



**DEPARTAMENT DE FILOLOGIA ANGLESÀ
I DE GERMANÍSTICA**

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STYLE SHEET

Editing a Paper / Project / Assignment/ TFG

1. Content

2. Format

- 2.1 Organisation and sections**
- 2.2 Edition: Basic instructions**
- 2.3 Paragraphs**
- 2.4 Sentences**
- 2.5 Language**

3. Quotations

4. Bibliography

1. Content

Always start with a draft outline and work on it until you have the one you think is the best. Use your own criteria and your own words. *Do not copy without referencing the source.* Remember that *plagiarising* (even just a few words) is a serious offence which will result in your failing the exercise.

Always follow the teacher's instructions. If s/he has set a limit on the number of pages or the number of bibliographical sources to be consulted, do not write more than it is asked for.

Bear in mind that careful editing will not hide a badly researched exercise (paper/project/assignment/TFG) or one that contains concepts or ideas that you have not understood. However, remember that faulty editing is inexcusable and a courtesy towards your reader.

2. Format

2.1 Organisation and sections

Your exercise should always include an introduction (presenting your topic and thesis), a development and a conclusion.

In short works you need not label these sections 'Introduction' etc., but they must be included and they must follow this order. In longer exercises (paper/project/assignment/TFG) you must identify the sections; these must have a subtitle and must be clearly numbered.

You need to clearly define the aims you pursue, that is, you must define the Topic/Object of study (i.e. What do I want to analyse/study/explore?), the Objectives (i.e. What for?) and under what hypothesis/thesis statement (i.e. What's my point of view – according to what other authors/sources have said on the subject?)

In the 'Introduction' you should state what you intend to discuss or analyse in the exercise (= Topic) and present your own point of view (= Thesis statement). Your *development* must be the longest section. If the paper/exercise/project/TFG is research-based 'Method', 'Results' and 'Discussion' sections should be included. Remember that the *conclusion* is for summarizing what you have discussed or for rounding off your points, and not for adding new ideas.

Your sections should be balanced and proportionate, by which we mean that in a ten-page paper, the introduction should not occupy more than 1.5 pages at the very most. The conclusion should be even shorter.

2.2 Edition: Basic instructions

- All exercises must be properly identified: use an attractive title (with an explanatory subtitle), your name, the date and the name of the subject.
- A short essay or assignment need not have a cover or a table of contents. Use covers and TOCs (Tables of contents) only for longer essays (papers/projects/TFG). Please note: An Index is a list of subjects/names referred to in the text, usually found at the end of books. The Table of Contents is a list of the sections of a text, found at the beginning.
- Papers should be printed, with *double spacing* (except for the long quotations, the bibliography and the notes, which are single-spaced). You should preferably use Times New Roman type, size 12 for the text and the Bibliography, Times New Roman 14 for the title, and Times New Roman 11 for long quotations and notes.
- All the pages except the title page (or cover) and the table of contents (if only one page long) should be numbered. If the table of contents is more than one page long it should be numbered with Roman numerals (i, ii, iii...).
- Make sure your exercises contain no blank double-spaces.
- You needn't leave a blank line between paragraphs, they should be always indented
- Notes: You may use footnotes or endnotes; restrict them to giving extra information, do not use them for referencing secondary sources. The following are examples of observations you may want to make in a note:
 - you wish to add other examples of the concept or idea you are discussing.
 - you wish to supply more evidence to support the statement you are making.
 - you wish to draw the reader's attention to other works dealing with a similar concept.
- Notes must always be numbered by superscripts like this¹
- Bibliography: This is the list of the works you quote from, not of every source you have read to prepare your exercise. You may add a second list with the title 'Further reading' if you wish to offer a list of sources read but not used.
- Margins should be left on both sides of each page. Teachers need them for writing comments and corrections. We suggest that you leave 2.5 cms. on both sides and 3 cms. at the top and the bottom.
- Diagrams, tables, graphics, figures and maps must be labelled and numbered. Place a descriptive tag underneath in smaller type (e.g. Table 5. Statistics for literacy in Australia 1905-1925)
- In a linguistics exercise you may need to use examples. These should be referred to by using numbers and should be indented, e.g.

The following sentences show a contrast between English and Catalan:

- (1) Ha trucat en Joan
- (2) * Has called John
- Do not use bullet points (as we do here in this section of these guidelines), unless they are absolutely justified

2.3 Paragraphs

A paper should be written in full, well developed *paragraphs*. The idea dealt with in the paragraph is announced by the initial sentence, called *topic sentence*.

The sentences in a paragraph should be well connected, so take the trouble to develop your ideas and link them up correctly with the help of words and phrases like *however*, *in spite of*, *on the other hand* and *besides*. These connectors should be used sensibly, however, never in excess. If you have doubts about when to use them, we suggest you consult a reliable English grammar.

Please note:

- Avoid short, **one-sentence** paragraphs.
- Do not begin a paragraph (or a sentence) with “and”.
- Paragraphs need to be clearly indented, with the text beginning about 5 spaces inwards from the left-hand margin. Use automated tabs, never spaces.

2.4 Sentences

Remember that every sentence should have a subject and a finite verb and do not forget that English does not allow two independent sentences to be joined by a comma. Instead of *Students often join two separate clauses with a comma, this is incorrect* you should subordinate one independent clause to the other, use a conjunction or place a colon, semi-colon or full stop between the clauses, e.g. *Students often join two separate clauses with a comma, which is incorrect*. Try to vary your structure and avoid unnecessarily long sentences, particularly those with several embedded clauses (often used in Spanish or Catalan).

2.5 Language (register and tone)

The language used in an exercise, long or short, should be formal both in register and tone:

- Avoid informal or colloquial expressions such as “stuff like that”, “anyway”, “gonna”, “a lot of”.
- Also avoid contractions such as “don’t”, “hasn’t” or “won’t”.
- Do not use the phrase “I think” in a paper/assignment/project/TFG unless it is absolutely necessary. Try to find alternative ways of introducing your ideas.
- Be careful of unclear pronoun references.
- Do not rely on the same words all the time (e.g. “important” or “interesting”). Use a Thesaurus (Shift+F7 for Word) to find alternatives
- Take the trouble to find more specific vocabulary and avoid all-purpose words and expressions like “thing”, “the fact” or “idea”.

3. Quotations

Remember that a good scholar always refers to other scholars’ work. However, you should also remember that a large number of quotes and references does not imply that it is automatically a good paper. Include only those quotes and references which you have understood and which are related to what you are discussing.

The quotations in your exercises prove you have engaged in the on-going debate around the topic of your choice. You may use them to include information you yourself cannot know, to support an opinion you present, or even to contradict them.

It is very important to acknowledge another person’s words whenever you use them so as to avoid **plagiarism**.

3.1 Direct quotations

When using a direct quotation –i.e. the author’s exact words– you must consider its length.

- If you quote fewer than 50 words, the quotation must be embedded in your text and placed between inverted commas (“...”), with the same type and spacing:

EXAMPLE A (short quotation embedded in your own text):

There can be no doubt that “Kipling was a historical being as well as a major artist” (Said, 1994: 135).

- If the quotation is longer than 50 words, these should be indented and single-spaced:

EXAMPLE B (long quotation, separated from your own text by one space before and after. Long quotations are indented 1 cms. at the sides and use type size 11; they are introduced by a colon [:]).

We may have to take into account important class factors:

The truth is that the foundations of a British society dominated by the landed classes all collapsed together with and during the Great Depression. Landownership ceased, with some exceptions, to be the basis of great wealth, and became merely a status symbol. Trade and finance maintained their façade. (Hobsbawm, 1969: 202)

In both cases the author’s surname, (+ optional comma) the date of publication of the text (+ colon) and the page number (s) should follow in parentheses.

- If your next reference is to the same source you need only reference author and page:

EXAMPLE C

“The Victorian economy of Britain crashed in ruins between the two world wars” (Hobsbawm: 207)

- If you quote an author, not by direct consultation but because you have found him/her quoted in another source, you should indicate this as in:

EXAMPLE D

“r-pronunciation clearly correlates with social prestige in New Yorkers’ perceptions” (Labov, 1976, cited in Trudgill, 1983: 36)

- You may skip some words in quotations that might be irrelevant to the point you are making. Indicate this with an ellipsis:

EXAMPLE E

We may have to take into account important class factors: “The truth is that the foundations of a British society dominated by the landed classes all collapsed together with and during the Great Depression.) Trade and finance maintained their façade.” (Hobsbawm, 1969: 202)

3.2. Indirect quotations

If instead of using the author’s exact words you are using his/her idea or theory, the reference to the author and his/her book or article should be included in parentheses as follows:

EXAMPLE F

In order to account for the ungrammatical constructions under (11) above, we must refer to the Minimality Condition (Chomsky, 1995)

EXAMPLE G

The following account is based upon Thompson (1974: 7-24)

EXAMPLE H

As Thompson (1974) suggests, Chicano English is characterised by...

3.1 Bibliography

The Bibliography is the list of sources from which you have borrowed direct and indirect quotations and references. The Bibliography must be organised **with the authors' names in alphabetical order**. Each type of source follows particular conventions when included in a Bibliography. These may vary in small details, depending on the style chosen (MLA, Chicago, etc...) This is why it is important to be consistent and use always the same system. In our Department, we ask you to follow these guidelines (Note that in English every word except articles and prepositions in a title begins with a capital letter. Also, please use French-style indentation at 1.25 cms. for text in the Bibliography –an option within ‘Paragraph’ in Word).

BOOKS: Author's surname, Initial or full first name. *Title of Book*. City of publication: Publisher, year of publication.

EXAMPLE I

Noble, David W. *The End of American History*. Minneapolis: University of Minnesota Press, 1985.

CHAPTERS IN COLLECTIVE VOLUMES: Author's surname, Initial or full first name. “Title of Chapter between Quotation Marks”. In + name of editor (s) of book, *Title of the Collective Volume*. City of publication: Publisher, year of publication. Chapter pages.

EXAMPLE J

Crush, Jonathan. “Post-colonialism, De-colonialism, and Geography”. In Anne Godlewska and Neil Smith (eds.), *Geography and Empire*. Oxford: Blackwell, 1994. 333-350.

ARTICLES IN ACADEMIC JOURNALS: Author's surname, Initial or full first name. “Title of Article between Quotation Marks”. *Title of Journal*, number of volume, number of issue, year of publication: (colon) page numbers of article.

EXAMPLE M

Mulvey, Laura. “Visual Pleasure and Narrative Cinema”. *Screen*, 16.3, Autumn 1975: 6-18

ARTICLES IN WEBSITES: Author's surname, Initial or full first name. “Title of Article between Quotation Marks”. *Title of Website*, URL, date of uploading (if available), (date of access)

EXAMPLE N

Berardinelli, James. “Casablanca” (review). *Reelviews*, n.d. (Accessed 21 May 2010)

INTERNET RESOURCES:

*name of website, URL (date of access)

EXAMPLE O

David Perdue's Charles Dickens Page, <http://charlesdickenspage.com/> (Accessed 21 May 2010)

*section in website, name of website, URL (date of access)

EXAMPLE P

The Arts in Victorian Britain, *The Victorian Web*, <http://www.victorianweb.org/art/index.html> (Accessed 21 May 2010)

Please note:

- If you refer to two or more publications by the same author published in the same year, use a letter after the date to organise them: 1983a, 1983b.
- If there are two authors you may use ‘and’ or ‘&’: Smith, James and Laura Parker
- If there are more than two authors the custom is to cite the first one and write *et al* afterwards: Smith, Peter, *et al*.

Before you hand in your exercise take the time to proofread it carefully and make any necessary corrections. Careless typing errors and obvious misspellings will not dispose the reader towards you favourably.