

Last updated: 21 February 2016

STYLE SHEET
Department of English Studies
 College of Foreign Languages and Cultures
 University of Tartu

Layout

Margins

Leave margins of 2.5 cm on all sides. For BA and MA theses, the left-hand margin should be 3 cm. All text should be fully justified.

Font size

Use *Times New Roman* (point size 12) or a similar serif font for the main text. Longer quotations require a smaller font (point size 10) (see *In-text references* below). Size 14 is used for main headings and 13 for sub-headings. Do not employ flashy styles. Never mix fonts.

Font style

Bold can be used for headings, sub-headings and for special emphasis.

Italics can be used for special emphasis but should definitely be employed for book, journal, newspaper and film titles (note that titles of articles are not italicised!). Italics are also used to offset foreign words used in an English sentence (e.g., the sentence contained a *double entendre*) as well as for words, letters and numbers mentioned as themselves (e.g., a large 3 was painted on the door). The latter can also be put in single quotation marks (e.g., the Estonian for 'dog' is 'koer').

Spacing

Use 1.5 spacing for shorter assignments and double spacing for BA and MA theses. Long quotations (four lines and more) must be single spaced (see *In-text references* below).

Indentation

All paragraphs are indented. Do not use block style. Do not leave an empty line between paragraphs.

Chapter headings

Only MA theses have chapters. Shorter works, such as BA theses, may be divided into sub-sections but these do not merit the name of chapters. Place chapter headings at the top of a new page. Subsections, unlike chapters, do not start on a new page but are separated from the preceding section by an empty line.

Major headings should be written in capitals. For subheadings, different font sizes can be employed to indicate their hierarchy. For example:

COORDINATION IN FILM DIALOGUE

Types of Co-ordination in Film Dialogue

Syndetic Co-ordination

If you wish, you can number chapter or section headings in accordance with the hierarchy levels. For example:

3 COORDINATION IN FILM DIALOGUE

3.1 Types of Co-ordination in Film Dialogue

3.1.1 Syndetic Co-ordination

Punctuation and mechanics

Spelling and punctuation have to be checked rigorously. Choose one convention (British or American) and use it consistently throughout the work. Use the spellchecking tools available in computer software. However, make sure you have selected the correct language/variety. Also, keep in mind that spellchecker does not identify all problems.

In most titles, capitalise all words but grammatical words (articles, prepositions, conjunctions). However, titles of articles are increasingly spelled with lower-case letters (with the exception of the first letter, of course), and this is also the convention preferred by the Department.

Abbreviations either coined for your thesis (book titles, e.g., LDOCE for *Longman Dictionary of Contemporary English*) or used within a narrow field (terms, e.g., FTA for face-threatening act, or organisations, e.g., EALTA for the European Association for Language Testing and Assessment) have to be listed after the Abstract and Table of Contents and should be used all through the text. It makes sense to introduce such abbreviations only if the words occur many times (e.g., when you discuss Jane Austen's novels, you could use PP for *Pride and Prejudice*, SS for *Sense and Sensibility*, etc). The first time you use the term or title, it should be written out, followed by the abbreviation in the brackets. Standard abbreviations (e.g., i.e., etc.) should be used sparsely, mainly in brackets, tables and figures.

Numbers from one to ten are conventionally written in words (e.g., The events that happened ten years later; five out of 15 subjects). Figures are acceptable for dates, addresses, percentages (e.g., 55% or 55 per cent or percent), fractions (e.g., 1/2), decimals (e.g., 0.005), scores (e.g., Manchester United – Arsenal 3:2), statistics and other numerical results, exact amounts of money (e.g., five pounds but £5.20), divisions of books and plays (e.g., Act I, Scene 1), pages, identification numbers and the time.

[Square brackets] are used to insert comments by the author (e.g., these masters *rebelled* [italics mine] against the structure). They also have to be used if you have to change something within a quotation to make it more coherent, especially if you are citing a short extract of a longer text (e.g., these days his [Shakespeare's] work is being re-interpreted by interventionist critical agendas).

(Brackets) are reserved for additional information not strictly necessary for understanding the line of reasoning (e.g., *Pincher Martin* (also known as *The Two Deaths of Christopher Martin* in its first American edition) remains one of the central works of William Golding). Parenthetical reference should be used sparingly – you should either expand it into a full sentence or, if the information is of no immediate relevance, place it into footnotes or endnotes.

Double quotation marks are used for short quotations (up to three lines). Single quotation marks are used for quotations within quotations as well as for words, letters and numbers mentioned as themselves (e.g., the Estonian for 'dog' is 'koer') (see also *Font style* under *Layout* above).

Referencing

Academic writing without references does not exist. Every source you use must be referred to in the text at least once and listed in the list of references given at the end of the paper. The section *In-text references* outlines the rules for integrating references to other people's work into your own papers and the section *List of references* prescribes the format of the list of works cited.

The format described is not the only one used for the purposes. Quite often journals have their own house styles. Institutions or organisations have guidelines that have to be

followed when submitting work to them. Therefore other Estonian universities as well as other departments at the University of Tartu may have slightly different requirements from the ones outlined below. Always check with the department the courses of which you are taking whether they have specific formal requirements for written work. The rules given below must be followed when writing papers at the Department of English Language and Literature at the University of Tartu.

In-text references

The format prescribed here gives the relevant information about the work cited in brackets incorporated into the text, not in footnotes or endnotes. Footnotes or endnotes are used to give additional information which is not indispensable for understanding the text.

An in-text reference consists of the surname(s) of the author(s)/editor(s), the date of publication and the page number(s), if necessary, for example, (Quirk et al 1985: 1581). In case there are three or more authors/editors, give the surname of the first author/editor, followed by the abbreviation 'et al'. If the date of publication cannot be established, use the abbreviation 'n. d.' instead.

When the name of the author has been given in the signal phrase, it does not appear in the bracketed reference, for example, As Chomsky (1965:17) states

References to Internet sources follow the same format as those to printed texts, that is, the name of the author (person or institution), date of publication (if available) and, if available, the page number or the number of the paragraph (using the abbreviation 'para.') must be given. You must not list the full location (URL address) of the accessed material in the text (its place is in the list of references).

When the in-text reference is the last item in the sentence, the full stop does not precede the bracketed reference but follows it. For example: One type of abbreviation, acronyms, "are words formed from the initial letters of words that make up a name" (Quirk et al 1985: 1581).

There are three basic ways of using another writer's words and ideas in your own writing: quoting, paraphrasing and summarising.

Quoting means reporting someone else's words verbatim. If you have to add something, put it in [square brackets] (see *Punctuation and mechanics* above). If you need to omit something, use three dots placed between forward slashes (/.../).

Short quotations (up to three lines) are included in the main text and put in quotation marks (e.g., Hockett (1958:163) confesses that "numbers are mnemonically poor labels").

Long quotations (four lines and more) are written as block quotations without quotation marks. Block quotations are single spaced and given in a smaller font size (10). If the quotation consists of more than one sentence, the full stop that completes the final sentence precedes the bracketed reference. For example: The social transformation in Britain in the early 20th century has been memorably described by Virginia Woolf:

All human relations have shifted - those between masters and servants, husbands and wives, parents and children. And when human relations change there is at the same time a change in religion, conduct, politics, and literature. Let us agree to place one of these changes about the year 1910. (Woolf 1984: 270)

You should remember, however, that quotations are used sparingly. In general, paraphrase or summary is preferred. In both cases you use your own words to convey the information/ideas presented by another writer. The difference is that a **paraphrase** is approximately of the same length as the original while a **summary** compresses the original text considerably. Make sure that your text is sufficiently different from the original to avoid the suspicion of plagiarism.

Whether you quote, paraphrase or summarise, integrate the citation into your own writing by using clear signal phrases, which often include the name of the author. The purpose of the signal phrase is to indicate the shift from your point of view/ideas to those of

another writer. Vary the signal phrases in your work for two reasons: 1) it will make your writing livelier, 2) each verb carries a slightly different shade of meaning. References without a signal phrase are rare.

In some referencing systems, Latin abbreviations (*ibid*, *op. cit.* and *loc. cit.*) are used when the same reference appears more than once on a page. However, Latin abbreviations in general are discouraged and as the in-text references of the referencing system suggested here are short anyway, such abbreviations are not really needed.

List of references

All assignments include a list of references. This also applies to papers that indicate sources consulted in footnotes or endnotes. Footnotes and endnotes cannot be substitutes for a list of references.

Sources in the list of references are not numbered. All entries are listed in the ascending alphabetical order by the surname of the author. The surname is followed by the first name of the author, which is written out in full. Editors are treated as authors. For example:

Chomsky, Noam. 1995. *The Minimalist Program*. Cambridge: The MIT Press.

Fairclough, Norman. 1989. *Language and Power*. London and New York: Longman.

Kermode, Frank and John Hollander (eds). 1973. *The Oxford Anthology of English Literature*. Vol. I. New York: Oxford University Press.

Orwell, George. 1946. Politics and the English Language. Available at <http://www.mtholyoke.edu/acad/intrel/orwell46.htm>, accessed April 20, 2007.

The names of the author are followed by the date of publication, which can usually be found in the copyright notice. Note that very often books go through several editions. New edition usually includes changes and you should give the date for the edition you are using and also indicate the number of the edition later in the reference (see *Dictionaries* below for an example). The edition may have several impressions, that is, unchanged re-prints. The number of the impression is not included in the reference. If the date cannot be established, use the abbreviation 'n. d.' instead.

The ascending order should be used for multiple publications by the same individual, that is, the earliest work is listed first. If an author has published multiple works in the same year, the entries should be marked with letters (a, b, etc.) For example:

Chomsky, Noam. 1957. *Syntactic Structures*. The Hague: Mouton.

Chomsky, Noam. 1965a. *Aspects of the Theory of Syntax*. Cambridge: The MIT Press.

Chomsky, Noam. 1965b. *Cartesian Linguistics*. New York: Harper and Row.

Chomsky, Noam. 1995. *The Minimalist Program*. Cambridge: The MIT Press.

Works written by the author alone should be listed before items produced in collaboration with another person.

Book and journal titles are given in italics. Titles of articles in books and journals are given without quotation marks.

All entries should also include the publisher and the place of publication. Follow the information on the title page or the reverse of the title page. If there are two places of publication listed, use both. If more than two places are listed, provide the first one. For the publisher, use the company name on the title page. In the case of large publishing corporations (e.g., Pearson, Taylor & Francis, Palgrave), prefer the more precise branch name to the corporation name (e.g., Longman instead of Pearson Education or Routledge instead of Taylor & Francis).

All entries should be given with a hanging indent, that is, the second line of the entry should be indented.

Sources may be divided into two groups: primary sources and secondary sources.

Primary sources are the ‘raw materials’ of your research (e.g., the literary work, linguistic data or other material that you analyse). Secondary sources are other people’s analyses of the primary sources (e.g., research articles in academic journals and books).

No further subdivisions are made – regardless of the language or type of publication, the sources are listed together. Internet materials are also listed together with books and journal articles.

Basic format of entries (with examples)

Book (by one author):

Surname of the author, First name of the author. Year of publication. *Title of the Book*. Place of publication: Publisher.

Fairclough, Norman. 1989. *Language and Power*. London and New York: Longman.

Book (multiple authors):

Surname of the first author, First name of the first author and First name of the second author Surname of the second author. Year of publication. *Title of the Book*. Place of publication: Publisher.

Booth, Wayne C., Gregory G. Colomb and Joseph M. Williams. 1995. *The Craft of Research*. Chicago and London: The University of Chicago Press.

Edited collection:

Surname of the editor, First name of the editor (ed). Year of publication. *Title of the Collection*. Place of publication: Publisher.

Eschholz, Paul, Alfred Rosa and Virginia Clark (eds). 1994. *Language Awareness*. New York: St. Martin’s Press.

Article in a collection:

Surname of the author, First name of the author. Year of publication. Title of the article. In First name of the editor Surname of the editor (ed). *Title of the Book*, page numbers. Place of publication: Publisher.

Eckert, Penelope. 1998. Gender and sociolinguistic variation. In Jennifer Coates (ed). *Language and Gender. A Reader*, 64-76. Oxford: Blackwell Publishers.

Article in a journal:

Surname of the author, First name of the author. Year of publication. Title of the article. *Name of the Journal*, Volume: Issue, page numbers.

Saraceni, Mario. 2003. The strange case of Dr Blair and Mr Bush: counting their words to solve a mystery. *English Today*, 19: 3, 3-13.

If the journal does not have issue numbers, the month or season should be used.

Article in a newspaper or magazine:

Surname of the author, First name of the author. Year of publication. Title of the article. *Name of the Newspaper*, date, page numbers.

McGuire, Stryker. 2001. Blair vs. the press. *Newsweek*, May 21, 16-20.

Foreign publications:

Titles of texts published in languages other than English should be given in the original language. The translations of the titles should be added in [square brackets] and they do not have to be placed in italics. Otherwise the entry should be formatted as usual.

Saussure, Ferdinand de. 1968. *Cours de linguistique générale* [Course in General Linguistics]. Paris: Payot (First published in 1915).

Translations:

The name of the translator and the publication date of the original text should be included in the entry.

Surname of the author, First name of the author. Year of publication. *Title of the Book*. Trans. by First name and Surname of the translator. Place of publication: Publisher (Original work published in date).

Perelman, Chaim and Lucie Olbrechts-Tyteca. 1969. *The New Rhetoric. A Treatise on Argumentation*. Trans. by John Wilkinson and Purcell Weaver. Notre Dame and London: University of Notre Dame Press (Original work published in 1958).

Encyclopedias and lexicons:

Surname of the lead editor (if given on the cover of the book), First name of the lead editor. Year of publication. Name of article/entry. *Title of the Encyclopedia*. Vol., page numbers. Place of publication: Publisher.

Cook, Guy. 1999. Communicative competence. In Keith Johnson and Helen Johnson (eds). *Encyclopedic Dictionary of Applied Linguistics. A Handbook for Language Teaching*, 62-68. Malden and Oxford: Blackwell.

Dictionaries:

The author should be indicated if his or her name has been given on the title page. If there is no name, the dictionary should be listed by its title.

Longman Dictionary of Contemporary English. 3rd ed. Harlow: Longman.

Veldi, Enn. 2002. *Eesti-inglise sõnaraamat. Estonian-English Dictionary*. Tallinn: Kirjastus "Koolibri".

Anthologies:

The editor should be indicated if there is an editor whose name appears on the title page. If the book is edited by a large board, you do not need to write out the names.

Surname of the editor, First name of the editor (ed). Year of publication. *Title of the Anthology*. Place of publication: Publisher.

Kermode, Frank and John Hollander (eds). 1973. *The Oxford Anthology of English Literature*. Vol. I. New York: Oxford University Press.

Unpublished sources:

Surname of the author, First name of the author. Date. *Title of the Text*. Type of the text. Institution, Place.

Kareva, Doris. 1983. *Human Relations in D. H. Lawrence's Novels*. Unpublished BA thesis. Department of English, University of Tartu, Tartu, Estonia.

Internet sources:

Internet sources have to be cited as all other sources, with the names of the authors and full titles. Instead of the place of publication and the publisher, the exact location has to be given. The only major difference is the fact that the sources are impermanent and therefore the date when the source was accessed has to be added.

Orwell, George. 1946. Politics and the English Language. Available at <http://www.mtholyoke.edu/acad/intrel/orwell46.htm>, accessed April 20, 2007.

Office for National Statistics. 2004. Census 2001. Focus on Wales: Welsh Language. Available at <http://www.statistics.gov.uk/CCI/nugget.asp?ID=447>, accessed April 2007.

Films:

Films should be listed by directors. However, if you are discussing writing, production or camerawork, you should list the film by the writer, producer or cinematographer, as appropriate.

Surname of the director/producer, First name of the director/producer (Position). Year of release. *Title*. [Motion picture]. Country of origin: Studio.

Scorsese, Martin (Director). 2002. *The Gangs of New York* [Motion picture]. United States: Miramax.

TV programmes:

Title of the programme. Year of release, episode or date (if a specific item is discussed). [Television programme]. Country of origin: Studio.

Monty Python's Flying Circus. 1969. [Television programme]. United Kingdom: BBC.

In the case of news programmes, both the date and the exact time are given.

BBC News. 2004, April 20, 6 p.m. United Kingdom: BBC.

Music:

The format depends on the reason why the item is cited. Thus, if you are discussing the music, you should list the composer, if the performance, the performer, if the lyrics, the author of the words.

Composer's surname, First name. Date of copyright. Title of the song [Recorded by artist].

On *Title of the Album* [Medium of recording]. Country of origin: Label.

Purcell, Henry. 1995. Fairest isle [Recorded by Catherine Bott and Paula Chateaufneuf] On

The Glory of Purcell [CD]. United Kingdom: L'Oiseau-Lyre.

Madonna. 1990. Material Girl. On *The Immaculate Collection* [CD]. United States: Warner Brothers.

Personal communications and e-mails are cited in the text (personal communication + date) but are not given in the list of references.