



Spanish Dance Society

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GUIDELINES FOR THE REQUIREMENTS OF THE WRITTEN PAPERS FOR INSTRUCTOR DE BAILE (1) AND (2) AND PROFESOR DE BAILE DIPLOMA

The papers should be **emailed** to the Executive Administrator. The presentation of the work will be taken into consideration.

1. **FRONT PAGE:** The candidate's name, address, email address and date should be on the first page.
2. **QUESTION PAPER:** The question must appear above each answer.
3. **ANSWERS:**
 - a) Answers must be typed.
 - b) All text should be correctly spaced.
 - c) The pages should be numbered.
 - d) Capital letters, underlined headings, bold type etc are helpful to the examiners.
 - e) Bibliography should be included after each section as well as at the end of the paper.
 - f) Appendices should follow the bibliography (not to include pictures or illustrations).
 - g) Pictures or illustrations can be included and must be correctly referenced. These should be placed in the appendix which must be sent in a **separate** email.
 - h) The candidate is expected to research the answers and avoid making vague comments.
 - i) It is not permissible to 'copy and paste' from the internet or photocopy original works or articles from books, magazines, programmes and present it as your own work.
 - j) The text should be written in the candidate's own words and not in the words of any author unless it is a direct quote.
 - k) Essays (IdB 2 and PdB) should contain sufficient "content" and include the candidate's opinions on the subject in question.
 - l) The content should be coherent and make sense to the reader.
 - m) Whenever asked for a practical example this means you should show how the theory of the topic is aligned to dance in practice.
 - n) The use of grammar, sentence construction, punctuation and spelling should be correct.
 - o) The structure of the answers / essay especially the development and clarity of any arguments or lines of thinking should be carefully considered. Essays should flow.
 - p) Unnecessary repetition should be avoided.
 - q) Text should be correctly referenced if quoting from an article or book (ie detailed description of each individual source).

Example of direct quote

"Spanish Dancing nowadays attracts larger audiences than in pre-war years and its popularity extends far beyond the boundaries of Spain" (Ivanova, 1970).

Example of indirect quote

Ivanova (1970) states that Spanish Dancing has increased in popularity, even in countries outside Spain.

GUIDELINE TO RESEARCH NOTABLY FOR IDB 2 AND PDB

If a choice of subject is given, choose a topic that is manageable to research and write about. Be realistic – can enough information be accessed? Define exactly what is about to be investigated. Do not know the answer to the topic as research is acquiring knowledge, but incorporate your existing knowledge and experience. Choose the topic that really interests you; has relevance to your work and will benefit your students.

It is advisable to explore various sources on a particular area as it will give you different views / information. Be cautious what you write or who you quote – ensure it is a reliable source / person.

Research can be achieved through:

- The knowledge of colleagues and professional community
- Your students
- Interviews / surveys
- Books / encyclopaedias
- Academic journals / magazines
- Press
- Institutional publications
- Programmes
- Live performances / films / videos / DVDs
- Internet

STRUCTURE OF ESSAYS / THESIS

- There should be:
 - (a) An introduction to the topic explaining the purpose of the research
 - (b) Describe how the research was done
 - (c) Present the findings of the research
 - (d) Discuss and analyse the findings of the research
 - (e) Reach conclusions and / or recommendations about the topic

KEY WORDS TO UNDERSTANDING WHAT ELEMENTS ARE EXPECTED IN RESEARCH AND WHAT FACTS SHOULD BE INCLUDED TO CONTRIBUTE TO GOOD ESSAY WRITING

Analyse – taking the subject information and breaking it down into parts in order to examine the interrelationship between them and discover the significance

Compare – examining the subject information and finding another source(s) to investigate the differences or similarities between them

Contrast – examining the subject information and finding another source(s) to investigate the differences between them

Define – stating the exact meaning of the subject in hand (making sense of the word or phrase)

Discuss – considering and presenting the different facts or aspects about the subject / problem / question (debating the evidence) and finding a reasoned conclusion

Evaluate – examining and judging the various viewpoints of the subject / problem / question

Summarise – briefly outlining the main and important information of the subject

Example of a book to help write good essays:

Northledge, A (1997) The Good Study Guide, Milton Keynes, The Open University

PLAGARISM

The Reader's Digest Universal Dictionary (1987) describes plagiarism as follows:

'To steal and use writings and ideas of another as one's own'.

It is vital that you always acknowledge another writer's thoughts, writings, inventions etc by referencing the source. It is recommended to rephrase any information that you wish to use to support a discussion and reference the source carefully. **Any act of plagiarism will result in the paper being disqualified.**

WHAT IS REQUIRED?

A well presented and thoroughly researched paper.

The candidate should request the paper by the closing date as stipulated in the Teachers' Bulletin. Payment must be sent upon request for the paper.

The paper must be marked and passed before the practical examination can take place. Failure to do so will result in an "unclassified" award being recorded.

The candidate will then be required to re-enter and pay for a new paper, which will be sent upon receipt of payment.

A 'Pass' will be awarded upon successful completion of the paper.

An 'Unclassified' result will entail the candidate to re-write the paper. The candidate will be required to contact the UK and European Executive Administrator to apply to re-take the paper and pay the 're-take' published fee.

Email the completed paper to the SDS UK and European Executive Administrator.

The written paper's result is taken into consideration in the final IdB 1 and 2 and PdB result.
Good luck!