boundaries between men and women. Men were sent away to fight, apparently on behalf of women. Women were either left behind to wait and mourn, or temporarily able to take men’s places in the workplace. Some made it to the fighting zones and served as nurses. The unprecedented set of experiences and troubling gender confusions thrown up by the war found their way into literature by both sexes. This course will explore women’s responses to the First World War through their writing. It will also look at how combatant men wrote about women in light of the war. Engaging with diaries, novels, poetry, memoir and short stories, it will cover a broad range of literature, focussing on women’s narratives of and from the Front and their responses to the loss of their lovers and siblings. It will examine work by Vera Brittain, Radclyffe Hall, Mary Borden, Winifred Holtby, Rebecca West, Helen Zennor Smith, Katherine Mansfield, Rose Macaulay, Enid Bagnold, Ivor Gurney, Siegfried Sassoon and Cicely Hamilton.

**Gender and Development**

**Course convenor:** Maria Jaschok ([maria.jaschok@qeh.ox.ac.uk](mailto:maria.jaschok@qeh.ox.ac.uk))

**MAXIMUM NUMBER OF STUDENTS:** 10

Please email Dr Jaschok before the start of Michaelmas Term and she will direct you to optional preparatory classes held in Michaelmas Term.

This course is designed to provide students the conceptual tools to understand the links between gender and development at a theoretical as well as policy level. The course will cover theories on gender and development, review a variety of gender and development programmes put in place by government and donor agencies, explore the range and impact of NGOs' women empowerment initiatives, and review critiques of the gender and development debates by third world and Muslim feminists. By the end of the course, students should be able to pursue academic research on these themes or apply this learning to design actual development programmes.

**Women and Medieval Literature**

**Course convenor:** Sophie Marnette ([sophie.marnette@mod-langs.ox.ac.uk](mailto:sophie.marnette@mod-langs.ox.ac.uk))

**MAXIMUM NUMBER OF STUDENTS 5-6**

*It is strongly recommended that students choosing this option have a knowledge of French.*

Although most medieval texts were seemingly written by men and some of them with a fairly misogynistic bias, women were absolutely central to Medieval French Literature. The focus of this course will be twofold. In the first place, it will examine gender issues and women’s status in the work of French medieval women writers (such as Marie de France and Christine de Pizan). In the second place, it will envisage the place of women in male-authored texts, whether as characters, patrons or addressees of lyric poems.
Women in Old Icelandic Literature

Course convenor: Carolyne Larrington (carolyne.larrington@ell.ox.ac.uk)

Please email Dr Larrington before the start of Michaelmas Term: she will direct you to optional preparatory classes held in Michaelmas Term

This course examines the representation of women in Old Icelandic literature, and focuses on the relationship between a variety of female literary figures and what we can deduce from other sources about the lot of women in medieval Iceland. Literary texts include early mythological poetry (in which the function and status of the female deities is obviously of particular interest) skaldic love poetry (which in its cryptic metaphors bridges the gap between the divine and the actual), and the Icelandic sagas themselves, whose naturalistic narratives in many cases purport to record the everyday life of real people in early Icelandic history. All of the texts are available in translation; reading knowledge of Old Norse is therefore not essential. But candidates may if they wish opt to learn enough basic Old Norse to read at least some of the poetry or mythology in the original.

Contemporary Women’s Writing in German

Course convenor: Georgina Paul (georgina.paul@mod-langs.ox.ac.uk)

This course examines the range and varieties of literature written in German by women after 1945. It offers the opportunity to examine issues of identity, sexuality, myth, feminism, tradition, and politics, as well as genre, aesthetic strategy and language within the context of work by important writers of the post-war period. A knowledge of German, while desirable, is not essential, as key primary and secondary texts are available in translation.

Women in Religion: from Parthenon to Vestal Virgin

Course convenor: Sarah Hitch (sarah.hitch@classics.ox.ac.uk)

This course investigates the multifarious and intriguing evidence for women in ancient religions, particularly Ancient Greece and Rome, and the monuments, myths and practices dedicated to and managed by women and/or goddesses, and the nebulous spaces between. Were goddesses on par with gods? Are goddesses in ancient polytheism more likely to be associated with vengeance and human suffering? How are their divine bodies imagined-androgynous, sexual, fertile, barren, virgin? Although priestesses often had very high profile positions at the heart of Ancient Greek and Roman religions, it is nonetheless difficult to construct what they were allowed to do (probably not blood sacrifice, the central act of Greek religion) and the purity regulations concerning their bodies offer fascinating case studies in patriarchal concepts of ‘woman’. Many Greek and Roman myths describe the rape of mortal women by gods and the foundational outcomes of their rape—usually the birth of heroes and sacred spots marking the physical act of birth, but paradoxically birth and its physical processes is considered to defile sacred places. These questions and many others will form a basis of our studies, focusing primarily on Ancient Greek and Roman evidence and current theoretical approaches. The final syllabus will be decided in consultation with students who choose this option, and there is considerable scope to include other ancient
religions and contemporary theories on religion. All the texts are studied in translation and no knowledge of Greek or Latin is required, but students wishing to explore these sources in the original languages are encouraged to do so.

**Women’s Poetry (1700-1830)**

**Course convenor:** Christine Gerrard (christine.gerrard@ell.ox.ac.uk)

This course will explore the rich diversity of verse written by women poets during the eighteenth century and Romantic era. The approach will be thematic and generic, focusing on issues such as manuscript versus print culture, women’s coterie writing, the imitation and contestation of male poetic models, amatory and libertine poetry, public and political verse on issues such as dynastic struggle, revolution and slavery, and representations of domestic and manual labour. Students will be encouraged to explore the work of less familiar female poets and to pursue original lines of research. We will be paying particular attention to the work of Ann Finch, Sarah Fyge Egerton, Mary Collier, Mary Leapor, Lady Mary Wortley Montagu, Martha Fowke, Anna Laetitia Barbauld, Ann Yearsley, Charlotte Smith, Hannah More and Anna Seward.

**Gendered Bodies in Visual Art and Culture**

**Course Convenor:** Maria Luisa Coelho (marialuisa.coelho@gmail.com)

This option examines the representation of the gendered body in contemporary art and visual culture, and will consider a range of visual media, such as advertising, painting and photography. Different kinds of body image and forms of embodiment will be encountered, including work which has a strong bodily resonance but which does not obviously depict the human figure, such as abstract, fragmented or artificial bodies. We will address these different forms of embodiment by engaging with theories produced in several critical contexts, such as feminism, psychoanalysis, semiotics and postcolonialism, and we will discuss concepts such as abjection, performativity, fetishism, spectacle, repression and empowerment in relation to specific examples of bodily representation. The body images we will examine include those where masculinity or femininity is more firmly inscribed, but also others that destabilize conventional gender norms. This option aims to provide an understanding of key concerns in contemporary visual art and culture in relation to questions of identity and politics, sexuality and gender.

**The Feminist Sex Wars- a history?**

**Course convenor:** Charlie Jeffries (charlotte.jeffries@keble.ox.ac.uk)

This course will introduce students to the division in ‘second wave’ feminist organizing over the issue of pornography, and its impact on queer and feminist theory and practice since then, with a focus on the US context. When feminists involved in leftist organizing began to break from their male peers in the late 1970s over their lack of attention to the issues of sexual trauma and pornography, forming anti-pornography groups on both coasts of the US, they expected their activism to resonate with a wide range of women’s organizations. However, for many feminists involved in lesbian BDSM communities, making and watching
porn, and various forms of sex work, such groups chimed too closely to ongoing anti-obscenity and pro-family conservatism for comfort.

This course will introduce the key theoretical texts and historical moments on both sides of the sex wars, from the polemical anti-pornography writings of Catharine MacKinnon and Andrea Dworkin to the pro-sex retorts of Ellen Willis and bell hooks. It will then trace the legacy of these ideas and debates through the late twentieth and early twenty-first centuries, bringing us to our present feminist moment. In what sense can we observe the sex wars of the 1980s as continuing to present day? Do the original categories ‘anti-pornography’ and ‘pro-sex’ still hold true? How have queer, affect, and critical race theories written after this period contended with these debates? Finally, where do present-day feminist activist practices, including safe spaces, no-platforming, and trigger warnings, inherit from both sides of the pornography wars?

**Teaching methods**
The course is taught by a variety of methods: lectures, seminars with peers and senior academics at which students make oral presentations, tutorials/classes and supervisions for which they prepare written work. A close interrelationship between lectures and seminars for the core courses in the first term enables students to build up confidence in reading and debating critically as a group. Both the first and second terms offer the opportunity to work closely with a specialist in a particular field on the Option courses, and to work further on conceptual and writing skills. Individual guidance, both in the Option courses and in dissertation supervision, gives students training and expertise in rigorous scholarly practice. Skill in using research materials is developed through work on the dissertation, where the supervisor provides guidance and bibliographical help, though the student is expected to work independently. The effective use of libraries, essential throughout the course, requires and develops IT skills.
Assessment

Assessment structure
The MSt in Women's Studies is examined on the basis of pre-submitted essays and a dissertation by a Board of Examiners drawn from the five faculties centrally involved in the course (Classics, English, Modern History, Modern Languages and Philosophy). The examiners reserve the right to summon any candidate for a *viva voce* examination. They may award a Distinction for excellence in the whole examination.

The Examination Regulations for MSt in Women’s Studies may be found at: https://www.admin.ox.ac.uk/examregs/2017-18/mosinwomestud/studentview

Students should familiarise themselves with these regulations at an early stage in the year, and be aware of all relevant deadlines.

There are three examined elements to MSt in Women’s Studies:

- Two option essays (up to 7,000 words, and not less than 6,000 words, including footnotes and appendices but excluding bibliography)

- One dissertation (up to 12,000 words, and not less than 10,000 words, including footnotes and appendices but excluding bibliography). The dissertation is double-weighted.

Please see Appendix 2 for the form on which to apply for approval of titles, Appendix 3 on plagiarism, Appendix 4 for guidelines as to presentation, and Appendix 5 for the examination conventions.

Approval of topics

- **Option essays**
  A form detailing the titles and proposed topics for the Michaelmas Term Option essay and Hilary Term Option essay, countersigned by the dissertation supervisor, must be submitted electronically to the Chair of Examiners (c/o womens-studies@humanities.ox.ac.uk) not later than Friday 5th Week of Hilary Term. See Appendix 4 for the form. No subsequent change of topic is permitted.

- **Dissertation**
  Initial discussions about the topic of the short dissertation (of up to 12,000 words, and not less than 10,000 words, including footnotes and appendices but excluding bibliography) should take place in Michaelmas Term. Each student should discuss with Dr Pazos-Alonso or Dr Goulimari the proposed research area, so that they can arrange for a dissertation supervisor to be appointed, by the end of 6th Week of Michaelmas Term at the latest. A form detailing the title and subject of the dissertation, countersigned by the dissertation supervisor, must be submitted electronically to the Chair of Examiners (c/o womens-studies@humanities.ox.ac.uk) not later than Friday 5th Week of Hilary Term. See Appendix 2 for the form. No subsequent change of topic is permitted.
Submission

Michaelmas Option Essay
Three typewritten or printed copies of the written work for the Michaelmas Option course must be delivered in envelopes bearing the words: ‘Option Essay submitted for MSt in Women’s Studies’ to the Examination Schools not later than noon on Friday 8th Week of Hilary Term. Students must also submit three copies of a brief abstract (no more than 300 words) outlining the rationale and the approach of the option essay. The written work must bear on the front the candidate’s examination number but neither his or her name nor the name of his or her college.

The written work must be accompanied by a signed statement by the candidate that it is her/his own work, except where otherwise indicated. This statement should be placed in an envelope and attached by a paperclip to the submitted essays.

Candidates should also submit an electronic copy on WebLearn, https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/graduates/womens_studi and retain a copy for themselves.

Late submission may incur penalties, as will work that exceeds the word limit.

Hilary Option Essay
Three typewritten or printed copies of the written work for the Hilary Option course must be delivered in envelopes bearing the words: ‘Option Essay submitted for MSt in Women’s Studies’ to the Examination Schools not later than noon on Friday 1st Week of Trinity Term. Students must also submit three copies of a brief abstract (no more than 300 words) outlining the rationale and the approach of the option essay. The written work must bear on the front the candidate’s examination number but neither his nor her name nor the name of his or her college.

The written work must be accompanied by a signed statement by the candidate that it is her/his own work, except where otherwise indicated. This statement should be placed in an envelope and attached by a paperclip to the submitted essays.

Candidates should also submit an electronic copy on WebLearn https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/graduates/womens_studi and retain a copy for themselves.

Late submission may incur penalties, as will work that exceeds the word limit.

Dissertation
Three typewritten or printed copies of the Dissertation must be delivered in envelopes bearing the words: ‘Dissertation submitted for MSt in Women’s Studies’ to the Examination Schools not later than noon on Friday 8th Week of Trinity Term. Students must also submit three copies of a brief abstract (no more than 500 words) outlining the rationale and the approach of the dissertation.
The Dissertation must bear on the front the candidate’s examination number but neither his nor her name nor the name of his or her college.

The Dissertation must be accompanied by a signed statement by the candidate that it is her/his own work, except where otherwise indicated. This statement should be placed in an envelope and attached by a paperclip to the submitted essays.

Candidates should also submit an electronic copy on WebLearn https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang/graduates/womens studies as well as retain a copy for themselves.

Late submission may incur penalties, as will work that exceeds the word limit.

Failure to meet deadlines for submitted work
A candidate who fails to submit any of the required three written elements (two option essays and a dissertation) by the dates specified above shall be deemed to have withdrawn from the examination.

Students should pay particular attention to the Hilary Term deadline for approval of topics/subjects. It is their responsibility to consult their supervisors or Option tutors in good time so as to meet the deadline, which is not negotiable.

Examination conventions
Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

The examination conventions for the course are being revised and will be circulated in Michaelmas Term.

Feedback
Opportunities for informal feedback will be provided through discussion with tutors in the small-group teaching environment of the Option courses, interaction with peers (such as feedback on an oral presentation) in the core course seminars, and discussion with peers and the Academic Mentor in the informal weekly sessions that she convenes. You may also meet with your College Advisor to discuss your academic progress, as s/he will have access to your academic tutors’ termly feedback via GSS (see below).

Formative feedback will be provided by tutors on work completed (whether readings prepared, an oral presentation or an essay) during the Option courses; in particular, your Option tutor will give written feedback and a general indication of standard on a draft of the submitted essay, where the draft has been provided in a timely manner (see above). Supervisors will also supply feedback on preparatory work for the Dissertation through oral discussion in supervision meetings and through written feedback on a draft. All your tutors will provide termly written feedback on your progress via the Graduate Supervision System (GSS), an online reporting system (explained in full below).
When students’ submitted work (the two Option essays and the Dissertation) is summatively assessed by the Exam Board for MSt in Women’s Studies, the detailed mark scheme supplied as part of the Examination Conventions in Appendix 5 of this Handbook is used. Every piece of work is double-marked. A feedback sheet, including the examiners’ agreed comments on the marks for the Option essays and Dissertation, is also provided to each candidate after the release of marks. Each year’s Exam Board produces a report, which, together with that year’s External Examiner’s report, is available for students to consult on WebLearn. The report does not identify individual performance, but offers generic feedback on cohort performance and comment on process.

Graduate Supervision System (GSS)

At the end of each term, Dr Pazos-Alonso or Dr Goulimari will submit a report on your academic progress, based on the reports of core course convenors, Option tutors and dissertation supervisor(s), who are required to submit reports on students. To facilitate this reporting, the University operates an online Graduate Supervision System (GSS). Within this system, you have the opportunity to contribute to your termly reports by reviewing and commenting on your own progress.

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to undertake in the future, and on your engagement with the academic community (e.g. seminar/conference attendance).

Dr Pazos-Alonso or Dr Goulimari will review and comment on your academic progress and performance during the current term and assess skills and training needs to be addressed during the next term. Reports will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

When reporting on academic progress, you should review progress during the current term, and measure this progress against the timetable and requirements for your programme of study and briefly describe which subject-specific research skills and more general personal/professional skills you have acquired or developed during the current term. You should include attendance at relevant classes that form part of your programme of study and also include courses, seminars or workshops offered or arranged by faculties in the Humanities Division. Students should also reflect on the skills required to undertake the work they intend to carry out. You should mention any skills you do not already have or you may wish to strengthen through undertaking training.

If you have any complaints about the supervision you are receiving, you should raise this immediately with one of the co-directors, Dr Pazos-Alonso or Dr Goulimari. Do not wait for the end-of-term supervision reporting process.

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be visible to the convenors and to your College Advisor. When the report by one of the convenors is completed, you will be able to view it, as will your College Advisor. College advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your supervisor). It is, however, to Dr Pazos-Alonso or Dr Goulimari, the co-directors of the programme, that you should turn if any problems with the programme need addressing directly.
To access GSS, please visit http://www.gss.ox.ac.uk/ You will be able to log on to the site using your single sign-on details. Full details of how to use the site are provided at the online help centre; however, should you need additional support, please contact your Graduate Studies Administrator in the first instance.

**Good academic practice and avoiding plagiarism**
Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. When you submit a piece of work for assessment, you will be required to sign a certificate confirming that it represents your own unaided work. Further guidance on plagiarism may be found here: www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Properly referencing your sources in written work can not only help you to avoid breaking the University's plagiarism rules, but can also help you to strengthen the arguments you make in your work. The Faculty’s advice on referencing may be found in Appendix 3 below. Further general guidance on referencing may be found here: https://www.ox.ac.uk/students/academic/guidance/skills/referencing

**Entering for University examinations**
The Oxford Students website gives information on the examination entry process and alternative examination arrangements: www.ox.ac.uk/students/academic/exams.

**Sitting your examination**
Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website www.ox.ac.uk/students/academic/exams/guidance.

**External examiners and examiners’ reports**
The External Examiner for the MSt in Women’s Studies is Professor Allaine Cerwonka. Students are strictly prohibited from contacting external examiner directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see page 16 below).

Examiners’ reports may be accessed in the Women’s Studies area of WebLearn.
Skills, learning and development

The programme aims to enable its students to:

- acquire knowledge and understanding of a wide range of theoretical issues raised by Women’s Studies;
- develop the ability to identify, understand and apply critically key concepts and principles in women’s studies;
- reflect on humanities research methodology and ethics, and on the challenges of interdisciplinary work, and to acquire practical research skills which draw creatively on the practice of those academic disciplines relevant to their own interests;
- gain a critical knowledge of the scholarly literature relevant to their particular options and research projects;
- develop skills in written and oral communication, and in the presentation of academic work, displaying sustained argument, independent thought and lucid structure and content;
- pursue further research informed by the approaches and theoretical questions raised by women’s studies, or to apply these theories and approaches to other fields of activity.

Intellectual skills

On completion of the course, students will have:

- acquired intellectual sophistication in handling theoretical and methodological issues;
- proved able to apply conceptual tools and questions suggested by a range of disciplines to their own articular projects in women’s studies;
- gained a grounding in relevant research methods and have written a dissertation, which may constitute a basis for proceeding to a future research degree.

Transferable skills

On completion of the course, students should be able to:

- find information, organise and deploy it, including through the use of libraries and information technology;
- use such information critically and analytically;
- consider and solve complex problems;
- work well independently and in co-operation with others;
- effectively structure and communicate their ideas in a variety of written and oral formats;
- plan and organise the use of time effectively.

Other skills training

You are also encouraged to participate in the researcher development training offered by the Humanities Division, as well as training offered by other University departments; on which further information may be found here: https://weblearn.ox.ac.uk/portal/site/skills.

Additionally, a wide range of general information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing – which may be found on the Oxford Students website; http://www.ox.ac.uk/students/academic/guidance/skills/.
Opportunities to engage in the wider research community

Students are encouraged to benefit from exposure to a variety of forms of scholarship available via research centres and seminars.

- **Feminist Thinking Seminar**
  This research seminar takes place four times per term in Weeks 2, 4, 6, 8, usually on Thursday afternoons. **Students should attend this seminar regularly.** Further details will be released at the beginning of Michaelmas Term.

  **Convenors:**
  Prof Ros Ballaster: ros.ballaster@mansfield.ox.ac.uk
  Dr Pelagia Goulimari: pelagia.goulimari@ell.ox.ac.uk
  Students are very welcome to propose new activities and should approach either co-convenor to discuss their ideas.

- **Women in the Humanities**
  We encourage students to take advantage of other opportunities on offer through the Women in the Humanities research programme [www.torch.ox.ac.uk/womenandhumanities](http://www.torch.ox.ac.uk/womenandhumanities).

- **International Gender Studies Centre**
  A range of events is organised by the International Gender Studies Centre [www.lmh.ox.ac.uk/igs](http://www.lmh.ox.ac.uk/igs).
  Centre Director: maria.jaschok@lmh.ox.ac.uk

**Other lectures and seminars**
Students are encouraged to go to lectures and seminars organised by individual faculties which might help them to frame their immediate or future projects.

Lecture lists for all faculties and departments are available at:
[http://www.ox.ac.uk/students/academic/guidance/lectures](http://www.ox.ac.uk/students/academic/guidance/lectures).

Previous students have, for example, found helpful resources in Philosophy.

**Careers information and advice**
You can obtain advice about all aspects of career matters from the Oxford University Careers Service ([http://www.careers.ox.ac.uk](http://www.careers.ox.ac.uk)). The service makes contact with you during your first year in Oxford, and helps you decide on an appropriate approach. The office also runs a successful internship programme for those looking to get some work experience. You can seek further information, personal guidance, and up-to-the-minute vacancy details by dropping in to 26 Banbury Road. You are urged to draw on the expertise of the Careers Service throughout your time in Oxford, not just immediately before graduation.
Student representation, and evaluation and feedback

Course representation
The MSt in Women's Studies is run by the Steering Committee for Women's Studies, on which members of all five faculties centrally involved in the course are represented. The Committee is chaired by the co-directors. The Committee meets once a term, and a representative of the student cohort is invited to each meeting to offer, at the start of that meeting, an oral report relaying the students’ sources of satisfaction and/or concerns with the course at that point in time, and to discuss these with Committee members. There is no formal process by which the representative is elected; the co-directors delegate this decision to the students themselves and are very happy for the role to rotate across terms and/or for two students to attend the meeting.

The Humanities Division hosts a Graduate Joint Consultative Committee to discuss issues of common interest to students across the Humanities as well as to seek student views on a range of topics relevant to them. Meetings are normally held once per term. Membership will be established at the start of the academic year.

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website, [http://www.ousu.org](http://www.ousu.org).

Opportunities to provide evaluation and feedback
Students on full-time and part-time matriculated courses are surveyed once per year by the university on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at [www.ox.ac.uk/students/life/feedback](http://www.ox.ac.uk/students/life/feedback).

As described above, students can offer feedback during the year via representation at the termly Steering Committee meetings. The feedback is discussed at that meeting and an appropriate response or action determined by the Committee. Students may also offer feedback via their GSS self-reporting, in which case either co-director may get in touch with the student to respond to their concerns or wishes.

At the end of the course, the co-directors convene an open discussion meeting with the cohort and also send out a course evaluation questionnaire. Feedback gathered from both of these is taken to the Steering Committee meeting in Michaelmas Term of the following year for analysis and any appropriate action in response.
Student life and support

Who to contact for help
The co-directors, Dr Pazos-Alonso and Dr Goulimari, are available to assist students in all aspects of their studies, including pastoral support. The Academic Mentor may also offer advice and support.

Each college has its own system of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college.

Colleges have many officers with responsibility for pastoral and welfare support. These include the college Tutor for Graduates, a designated College Advisor for each student, the Chaplain, and the college nurse and doctor. In addition there is peer support from the Middle Common Room (MCR), which elects student officers with special responsibility for welfare. These will liaise with the central Oxford University Students Union.

Both colleges and faculties have appointed Harassment Advisers within a network of such advisers organised centrally.

The University provides support services for disabled students and students with children. There is a central University Counselling Service, and colleges have different college-based welfare structures within which non-professional counselling is provided by student peers or designated tutors.

Financial support is available from central university and college hardship funds. Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website (www.ox.ac.uk/students/welfare), including in relation to mental and physical health and disability.

The University is committed to ensuring that disabled students are not treated less favourably than other students, and to providing reasonable adjustment to provision where disabled students might otherwise be at a substantial disadvantage. For a student who has declared a disability on entry to the University, both the Steering Committee and college will have been informed if any special arrangements have to be made. A student who thinks that adjustments in teaching, learning facilities or assessment may need to be made should raise the matter with the convenors and with their College Advisor. General advice about provision for students with disabilities at Oxford University and how best to ensure that all appropriate bodies are informed, can be found on the University’s Disability Advisory Service website at www.admin.ox.ac.uk/eop/disab.
Complaints and appeals

**Complaints and academic appeals within the Humanities Division**
The University, the Humanities Division and the Steering Committee for the MSt in Women’s Studies all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Nothing in the University’s complaints procedure precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available within colleges, within faculties/departments and from bodies like Student Advice Service provided by OUSU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department’s committees.

**Complaints**
If your concern or complaint relates to teaching or other provision made by the Steering Committee for MSt in Women’s Studies, then you should raise it with the co-Chairs and Directors of Graduate Studies Dr Pelagia Goulimari and Dr Claudia Pazos-Alonso. The officers concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described on the Proctors’ webpage:

- [http://www.proctors.ox.ac.uk/handbook/handbook/11complaintsprocedures/](http://www.proctors.ox.ac.uk/handbook/handbook/11complaintsprocedures/)
- the Student Handbook ([www.admin.ox.ac.uk/proctors/info/pam](http://www.admin.ox.ac.uk/proctors/info/pam))
- the relevant Council regulations ([www.admin.ox.ac.uk/statutes/regulations/247-062.shtml](http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml))

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

**Academic appeals**
An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not
be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college.

For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college may put your appeal directly to the Proctors.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on the Proctors’ webpage:

- www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints
- the Student Handbook (www.admin.ox.ac.uk/proctors/info/pam)
- the relevant Council regulations (www.admin.ox.ac.uk/statutes/regulations/247-062.shtml).

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate’s performance.
- On no account should you contact your examiners or assessors directly.

Student societies
There are over 200 clubs and societies covering a wide variety of interests available for you to join or attend, including clubs and societies for music, sports, dancing, literature, politics, performing arts, media, faiths, national and cultural groups, volunteering and many more. Many of these societies are represented at the OUSU Freshers’ Fair, which is held in Week - 1 before Michaelmas Term at Oxford University Exam Schools. For lists of clubs and societies and for more information visit: http://www.ox.ac.uk/students/life/clubs.

Policies and regulations
The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website: www.ox.ac.uk/students/academic/regulations/a-z.

Facilities
University Card
Your University Card provides you with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some colleges and faculties you will also need the card as a payment card or to enter buildings. The University Card also acts as a form of identity on college or University premises. Cards are issued to you by your college on arrival in Oxford once registration has been completed.
Libraries

Oxford is extremely rich in libraries, and students should use them to the full. The Bodleian Library, which is housed in various buildings in the centre of the city (the Old Bodleian, the Weston Library, the Radcliffe Camera and the Radcliffe Science Library) is a major reference library.

There will be an induction to the Special Collections of the Bodleian Library at 9.15am (for one hour) on Wednesday 12 October (1st Week). Please meet in the Enquiries Area of the Weston Library at 9.00am.

In addition, each faculty and college has a lending library (and reference collection of periodicals). For the theoretical literature relating to women’s studies the Radcliffe Camera and the Philosophy materials in the Lower Reading Room of the Bodleian, together with the lending collections of the Taylor Institution (Modern Languages), the Philosophy, English and Politics libraries will be particularly useful. The Taylor Institution has a special section dedicated to Women’s Studies, which is stocked with materials relevant to the core courses. Colleges vary in their holdings, but most college librarians invite suggestions for book purchases.

IT and email

All users of the University’s computer network should be aware of the University’s rules relating to computer use, which can be found on the website at http://www.it.ox.ac.uk/rules.

Once you have received your University Card and activated your Oxford SSO account, you will be able to find out your email address from IT Service’s registration website: https://register.it.ox.ac.uk/self/user_info?display=mailin. Access to email is available through Nexus webmail (https://owa.nexus.ox.ac.uk/), using a desktop client such as Outlook, Thunderbird or Mac Mail, or using a mobile device such as an iPhone/iPad, Android phone/tablet or Blackberry. For client configuration information see the web pages at http://www.it.ox.ac.uk/welcome/nexus-email. The email system is controlled by Oxford University’s IT Services and problems should be referred to them.

You are encouraged to use your University email address as your main email address and should check your University account regularly. This will be one of the main ways in which supervisors, administrative staff and other members of the University contact you. It is not practicable to keep track of private email addresses for each individual student.

The Graduate Studies Administrator maintains an email list for circulating important information and other announcements to students.

The IT Services Help Centre at 13 Banbury Road provides a single location and point of contact for user support services, including the following:

- access to extensive PC and Macintosh equipment and software, printing, scanning, email, internet access and self-teach materials;
- computer problem solving and advice;
• advice on the use of computers and help in choosing what to buy;
• an online shop.

The Help Centre is available at the following times:
• For phone contact via 01865 (6)12345 (please have your University Card to hand): available 24/7
• For pre-booked appointments: 8:30am to 4:00pm Monday to Friday
• For emailed enquiries: these can be sent at any time and will be processed between 8:30am and 5:00pm

Further information on all these services can be found on the IT Services website: http://help.it.ox.ac.uk/helpcentre/index.
Appendix 1: Feminist Theory Lectures: Annotated Reading List

*Indicates key texts

Week 1: Women’s Studies: Eleri Watson

Core texts:

*Ros Ballaster. ‘Women’s Studies, Gender Studies, Feminist Studies? Designing and Delivering a Course in Gender at Postgraduate Level’ in Teaching Gender, ed. Alice Ferrebe and Fiona Tolan (2012).


Eleri Watson and Charlotte De Val. “‘This is education as the practice of freedom’: Twenty Years of Women’s Studies at the University of Oxford’ in Exchanges: The Warwick Research Journal 3.1 http://exchanges.warwick.ac.uk/index.php/exchanges/article/view/81

Week 2: Simone de Beauvoir: Sex and Gender, Epistemic Injustice: Katherine Morris

Core Texts:


Other relevant texts:


Week 3: Gender and Post-Colonialism: Jane Hiddleston

Core Texts:
*Assia Djebar, ‘Women of Algiers in Their Apartment’
Anne McClintock, Aamir Mufti, Ella Shohat (eds), Dangerous Liaisons: Gender, Nations, and Postcolonial Perspectives (Minneapolis: University of Minnesota Press, 1997)
*Anne McClintock, ‘The Lay of the Land’, in Imperial Leather
Fatima Mernissi, Beyond the Veil: Male-Female Dynamics in Modern Muslim Society (London: Al Saqu, 1985)

Week 4: Feminism and the Body: Phenomenological, Cultural and Political Perspectives: Katherine Morris

CORE TEXTS:
Feminist appropriations of Merleau-Ponty:
Feminist appropriations of Bourdieu:

Feminist appropriations of Foucault:
*Sandra Lee Bartky. 1990. ‘Foucault, femininity, and the modernization of patriarchal Power.’ In her Femininity and Oppression. 63–82.

‘Queer phenomenology’:

For further background reading:

For more in-depth primary reading:
Sartre, J.P. Being and Nothingness, Part Three Ch. 2 (K. Morris [2008], Sartre, ch. 5 may be useful background)
Merleau-Ponty, M. The Phenomenology of Perception, Part One (K. Morris [2012], Starting with Merleau-Ponty, ch. 3, may be useful background)
Bourdieu, P. Outline of a Theory of Practice, Ch. 2.

Week 5: Poststructuralism and Feminism: From Docile Bodies to Rhizomatic Politics: Pelagia Goulimari

Core texts:
*Judith Butler. 1990. Gender Trouble [especially “Conclusion: From Parody to Politics”].
*Pelagia Goulimari. 2014. Literary Criticism and Theory: From Plato to Postcolonialism, chs. 11 and 12.
Further Reading:
Rebecca Coleman. 2009. “(Be(come) Yourself only Better’: Self-Transformation and the Materialisation of Images.” In her The Becoming of Bodies: Girls, Images, Experience.
Joan Scott. 1992. “Experience”. In Feminists Theorize the Political.

Week 6: Gender: Contemporary debates in analytic philosophy: Mari Mikkola

Core texts:
*Haslanger, Sally 2000, ‘Gender and Race: (What) are They? (What) Do We Want Them To Be?’, Noûs, 34: 31-55.
Other relevant texts:

Week 7: The Postmodernism Debate and the Critique of Identity Politics: Pelagia Goulimari

Core texts:
*Norma Alarcón, “The Theoretical Subjects of This Bridge Called My Back and Anglo-American Feminism” in The Postmodern Turn: New Perspectives on Social Theory (1994) 140-52.
Seyla Benhabib, Judith Butler, Drucilla Cornell and Nancy Fraser, Feminist Contentions (1995).


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**Week 8: The Straight Mind/The Queer Body: Jeri Johnson**

**Core Texts:**


Judith Halberstam, 'Masculinity Without Men', in *Female Masculinity* (1998)


*José Esteban Muñoz, Introduction, Disidentifications.*


Appendix 2: Approval of topics for Options, and Dissertation Form

**Students**

Please fill in this form and send it electronically to your supervisor. Your supervisor, on approving it, should forward it to the Graduate Studies Administrator (womens-studies@humanities.ox.ac.uk).

Please give indicative titles and details for your two Option essays and Dissertation. You should include a concise account of how you will treat the subject chosen in the space provided, giving enough detail to allow your dissertation supervisor and examiners to verify the suitability of your topic and methods. Titles may be amended at a later stage without the need for official sanction, so long as the topic remains recognisably similar. Your dissertation supervisor will approve the form and forward it to Silke. Insufficiently detailed forms will be returned. You may expand the file as you see fit (but a single paragraph will do in most cases).

In cases of joint supervision, only the lead supervisor need be consulted.

This form should be sent to the Graduate Studies Administrator by your supervisor by noon on Friday of Week 4 in Hilary Term. It is your responsibility to give your supervisor enough notice for this to be practicable. After you have submitted these details, you and your supervisor/tutor will be informed promptly if clarification or alteration is required.

**Dissertation supervisors**

Please ensure that you are satisfied that the dissertation project is viable and appropriate, and that there is no sign of overlap with the option essays. There is space below for comments if you have any issues to which you would like to draw the examiners’ attention. Once you are satisfied, please insert your name and the date below, and send the form electronically from your email address to womens-studies@humanities.ox.ac.uk).
Name:

College:

Option Essay 1

Indicative Title:

Treatment, including possible methodological approaches:

Option Essay 2

Indicative Title:

Treatment, including possible methodological approaches:

Dissertation

Indicative Title:

Treatment, including possible methodological approaches:

Student Comments:

Date

Any Dissertation Supervisor Comments:

Date

Examiners’ Comments
Appendix 3: Plagiarism

Plagiarism in the research and writing of essays and dissertations

Definition
Plagiarism is the use of material appropriated from another source or sources, passing it off as one’s own work. It may take the form of unacknowledged quotation or substantial paraphrase. Sources of material here include all printed and electronically available publications in English or other languages, or unpublished materials, including theses, written by others.

Plagiarism also includes the citation from secondary sources of primary materials which have not been consulted, and are not properly acknowledged (see examples below).

Why does plagiarism matter?

Plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another’s work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What to avoid

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students’ essays. You must also attribute text or other resources downloaded from web sites.

There are various forms of plagiarism and it is worth clarifying the ways in which it is possible to plagiarise:

- Verbatim quotation without clear acknowledgement
  Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else’s ideas and language.

- Paraphrasing
  Paraphrasing the work of others by altering a few words and changing their order or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author’s overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and
will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

- **Cutting and pasting from the Internet**
  Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- **Collusion**
  This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- **Inaccurate citation**
  It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of book*, discussed in Wilson, E., *Title of book* (London, 2004), p. 189).

- **Failure to acknowledge**
  You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

- **Professional agencies**
  You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

- **Autoplagiarism**
  You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination, unless this is specifically provided for in the special regulations for your course.

*Relating principles of plagiarism to the research and writing of essays and the dissertation on the MSt in Women’s Studies*

- Essays and dissertations will invariably involve the use and discussion of material written by others, with due acknowledgement and with references given. This is standard practice, and can clearly be distinguished from appropriating without acknowledgement,
and presenting as your own material produced by others, which is what constitutes plagiarism. It is possible to proceed in two ways if you wish to present an idea or theory from one of your sources.

- An argument, for example, from Raymond Gillespie’s work on religion in Ireland in the early modern period might be presented by direct quotation as follows: ‘The idea of providence [became] powerfully divisive in early modern Ireland since each confessional group was convinced that it had unique access to the power of God.’

Or, you might paraphrase:

Providence caused conflict in early modern Ireland: each confession claimed particular Divine favour.

If you adopt the latter course, be aware that you should be expressing ideas essentially in your own words and that any paraphrased material should be brief.

When you conduct research for your dissertation, you should always consult the primary materials, as far as possible, rather than depending on secondary sources. The latter will often point you in the direction of original sources, which you must then pursue and analyse independently.

There may, however, be some occasions on which it is impossible to gain direct access to the relevant primary source (if, for example, it is unprinted and located in a foreign or private archive, or has been translated from a language with which you are unfamiliar). In these circumstances, you may cite from the secondary source, with full acknowledgement. This should be in the following form, here in a Welsh-language example:

‘In order to buy this [the Bible] and to be free of oppression, go, sell thy shirt, thou Welshman.’

When choosing your dissertation subject it is important to check that you can gain access to most of the primary materials that you will need, in order to avoid the type of dependence discussed here.

**Guidance for note-taking:**

The best way to ensure that you do not engage in plagiarism of either of the kinds discussed above is to develop good note-taking practices from the beginning. When you take notes from secondary sources always register author, title, place and date of publication and page numbers. Above all, if you think you might wish to quote a sentence or phrase directly, put it in quotation marks from the outset: otherwise make sure the summary language is your own.

When you extract a primary source immediately note both its place or origin and situation within your secondary text. If you have any doubts about how to access the primary material,

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ask for advice at this early stage, not when you come to assemble your ideas prior to writing up the essay or dissertation.

**Penalties:**
The Proctors regard plagiarism as a serious form of cheating for which offenders can expect to receive severe penalties including the return of a mark of zero on the work submitted. Even the lightest penalties for plagiarism will almost certainly have the effect of pulling down the candidates’ overall result. The Examiners will check theses for plagiarism, and will use internet forms of check if it is deemed necessary to do so.
Appendix 4: Guidelines for the presentation of written work

Your work should be lucid and presented in a scholarly manner. Display such evidence as is essential to substantiate your argument. Elaborate it in a manner which is clear, concise, consistent, accurate and complete.

**Styling your work as you write:**
There are several sets of conventions and published guides to explain them. None is obligatory, but some will be more appropriate (and generally used) in particular disciplines. The important point is that you should follow one system throughout all the pieces of work submitted.

The Harvard system largely avoids footnotes by citing references in the text, where they take the form of the author’s surname followed by the date of publication and any page reference within brackets: e.g. (Johnston, 1989: 289). The works referred to are gathered at the end of the piece of work, arranged alphabetically by author, with full bibliographical details.

An alternative system (Chicago) confines references to footnotes, normally using the full author name, title and publication details in the first reference and an abbreviated form of author and title in subsequent references.

Whichever system you adopt, you should choose it early and learn its conventions so well that you automatically apply them consistently.

**The relation of text, notes and appendices:**
The ideal relationship is perhaps best expressed as one of scale. The text is self-evidently your major contribution. The word-limits placed on the essays and dissertation assume a scale appropriate to the topic, the time which you have to work on it, and the importance of writing clearly and succinctly. In writing and revising your work, strive always to make it simpler and shorter without prejudicing the substance of your discussion.

When revising your text, you may find it helpful to relegate as much as you can spare of it to footnotes, until your argument stands clear. Then pare down the footnotes until they serve only to offer essential references, citations of primary evidence, or cautionary qualifications. Sometimes fuller citation of a primary document or a brief summary of a contrary view will be necessary, but footnotes should not be used to develop a subsidiary discussion.

The main function of a footnote is to cite the authority for statements which you make in the text, so that your readers may verify them by reference to your sources. It is crucial that these references are accurate. Try to place footnote or endnote number references at the end of sentences or paragraphs.

Footnotes, placed at the bottom of the page on which the material to which they refer is contained, should be indented as paragraphs with the footnote number (raised as superscript) preceding the note itself, and the second (and subsequent) line(s) of the note.
returning to the left-hand margin. They should also be single-spaced. Most word-processing programmes use this as standard form. The same holds for endnotes.

Appendices offer a convenient way of keeping your text and footnotes clear. If you have hitherto unpublished evidence of primary importance, especially if it is unlikely to be readily accessible to your examiners, it may be helpful to append it. Every case must be argued in terms of the relevance and intrinsic value of the appended matter. If the appendix takes you over the word limit, you must seek formal approval to exceed that word limit well before submission.

Textual apparatus: if you are presenting an edition of a literary work, the textual apparatus, in single spacing, must normally appear at the foot of the page of text to which it refers.

**Quotation in foreign languages:**
Quotations in foreign languages should be given in the text in the original language. Translations into English should be provided in footnotes. If reference is made to a substantive unpublished document in a language other than English, both the document in the original language and a translation should be printed in an appendix.

**Abbreviations:**
These should be used as little as possible in the body of the text. List any which you do use (other than those in general use, such as: cf., ed., e.g., etc., f., ff., i.e., n., p., pp., viz.) at the beginning of the essay (after the table of contents in the case of the dissertation), and then apply them consistently. Adopt a consistent policy on whether or not you underline abbreviations of non-English origin.

Avoid loc. cit. and op. cit. altogether. Reference to a short title of the work is less confusing and more immediately informative. Use ibid. (or idem/eadem), if at all, only for immediately successive references.

**Italic or Roman?**
Be consistent in the forms which you italicise. Use italics for the titles of books, plays, operas, published collections; the names, full or abbreviated, of periodicals; foreign words or short phrases which have not become so common as to be regarded as English.

Use roman for the titles of articles either in periodicals or collections of essays; for poems (unless it is a long narrative poem the title of which should be italicised); and for any titled work which has not been formally published (such as a thesis or dissertation), and place the title within single inverted commas.

For such common abbreviations as cf., e.g., ibid., pp., q.v., etc., use roman type.

**Capitals**
Reserve these for institutions or corporate bodies; denominational or party terms (Anglican, Labour); and collective nouns such as Church and State. But the general rule is to be sparing in their use. The convention in English for capitalisation of titles is that the first, last and any
significant words are capitalised. If citing titles in languages other than English, follow the rules of capitalisation accepted in that language.

Quotations:
In quotation, accuracy is of the essence. Be sure that punctuation follows the original. For quotations in English, follow the spelling (including capitalisation) of the original. Where there is more than one edition, the most authoritative must be cited, rather than a derivative one, unless you propose a strong reason to justify an alternative text.

Short quotations: if you incorporate a quotation of one or two lines into the structure of your own sentence, you should run it on in the text within single quotation marks.

Longer quotations: these, whether prose or verse or dramatic dialogue, should be broken off from the text, indented from the left-hand margin, and printed in single spacing. No quotation marks should be used.

Quotations within quotations: these normally reverse the conventions for quotation marks. If the primary quotation is placed within single quotation marks, the quotation within it is placed within double quotation marks.

Dates and Numbers
Give dates in the form 27 January 1990. Abbreviate months only in references, not in the text.

Give pages and years as spoken: 20-21, 25-6, 68-9, 100-114, 1711-79, 1770-1827, or from 1770 to 1827.

Use numerals for figures over 100, for ages (but sixtieth year), dates, years, lists and statistics, times with a.m. and p.m. (but ten o’clock). Otherwise use words and be consistent.

Write sixteenth century (sixteenth-century if used adjectivally, as in sixteenth-century architecture), not 16th century.

References
Illustrations, tables etc.: The sources of all photographs, tables, maps, graphs etc. which are not your own should be acknowledged on the same page as the item itself. An itemised list of illustrations, tables etc. should also be provided after the contents page at the beginning of a dissertation, and after the title page in the case of an essay.

Books: Precise references, e.g. in footnotes, should be brief but accurate. In Chicago style, give full details for the first reference, and a consistently abbreviated form thereafter. All such reduced or abbreviated titles should either be included in your list of abbreviated forms or should be readily interpretable from the bibliography. Follow the form: Author’s surname; comma; initials or first name (although in footnotes these should precede the surname – e.g. Henry James, W.W. Greg); comma; title (italicised); place of publication; colon; name of publisher; comma; date of publication (all this in parenthesis); comma; volume (in lower-case roman numerals); full stop; number of page or pages on which the reference occurs; full stop.
For example, an entry in the bibliography should be in the form:
Or:

But a reference in a footnote should be in one of the following forms:

*(First time cited)* Either:

*(Subsequent citations)* Either:
Or: See Greg (1927), pp. 43-4.

**Journals**: Follow the form:
Author's surname; comma; initials or first name; title of article (in single quotation marks); comma; title of journal (either full title or standard abbreviation, italicised); volume (in lower-case roman numerals); date (in parenthesis); comma; page number(s); full stop.

For example, an entry in the bibliography should be in this form:
Bennett, H.S., `Fifteenth-Century Secular Prose', *RES* xxi (1945), 257-63.
But a reference in a footnote should be in the form:

*(first citation)*: 
H.S. Bennett, `Fifteenth-Century Secular Prose', *RES* xxi (1945), 257-63.
*(subsequent reference)*:
either: Bennett, `Secular Prose', p. 258.
Or: Bennett (1945), p. 258.

**Plays**: In special cases you may wish to use through line numbering, but in most instances follow the form:
Title (italicised); comma; act (in upper-case roman numerals); full stop; scene (in lower-case roman numerals); full stop; line (arabic numerals); full stop.
E.g. *The Winter’s Tale*, III.iii.3.

**Other works**: Many works, series, as well as books of the Bible, have been abbreviated to common forms which should be used. Serial titles distinct from those of works published in the series may often be abbreviated and left in roman. Follow these examples:
Bede, *Historia ecclesiastica* 2.3, p. 143 (for subsequent references)
Prov. 2:5; Thess. 4:11, 14. (Do not italicise books of the Bible.)
Manuscripts: Both in the text and in the notes the abbreviation MS (plural MSS) is used only when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library followed by either

f. 259r, ff. 259r-260v or fol. 259r, fols. 259r-260v. The forms fo. and fos. (instead of f. or fol.) are also acceptable.

The first reference to a manuscript should give the place-name, the name of the library, and the shelf-mark. Subsequent references should be abbreviated.
e.g. Paris, Bibliothèque Nationale, MS lat. 4117, ff. 108r-145r. Vatican City, Biblioteca Apostolica Vaticana, MS Vat. Lat. 5055, f. 181r.

Bibliography:
A list of works consulted must be provided, usually at the end of the essay or dissertation.

The bibliography should be in alphabetical order by authors’ surnames, or titles of anonymous works, or of works (especially of reference works) usually referred to by title, e.g. Middle English Dictionary, not under Kurath, H. and Kuhn, S., its editors.

It is sometimes helpful, and therefore preferable, to present the bibliography in sections: manuscripts, source material, and secondary writings. You might follow the pattern:
1. Primary
   A. Manuscripts
   B. Printed Works

2. Secondary
   A. Contemporary with the author(s) or work(s), the subject of your dissertation
   B. Later studies

References must be consistently presented, and consistently punctuated, with a full stop at the end of each item listed.

Either capitalise all significant words in the title, or capitalise the first word and only proper nouns in the rest of the title. In capitalising foreign titles follow the general rule for the given language. In Latin titles, capitalise only the first word, proper nouns and proper adjectives. In French titles, capitalise only the first word (or the second if the first is an article) and proper nouns.

Whereas in footnotes, and for series, publishing details may be placed within parentheses, for books in the bibliography the item stands alone and parenthetical forms are not normally used.
Give the author’s surname first, then cite the author’s first name or initials. Place the first line flush to the left-hand margin and all subsequent lines indented.
The publishing statement should normally include the place of publication; colon; publisher’s name; comma; date of publication. When the imprint includes several places and multiple publishers simplify them to the first item in each case.

The conventional English form of the place-name should be given (e.g. Turin, not Torino), including the country or state if there is possible confusion (Cambridge, Mass., unless it is Cambridge in England).

For later editions and reprints, give the original date of publication only, followed by semicolon; repr. and the later publishing details: *Wuthering Heights*. 1847; repr. London: Penguin, 1989.

For monographs in series, omit the series editor’s name and do not italicise the series title. Follow the form:

For edited or translated works, note the distinction in the use of ed. in the following examples:
Charles d’Orléans, *Choix de poésies*, ed. John Fox. Exeter: Exeter University Press, 1973. [In this case the abbreviation means that the work is edited by Fox and does not change when there is more than one editor.]
Friedberg, E., ed., *Corpus iuris canonici*. 2 vols. Leipzig, 1879-81. [Here the abbreviation refers to the editor; the plural is eds.]


**The Form of your Essay or Dissertation on Submission:**

*Paper:* The size of paper should be A4 (210 mm by 297 mm).

*Order of contents:* The usual order of contents for a dissertation is:
Title page
Abstract
Preface, if any, with acknowledgements
Table of contents, listing with titles and page numbers all the sub-divisions of the dissertation
List of figures, tables, photographs, maps, illustrations
List of abbreviations, cue-titles, symbols etc.
The text, divided into chapters, each with a clear descriptive title
Appendices, with descriptive titles
Bibliography
[Index, if relevant]
An essay will usually not have a table of contents, and will not be divided into chapters, but it should have a title page, list of figures, abbreviations etc. and bibliography.
Text layout: To allow secure binding and easy opening, the inner margin must be at least 35 mm wide, preferably 40 mm. To allow for trimming, you should also leave a margin of at least 15 mm on the right hand side and 20 mm top and bottom.

The text must be printed, in double spacing, on one side of each sheet. Indented block quotations, footnotes and endnotes, must be in single spacing. Single spacing should also be used for most tables, documentary material and for entries in the bibliography. Leave the right-hand margin unjustified.

Pagination: Each page should be numbered, preferably at the top right-hand corner, where numbers are most easily seen. Preliminary pages may be numbered in lower-case roman numerals, counting from the title page. The rest should be numbered in arabic numerals. All inserted maps, diagrams or illustrations should be included in this sequence, as should the appendices, bibliography [and index, if relevant].

It may not always be possible or aesthetically desirable to show the page number, but in your numbering you must allow for any page from which it is omitted. It is invariably left off the title page and is not usually shown on the first page of a chapter or on full-page illustrations.

Number of Copies and Form of Binding: You are required at the time of submission to submit three copies of your essay or dissertation; these should be securely bound in either hard or soft covers. You should check that copies produced by photocopying are legible. If you include tables and illustrations which have to be folded and inserted separately, make sure that their fold will not be damaged during binding. Folded sheets should open upwards and to the right. If you include mounted photographs or other illustrations, choose a paper heavy enough to preclude cockling. When mounting them, try to leave room for captions on the same page. If they cannot be given there, they may be printed on the verso of the preceding leaf, facing the illustration.

Title page details: These should include:
- The title of your dissertation or essay as approved
- Your candidate number (available from your Student Self-Service record)
- University of Oxford
- The title of the degree for which you are submitting it
- The term and year of submission
- **DO NOT** give your own name and/or the name of your college

Submission: Candidates are advised to pack copies of the essay or dissertation intended for the examiners into a ‘Jiffy’ bag, or sturdy envelope, which should bear the words ‘Option Essay/Dissertation submitted for the MSt in Women’s Studies’. Each piece of work must be accompanied by a statement signed by the candidate that it is her/his own work except where otherwise stated. This statement should be attached by a paperclip to the essay/dissertation and enclosed in the package. In the case of the dissertation, a copy of the 500-word abstract should also be included in the package. In the case of the Option essays, a copy 250 word abstract should also be included in the package.