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MA THESES FORMATTING GUIDELINES
Department of English Studies
Institute of Foreign Languages and Cultures
University of Tartu

1. STRUCTURE OF MA THESES

MA theses typically consist of the sections listed below. The titles of the sections that are not always needed are given in brackets.

Title page (see Appendix 1)

The title page contains the following information:

- the name of the department,
- the title of the paper,
- the type of the paper,
- the name of the author,
- the name of the supervisor preceded by her or his shortened title
- the year of submission.

Abstract (see Appendix 2)

- The Abstract should contain the aim of the paper, its structure and a one-to-two sentence summary of each of the constituent parts.
- It should be single-spaced and approximately 100 words in length.
- Add 3–5 keywords.

Table of Contents

- The Table of Contents lists all the sections of the paper with the exception of the table of contents itself*, Lihtlitsents* and *Autorluse kinnitus.*. Although the Abstract precedes the Table of Contents, it is also included.
- The titles in the Table of Contents have the same form as in the text. At the right-hand margin, the titles are followed by the number of the page on which they appear. It is advisable to use the formatting tools offered by word-processing programmes and to draw up the table of contents automatically.

(List of abbreviations)

- A List of Abbreviations is needed only if students adopt abbreviations of their own which are employed all through the thesis, for example, shortened titles of books/poems discussed or terminology used.
- 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) should be used all through the text.

Introduction

- The Introduction provides the background to the paper and explains why the student has chosen to study what she/he is studying.
- It should present the purpose of the paper and/or the research question(s), the main terminology as well as an overview of the main sections of the paper.

Core chapters

- Core chapters present the body of the work.
- Each chapter should be a unitary whole, with its own brief introduction and conclusion, but still firmly linked to the others. Their number has traditionally been two, but the exact number will depend on the nature of the thesis.
- Chapters can be further divided into sections.
- The division of material in the core chapters greatly depends on the topic. In general, the first chapter tends to be more general, providing an overview of what has been written before on the subject matter (literature review) and the second more specific focusing on the student's own analysis of secondary sources or an empirical study. The latter can, in turn, be discussed in the following sections: research question, method (contains the method and procedures of data collection and analysis), data analysis and discussion of results.

Conclusion

- The Conclusion summarises all sections of the paper, presents the major findings and discusses their significance.
- New information should not be presented in this section.

References

- This section contains **all** the sources cited in the paper. Only the sources explicitly referred to in the paper are listed here.
- The entries are arranged alphabetically by surnames of authors, with each entry as a separate hanging indented paragraph. Do not number the entries.
- If the thesis incorporates an analysis of linguistic or literary data, works which have been used to obtain the data are listed under Primary Sources and the materials consulted for other purposes under Secondary Sources. (See the Style sheet for more specific information and examples.)

Appendices (if there are any)

- Appendices contain material which is not an integral part of the core sections but is analysed and/or referred to in them (tables, word lists, etc.).
- Each set of materials is presented in a separate appendix.
- If there are several appendices, they are numbered.
- Appendices have headings and these are included in the Table of Contents.

Resümee (see Appendix 3)

- *Resümee* (Summary in Estonian) provides all the necessary bibliographical data of the thesis and serves as a source of information about it for people who do not speak English.
- It must contain the aim of the thesis, the methodology used, a short summary of the contents and the main findings.
- Add 3–5 keywords in Estonian (*märksõna*).

Lihtlitsents (see Appendix 4)

As the University of Tartu requires that all theses defended be made publicly available, the MA thesis needs to contain a formal permission issued by the author of the thesis (*lihtlitsents*),

which allows the university to publish the thesis in its digital archive DSpace. This document is the last but one page of the thesis.

Autorsuse kinnitus (see Appendix 5)
The final page of the MA thesis is *Autorsuse kinnitus*, where the author of the thesis confirms that she/he has written the MA thesis her- or himself, adhering to the conventions of academic writing and formal requirements of the Department of English Studies.

The sections that need to be digitally signed should be placed in the same digital envelope.

2. FORMATTING GUIDELINES (see Style sheet)

- The length of the MA thesis is 60–80 (without appendices) in the European Languages and Cultures curriculum and 45–50 pages (without appendices) in the Foreign Language Teacher curriculum.
- All parts of the theses are written in Times New Roman.
- Times New Roman (point size 12) should be used for the main text. Longer quotations require a smaller font (point size 10). Size 14 is used for main headings and 13 for sub-headings.
- Leave margins of 2.5 cm on all sides.
- All text should be fully justified.
- All paragraphs are indented. Block style should not be used.
- Do not leave an empty line between paragraphs.
- The main parts of the thesis (the introduction, the core chapters and the conclusion) must be double-spaced. The Abstract, Table of Contents, References and *Resümee* are single-spaced.
- Black ink is used.
- The page numbering starts on the title page, although no page number is marked there. All other pages are numbered. Page numbers are placed in the upper right-hand corner of the page.
- Chapters start on a new page and should be numbered in accordance with the hierarchy levels.
- Sections of chapters do not start on a separate page. Leave an empty line between the end of one section and the heading of the next one.
- Spelling and punctuation must be checked rigorously. Choose one convention (British, American, Canadian) and use it consistently throughout the work.
- In most titles, capitalise all words but grammatical words (articles, prepositions, conjunctions). Titles of articles are spelled with lower-case letters (with the exception of the first letter, of course). Titles of books and journals are placed in italics.
- Shorter quotations (fewer than 3 lines) are given in double quotation marks. Longer quotes are presented as block quotations, single spaced and in point size 10.

3. REFERENCING (see Style sheet for detailed examples)

- 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** (see the section on references above for the formatting requirements; full details on different source types can be found in the Style Sheet).

- 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.
- The name of the author is 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 editions usually include changes, and you should give the date for the edition you are using.
- Be consistent in the use of referencing all through your work.
- Note that AI-generated or -edited material must be acknowledged in the text, similarly to any other external source you employ. You are responsible for the content of the whole thesis, including verifying the correctness of the information (including references) obtained with the help of AI.

Appendix 1
Title page

UNIVERSITY OF TARTU
DEPARTMENT OF ENGLISH STUDIES

[TITLE]

MA thesis

[NAME OF THE AUTHOR]
SUPERVISOR: [TITLE NAME]

TARTU
[Year]

Appendix 2
Abstract

ABSTRACT

The Abstract is single-spaced and approximately 100 words in length written as one paragraph. It should contain the aim of the paper, its structure and a one-to-two sentence summary of each of the constituent parts.

Keywords: (3–5)

Appendix 3
Resümee

RESÜMEE

TARTU ÜLIKOOL
ANGLISTIKA OSAKOND

[Nimi]
[Töö pealkiri (inglise ja eesti keeles)]
[Töö liik] (magistritöö)
[Aasta]
Lehekülgede arv:

Annotatsioon:
(Eesmärk, ülesehitus, metoodika, sisukokkuvõte, peamised tulemused)

Märksõnad:
Näiteks: Inglise keel ja keeleteadus (foneetika, fraseoloogia, grammatika, terminoloogia; kultuuridevaheline kommunikatsioon), inglise/ameerika/jne. kirjandus, võrdlevad kultuuriuuringud.

Appendix 4
Lihtlitsents

Lihtlitsents lõputöö reprodutseerimiseks ja lõputöö üldsusele kättesaadavaks tegemiseks

Mina, [autori nimi],

1. annan Tartu Ülikoolile tasuta loa (lihtlitsentsi) enda loodud teose

   [lõputöö pealkiri],
   mille juhendaja on [juhendaja nimi],

   reprodutseerimiseks eesmärgiga seda säilitada, sealhulgas lisada Tartu Ülikooli digitaalarhiivi kuni autoriõiguse kehtivuse lõppemiseni;

2. annan Tartu Ülikoolile loa teha punktis 1 nimetatud teos üldsusele kättesaadavaks Tartu Ülikooli veebikeskkonna, sealhulgas digitaalarhiivi kaudu Creative Commonsi litsentsiga CC BY NC ND 4.0, mis lubab autorile viidates teost reprodutseerida, levitada ja üldsusele suunata ning keelab luua tuletatud teost ja kasutada teost ärieesmärgil, kuni autoriõiguse kehtivuse lõppemiseni;

3. olen teadlik, et punktides 1 ja 2 nimetatud õigused jäävad alles ka autorile;

4. kinnitan, et lihtlitsentsi andmisega ei riku ma teiste isikute intellektuaalomandi ega isikuandmete kaitse õigusaktidest tulenevaid õigusi.

[allkiri]
[nimi]
Tartus, [pp.kk.aaaa]

Appendix 5
Autorsuse kinnitus

Autorsuse kinnitus

Kinnitan, et olen koostanud käesoleva magistritöö ise ning toonud korrektselt välja teiste autorite panuse. Töö on koostatud lähtudes Tartu Ülikooli maailma keelte ja kultuuride instituudi anglistika osakonna oma õppekava magistritöö juhendist ning on kooskõlas heade akadeemiliste tavadega.

[Autori allkiri]
[Autori nimi]

Tartus, [pp.kk.aaaa]

Lõputöö on lubatud kaitsmisele.

[Juhendaja allkiri]
[Juhendaja nimi]

Tartus, [pp.kk.aaaa]