

INSTITUTE OF ENGLISH
UNIVERSITY OF SZCZECIN

BA/MA THESIS STYLESHEET (1.2)

1. General points

The student should follow this stylesheet carefully, paying attention to every detail. If the thesis does not follow the required stylesheet, it will be rejected by the supervisor and the reviewer.

Before printing the final version of the thesis, authors are responsible for checking the following:

- That all works cited in the thesis are listed in the reference section
- That the fonts necessary to print any special characters or phonetic symbols are used
- That no pages are missing
- That all headings and page numbers as given in the contents correspond exactly to those in the thesis
- That the consecutive numbering of all sections, examples, tables, figures, and notes is correct and complete
- That the print quality is even and satisfactory throughout

2. Thesis structure

The thesis should be structured in the following order (the order may be adapted depending on the requirements of the topic of the thesis):

Title page

The author's declarations ("Oświadczenie o samodzielnym napisaniu pracy", "Oświadczenie o udostępnianiu/nieudostępnianiu pracy" – available at <http://wf.usz.edu.pl/dziekanat/poradnikstudenta-ostatniego-roku/>).

Table of contents

List of tables, List of figures, List of abbreviations

Introduction

Thesis Chapters (Each beginning on a separate page)

Conclusion

Bibliography

Appendices

Précis (“Streszczenie”)

3. Thesis layout and font size

- The thesis layout is A4 format; margins: 2.5 cm, with an additional margin for binding 1 cm on the left
- Font for the main text, including the table of contents, lists (of figures, etc.), section headings, examples and references: 12 pt Times New Roman; line spacing 1,5 for the body of the thesis, table of contents, lists (of figures, etc.), examples and references, single spacing for tables, block quotations and footnotes
- Font size for titles of chapters: Times New Roman 16
- Font size for tables and figures (including captions), block quotations and footnotes: Times New Roman 10
- The text should be justified. Please use a hyphenation program or hyphenate manually at the right-hand margin to avoid loose lines
- Avoid leaving the first line of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page
- No headers may be used
- Place the page numbers at the bottom of the page, to the right. Pages are to be numbered consecutively throughout the work, starting with the title page, but without the page number on the title page

4. Thesis title, headings and line spacing

- Do not put a period at the end of a title or heading
- The space between the top margin and the chapter title should be set to 138 points, with a space of 44 points between the title and the main text. The chapter number and title appear in a single centred line, with the number followed by a colon, e.g.

Chapter 1: Identity construction in Computer-Mediated Communication

- Capitalise only the first letter of the first word and of proper nouns and related attribute, e.g., “The capitalisation of titles in English” not “The Capitalisation of Titles in English”. Please also capitalize the first letter of the first word after a colon
- Headings and line spacing should be formatted as follows:

Section headings:

1. First-grade heading 12 pt bold

1.1. Second-grade heading 12 pt bold

1.1.1. Third-grade heading 12 pt bold

- Leave one blank line before all section headings in the thesis
- Leave one blank line before and after examples, lists, block quotations, tables, and figures
- Aim to use no more than three levels of heading. However, if a fourth-grade heading is required, use the same format as for the third-grade heading
- Avoid headings which appear at the bottom of a page and are separated from the text of the following paragraph

5. Paragraphing

- The first paragraph after a heading is not indented
- All other paragraphs begin with a 1,25cm indent
- Do not leave a blank line between paragraphs

6. Orthography

- Both American and British English forms are acceptable, but spelling and punctuation must be consistent throughout

7. Typeface, emphasis, and punctuation

Italics should be used for:

- Words, phrases, and sentences treated as linguistic examples
- Foreign-language expressions
- Titles of books, published documents, newspapers, and journals

Italics may also be used for:

- Drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman. However, please keep the use of italics to a minimum
- Emphasising a word or phrase in a quotation indicating [emphasis mine]

Bold may be used sparingly to draw attention to a particular linguistic feature in numbered examples (not in running text).

Underlining or CAPITAL LETTERS should not be used for emphasis.

Quotation marks:

– Single quotation marks should be used for the translation of non-English words, e.g., *cogito* ‘I think’, or to express lexical meaning

– Double quotation marks should be used in all other cases, i.e., direct quotations in running text

– Use rounded quotation marks (“ . . .”) not "straight" ones

Dashes:

– Spaced EN dashes are used as parenthetical dashes. An EN dash is longer than a hyphen, “word – word”. Do not use double hyphens

– Unspaced EN dashes should be used between inclusive numbers, e.g., 153–159

– Please use EN dashes (not bullets) for lists without numbering

Periods should be placed before superscript note numbers, e.g., . . . word.⁷

Spacing: Type one space (not two) after periods, commas, and colons.

Brackets: Do not use double round brackets: brackets within brackets should be square brackets.

Do not overuse brackets.

8. Abbreviations

– Use only the most common abbreviations

– Periods should be used after abbreviations, but not in acronyms

Common abbreviations: cf. Dr. ed. eds. e.g. et al. etc. i.e. no. trans. vol. vols.

Example acronyms: ELT ICLA USA

– Initials require periods and have a space between them, e.g., Ronald W. Langacker

– Acronyms common in linguistics (NP, V, ACC) may be used in numbered examples, but the terms should be written out in full in the text

– Write out names of theories, titles of books, or names of publishers:

“the Spatialisation of Form Hypothesis”, not “the SFH”; “Oxford University Press”, not “OUP”

9. Examples

– All examples should be given in italics (except when representing phrase/sentence structure). Examples may not be enclosed in quotation marks

– Examples which are not included in the text of a paragraph should be numbered, consecutively throughout the whole thesis, with the number placed in parentheses. Use tabs (not spaces) to align the examples and glosses

- (1) a. *I love My Bloody Valentine. I guess they're indy.* [by Kingmob, 7 Sept. 2006]
 b. *so you like artie monkeys as well, I guess* [by Alena, 18 June 2009]
- (2) *And, of course, Ghost under rocks-ra ra riot.* [by Morsvolta, 26 Nov. 2008]

– References to examples in the text should take the form “see (1a) and (1b)” with both number and letter in brackets

10. Tables, figures, and illustrations

- Font in tables and figures: 10 pt Times New Roman
- Tables and figures should be numbered consecutively throughout your work
- The title of a table is to be placed flush left above the table
- The title of a figure is to be placed flush left below the figure
- Use the full width of the type area in tables and a minimum of two fine horizontal lines (no vertical lines)

An example table:

Table 1. The occurrence of emotion terms excluding *sorry, want, like* (Bednarek 2008: 33) [Note that captions of more than one line should be formatted with a hanging indent, as shown in this example].

Conversation	News reportage	Fiction	Academic discourse
Raw freq/[ppm] ¹	Raw freq/[ppm]	Raw freq/[ppm]	Raw freq/[ppm]
10,370/2,465.5	12,972/4,963.6	54,402/8,133.7	11,444/1,919.8

11. Appendices and footnotes

- Font: 12 pt Times New Roman for an appendix, and 10 pt Times New Roman for footnotes
- Location: an appendix is placed at the end of the thesis before the précis
- The pages of the appendix (appendices) are numbered consecutively
- Appendices are numbered with capital letters and may be given titles. The appendix (appendices) should be included in the Table of contents
- References to appendices should take the format as in: “The relevant data is provided in Appendix A, p. x”
- Use footnotes only, no endnotes

¹ [ppm] means ‘occurrences per million’.

- The purpose of footnotes is to give a comment or additional information to the argument in the main text, and not to provide a citation to a source
- Footnotes appear at the bottom of the page and should be numbered consecutively throughout the thesis
- The text of footnotes should be formatted as Times New Roman size 10, single spaced
- Footnote numbers in the text should be superscript (small raised) numbers² without punctuation or brackets
- The footnote number should directly follow the word in question or a punctuation mark, with no blank space³

12. Bibliography

- Font: 12 pt Times New Roman
- The bibliography section should be divided into primary and secondary sources. Primary sources are in any subject area those which are analysed, e.g. corpora, questionnaires, newspaper articles, novels, poems, short stories. The secondary sources section should contain all works cited and only those
- Details on Harvard referencing style that should be used for linguistic BA/MA theses are available at <http://www.citethisforme.com/harvard-referencing>.
- For BA/MA theses in literature and culture studies use MLA referencing style available at <http://www.easybib.com/guides/citation-guides/mla-format/> and https://library.csun.edu/egarcia/documents/mlacitation_quickguide.pdf.