

How to organise your final paper (Triennale or Magistrale) – Updated May 2020

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*This is a stylesheet meant to guide students in the correct formatting and setting of their first- or second-degree final dissertation. Once you agree your paper's topic with Prof Cesiri as supervisor, it is important that you follow the following typographical indications already in the **first draft** of your work.*

*This stylesheet can be used **ONLY** by students who are writing their dissertation (Laurea Triennale) with Prof Daniela Cesiri as supervisor. This is **NOT** a guide for **ALL** students who must contact their own 'supervisor'.*

➤ **LENGTH OF THE DISSERTATION AND TYPICAL STRUCTURE**

The length of the dissertation depends on the kind of work you are doing: if you are writing a topic-based dissertation, then your work should contain between 30 and 35 pages (organised graphically as indicated in this stylesheet; if you are writing a translation-based dissertation (with source text included), then your work can reach a maximum of 40 pages.

Regardless of the kind of work you are writing, the typical structure of your dissertation is organised as follows:

- Title Page
- Acknowledgment Page (Optional)
- Table of Contents
- Introduction
- Chapter One
- Chapter Two
- Chapter Three
- Conclusions
- Bibliography/References
- Appendix(es) (Optional)

The contents to be added in each section vary on the basis of the kind of topic and the kind of work that every student will perform. All the dissertation has to be written in English, except for the TT in Italian in case of translation-based works.

➤ **TITLE PAGE**

The Title Page is the first page in your dissertation. You should use only Ca' Foscari's official template (choose the version in English) accessible at: <https://www.unive.it/pag/8751/>.

➤ **ACKNOWLEDGMENT PAGE (OPTIONAL)**

This page is where students have the opportunity to thank people and give them credit for their contribution to the work. Usually, it's a way to publicly display appreciation for their assistance and support. This page is entirely optional and the contents and style can be decided by each student. Sometimes, the Acknowledgments contain humour and irony: this is left to the student's sensibility. What should be avoided at all costs is vulgarity.

➤ **PAGE FORMATTING**

The following instructions are adapted from the stylesheet for academic authors at international levels, e.g. Chicago Stylesheet. When writing your paper please remember to set the work as follows:

- margins of the pages in your Word document should be set as follows:
 - upper margin: 3 cm,
 - lower margin: 3 cm,
 - left margin 3.5,
 - right margin 3 cm.
- always use line spacing 1.5,
- the entire text, including bibliography and footnotes, must have **justified margins** with the exception of sub-headings, which should be **ranged left**,
- each chapter starts with indication of the Chapter (chapter's heading) and is uses capital letters, bold type, underlined, pt 14, Times New Roman, **centred** (e.g. **CHAPTER ONE**),
- the title under the chapter's heading must be in pt 14, Times New Roman, bold type, centred (e.g. **The Source Text**),
- sub-headings: Times New Roman, Pt 12, bold type (e.g. **1. General Introduction, 1.1. The text under analysis**),
- never end Chapter's headings, Chapter's Titles and sub-headings with a full stop. Capitalize only the first letter of the first word and of those words which the orthography of the

language in use requires to begin with a capital letter (I Mean Something Line This in Your Sub-Headings in Each Chapter). Never use justified margins for titles,

- main text: 12 pt Times New Roman, justified margins,
- number the pages progressively starting from your Introduction and NOT from the Index page. Use Times New Roman pt 11 for your page numbers which must be inserted at the lower right corner of the page (as in this document),
- indent new paragraphs 1 cm; however, there should be no indentation after section headings, a blank line, a table, a graph or an indented quotation,
- insert notes at the foot of the relevant page, using the appropriate function in Word and setting the text of the footnote in Times New Roman 10, justified margins.

➤ HOW TO INSERT QUOTATIONS IN YOUR DISSERTATION

Quotations from the references that you use are essential to justify your claims and to give reliability to your statements and work in general. There are several ways in which you can cite your references.

1. Short quotations (up to 40 words from your source): they are placed in the text between double quotation marks "...". E.g.: «Coates (1983: 59) observes that: "At its strongest *should* takes on the meaning of moral obligation, or duty (defined in moral or legal terms). At its weakest, it merely offers advice, if subjective, or describes correct procedure, if objective".»
2. Longer quotations (more than 40 words from your source): leave one blank space before and after the quotation and reduce the left margin by 1 cm. The text of the quotation must be reduced to 11 pt; do not use quotation marks, underlined words or boldface. Omissions should be signalled with three dots between square brackets: [...]. Square brackets are also used to signal remarks by the author. E.g.:

«Palmer (1988: 141-142), suggests that the deontic meaning of shall is permanently associated with a performative value:

SHALL is [...] different from deontic MAY and MUST in that it does not permit or oblige someone else, usually the addressee, to act, but guarantees that the speaker will act. But it is deontic in the essential characteristic that it influences or directs behaviour and that it is performative.

Then, the text continues in your own words.»

Please remember that quotation marks and apostrophes should all be rounded, as in the examples, not straight. Use double quotation marks for *verbatim* quotations, while non-literal use of a word should be indicated with single ‘quotation marks’. Emphasis can be indicated in **bold type**, while words in languages other than English should be indicated in *italics*. Examples in the text can be indicated in SMALL CAPITALISATION.

➤ CITATIONS

When referring to a source of information, indicate the surname of the author followed, in brackets, by the year of publication of the essay, colon, space and page number of the quotation. E.g.: «Gotti (2003: 126) affirms that [...]». This can be used also when you simply cite the author without reporting a quotation. The template is ‘Author’s Surname (Year: page/pages)’. In case an author is cited in another source, then you can follow this template: ‘Author (year: pages, cit. in Author, year: page)’. If you are citing a website, it can be quoted with the short hyperlink. If the hyperlink is too long, then we will agree a customised way on how to cite this website.

Give page numbers in full, do not use ‘f.’ or ‘ff.’; always give the full author-date citation – do NOT use ‘op.cit.’, ‘loc.cit’, or ‘ibidem’. Full bibliographic details will be inserted in the Bibliography section, so do NOT insert them in footnotes or inside your main text.

➤ BIBLIOGRAPHY

Bibliographical references are listed alphabetically at the end of the paper and in the appropriate section entitled **BIBLIOGRAPHY** (centred, pt 14, Times New Roman, bold type, underlined). Please make sure entries correspond to the authors cited in your paper. Such entries should include: the surname and full name of the author, followed by the year of publication of the text and other data, as shown in the following examples. E.g.:

- Books:

Brown, Penelope / Levinson, Stephen C. 1987. *Politeness. Some Universals in Language Usage*. Cambridge: Cambridge University Press.

Dijk, Teun A. van (ed.) 1997. *Discourse Studies. A Multidisciplinary Introduction*. London: Sage.

Hyland, Ken 1998. *Hedging in Scientific Research Articles*. Amsterdam: Benjamins.

Palmer, Frank Robert 21990. *Modality and the English Modals*. London: Longman.

- Articles in books:

Görlach, Manfred 1992. Text-types and Language History: The Cookery Recipe. In Rissanen, Matti *et al.* (eds) *History of Englishes: New Methods and Interpretations in Historical Linguistics*, Berlin: Mouton, 736-761.

Kolb, David A. 1981. Learning Styles and Disciplinary Differences. In A. Chickering (ed.) *The Modern American College*. San Francisco: Jossey Bass, 232-255.

Taavitsainen, Irma 1997. Genre Conventions: Personal Affect in Fiction and Non-fiction in Early Modern English. In Rissanen, Matti / Kytö, Merja / Heikkonen, Kirsi (eds) *English in Transition: Corpus-based Studies in Linguistic Variation and Genre Styles*. Berlin: Mouton, 185-266.

- **Articles in journals:**

Hyland, Ken 1996a. Writing without Conviction? Hedging in Science Research Articles. *Applied Linguistics*. 17/4, 433-454.

Hyland, Ken 1996b. Talking to the Academy: Forms of Hedging in Science Research Articles. *Written Communication*. 13/2, 251-281.

Taavitsainen, Irma Forthcoming. Middle English Recipes: Genre Characteristics, Text Type Features and Underlying Traditions of Writing. *Journal of Historical Pragmatics*, 2/1.

The list of reference has to be created as one list in alphabetical order. Do not separate the entries according to their category like I have done above because this was just to differentiate the different citation styles.

- **Websites:**

Please set internet-addresses into brackets: <<http://www.peterlang.com>>. Websites consulted should be inserted in alphabetical order, in a separate list inside the Bibliography Chapter. The list should be headed “Website Consulted: Last Accessed Month Year”, where Month and Year refer to the latest date when you consulted the website.

Do not use abbreviations – also in the text and footnotes only the simplest and most common are acceptable (‘etc.’, ‘i.e.’, ‘e.g.’, ‘et al.’).

Appendices are placed at the end of the text, before the bibliographical references.

More detailed information tailored on the student’s chosen topic can be agreed with Prof Cesiri as your work progresses. For any further information, please refer to Prof Cesiri’s notice on her online message board. For more clarifications, information, and any other kind of communication, please contact Prof Cesiri via email (daniela.cesiri@unive.it). While social distancing measures (COVID-19) persist, office hours are replaced with individual GMeet meetings agreed via email. When office hours will resume, refer to Prof Cesiri’s online message board on Ca’ Foscari’s website for an updated schedule/calendar.