MA THESIS STYLE SHEET (1.1)

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” – wzory dostępne na stronie Wydziału Filologicznego)
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. Quotations

– Short quotations (fewer than 60 words) should be run on in text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations. E.g.

The problem of identity has been tackled by philosophers: in materialism, identity is viewed as connected to some biological entity whereas in dualism, identity is believed to be “unconstrained by physical continuities” (Garrett 1998: 7).

– Longer quotations should appear as a separate block; indented by 1,25cm left and right; in small print: 10 pt Times/Times New Roman singlespaced. This also applies to lists.

– Example of a formatted block quotation (note that a single line is inserted both before and after the block quotation:

A technologically enabled, postmulticultural vision disengaged from gender, ethnicity, and other problematic constructions. Online users can float free of biological and sociocultural constructions, at least to the degree that their idiosyncratic language usage does not mark them as white black, collage-educated, a high school dropout, and so on (Déry 1995: 2-3).
– All quotations in languages other than English should be followed by their translation in square brackets: [translation mine, XY].

– The translation of a block quotation should be placed following the quotation, beginning flush left on a new line, in the same format as the quotation. The translation should be enclosed within square brackets.

– Omissions are indicated by ellipsis points with rounded brackets.

– When the quoted sentence becomes part of the text, the capitalisation of the first letter of the original sentence should be adapted within square brackets.

– Any insertions by the author are to be enclosed in square brackets: [emphasis mine].

**8. Citations**

– Full bibliographical details are given in the reference section at the end of the thesis.

– Brief citations are used within the text:

  One author: (Bouissac 1985)

  Two authors: (Smith and Jones 1995)

  Three authors: (Uexküll, Geigges, and Host 1993)

  Four or more authors: (Smith et al. 1990: 38)

  (but list all authors in the reference entry)

  Several works by one author: (Bouissac 1987a, 1987b, 1994)

  Several works by different authors: (Bouissac 1985; Deakin 1993)

  No dropped digits in inclusive page numbers: (Hockett 1964: 140–145)

  Volume number: (Balat and Dove 1992, 1: 210)

  Reprints: (Dickens [1854] 1987: 73)

  – The date is always given in brackets: “Bloomfield (1933: 123–125) introduced the term…”;

  “In his (1922) article Sapir argued that . . .”

  – Give page numbers in full: do not use “f.”, “ff.”.

  – Avoid referring to a whole book: give exact page numbers whenever possible.

  – Always give the page numbers for quotations.

  – Always give the full author-date citation: do not use “op. cit.”, “loc. cit.”, or “ibid.”.

**9. 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.

10. **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”.

11. 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 07.08.2006]
b. *so you like artic monkeys as well, i guess* [by Alena 18.06.2009]

(2) *And, of course, Ghost under rocks-ra ra riot.* [by morsvolta 26.11.2008]

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

12. 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].

<table>
<thead>
<tr>
<th>Conversation</th>
<th>News reportage</th>
<th>Fiction</th>
<th>Academic discourse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw freq/[ppm]¹</td>
<td>Raw freq/[ppm]</td>
<td>Raw freq/[ppm]</td>
<td>Raw freq/[ppm]</td>
</tr>
<tr>
<td>10,370/2,465.5</td>
<td>12,972/4,963.6</td>
<td>54,402/8,133.7</td>
<td>11,444/1,919.8</td>
</tr>
</tbody>
</table>

¹ [ppm] means ‘occurrences per million’.
14. Appendices and 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.
- 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) numbers\(^2\) without punctuation or brackets.
- The footnote number should directly follow the word in question or a punctuation mark, with no blank space.\(^3\)

14. 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.
- All works must be listed in alphabetical order. If no author/editor is given then references should be arranged alphabetically by the first word of the title, with the title followed by the date.
- Whenever possible give the full first names of authors and editors.
- Initials require periods and have a space between them, e.g., Ronald W. Langacker.
- When more than one work is given for an author in the same year, they should be listed alphabetically by title and distinguished by small roman letters (a, b, c, etc.). If several entries
are given for the same person in the same year, they should be listed in the following order: authored works, co-authored works, edited works, co-edited works.

– The listing and alphabetization of surnames with particles (such as “van”, “von”, etc.) should be done according to the most frequent usage of a given surname.
– Do not use abbreviations for names of journals, book series, publishers or conferences.
– Do not use “et al.” but list all author/editor names.
– Translate titles in languages other than English. The translation should be placed in square brackets following the italicized original title.

Sample bibliography:

Primary sources:

Secondary sources:


