香港浸會大學
HONG KONG BAPTIST UNIVERSITY

HIST 4898-9

Honours Project Handbook

2024 ~ 2025

歷史 HISTORY

DEPARTMENT OF HISTORY

CONTENTS

Introduction

Description of HIST 4898-9 in the *University Student Handbook 2023-24*
(http://handbook.ar.hkbu.edu.hk/2023-2024/course/hist4898;
http://handbook.ar.hkbu.edu.hk/2023-2024/course/hist4899)

> **HIST 4898-9   Honours Project   (6, *, *)**
>
> A required project for all History BA (Hons) students. Students will pursue in-depth historical research on a specific topic of interest to the student under the guidance of appointed lecturers from the Department of History. Students are to consult with their advisors regarding the necessary library and archival research, synthesis and writing. The purpose of the project is to integrate the professional skills which have been taught in the preceding three years with specific application to a topic to produce a written report of such a synthesis. This project will be open only to four-year degree route students.

Assessment Scheme

Each Honours Project will be assessed by an Advisor and a Second Reader. The project must be acceptable to both examiners.

The Advisor monitors the progress of the student's project work on a regular basis as it is being performed and the Advisor is strictly responsible for the "process" assessment. The Second Reader will assess the "product" independently.

Both the Advisor and the Second Reader will assess the final project ("product") and will contribute equal weight on the "product".

The assessment will be based on the following general quantitative division:

1. Process   20%
2. Product   80%

The component parts involved in assessment of the product are as follows:

1. Documentation   30%
2. Content and Argument   30%
3. Structure and Presentation 20%

Date of Submission

The deadline is April 25, 2025 (<u>Friday</u>).

Any potential problem which may result in late submission should be reported, as early as possible and at least 48 hours before the deadline, in writing to the Advisor (first-point contact) and the Honours Project coordinators, and copy the Head of Department and the Department Office. Late submission will result in the following penalty scheme:

A student, who submits his/her Honours Project within two working days late (within 48 hours), subjects to a deduction of one-third of his/her overall grade (e.g. A to A-; B+ to B…)

… two to four working days late (48-96 hours), subjects to a deduction of two-thirds of his/her overall grade (e.g. A to B+; B+ to B-…)

… more than four working days late (more than 96 hours), will have his/her Project considered by the relevant panel which will decide the final grade.

General Guidelines for Advisors and Students

Guidelines for Advisors and Second Readers

The Advisors are expected to meet their students regularly, either individually or in the form of small group tutorial and to supervise the progress of the students' projects throughout the period.

The Advisors should leave their students ample scope to demonstrate their ability to work and think independently.

The role of the Advisors is to advise their students:

(a) to narrow their proposed topics to a manageable size,

(b) to develop and clarify their views if necessary,

(c) to search for various library resources,

(d) to search for other appropriate resources to complete their projects, and

(e) to work through their projects at an appropriate pace.

The Advisor will normally be expected to review the introduction, conclusion, and bibliography as well as the organization of content materials of the student project.

The Advisor should **never copy-edit the project** for the student prior to its formal submission because the project should be a true reflection of the student's ability and performance.

The Advisor, however, may read a small portion of the student's draft project for stylistic changes or grammatical corrections. This should be decided by the Advisor on the basis of the nature of the project, but normally would not exceed about ten pages.

The Advisor alone is responsible for the percentage of the grade assigned to continuous assessment.

The Second Reader is not expected to read any portion of the draft project for the student. And in the reading of the project, the Second Reader is expected to mark the project independently rather than reviewing the marks of the Advisor. **The Second Reader is <u>NOT</u> a second advisor**. Students should not approach their Second Reader prior to the submission of the Honours Project.

Guidelines for Students

Each student should:

a) work independently,

b) implement the project plan and monitor its development,

c) report to the Advisor on the progress of the project regularly or as required by your Advisor, and

d) start working on the Honours Project as early as possible.

The deadline for the submission of the project should be strictly observed. Students must provide strong justifications, such as health reasons, if they need to extend the deadline. Requests of late submission will be considered on a case-by-case basis.

Computer-related problems will not be considered adequate reasons for late submission of a project. You should print your project several days in advance so that if any problems arise you still have time to correct them.

If students have encountered any potential problems, their advisor should be their first-point contact. All formal requests that need approval should be addressed to the Honours Project Coordinators and copied to the Head of Department, the Advisor, and the Department Office. The Honours Project Coordinators will make the final decisions.

Remember that the project is your own responsibility. However, it is also the responsibility of the students to approach their advisors to set up meetings. **Do not** expect your advisor to provide you with ideas, topics or sources or to copy-edit your text.

Note that proper acknowledgement of sources of information or ideas is extremely important. You should cite a source when you quote, paraphrase, or summarize another person's original idea. **Any use of reference materials without proper acknowledgement of sources is a serious breach of ethics**. Students are reminded to observe at all times that "dishonesty in completing assignments and examinations, including plagiarism and cheating," "amounts to a breach of the University's Standards of Conduct and would therefore result in disciplinary action," and the up-to-date University assignment regulations. (http://handbook.ar.hkbu.edu.hk/2023-2024/student-life-christian-life/student-life#section-3). Students should also consult the guideline of avoiding plagiarism offered by the Academic Registry (http://ar.hkbu.edu.hk/curr/avoid_plagiarism/).

Student's projects may be archived by the department and made available for viewing in the department upon special requests. However, their grades will not be disclosed.

General Requirements
for the Preparation of the Honours Project

The **length** of the text of the completed project will be 8,000–10,000 words in English or 10,000–15,000 characters in Chinese. In all cases, this excludes notes, bibliography, and appendices. Exceeding the word limit is not entertained and may result in score deduction.

The required font size for projects in both English and Chinese is 12.

There will be only one submission, that of the final product, in order to help assure independence of the students' work and comparability.

As far as practical all projects should be **word-processed** on the computer for easy revision.   Use the best quality paper and printer available.

All projects must be typed on **white A-4 paper**.

All typed projects are to be **double-spaced**.

Margins are to be 3 cm for all the sides. Whether or not the right margin should be justified is decided by the Advisor.

The project will be submitted via Moodle. Please keep track of the updates from the Department.

The **order** of the materials included should be as follows (See samples attached):

    Standard Cover
    Standard Title Page
    Page of Acceptance
    Acknowledgements (if applicable)
    Table of Contents
    Text (to be divided into sections if necessary)
    Endnotes (if used, otherwise footnotes at the bottom of the appropriate pages)
    Appendix (if needed)
    Bibliography

Note that the **title page** is counted but not numbered. If the title requires 2 or more lines, single-space the lines and centre the lines.

    Acknowledgement page is useful if one wishes to acknowledge assistance or support of public bodies such as libraries and government offices, or individuals. However, acknowledgement page is not compulsory. Consult your Advisor if you have any questions as to whether this is applicable to your project.

    Appendix or **Appendices** may be the appropriate place for tables, charts and illustrations, questionnaire data, statistics, and the like if you feel they are too big or disruptive to include in the text. If possible, place each appendix on a new page and number it. If there is only one appendix included in the project, simply put down "Appendix" on the sheet.

<u>General Technical Requirements</u>

The Honours Project is required for all History students.   Students are to consult with their Advisors regarding the necessary library and archival research, synthesis and writing.

The **purpose** of the project is to integrate the professional skills which have been taught in the preceding years with specific application to a topic to produce a written report of such a synthesis.

For papers written in English, the Style Manual to be used is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (9th edition, Chicago: The University of Chicago Press, 2018). You may also consult the online Turabian manual, but make sure that you find the correct and updated version. HKBU Library also provides an online Subject Guide on Citing Sources. Your librarians are always good sources you can look for. *Pinyin* is the preferred system to romanize Chinese characters. Consult your advisor for specifics.

Honours Project written in Chinese should conform to the following technical requirements:

中文論文格式

（一）論文必須橫向打字，正文字數約一萬至一萬五千字，但不包括註釋、書目、附錄等。

（二）論文宜分章分節，並附有目錄。至於章節數碼之使用，可選擇中國數字、阿拉伯數字、羅馬數字、英文字母等，亦可交錯運用，但必須全文劃一，脈絡清楚、章節分明。

（三）標點符號用法可參考《新華字典》所附"常用標點符號用法簡表"。注意書名號用《　》；文章篇名號用〈　〉；引號用"　"、'　'或「　」、『　』均可。每一標點符號佔一格位置。

（四）文中提及之年份，須詳細註明：

（1）　文中如用及古代帝王紀元，須附公曆紀元於後，如：

i)　萬曆十五年（1587）表面上似乎是四海昇平，無事可記，但實際上王朝已走到了它的盡頭。

ii)　嘉慶癸酉（1813）秋，天理教徒林清率眾攻入紫禁城。

（2）　文中首次提及之朝代，須附其起訖，如：

i)　有謂漢代（前206-220）是中國文化之摶成期。

ii)　在中國歷史上，清代（1644-1912）可以說是由傳統過渡至現代的橋樑。

（3）　文中首次提及之人物，須盡可能附其生卒年份，如：

i)　劉基（1311-1375）的政治寓言作品《郁離子》，曾借淳于髡（約前385-前305）的"仰天大笑"而道出為人君者宜重視民生的道理。

ii)　李漁（1611-1680？，一說1610-1680）在他的著作中，是否表達了男女平等的思想，學界的看法並不一致。

（4）　文中首次提及之帝王，除生卒年份外，必須加註姓名及在位年份，如：

i)　明成祖（朱棣，1360-1424；1402-1424在位）一朝宦官之得勢，論者以為與洪武（1368-1398）一朝不無關係。

ii)　鈞弋夫人是漢昭帝（劉弗陵，前94-前74；前87-前74在位）的生母。

（五）文中引用他人著述中之句子時，如篇幅較長或需要博引眾籍以陳述觀點論見，則宜與正文分別排列。至於整段引文之首行是否再移入兩格，如起段般，以及引文是否起訖處加上引號，亦由作者自行決定，但全文必須前後劃一。

（六）註釋必須用中國數字或阿拉伯數字編號，並依照順序排列在正文之後。註號可加上括弧或圓圈。註號應置頂格，與內容之間隔一格。

（七）提及外國人名中譯時須附原名，如其姓名無定譯，則可逕用原名。如：

（1）馬禮遜（Robert Morrison，1782-1834）是基督新教來華傳教的開山祖。

（2）牟復禮（Frederick W. Mote，1922-2005）認為明代南京的壯麗，並不亞於北京。

（3）Henry Serruys（1911-1983）對於蒙古人從事農業的研究，曾被指為是粗疏而前後矛盾的。

（八）註釋可用腳註或文末附註形式。註釋除用以抒發己見、臚列相反意見、補充正文外，主要是用來說明所徵引材料之出處的。交代資料出處時須詳註出版資料，如：

（1）班固：《漢書》（北京：中華書局，1962年），卷30，〈藝文志〉第10，頁1701-1784。

（2）蕭穆（1835-1904）：〈戴憂菴先生事略〉，見氏著：《敬孚類稿》（光緒丙午至丁未〔三十二至三十三年，1906-1907〕刊本），卷10，頁（或葉）6上。

（3）董穀：《碧里雜存》（《叢書集成初編》本；上海：商務印書館，1937年），卷上，〈孫賁〉，頁13。

（4）孫正容：《朱元璋繫年要錄》（杭州：浙江人民出版社，1983年），頁4-7。

（5）任崇岳：〈朱元璋削平群雄統一全國的原因〉，《史學月刊》，1982年5期（1982年9月），頁37-41。

（6）南炳文：〈明代君主專制批判〉，《南開史學》，1980年2期（月份缺），頁25-40。

（7）張國擎：〈"雙卿"其人有無考〉，《蘇州大學學報》（哲學社會科學版），1985年3期（1985年5月），頁86。

（8）孟森（1868-1937）：〈關於劉愛塔事蹟的研究〉，《清史論叢》，2輯（1980年2月），頁215-226。

（9）周質平：〈胡適與馮友蘭〉，《漢學研究》，9卷2期（1991年12月），頁151-182。

（10）覺明（向達，1900-1966）：〈記劉繼莊〉，《大公報》，1935年11月27日，〈圖書副刊〉，116期，3張11版。

（11）余英時：〈清代思想史的一個新解釋〉，載其《歷史與思想》（台北：聯經出版事業公司，1976年），頁122-142。

（12）Richard J. Smith, *China's Cultural Heritage: The Ch'ing Dynasty, 1644-1912* (Colorado: Westview Press, 1983), p. 6.

（13）Harold L. Kahn, "Some Mid-Ch'ing Views of the Monarchy," *Journal of Asian Studies*, vol. 24, no. 2 (February, 1965), pp. 229-243.

（14）James T. C. Liu, "An Early Sung Reformer: FAN Chung-yen," in John K. Fairbank (ed.), *Chinese Thought and Institutions* (Chicago & London: The University of Chicago Press, 1957), pp. 105-131.

（15）Lynn A. Struve, "Uses of History in Traditional Chinese Society: The Southern Ming in Ch'ing Historiography" (unpublished Ph.D. dissertation, University of Michigan, 1974).

（九）引用同一書刊或文章時，可用"同上"或略去已交代之出版資料兩種方式，如：

（1）范曄（398-445）：《後漢書》（北京：中華書局，1965年），卷3，〈肅宗孝章帝紀〉，頁129-130。

（2）同上，頁132。

（3）同上，卷54，〈楊震列傳〉，頁1776。

（4）勞榦：〈秦漢時期的中國文化〉，《大陸雜誌》，4卷3期（1952年2月），頁27-35。

（5）《後漢書》，卷34，〈五行志〉1，〈服妖〉，頁876。

（6）同 [4]，頁32。

（十）論文之末，宜附參考材料目錄。先列書籍，次列論文；首述漢文，後及外文。排列之次序，可依作者姓氏筆劃多寡（外國作者則按姓氏字母順序），或據出版及發表年月先後等為序。電子資料宜列於最後。如參考書目過長，可考慮剪裁成一"徵引材料目錄"，只列出在註釋中曾徵引者。書目臚列格式參看 Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (9th edition, Chicago: The University of Chicago Press, 2018), pp. 139-292 以及美國國會圖書館（Library of Congress）之相關指引。

Appendices

香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY

歷史學

文學士（榮譽）學位課程

BACHELOR OF ARTS (HONS) DEGREE

IN

HISTORY

HONOURS PROJECT
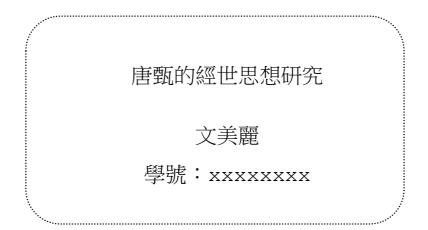
香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY

歷史文學士（榮譽）及個人、社會及人文教學
教育學士（榮譽）學位課程
BACHELOR OF ARTS (HONS) IN HISTORY AND
BACHELOR OF EDUCATION (HONS) IN PERSONAL, SOCIAL
AND HUMANITIES EDUCATION TEACHING

HONOURS PROJECT

唐甄的經世思想研究

文美麗

學號：xxxxxxxx

HIST 4898-9

歷 史 學

文 學 士（榮 譽）學 位 課 程

香 港 浸 會 大 學

二〇二五年四月

清代徽商家庭育兒情況研究

史聰明

學號：xxxxxxxx

HIST 4898-9

歷 史 學 文 學 士 （ 榮 譽 ） 學 位 及

個人、社會及人文教學教育學士（榮譽）學位課程

香 港 浸 會 大 學

二〇二五年四月

A STUDY OF
YUAN MEI'S FEMALE PUPILS

MAN MEI LAI
STUDENT NO.: xxxxxxxx

HIST 4898-9

AN HONOURS PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

BACHELOR OF ARTS (HONOURS)

IN HISTORY

HONG KONG BAPTIST UNIVERSITY

April 2025

A FAMILY OF FIVE:
ON THE GENERAL SIZE OF QIN-HAN FAMILIES

SHI CHUNG MING
STUDENT NO.: xxxxxxxx

HIST 4898-9

AN HONOURS PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

BACHELOR OF ARTS (HONOURS) IN HISTORY AND
BACHELOR OF EDUCATION (HONOURS) IN
PERSONAL, SOCIAL AND HUMANITIES TEACHING

HONG KONG BAPTIST UNIVERSITY

April 2025

香港浸會大學歷史系

　　我們一致通過學生 **XXX** 所呈交的論文〈**XXXXXX**〉作為結業要求的一部分。分數如下：

研究進程： ＿＿＿＿＿＿＿＿＿

論文得分： ＿＿＿＿＿＿＿＿＿

總 成 績： ＿＿＿＿＿＿＿＿＿

（簽名）＿＿＿＿＿＿＿＿＿

指導老師 **XXX** 教授／博士

（簽名）＿＿＿＿＿＿＿＿＿

校內評審委員 **XXX** 教授／博士

日期：＿＿＿＿＿＿＿＿＿

HONG KONG BAPTIST UNIVERSITY

Department of History

We hereby recommend that the Project by Mr./Ms. X X X entitled "X X X X X X X X" be accepted in partial fulfillment of the requirements for the Bachelor of Arts (Honours) Degree in History.

Continuous Assessment: _____

Product Grade: _____

Overall Grade: _____

_____	_____
Prof. / Dr. XXX	Prof. / Dr. XXX
Advisor	Second Reader
Date: _____	Date: _____

HONG KONG BAPTIST UNIVERSITY

Department of History

We hereby recommend that the Project by Mr./Ms. ＸＸＸ entitled "ＸＸＸＸＸＸＸＸ" be accepted in partial fulfillment of the requirements for the Bachelor of Arts (Honours) Degree in History and Bachelor of Education (Honours) in Personal, Social and Humanities Education Teaching.

Continuous Assessment: _____

Product Grade: _____

Overall Grade: _____

_____   _____
Prof. / Dr. XXX   Prof. / Dr. XXX
Advisor   Second Reader

Date: _____   Date: _____

謝　辭

　　本論文承蒙 XXX 老師悉心指導，得以完成，謹此衷心感謝。又撰寫論文期間，曾得下列人士／機構予以協助，本人併此致謝。

一、ＸＸ圖書館

二、ＸＸＸ先生／女士提供寶貴意見

三、ＸＸＸ協助問卷調查

四、ＸＸＸ協助作問卷調查分析

學 生：＿＿＿＿＿＿＿（XXX）

日 期：＿＿＿＿＿＿＿

Acknowledgements

I would like to thank my advisor Prof. / Dr. X X X for guiding me through the entire study.   Thanks are also due to Miss X X X for her assistance in the survey and to Mr. X X X for assisting me in computing works.

<div style="text-align: right;">

_____

Student's signature

Date: _____

</div>