

Chapter one

BA Study Structure

A BA study is made up of a title page, a table of contents, an introduction, several chapters, a conclusion, references, an extract in Polish, and – optionally – appendices I, etc.). Apart from enumeration, each chapter must have a title.

The specific structure and the contents, included in its specific parts, must be agreed upon together with the BA supervisor

At least two weeks before a planned defence, the BA must be handed in at the Dean's Office. The BA should be printed in three copies: two bound, or in hard cover – for the supervisor and the reviewer – and one copy in hard cover destined for the students files (print format – see point 1. under text style). Furthermore, an exact copy in digital format (.doc or .pdf) should be transferred to a digital folder at the Dean's. A declaration is necessary, which states that the work has come about independently, and that the printed versions and digital version are identical. This declaration, and other procedural specifics, is obtainable as a **27_procedura_ukonczenia_studiow_wyszych_w_umk.pdf** file in 'Zarządzeniu Rektora UMK Nr 27' Here specific information will be available.

Chapter two

Recommendations concerning writing style of the computer text

1. The writing style

The complete BA, in 3 copies, should fit within the boundaries of 60 to 80 computer-printed pages, to be printed one-sided for the supervisor and reviewer, and two-sided for the archives. The recommended font is Times New Roman, size 12. For the main text, the bibliography and the summary and size 10 for secondary parts¹: quotes, examples of analysed material, and appendices). The spacing should be 1,5 for the main text, and 1 for secondary parts. All margins (left, right, top and bottom) should be 2.5 cm of the visible page (note: up to 1,5 cm tends to disappear off the left margins once the BA is bound). For indented text (the start of paragraphs, block quotes, and

¹ Footnotes are also a part of secondary text, and should only be used for comments on or additions to the main text. The numbering of footnotes are numerically continuous throughout the work.

bibliographical notes), the left margin has a further 1,25 cm indentation added. The text ought to be put in a block; and words should not be broken off at the end of lines.

1.1. *Main headings*

The headings of the introduction, the chapters, the conclusion, the references section, the summary, and appendices must be centred, and written in the bold typeface of Times New Roman, size 14. The distance from the heading to the first line below must be two empty lines. Headings do not take full stops.

[Example]

Chapter one

Recommendations concerning BA's written using word processors at the NCU English Philology Department

1. Methodological aspects of a BA study

A BA should ...

[End of example]

1.2. *Headings*

The headings of individual parts of chapters are positioned directly above the main text, and separated from the text above by one empty line. Bold face Times New Roman, size 12, is used for these subheadings, which are not indented (see above) . Size 12 of Times New Roman, not in bold but in italics, is advised when the need exists for sub-subheadings or even further subdivisions.

The situation where two or more headings follow each other without regular text in between, needs to be avoided.

[Example]

1. Methodological aspects of a BA study

A BA should ...

1.1. *The overall character of a BA study*

A BA should never ...

1.1.1. *The style of a BA study*

A BA should ...

[End of example]

1.3. *The numbering of pages and the practice of indentation*

Page numbers appear in the centre of the bottom of each printed page. Page 1 is the first page of the introduction. Please note that every section's *first* paragraph (i.e. under each heading or subheading) does not require indentation.

[Example]

1.1. *The overall character of a BA study*

A BA should never ... (first paragraph).

In the first chapter there ought to be ... (second paragraph).

[End of example]

With bibliographical notes, each further line of one entry has indentation in relation to the first line of that entry.:

Tomasello, M. (2003). *Constructing a language: A usage-based theory of language acquisition*.
Cambridge, MA: Harvard University Press.

1.4. *The title page and the style of the table of contents*

It is advised to use the stencils located in the file **Szablony.doc**, and which correctly allocate the required layout to these two sections.

2. How to write quotes

2.1. *Short quotes.*

Short quotes (fewer than 60 signs) should be located within the text and enclosed by double quotation marks. Single quotation marks are for quotes within quotes. Advisable are rounded, and not straight quotation marks. In parenthesis, the source of the quote must be written immediately after the closing quotation marks, but still before the full stop, or other main punctuation sign that closes off the sentence or clause. [Example] "We discard the so called 'modularity view' attributed to Chomsky" (Lakoff 1987: 208). When two authors are the source, both must be mentioned, as in: (Lakoff and Johnson 1980: 122), and when more than two authors are responsible, the abbreviation

“et al.” must follow the first name: (Varela et al. 1983: 156-157). If the author(s) wrote more than one book in the same year, alphabetically-ordered small letters will distinguish, for example: (Lakoff 1976a: 121) (Lakoff 1976b: 82).

For internet sources the address follows the author’s surname, or is written on its own, if no author can be found. For internet sources the web address is shortened to its extension is added in parenthesis (for example .org, .com, .pl) – with the name of the author (Givens <http://www.nonverbal.org>), or without, if this cannot be ascertained (<http://www.pbs.com>). To prevent these addresses from being printed in blue and being underlined, the font needs to be changed before printing. Full source data must be mentioned under references.

2.2. Long quotes

Longer quotes must be placed in a text block with 1,25 cm indentation on both sides, in font Times New Roman, size 10, with an interspacing of 1. One empty line forms the distance between the block quotation and the text above and below. Sources are to be mentioned as outlined in 2.1. The bracket should fall after the last punctuation mark of the quote/sentence [Example where “Lakoff” is the beginning of a paragraph and “metaphor” the end] It should be noted that ... is the essence of the conceptual theory of metaphor. (Lakoff 1987: 208) [End of example]

2.3. Foreign quotes

All foreign quotes must be translated into the language of the dissertation. Elements of a quote which are left out need to be replaced by three full stops (without quotation marks). Brackets are used to show all words changed by the BA writer. [Example – in this quote “it” has been substituted by “metaphor”]: “One of our claims is that [metaphor] is one of the most important cognitive processes.” [End of example]

3. Mentioning sources in the text, or in the bibliography

All reference information is provided in a separate part at the end of the ME thesis, under references.

As far as quoted sources are concerned – following the rules outlined in 2.1. – in parenthesis the author is first mentioned, followed by year of publishing and the precise page number(s) of the quote used: [Example] (Lakoff 1987: 208). The name of the author can be omitted if (s)he is identified in the text. [Example] Lakoff discusses ... (1987: 208).

The application of closing parenthesis before the punctuation mark which rounds off the sentence or clause, means that the quote has ended. The reference must fit in one continuous sentence (see above example). In the case of longer paraphrasing the parenthesis may end after the final punctuation mark – analogous to the way source citations are dealt with after block quotes. (cf. 2.2) – [Example, where “Lakoff” is the start, and “metaphor” the end of a paragraph] Lakoff discusses ... the cognitive theory of metaphor. (Lakoff 1987: 208) [End of example] In this case the

source applies to the whole paragraph.

Supplying the page numbers is done in full, e.g. 43-45 or 143-145 (and not 43-5 or 143-45); with reprints and translations, the page numbers of the original section are required, and with translated parts, the page numbers of the original are supplied. In these cases the source and publication year are added in brackets. [Example] (Kant 1993 [1801]). With translation, the information of the original edition and title will be mentioned in the bibliography. [Example] Kant, Immanuel. 1993. Prolegomena. Warszawa: Wydawnictwo Naukowe PWN. [End of example].

When the surname of an author is summoned in the body of the text, there is no need to give his first name; however, when the first name *is* given, it should not be abbreviated but its full form should be quoted. (e.g. George Lakoff).

When a cited author cites some material himself/herself, parenthesis is used for the information on both sources [Example] (Wittgenstein 156: 122 in Lakoff 1987: 208).

Citing authors ought to be done in full; without abbreviations such as “op. cit.”, “loc. cit.”, “ibid.” “f.”, or “ff.”. However, an option can be the use of common abbreviations like: “ca” for “circa” (with dates), “e.g.” = “exempli gratia” – ‘for example’, “et al.” = “et alii” /masc. pl./, et alia” /neut. pl./, “et alibi”, – ‘and others’, ‘and elsewhere’, “etc.” = “et cetera”, “i.e.” = “id est” – ‘that is’, ‘in other words’, or, finally: “inter alia” – ‘among others’.

4. Tables, diagrams, drawings, illustrations and examples

Tables, diagrams, drawings, illustrations and examples must be enumerated and titled. Enumeration in continuous throughout the BA. If they come from other works, their source should be mentioned in parenthesis after the title. All drawings and examples are numbered continuously throughout the work.

4.1. Tables, diagrams, drawings and illustrations

Table titles are given at the top, and diagrams, drawings and illustrations are titled below. For all citations Times New Roman, size10 and a line distance of 1 are used. Tables, diagrams, drawings, illustrations and examples should be centred on the page, just like their names and citations.

[Examples]

Table 1. An example table. The text within the table is of 10 pt size.

	<i>Column1</i>	<i>Column</i> <i>2</i>	<i>Column</i> <i>3</i>
Row 1	entry	entry	entry
Row 2	entry	entry	entry
Row 3	entry	entry	entry

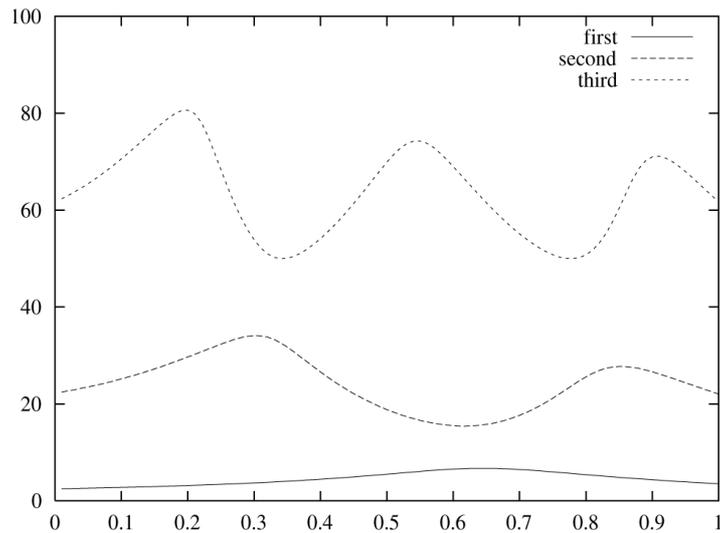


Figure 1. An example graph. All labels are legible.

4.2. Language examples

Language examples must be numbered; the numbers bracketed in. For text examples an indentation of 1,25 cm is used, and the font Times New Roman, size 12 plain.

[1] The cat is on the mat.

5. Making up the bibliography

The bibliography is written in the BA part called **References**. Here only those works are specified, which are dealt with in the BA, relate to its topic and are quoted from. All these works must be given separate entries, i.e. every time mentioning the author(s) and publisher(s). The order is alphabetically according to the author's surname, and with team efforts, according to the first-mentioned author in/on the work. A capital letter starts of the first title word, and the other letters are lower-case. Publishers, magazines and conferences should not be abbreviated. "et al." cannot be used as the start of an entry, and must in fact altogether be replaced by full mention of all authors and/or publishers. The original, untranslated titles of sources are alphabetically ordered.

5. Examples of non-bibliographical notes

The book titles are written in italics without quotation marks. Articles titles, on the other hand, take regular script, with two rounded quotation marks on each side. Titles are in italics, without quotation marks.

5.1.1. Books in References

One author:

Hall, Edward T. 1966. *The hidden dimension*. New York: Anchor Books.

Two authors:

Lakoff, George and Mark Johnson. 1980. *Metaphors we live by*. Chicago-London: the University of Chicago Press.

Three or more authors:

Passau, George, John Nemezis, and Frank Donn. 1999. *Ethnomethodology*. Oxford: Oxford University Press.

One editor:

Haight, Gordon (ed.) 1987. *The George Eliot letters*. New Haven-London: Yale University Press.

Two or more editors:

Gumperz, John and Dell Hymes (eds.) 1972. *Directions in sociolinguistics*. New York: Holt, Reinhart & Winston.

5.1.2. *Articles in References*

Here the page numbers of the article within the magazine must be mentioned:

Sacks, Harvey, Emmanuel Schlegoff, and Gail Jefferson. 1974. "A simplest systematics for the organization of turn-taking in conversation", *Language* 50.4, 696-735.

In cases other than magazines, the page numbers of the article within a larger work must also be mentioned:

Garfinkel, Harold. 1972. "Remarks on ethnomethodology", in John J. Gumperz and Dell Hymes (eds.) *Directions in sociolinguistics*, 287-302.

NOTE: Abbreviated information about a work with more authors must be given in a separate bibliographical note.

Gumperz, John and Dell Hymes (eds.) 1972. *Directions in sociolinguistics*. New York: Holt, Reinhart & Winston.

5.1.3. *Internet sources in References*

Internet references take the name of the author(s), the full internet address without its root, and the date of access (DOA):

Doyle, Rodger. "Female illiteracy worldwide", www.sciam.com/0597issue/05975.html,
DOA April 5, 2002.

Or:

Doyle, Rodger. www.sciam.com/0597issue/05975.html, DOA April 5, 2002.

If internet authors cannot be traced, a separate section under References must be made: **Internet sources** (Times New Roman, size 12 in bold script), under which the web page address is given alphabetically. [Example]

Internet Sources

www.socsci.kun.nl/ped/whp/histeduc/locke, DOA April 5, 2002.

www.cas.usf.edu/english/walter/mla.html. DOA April 5, 2002.

5.1.4. *Consulted dictionaries*

For dictionaries and encyclopaedias used, there is a separate section, starting with **Dictionaries and Encyclopaedias** (Times New Roman, size 12 in bold), must be used, after which the list of sources follows.

[Examples]

Dictionaries and Encyclopaedias

Encyclopaedia Britannica. 1998. London: Britannica Press.

Longman Dictionary. 1990. Harmondsworth: Longman Press.

6. Other technicalities

Foreign expressions, i.e. in languages other than English, are written in italics, not bold or underlined. Distinctions are given in italics. No punctuation is used to lead in short quotes – [Example] Lakoff says “The conceptual theory of metaphor ...”. Longer (block) quotations require a colon – [Example] Lakoff says:

...

Alt + 0150 is advisable with lists enumerated without using arabic numerals:

- one,
- two,
- three.

Good common sense, and the supervisor, will help out in quandaries not dealt with in this document.