

MA Thesis • Guidelines • 2008 (2)

The MA thesis should demonstrate the student's familiarity with the relevant literature on the subject and the ability to conduct analysis/research, interpret the findings and draw conclusions. The thesis should be written in a coherent form adhering to academic writing conventions.

➤ Structure of the thesis

1. Title page
2. Abstract and Key Words in English
3. Abstract and Key Words in Serbian
4. Table of Contents
- /5. List of Figures, Tables or Illustrations (where appropriate)/
- /6. List of Abbreviations (where appropriate)/
7. Body of the thesis
8. References
- /9. Appendices (where appropriate)/

1. Title page

The name of the institution and department
The candidate's name
The full title of the thesis
The supervisor's name
The place of submission
The year of submission

2. & 3. Abstract and Key Words

Length: ~200 words

The abstract should provide information on the research topic, the aims, the theoretical-methodological framework and the major findings of the thesis. It should be followed by a separate Key Words section.

4. Table of Contents

The thesis must have a table of contents listing chapter headings, section headings and sub-headings, appendices and references as well as their corresponding page number.

The Table of Contents should be completed after final editing, so that the page numbers referred to in it are correct (the 'Table of Contents' feature of Microsoft Word is recommended).

5. List of Figures, Tables or Illustrations

If the thesis contains a considerable number of figures, tables, or illustrations, a list of figures/tables/illustrations with reference to page numbers should be provided on a separate page following the table of contents.

6. List of Abbreviations

If the thesis contains a considerable number of abbreviations, a list of abbreviations with explanations should be provided on a separate page.

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7. Body of the thesis

The thesis should be divided into logical chapters and include an introduction and a conclusion. The chapters should reflect the nature and stages of the research. They should be divided into sections and subsections, all with headings which should clearly reflect what the chapter/section/subsection is about.

The introduction should state the topic and the aims of the thesis and provide general information on the chosen theoretical framework and methodology. The theoretical part should provide a synthesis of relevant ideas found through study of literature published on the subject and prepare the ground for the subsequent analysis. The analytical part should contain original analysis and discussion of data pertinent to the research topic. The conclusion should contain an overview and a discussion of the findings with respect to the aims of the thesis, indicating broader theoretical/pedagogical implications.

Although a significant contribution to the field is not a requirement at MA level, the thesis should go beyond simply summarizing the work of others – the student is required to demonstrate the ability of analytical thinking and clear argumentation.

8. References

- The list of references should contain all the sources referred to in the text and only those.
- The sources are listed in alphabetical order according to the author's/editor's last name, with complete bibliographical details.
- The second line of each reference should be indented by 1.5 cm (special, hanging).
- For books with more than three authors, the first name and the abbreviation *et al.* should be used (e.g. Quirk et al. 1985).
- Book and journal titles are in *italics*.
- Titles of articles in books and journals are in regular font style.
- Page references are required for articles in books and journals.
- Online sources should be listed with complete bibliographical details, including the date of visiting the site.

Sample references:

• Books/edited volumes:

- single author:

Sweetser, E. (1990). *From Etymology to Pragmatics: Metaphorical and Cultural Aspects of Semantic Structure*. Cambridge: Cambridge University Press.

- more than one author:

Lakoff, G. and M. Johnson (1980). *Metaphors We Live By*. Chicago: University of Chicago Press.

Quirk, R. et al. (1985). *A Comprehensive Grammar of the English Language*. London and New York: Longman.

- single editor:

Greenberg, J. H. (ed.) (1978). *Universals of Language*. Cambridge, Mass.: The MIT Press.

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- *more than one editor:*

Gibbs, R. W. and G. Steen (eds.) (1999). *Metaphor in Cognitive Linguistics*. Amsterdam: John Benjamins.

• Articles

- *in journals:*

Wilson, D. and D. Sperber (1993). Linguistic Form and Relevance. *Lingua*, 90, 1–25.

- *in edited volumes:*

Slobin, D. I. (1997). Mind, Code, and Text. In: *Essays on Language Function and Language Type* (J. Bybee et al., eds.), Amsterdam/Philadelphia: John Benjamins, 437–467.

• Online sources:

- *Article from an online database:*

Voss, P. J. (1998). Debris from Heaven in Paradise Lost. *English Language Notes*, 35.3, 37-41. *Academic Search Premier*. EBSCOhost. GALILEO. (10 June 2008) <<http://www.galileo.usg.edu>>.

- *Entire Web site:*

Electronic Poetry Center. 2003. SUNY Buffalo. (10 June 2008) <<http://epc.buffalo.edu>>.

9. Appendices

Appendices are appropriate if it is necessary to provide additional data related to the research (longer samples of linguistic/literary material, questionnaires, interview protocols, etc.). If there are several appendices each should be given a title. If the thesis requires non-paper appendices such as electronic corpus data or audio-visual material, these should be provided on a compact disc.

➤ Use of Sources (Quotation and Paraphrase)

All source materials (primary or secondary, published or unpublished) must be acknowledged properly throughout the text. Failure to do so (i.e. reproducing someone else's words as well as paraphrasing someone else's ideas or arguments without acknowledgement) constitutes plagiarism and disqualifies the thesis.

Sources are commonly acknowledged by short parenthetical citations in the text (rather than numbered footnotes). These include the surname of the author, the year of publication and a reference to page(s) – e.g. (Sweetser 1990: 45-47). A single citation style should be consistently used throughout the thesis.

Source material may be quoted (where the precise wording is specifically significant) or paraphrased (where exact wording is not essential), but sources must always be acknowledged.

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Brief citations are interpolated in the text, between double quotation marks. Longer quotations (5-10 lines) should appear as separate blocks, indented left and right and separated from the text by an extra-line space above and below, without quotation marks. If changes such as capitalisation, punctuation, emphasis etc. have been made in a quotation, they should be clearly indicated.

If the precise wording is not essential, source material should be paraphrased or summarized, but care should be taken not to change the original meaning through paraphrase/summary. It should be clear where a cited author's ideas end and the comments of the author of the thesis begin.

➤ **Layout**

Paper size:	A4
Font:	Times New Roman, 12 pt
Line spacing:	1.5 Single spacing should be used in tables, block quotations separated from the text, footnotes, and bibliographical entries.
Alignment:	Justified
Margins:	Top and bottom 1" or 2.5 cm Left and right 1.2" or 3 cm
Page numbers:	Arabic numerals (1, 2, 3), bottom right, starting from the first page of the body of the text; pages prior to this – lowercase Roman numerals (i, ii, iii).
Paragraphs:	Indented (except for the first paragraph in a chapter/section)
Headings:	Bold, 16/14/12 pts, separated from the text by a blank line All headings of the same level should use the same style, and headings at lower levels should be in smaller font size than those at higher levels. All headings should be aligned left, except chapter headings, which may be centred. Chapters should start on a new page (sections and subsections should not). A heading at the bottom of the page must have at least two full lines of text below it (otherwise, the heading should begin on the next page). Captions related to tables, figures, etc. should appear on the same page as the table/figure. Chapter and section headings should be consistently numbered (chapter 1, section 1.1, subsection 1.1.1, sub-subsection 1.1.1.1).
Footnotes	Footnotes (where additional information on what has been said in the text is needed) should be marked consecutively throughout the text by a raised number directly following a punctuation mark.
Punctuation	Periods, commas, colons and semicolons should be followed by single spaces; dashes are preceded and followed by single spaces.

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Examples

Examples (especially in linguistic texts) should be given in separate lines, numbered consecutively throughout the text, aligned left.

➤ **Length**

30-40 standard computer printed pages
(including abstracts, table of contents, lists of figures/abbreviations and appendices)

➤ **Language and style**

The thesis can be written in English or in Serbian.

The author should proofread the thesis carefully before submitting it, in order to make sure that the thesis is free from grammatical, lexical, typographical and punctuation errors (NB: a computer spellchecker is not sufficient). If written in English, the thesis should consistently use either American or British spelling but should not alternate between the two.

The thesis should be written in formal academic style.

➤ **Concluding Remarks**

A satisfactory thesis must meet the requirements described above.

Plagiarism will result in a failing grade.

The student should keep in regular contact with the thesis advisor and submit drafts of material to him/her.

The student must present 3 bound copies of the completed thesis (approved by the thesis advisor) to the Department.

The thesis is defended in front of the committee appointed by the Department (two members, one of whom is the thesis advisor).

In the oral defence of the thesis, the student presents his/her findings (10-15 min) and answers the questions asked by the committee.

The final grade is based on the quality of the thesis and on the oral defence.

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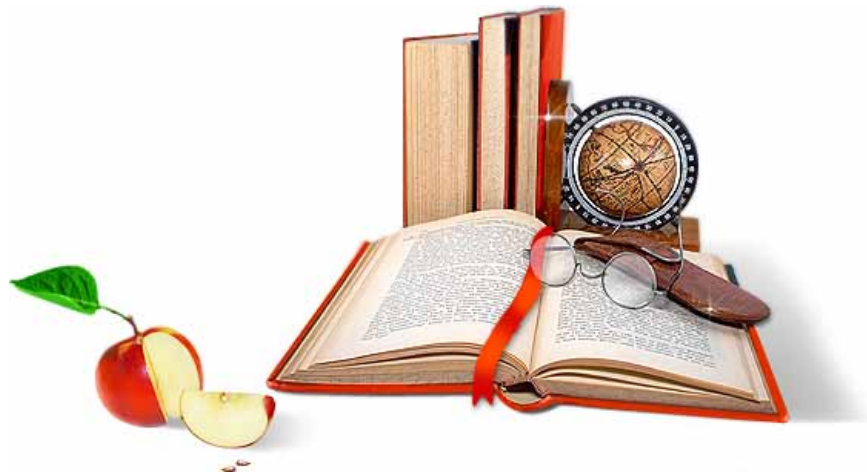


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