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1 Layout

1.1 Page Setup

Set a 3-cm margin on the left of the page (to allow for binding) and 2-cm margins for the top, right and bottom.

Indent the first line of each paragraph 1 cm. The first paragraph of each chapter or section, however, should *not* be indented.

Set page numbers to print on the top right-hand corner of the page. A page number is not required on the first page of the main text. For the pagination of master's MA theses (*specialer*), see Section 3.2 below.

Font: Use Palatino or Times New Roman. Select 11-point (Palatino) or 12-point (Times New Roman) type size.

Set line spacing to 1.5.

Set paragraph alignment to 'justified'.

Finally, set hyphenation to 'off' and set widow/orphan protection to 'on' (the latter prevents single lines from the beginning or end of a longer paragraph being printed at the top or bottom of a page).

Conforming to these guidelines will help ensure that your research papers or MA thesis meet the specifications for standard pages on which the required lengths for research papers and MA theses are based (see Section 10).

All research papers, MA theses, or other work handed in connection with course work should be handed in on standard unlined white A4 printer paper, unless otherwise specified by your teacher. Since work handed in should not be handwritten, these guidelines presuppose the use of a word processor such as MS Word, Oracle's OpenOffice Writer, or similar.

1.2 Headings

Section headings, if used, should be flush left. They should be numbered using the format '1, 1.1, 1.2 … 2, 2.1', and so on. Section headings should be in bold type. Multiple section levels may be appropriate in linguistics research papers but should be applied sparingly in literary and historical research papers.

For MA theses, see Sections 3.2.9 and 3.2.10 below.

2 Language

2.1 Choice of Language

Research papers are written in English. If your text is in English, it may be either British or American English. Remember to set the language for spelling and grammar on your word processor accordingly.

For MA theses, see Section 3.2.1 below.

3 Contents

3.1 Research Papers

The contents of a research paper are as follows, and appear in the following sequence.

3.1.1 Declaration Page for Research Papers

All research papers submitted for examination at the English Degree Program must have either the Faculty's Declaration Page for Research Papers attached to the front (exchange students can use the Declaration Page for International Students). This page, signed by the student, states the length of the paper in characters (2400 characters including spaces, which constitutes a *standard page*) and declares that the essay contains no material taken from elsewhere without the source being given.

To ensure that your paper has the proper length, follow the guidelines in Section 10

3.1.2 Title page

There should be a separate title page with the research paper. Provide

- the title of the research paper should be centred near the top of the page
- your name and student identification number (*årskortnummer*)
- the title of the course for which the research paper is submitted
- the name of the teacher
- the submission date

The title page should *not* be numbered.

3.1.3 Summary (Obligatory for the Bachelor Project)

The bachelor project research paper requires the inclusion of a summary written in Danish. The summary must be ½-1 page in length. The summary is included in the overall assessment.

3.1.4 Table of contents (optional)

A table of contents listing the sections of the research paper is not compulsory but may be included on a separate page. The table of contents page(s) should not be numbered. The list of sections should indicate page numbers. Use the table of contents function in your word processor to generate a table of contents.

3.1.5 Main Text

Begin the main text on a new page. There should not be a page number on the first page of the main text.

3.1.6 Appendices (Optional)

Appendices appear after the main text and are comparatively rare in research papers. They are mainly found in MA theses. See Section 3.2.11 for further details on appendices.

3.1.7 Substantive Notes (Optional)

Notes may be used for additional substantive commentary but *not* citations. Keep such notes to an absolute minimum. Substantive notes may be either endnotes or footnotes and should be numbered consecutively throughout the research paper. Endnotes appear after the main text.

3.1.8 Reference List (Chicago)/Works Cited (MLA) (Obligatory)

Documentation with a list of sources, usually called Reference List in the Chicago Manual of Style author-date system (hereafter "Chicago") and Works Cited in the MLA (Modern Language Association) system, is obligatory. See Sections 7 and 8 for further details on Reference List (Chicago)/Works Cited (MLA), respectively.

3.2 MA Theses

3.2.1 Language of MA Thesis

MA Theses may be written in either English or Danish. The obligatory summary for MA theses must be in English.

The contents of an MA thesis are as follows, and appear in the following sequence.

3.2.2 Declaration Page for MA Theses

MA Theses must also include the Degree Program's Declaration Page for MA Theses. Place the signed and completed Declaration Page inside the cover of the MA thesis. For further information about the Declaration Page, see Section 3.1.1.

3.2.3 Title page (obligatory)

There should be a separate title page with the MA thesis. Include

- the title of your MA thesis *exactly* as it was submitted to the Secretariat centred near the top of the page
- 'MA Thesis' (or '*Speciale*' for MA theses written in Danish)
- your name and student identification number (*årskortnummer*)
- the name of your MA thesis supervisor
- the name of the Degree Program and
- the submission date

The title page should *not* be numbered.

3.2.4 Table of Contents (Obligatory)

Chapters should be listed; sections may be listed as well. Any of the following items that are included in the MA thesis should also appear in the table of contents. As noted above, use the table of contents function in your word processor to generate a table of contents.

Start page numbering at this point with the Roman numeral 'i'.

3.2.5 Summary in English (Obligatory)

If you are writing your MA Thesis on the current academic regulations (2011), the summary must be in English (regardless of whether the MA thesis is in English or Danish) and is two pages in length. The summary is marked together with the rest of the MA thesis. If you are writing your MA Thesis on the 2007 academic regulations, the summary, which must be in English, must be maximum three pages in length.

3.2.6 Acknowledgements (Optional)

Acknowledgements are used to express thanks for help with preparing the MA thesis, for permission to reproduce material, and so on.

3.2.7 Preface (Optional)

A preface is used for personal comments on the MA thesis, e.g. reasons for carrying out the work, but should not to include material that is properly part of the main text itself.

3.2.8 Main Text

Start page numbering from one. There should *not* be a page number on the first page of the main text. Pagination for the main text and end matter is in Arabic numerals.

3.2.9 Chapter Headings (Obligatory)

Chapter headings should be centred. They should be identified Chapter 1 and so on. They should be in bold type of a slightly larger font size than the main text.

3.2.10 Section Headings (Optional)

Section headings use the same format and take the chapter number as the highest level. Thus, all section headings in Chapter 2 will begin with '2': '2.1, 2.1.1 … 2.2', and so on. Leave additional white space above section headings. It is not necessary to begin a new page for each section.

3.2.11 Appendices (Optional)

Appendices are used for materials to which the reader may need to refer, but which do not form a part of the MA thesis proper. Page numbering should continue through the appendices.

3.2.12 Substantive Notes (Optional)

Notes may be used for additional substantive commentary but *not* citations. Keep such notes to an absolute minimum. Substantive notes may be either endnotes or footnotes and should be numbered consecutively throughout the research paper. Endnotes appear after the main text.

3.2.13 Reference List (Chicago)/Works Cited (MLA) (Obligatory)

For details about how to list sources, see Section 7 (Reference List [Chicago]) and Sections 8 (Works Cited [MLA]).

4 Quotations

4.1 Acknowledging Sources

Words, information or ideas taken from any source must be acknowledged as such by precise documentation of the source.

Failure to acknowledge sources opens you to accusations of *plagiarism*. The *Oxford English Dictionary* defines *plagiarize* as "to take and use as one's own (the thoughts, writings, or inventions of another person); to copy (literary work or ideas) improperly or without acknowledgement; to pass off as one's own the thoughts or work of (another)".

Plagiarism is regarded as a form of cheating, and is dealt with as such. For information on how to avoid plagiarizing, please consult *Beyond the Loan Word: Plagiarism in Academic Writing* by Dale Carter.

4.2   Formatting Quotations

There are only two ways to mark quotations: by *either* quotation marks *or* indentation. See 4.4 for guidelines for when you should use quotation marks and when you should indent.

Do not mark quotations by *both* quotation marks *and* indentation.

Do *not* use italics, bold or a different font or font size to indicate quotations, unless any of these are present in the original (or, in the case of italics, they are added for emphasis).

4.3   Incorporating Quotations

Quotations (direct or indirect) should be incorporated into your prose rather than introduced as separate independent sentences. They can appear at the beginning, middle or end of your sentence.

4.4   Marking Direct Quotations

Material that is quoted directly from other sources must be marked as a quotation and properly integrated into your text. Depending on its length, the quotation can be either run into the body of the text and punctuated with quotation marks or indented without quotation marks.

Cite the source of each quotation parenthetically at the end of the sentence in which the quoted material is used (see Section 5) and include the source in the Reference List (Chicago)/ Works Cited (MLA) (see Sections 5.4-9).

4.4.1 Quotations of Four Lines or Less

Place quotations of four lines or less within quotation marks. See Section 4.7 for the differences between British and American punctuation of quotations. The parenthetical reference, whether in Chicago or MLA format, should be followed, not preceded, by a final full stop.

4.4.2 Quotations of More Than Four Lines

Indent quotations that are more than four lines in length 2 cm.

Do *not* place quotation marks around indented quotes.

Do *not* change the font size, the line spacing, or any other aspect of the text's formatting.

4.4.3 Quoting Verse

When quoting three lines or fewer, mark line-breaks with a slash. For example: "Shall I compare thee to a summer's day / Thou art more lovely and more temperate."

Indent verse quotations of more than three lines 2 cm. *Do not* use quotation marks, italics, bold or a different font or font size in indented quotations unless in the original or, in the case of italics, they are added for emphasis, as in this sentence.

4.5 Ellipsis

Ellipsis (material omitted) in quotations must be indicated by means of three ellipsis points: 'The term *black hole* … was coined in 1969'.

Ellipsis must not be used to change the meaning of the original source.

You can insert a single word or phrase to make a quotation grammatical or to restore the sense after material has been cut. Place square brackets around inserted material to indicate that you are not quoting directly: 'the mushrooms are … [then] harvested'. Square brackets should also be placed around a capital or lower-case letter where the case has been changed from the original to fit into the text. Place square brackets around the ellipsis points to show ellipsis if quoting from a text that itself includes ellipsis points.

Ellipsis is not usually necessary at the beginning or end of a quotation where it is obvious that only a portion of the original source is being quoted.

4.6 Indirect Quotations

You must indicate the sources of information or ideas that come from other writers, even if you do not quote their exact words. For example, you may wish to summarise or paraphrase the argument of a writer in your own words.

In this case, do not mark the passage with quotation marks or indent it. Cite the source of each quotation parenthetically at the end of the sentence where the material is used, and document the source in the same way as for direct quotations.

4.7 Differences in British and American English Punctuation of Quotations

An important difference between British and American English concerns the punctuation of quotations marked by quotation marks.

British English uses single quotation marks, and American English double.

In both British and American English, when a quotation occurs within a quotation, the other type of quotation mark is used for the embedded quotation.

In British English, quotations take any concluding punctuation *after* the quotation marks are closed, except in the case of question marks and exclamation marks that form part of the quotation.

In American English, commas and full stops (periods) that follow a quotation come *before* the quotation marks are closed, even if the punctuation belongs to the surrounding text and not the quotation. Other punctuation marks come before the quotation marks if they were in the original, or after if they form part of the surrounding text.

The following examples demonstrate the main differences:

1.1.1 British English

Hawking states that 'up to about twenty years ago, it was thought that protons and neutrons were "elementary" particles'. But what does Hawking mean by 'elementary'?

1.1.2 American English

Hawking states that "up to about twenty years ago, it was thought that protons and neutrons were 'elementary' particles." But what does Hawking mean by "elementary"?

Note that elsewhere in this style guide, examples are given in British English only.

In both British and American English, sentences that include quotations and end with a parenthetical reference (see Section 5) take the full stop *after* the final parenthesis. In other words, do not put an additional full stop before the parenthesis.

4.8   Quoting Non-English Sources

Quotations should normally be given in their original language. Discuss whether a translation is necessary with your teacher.

5   Documentation

The choice of method of documentation will depend on whether your research paper or MA thesis is based on a linguistics, literature, history, or media topic. These categories are somewhat flexible and may overlap. Consult your teacher to determine into which category your research paper or MA thesis topic falls.

For linguistics or media studies courses, the documentation of research papers is usually based on *The Chicago Manual of Style* (16th ed., 2010) author-date system.

For literature or history courses, the documentation of research papers is usually based on the *MLA Handbook for Writers of Research Papers* (7th ed., 2009) author-date system. The MLA Handbook is available online if you have purchased the book.

Both systems make use of parenthetical references in the paper that refer to works in the list of sources, (usually called Reference List in the Chicago author-date system and Works Cited in the MLA system) rather than using a note-based system of documentation.

The two systems have been chosen as the basis for the Degree Program style guide because they reflect widespread practice in the study of linguistics, literature and history.

5.1   Linguistics and Media Topics: *Chicago Manual of Style* Author-date

The Chicago author-date system requires parenthetical references to citation sources in the text consisting of the author's surname, the year of publication and the page number(s). The reference can be parenthetical in part or completely, depending on how much source information is incorporated into the surrounding text.

The components are (Surname year, page number[s]):

Author Surname(s) Incorporated Into the Surrounding Text

Jones argues that this is a good system, and states, 'I always use *The Chicago Manual of Style* when documenting my sources' (1986, 234).

Author Surname(s) and Date of Publication in your Sentence

In 1986, Jones argued that this was a good system, stating, 'I always use *The Chicago Manual of Style* when documenting my sources' (234).

Neither Author Surname(s) nor Date of Publication in your Sentence

One famous linguist remarked that he 'always use[d] *The Chicago Manual of Style* when documenting [his] sources' (Jones 1986, 234).

5.1.1 Documenting More Than One Publication by the Same Author(s)

If you cite more than one work by the same author(s) with the same year of publication, refer to these in the main text and in the Reference List by year of publication and 'a', 'b', 'c', and so on. For example, 1998a, 1998b and 1998c.

5.2   Literature or History Topics: MLA (Parenthetical)

In contrast to the Chicago author-date system, the MLA system does not require date of publication in the parenthetical reference. The MLA reference in the text usually consists

of only the author's surname and the page number(s) separated only by a space. For the most common exception to this rule, see Section 5.2.1.

The reference may be parenthetical either in part or completely, depending on how much of it is incorporated into the surrounding text:

Author Surname(s) Incorporated into the Surrounding Text

Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources' (234).

Author Surname(s) not Incorporated into the Surrounding Text

One famous linguist remarked that she 'always use[d] the *MLA Handbook for Writers of Research Papers* when documenting [her] sources' (Smith 234).

5.2.1 Documenting More Than One Publication by the Same Author(s)

If you cite more than one work by the same author(s), the title of the cited work can be either mentioned directly or given in the parenthetical reference. Unless the title is brief, shorten it for the parenthetical reference.

Direct Mention of Title

In *Documentation Forever: The Art of Proper References*, Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources' (234). This assertion supports her earlier cogently argued position, stated in 'My Life with Endnotes' (28).

Parenthetical Reference to Title

Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources' (*Documentation Forever* 234). This assertion supports her earlier cogently argued position ('My Life' 28).

5.2.2 Exceptions Made for Verse Drama, Poetry, Religious Works, Etc.

The above system of parenthetical references does not usually apply to verse drama, long poems, religious works and some historical documents. For these types of source, the page number is replaced by a different form of numerical reference.

Verse Drama

Hamlet, hesitating to kill his uncle, says,

Now might I do it pat, now he is praying;
And now I'll do't: and so he goes to heaven:
And so am I revenged. That would be scann'd:
A villain kills my father; and, for that,

> I, his sole son, do this same villain send
> To heaven. (3.5.74-79)

Poetry

In *Paradise Lost*, Milton opens with an allusion to the Fall:

> Of Mans First Disobedience, and the Fruit
> Of that Forbidden Tree, whose mortal tast
> Brought Death into the World, and all our woe,
> With loss of EDEN … (1.1–4)

Religious Works

The Book of Genesis opens with a description of the beginning of time:

> 1 In the beginning God created the heaven and the earth.
> 2 And the earth was without form, and void; and darkness was upon the face of the deep. And the Spirit of God moved upon the face of the waters.
> 3 And God said, Let there be light: and there was light. (1.1–3)

5.3   Multiple Quotations from a Single Source

Occasionally, you may draw on a single source more than once in a single paragraph. In such cases, it is often sufficient to give a single parenthetical reference or note at the end of the paragraph. Indicate the page numbers or range of page numbers as appropriate. This option is possible regardless of whether you are using Chicago or MLA.

Examples

In *Documentation Forever: The Art of Proper References*, Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources'. Oddly, on the next page, she argues that the MLA system is 'quite useless' (234–35).

In her review of *Documentation Forever: The Art of Proper References*, Muriel K. Jones berates Smith for her inconsistency, noting that at different times Smith 'switches illogically between the Chicago and the MLA system', going on to point out that this merely enrages readers (144, 146).

5.4   Documenting Anonymous Sources

Anonymous sources, especially web sites, create an anomaly for the Chicago and MLA systems. If you cite an anonymous source, place the title of the work (book, scholarly journal article or web site) first, followed by the date, in your parenthetical reference. Unless the title is brief, shorten it for the parenthetical reference.

6   Documentation: Reference List (Chicago)/Works Cited (MLA)

Both the Chicago author-date and the MLA systems of documentation require a detailed list that includes only the sources referenced in the paper. Titles for the list of the sources vary, but recommended are 'Reference List' for Chicago and 'Works Cited' for MLA.

The entries in the list of sources are arranged in alphabetical order by author surname.

Format entries with a hanging indent of 0.5 cm. Use your word processer's hanging indent function rather than the tab key or spaces to format entries.

7   Reference Lists (Chicago)

7.1   Placement

Place the Reference List at the end of the paper. It should begin on a new page. Centre the title (Reference List) at the top of the page.

7.2   Main Features of the Chicago Author-Date System

- The references are listed alphabetically by the last names of the authors. Each author's given name should be included.

- Multiple entries by the same author(s) are arranged chronologically by date of publication, following the system given in Section 5.1.1. The author's name should be replaced by a 3-em dash (———) or three hyphens (---) for the second and any subsequent entries.

- The date follows the author's name.

- Use headline style capitalisation for all titles (i.e., capitalise the first, last and all principal words in titles).

- Italicise the titles of books, journals, magazines, newspapers, films, plays, and other self-contained works.

- The titles of journal articles or chapters of books are placed in quotation marks.

- A citation from an online journal includes either a DOI (Digital Object Identifier) (preferred) or a URL (Uniform Resource Locator) in the Reference List entry.

7.3 Reference List Entry Template

7.3.1 Book

Author. Year. *Book Title*. Edition [if not the first]. Place of publication: Publisher.

7.3.2 Scholarly Journal Article (Volume and Issue Number)

Author. Year. "Article Title." *Journal Title* Volume (Issue): Pages.

7.3.3 Scholarly Journal Article (Only Issue Number)

Author. Year. "Article Title." *Journal Title* Issue:Pages.

7.3.4 Chapter of an Edited Book

Author. Year. "Chapter Title." In *Book Title*, ed. Editor, Pages. Place of publication: Publisher.

7.3.5 Online Source: General Web Site

Author [if known]. Year [if known]. "Title." *Web Site Title*, URL (Accessed access date).

7.3.6 Online Source: Scholarly Journal Article

Author. Year. "Article Title." *Journal Title* Volume (Issue): Pages. doi /URL.

7.3.7 A lecture

Author. Year. 'Lecture Title'. Lecture, Location, Date.

7.3.8 A handout or other unpublished material

Author. Year [if known, otherwise N. d.]. 'Title'. Unpublished manuscript/ Lecture handout.

7.4 Examples

7.4.1 Book

Hymes, Dell H., and John G. Fought. 1981. *American Structuralism*. The Hague: Mouton.

7.4.2 Scholarly Journal Article (Volume and Issue Number)

Chang, Yuh-Fang. 2009. "How to Say No: An Analysis of Cross-Cultural Difference and Pragmatic Transfer." *Language Sciences* 31 (4): 477-93.

7.4.3 Scholarly Journal Article (Only Issue Number)

Asher, James J. 1993. "Imagination in Second Language Acquisition." *Journal of the Imagination in Language Learning* 1:20-23.

7.4.4 Chapter of an Edited Book

Zobl, Helmut. 1998. "Representational Changes: From Listed Representations to Independent Representations of Verbal Affixes." In *Morphology and its Interfaces in Second Language Knowledge*, ed. Maria-Luise Beck, 339-71. Amsterdam: Benjamins.

7.4.5 Online Source: General Web Site

"International Research Foundation for English Language Education: The Impact of English and Plurilingualism in Global Corporations." 2009. *TIRF,* http://www.tirfonline.org/TIRF_Plurilingualism_full.pdf (August 12, 2010).

7.4.6 Online Source: Scholarly Journal Article

Valian, Virginia, and Andrea Levitt. 1996. "Prosody and Adults' Learning of Syntactic Structure." *Journal of Memory and Language* 35:497-516. http://extra.idealibrary.com.

 OR

Valian, Virginia, and Andrea Levitt. 1996. "Prosody and Adults' Learning of Syntactic Structure." *Journal of Memory and Language* 35:497-516. doi:10.1006/jmla.1996.0027.

7.4.7 A lecture

Jensen, Jens. 2010. 'Shakespeare Was Danish'. Lecture, Scandinavian Dept., Aarhus University. 29 February 2010.

7.4.8 A handout or other unpublished material

Jensen, Jens. 2010. 'Shakespeare Was Danish'. Lecture handout.

Wilson, Florence B. N.d. 'Some Thoughts on Contemporary England'. Unpublished manuscript.

8 Works Cited (MLA)

8.1 Placement

Place the list of Works Cited at the end of the paper. It should begin on a new page. Centre the title ("Works Cited") at the top of the page.

8.2 Main Features of the MLA System

- Multiple entries by the same author(s) are arranged alphabetically by title. The author's name should be replaced by three hyphens (---) for the second and any subsequent entries.
- Use headline style capitalisation for all titles (i.e., capitalise the first, last and all principal words in titles).
- The titles of books, journals, magazines, newspapers, films, plays, and other self-contained works are italicised.
- The titles of journal articles and chapters of books are placed in quotation marks.
- URLs are *not* included in Works Cited.

8.3   Works Cited Entry Template

8.3.1 Book

Author. *Book Title*. Edition [if not the first]. Place of publication: Publisher, Year. Print.

8.3.2 Scholarly Journal Article

Author. 'Article Title'. *Journal Title* Volume number. Issue number (Year): Pages. Print.

8.3.3 Scholarly Journal Article (Only Issue Number)

Author. 'Article Title'. *Journal Title* Issue number (Year): Pages.

8.3.4 Chapter of an Edited Book

Author. 'Chapter Title'. *Book Title*. Ed. Editor(s). Place of publication: Publisher, Year. Pages.

8.3.5 Online Source: General Web Site

Author [if known]. 'Title' [if applicable]. *Site Title*. Web. Access date.

8.3.6 Online Source: Scholarly Journal Article

Author. 'Article Title'. *Journal Title* Volume. Issue (Year): Pages. *Database Title*. Web. Access date.

8.3.7 A lecture

Author. 'Lecture Title'. Location. Date. Lecture.

8.3.8 A handout or other unpublished material

Author. 'Title'. Year [if known, otherwise N.d.]. Lecture handout / MS [manuscript/handwritten] / TS [typescript/printed].

8.4   Examples

8.4.1 Book

Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton UP, 1957. Print.

8.4.2 Scholarly Journal Article

Smith, Paul. 'Hemingway's Early Manuscripts: The Theory and Practice of Omission'. *Journal of Modern Literature* 10.2 (1983): 268-88. Print.

8.4.3 Scholarly Journal Article (Only Issue Number)

Smith, Paul. 'Hemingway's Early Manuscripts: The Theory and Practice of Omission'. *Journal of Modern Literature* 2 (1983): 268-88.

8.4.4 Chapter of an Edited Book

Ellickson, Robert C. 'Controlling Chronic Misconduct in City Spaces: Of Panhandlers, Skid Rows, and Public-Space Zoning'. *1997 Zoning and Planning Law Handbook*. Ed. Christine A. Carpenter. New York: Clark, 1997. 369-486. Print.

8.4.5 Online Source: General Web Site

Heaney, Seamus. 'The Tollund Man'. *Internet Poetry Archive*. Web. 12 August 2009.

8.4.6 Online Source: Scholarly Journal Article

Tucker, Edward L. 'James and Charles Dickens'. *The Henry James Review* 17.2 (1996): 208-09. *Project Muse*. Web. 16 Nov. 2008.

8.4.7 A Lecture

Jensen, Jens. 'Shakespeare Was Danish'. Scandinavian Dept., Aarhus University. 29 February 2010. Lecture.

8.4.8 A handout or other unpublished material

Jensen, Jens. 'Shakespeare Was Danish'. 2010. Lecture handout. Print.

Wilson, Florence B. 'Some Thoughts on Contemporary England'. N.d. TS. Print.

9 Documentation Guides

If you have any questions about the manner in which you should format your references or the entries in your list of sources, unanswered by the information provided in this style guide, consult one of the following guides.

9.1 Guides for Research Papers and MA Theses Written in English

Chicago

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010.

The Chicago Manual of Style is available via the State Library.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th ed. Chicago: University of Chicago Press, 2007.

MLA

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: Modern Language Association of America, 2008.

Gibaldi, Joseph, and Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009.

The MLA Handbook for Writers of Research Papers is available online for students who have purchased a print copy of *The MLA Handbook for Writers of Research Papers*. The MLA Style Manual is available via the Purdue Writing Lab at Purdue University (USA).

Composition and Argumentation

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 3rd ed, Chicago Guides to Writing, Editing, and Publishing. Chicago: University of Chicago Press, 2008.

Your course teacher or MA thesis supervisor may provide you with additional guidelines.

9.2 Guides for MA Theses Written in Danish

If you write your MA thesis in Danish, you should consult a Danish style manual for guidance on how to format your references and the entries in your list of sources; for example:

Jacobsen, Henrik Galberg, and Peter Stray Jørgensen. *Håndbog i nudansk*. 5. udg. København: Politiken, 2005.

Lotte Rienecker og Jørgensen, Peter Stray. *Den Gode Opgave*. 3. udg. København: Samfundslitteratur, 2011.

Jørgensen, Peter Stray, Lotte Rienecker of Signe Skov. *Specielt om Specialer: En Aktivitetsbog*. Samfundslitteratur, 2011.

Otherwise, use the information provided in this style guide in formatting your MA thesis. If Danish and English conventions differ, apply Danish conventions.

10 Length of Research Papers and MA Theses

The study regulations for examinations stipulate the required lengths for research papers and MA theses in terms of a *standard page*, which is defined as containing 2,400 characters, including spaces. The settings given above in Section 1 should produce standard pages of text with approximately 2,400 characters each. You are still responsible for doing a word count and ensuring that your research paper or thesis meets the required length requirement.

10.1 Declaration Pages for Research Papers and MA Theses

Please consult the study regulations for the exam to determine the range of pages for the paper you are writing. Check that your research paper or MA thesis falls within the allowed page range required for the exam by getting a character count from your word processor. Provide the character count on the Declaration Page for Research Papers or the Declaration Page for MA Theses.

10.2 Substantive Notes

Include the text in substantive notes in your word count.

10.3 Elements *not* Included in Character Count

The following elements should *not* be included in the character count:

Research Papers

Title page, table of contents, acknowledgements, appendices, summary (bachelor project), and list of sources.

Master's MA Theses

Title page, table of contents, summary, acknowledgements, preface, appendices and list of sources.

10.4 Diagrams, Tables, and Other Visual Materials

Some factors may lead to a difference in the actual number of characters per page (for example, the use of headings or non-textual material). If your research paper or MA thesis contains a substantial amount of non-textual material, consult your teacher or MA thesis supervisor.

11 Usage Guide

11.1 Academic Style

Academic papers should be written in an appropriately academic style. Normally, this will be compatible with an objective approach. For example, use of the first person will be relatively infrequent, direct address to the reader will rarely be used, and the passive form may be used more frequently than in non-academic writing.

An important element of academic English is the absence of bias in the language. *The Chicago Manual of Style* discusses gender and other forms of language bias and provides alternative formulations to help you write bias-free English.

It is recognised, however, that some variation in style may be regarded as appropriate. Consequently, this style guide does not provide detailed recommendations. Consult your supervisor / course teacher for further guidance.

11.2 Titles in English: Italics or Quotation Marks?

In the body of your paper, the title of a separately published work should be presented in italics, whereas the title of a subsection of such a work should be presented in quotation marks and without italics. Thus, the titles of books, scholarly journals, plays, epic poems, web sites, newspapers, paintings and films, for example, should be italicised.

The titles of chapters of books, scholarly journal articles, short stories, poems (unless published as separate works) and newspaper articles, for example, should be in quotation marks.

Do *not* use bold or a different font or font size to indicate titles.

11.3 Apostrophes

English uses an apostrophe to designate possession (with the exception of possessive pronouns—*his*, *hers*, *theirs*, *its*, *ours*, *yours*). Most forms of the possessive are straightforward, but note the following:

	Joan's	Jones's	the Joneses'
with the meaning:	*of Joan*	*of Jones*	*Of the Joneses*

Do not put an apostrophe in decades when written as numerals. Instead, they should be written as follows: 1960s, 1970s, 1980s, and so on.

Remember the difference between the possessive pronoun *its* and the contraction of *it is*, which is written *it's*. For example:

What has Joan's dog got in its mouth? It's the Joneses' style guide!

12 Checklist for Student Research Papers

To ensure you have not forgotten any aspects of completing your paper, please complete the Checklist for Student Research Papers. You do not have to include it with your papers unless asked to do so by your teacher or MA thesis supervisor.