SCHOOL OF DIVINITY, HISTORY AND PHILOSOPHY

ACADEMIC SESSION 2018-2019

HI502X: Approaches to Research: Archives and Sources

30 credits: 12 WEEKS

PLEASE NOTE CAREFULLY:
The full set of school regulations and procedures is contained in the Postgraduate Student Handbook which is available online at your MyAberdeen Organisation page. Students are expected to familiarise themselves not only with the contents of this leaflet but also with the contents of the Handbook. Therefore, ignorance of the contents of the Handbook will not excuse the breach of any School regulation or procedure.

You must familiarise yourself with this important information at the earliest opportunity.

COURSE CO-ORDINATOR
Professor Marjory Harper. Telephone 01224 274473.
Email m.harper@abdn.ac.uk

Discipline Administration:
Mrs Barbara McGillivray/Mrs Gillian Brown
50-52 College Bounds
Room CBLG01
01224 272199/272454
glish-ug@abdn.ac.uk
TIMETABLE
The course is delivered 100 per cent online. For details see MyAberdeen

COURSE DESCRIPTION
The course will provide students with an introduction to, overview of, and engagement with the key skills required to conduct research in archival and library collections at graduate level. It will focus on specific issues especially relevant to the University’s Library and Museum Collections, and Aberdeen City and Shire Archives. Students will receive an introduction into the nature of the collections, the way to access online materials relevant to their research, and the principles according to which these archives are structured. It will also address issues relating to overseas archives.

INTENDED AIMS AND LEARNING OUTCOMES
To demonstrate awareness of a variety of archival materials; to display an ability to handle manuscript and printed archival materials; to navigate a variety of cataloguing systems in order to find relevant sources; to appreciate the role of archival research in scholarly work; to understand the ethical issues relating to accessing and using sensitive materials; to be able to undertake some transcription of manuscript material; to be prepared to deploy archival sources in researching and writing a dissertation.

LECTURE/SEMINAR PROGRAMME
Week 1: Sept 10th: Introduction: what is an archive? (1) Local resources
Week 2: Sept 17th: What is an archive? (2) Scotland, the UK and overseas
Week 3: Sept 24th: The museum sector: object-led research
Week 4: Oct 1st: Speaking the word: using oral testimony
Week 5: Oct 8th: The young, the poor and the sick: using education, welfare and health records
Week 6: Oct 15th: Family history research (1): identifying the sources
Week 7: Oct 22nd: Family history research (2): deploying the sources
Week 8: Oct 29th: Reading week
Week 9: Nov 5th: Medieval archives & sources: The Aberdeen Burgh Records
Week 10: Nov 12th: Palaeography
Week 11: Nov 19th: Reading the rural landscape: The Bennachie Landscapes project
Week 12: Nov 26th: Reading the landscape of conflict: Aberdeen at war

SUGGESTED READING
Clanchy, M.T., From Memory to Written Record: England 1066-1307 (Oxford, 1993).
Cook, Michael, Archives and the Computer (London, 1980).
Emmison, Frederick G., Archives and Local History (London, 1974).
Procter, Margaret & Lewis, C.P. (eds), New Directions in Archival Research (Liverpool, 2000).
Sinclair, C., Tracing Scottish Local History. A Guide to Local History Research in the Scottish Record Office
Stewart, Susan, On Longing: Narratives of the Miniature, the Gigantic, the Souvenir, The Collection (Durham, NC, 1993), especially Chapter 4, ‘Objects of Desire’.

**Official Publications**


The University of Nottingham, Manuscripts and Special Collections, ‘Introduction to Using Archives’ [https://www.nottingham.ac.uk/manuscriptsandspecialcollections/researchguidance/usingarchives/introduction.aspx](https://www.nottingham.ac.uk/manuscriptsandspecialcollections/researchguidance/usingarchives/introduction.aspx)

*Key text*

Further reading materials will be suggested for some of the specific weeks in the course. Copyright legislation limits the amount of material that we can make available online. We have made every effort possible to establish copyright of the materials that are provided.

**ASSESSMENT**

1,500-word parish source survey: 40 per cent: Friday, 26th October

3,000-word essay: 60 per cent: Friday, 23rd November

The objective of the parish source survey is to identify and evaluate the significance, specifically for family history research, of a range of sources relating to a Scottish parish of your choice.

The objective of the essay is to address an historical question by analysing material from a specific archive (or archives). The archive(s) which lie at the core of the study may be in Aberdeen, or elsewhere in Scotland, the UK, or overseas.
To view the CGS Descriptors please go to MyAberdeen- Organisations- Divinity, History, & Philosophy Student Information for Postgraduates. The link to the CGS Descriptors is on the left hand menu.

PLEASE NOTE: In order to pass a course on the first attempt, a student must attain a Common Grading Scale (CGS) mark of at least E3 on each element of course assessment. Failure to do so will result in a grade of no greater than CGS E1 for the course as a whole.

If you submit your work on time, you can expect that feedback will normally be provided within three working weeks (excluding vacation periods) of the submission deadline.

**ESSAYS**
(The essay topic will be chosen by the student, in consultation with the course co-ordinator. Essays should be approximately 3,000 words long, including quotations and footnotes. Students should note that they will be penalised for work which is either too long or too short.

**ASSESSMENT DEADLINES**
26th October (parish source survey); 23rd November (essay)

**SUBMISSION ARRANGEMENTS**
Submit a .doc or .docx and include the word count. Submit by the due date.

In advance of uploading, please save the assignment with your student id number listed in the filename, i.e. 59999999 HI502X Essay 1. When asked to enter a title for the assignment, please enter a title identical to the name of your saved assignment, i.e. 59999999 HI502X Essay 1.

Only electronic copies need to be submitted. One copy submitted through Turnitin via MyAberdeen. (for instructions please see http://www.abdn.ac.uk/eLearning/turnitinuk/students/ ).
Students are asked to retain the Turnitin receipt so they are able to provide proof of submission at a later date if required.

Please note: failure to submit by the due date (unless a prior arrangement has been made) will result in a deduction of marks. Where no submission is received, this will result in a mark of zero.

ONLINE DELIVERY: DISCUSSION BOARDS

This course differs from most other courses within the School in that it is delivered 100 per cent online. It therefore involves some different protocols from face-to-face courses.

The discussion board is a tool which supports discussion among students, and between tutors and students. Please use it to communicate with each other, and with your tutors, and to debate questions arising from the course.

The role of the course co-ordinator is to create and manage the discussion forum, but not to dominate it. The discussion board consists of forums, threads and posts. There will be a forum for each week’s topic, and also a forum for FAQs. The operation of discussion boards is explained in more detail in the document ‘Using Discussion Boards’ which can be accessed from the ‘Week 1’ folder.

It is essential to adhere to a clear etiquette when using discussion boards.

1) Read each other’s posts before you contribute to a discussion.
2) Be respectful towards other forum members. Disagree respectfully and recognise they are entitled to have their own perspective.
3) Avoid offensive language. Racist and sexist comments and swearing will be deleted.
4) Avoid sarcasm, since it may be misunderstood or may offend someone in an online environment, as they cannot hear your tone of voice.
5) Do not use all CAPS. This is considered screaming in an online environment.
6) Try to be clear and concise. Very long posts tend to be ignored by the forum members.
7) Give meaningful titles and subject lines, so everyone knows what’s inside the thread you are starting.
8) Stay on topic and do not post irrelevant links or pictures.
9) Avoid abbreviations used in texting, such as ‘LOL’.
10) When using abbreviations (e.g. organisations) explain what they mean, since not everybody may know them.
11) If you refer to external sources, include a citation.