

MA THESIS: GUIDELINES

1. INTRODUCTION

These notes are intended to provide general guidance to suitable style and matters of presentation of MA theses to ensure a uniform appearance of the theses of the Department. As they cannot be exhaustive, for further queries authors are advised to consult any well-known style manual.

Parts of the thesis

An MA thesis has three main parts: the front matter or preliminaries, the text and the back matter. Each of these main parts consists of several parts.

2. PRELIMINARIES

Title page

The title page should include the name of the university, the department and the MA programme as well as the exact title of the thesis, the candidate's name, the supervisor's and the supervising committee's names and the date (month and year) of submission. All these should be bold, centred with generous spacing between them, and only the title of the thesis should be capitalised without quotation marks. If your title includes a title of another work, italicise the incorporated title. The font size should be slightly bigger than that of the thesis. See Appendix 1 for a sample title page.

Declaration

This follows the title page and states that the dissertation is the student's own work and is signed by the student. See Appendix 2 for the declaration page.

Dedication

Dedications are optional, usually brief and need not include the word "Dedicated". "To" is sufficient:

To Harriet

with no final punctuation. The dedication, typed in upper or lower case should be placed on the right hand side, 8cm. from the top of the page.

Acknowledgements

This is optional. In the acknowledgements, the author may wish to thank supervisors, colleagues, family, friends, etc. and list the

individuals or institution(s) that supported the research. The heading “acknowledgements” is bold, in uppercase and centred over the text. The format of this page should be the same as the first page of any chapter.

Abstract

An abstract briefly summarises the contents of the dissertation, should be about 350 words and should be followed by about six keywords. The abstract and keywords should be in both Greek and English on separate pages (Keywords = Λέξεις κλειδιά).

Table of Contents

The table of contents lists all the parts of the thesis except the title page and dedication. All levels (headings and subheadings) should be included. Page numbers should be aligned to the right preceded by period leaders. Double-space between items and single-space the rest. See Appendix 3 for a sample Contents page.

3. THE TEXT

The text should be separated into well-defined divisions, such as chapters, sections and subsections. Avoid using too many levels of subsectioning.

Introduction

The text usually begins with an introduction, which may be called **Chapter 1**. If it is short, the author may prefer to head it simply **Introduction** and reserve the more formal generic heading **Chapter** for the main body of the thesis. In either case it should be in lower case, centred and bold.

Chapter

The main body of the thesis is divided into chapters. Each chapter begins on a new page and has a generic heading and a title, both bold, centred, in lower case (14 pt). The generic heading of a chapter consists of the word **Chapter** followed by a number. The number must be given in the form of arabic numerals. The title, which describes the content of the chapter, is centred in lower case immediately below the generic heading. Then leave two blank spaces and write your first heading (e.g. **2.1 Introduction**). See Appendix 4 for a sample page.

Section and subsection

The chapters of dissertations are divided into sections and these into subsections and so on. Such divisions are customarily given titles, called

headings, which are differentiated as first-, second- and third-level headings. Titles for headings and subheadings of each chapter should be consecutively numbered and aligned to the left of the page.

Leave two spaces before and one after each heading but leave one space before and one after all subheadings. Start with number 1 not 0. Use bold for headings and italics for subheadings. See Appendix 5 for a sample page.

3.1 BASIC DIRECTIONS FOR LAYING OUT THE TEXT

Paper and margins

The text should be typed on good quality white A4 paper (210x297mm). Only one side of the paper should be used. Times New Roman, font size 12 is recommended with 1.5pt line spacing. Use Times New Roman font size 10 for the footnotes.

Leave a margin of 2.54cm. on each of the top and bottom sides of the paper, 3.17 on the right and 4cm. on the left, since binding reduces the margin. The top margin on the first page of all new chapters may also be wider by one more space. Justify your right margins and do not hyphenate words. Leave one blank space between your paragraphs but do not indent them.

Pagination

Assign a number to all pages of the dissertation except blank and dedication pages which are not counted in the pagination of the thesis. On the title page the number is not shown but the page is counted in the pagination.

For the preliminaries, number with small roman numerals (ii, iii, iv, etc.) centred at the bottom of each page. The numbering begins with "iii" or "iv", as the title, the declaration and dedication pages count as "i" "ii" and "iii" but these do not appear on the page. Number the remaining parts, including text, appendices, notes, etc. with arabic numerals centred at the bottom of the page. The numbers should be placed 1.5 cm. both from the bottom of the page and the text. Begin the numbering of the pages with "2", as the first page does not bear a number and continue consecutively to the end.

Quotations

Any quotations you use in your paper should be convincing and very important, and should be made an integral part of your text if they are short. Short, direct prose quotations of about 60 words or fewer should

be incorporated into the text and enclosed in double quotation marks reserving single quotations for quotations within quotations. Longer quotations of more than 60 words or about five lines should have a blank line above and below, should be single-spaced, without quotation marks and with 1.27 left margin. If you are quoting a poem follow the conventions, indentation, etc. of the original. In general, you should do little direct copying. A dissertation should not consist of a list of quotations. When you are quoting, quote accurately the wording, spelling and capitalisation of the original. When you are paraphrasing, use your own sentence structure and phraseology, not a slightly altered version of your source because there is the danger of copying the style of the source, and this will inevitably be different from your own.

It is sometimes necessary for the writer to insert in a quotation a word or more of explanation, clarification or correction. All such insertions must be included in square brackets [...] and not parentheses because it will be unclear who inserted the parenthetical material. To assure the reader that an incorrect spelling or word was in the original matter quoted, the Latin word *sic* 'so' is italicised and placed in square brackets [*sic*]. For example, "the corresponding notes themselves [*sic*] are placed at the bottom of the page". If you would like to emphasize a word or phrase by using italics, the words "emphasis mine" should be added in brackets. For example, "you should follow *exactly* the style found in the original material" (emphasis mine). If the elements were emphasized in the original, then you add in brackets (emphasis in the original). No need to start your quotation with dots indicating missing material "... the corresponding notes themselves are placed at the bottom of the page". When the quotation you would like to use starts with an uppercase letter but you should use a lower case one as it is in the middle of your sentence, use the letter in square brackets, e.g. "[t]he pilgrims left the field".

3.2 EXAMPLES

If you use examples as data in your thesis and they are incorporated in your text enclose them in double quotation marks. If the example is in Greek, it should be italicised followed by its translation in single quotation marks. If you use a word or phrase in Greek or any language other than English then the word or phrase should be italicised and if its translation follows, it should be included in single quotation marks.

For example:

In Polish (Jaworski 1993: 71), there is the verb *przemilczec* 'to be silent about something', in the sense of failing to mention something. In Greek, too, there is the verb *αποσιωπώ* 'fail to mention something'.

Examples not incorporated in the text should be numbered consecutively with Arabic numerals in brackets and aligned to the left. Depending on the aims of the study, these should be followed by a word-for-word translation and a literal translation in single quotation marks (as in example 1) or by a free translation (as in example 2). Use Greek characters for examples in Greek. Use single space if your examples are longer than one line. For example:

- (1) Έφαγε την τούρτα ο Γιάννης.
 ate-3sg the cake-acc the John-nom
 'John ate the cake.'
- (2) 1 Πα: (γελώντας) μας παρασύρατε σε κάτι τέτοιο κύριε
 Πρετεντέρη; κι εσείς;
 2 Πρ: ότι τι; ότι ήθελα να χάσετε την
 ονομαστική ψηφοφορία; (σοβαρεύοντας) όχι
- 1 Pa: (*laughing*) did you drag us into something like that Mr
 Pretenderi? *et tu?*
 2 Pr: that what? that I wanted you to miss the
 nominal division? (*getting serious*) no

If you have transcribed natural discourse as in examples 2,...., and have used symbols you should present them in a list at the beginning of your work or at the end if you have an appendix with transcribed material. Here is an indicative list:

Key to transcription symbols

- = latching
- (.) pause
- >> skip-connecting turn
- [onset of simultaneous speech
- XX unintelligible segment
- cut off speech
- [...] omitted text
- (text) extralinguistic information
- text* stressed segment
- {text} clarification or comment provided by the analyst-author

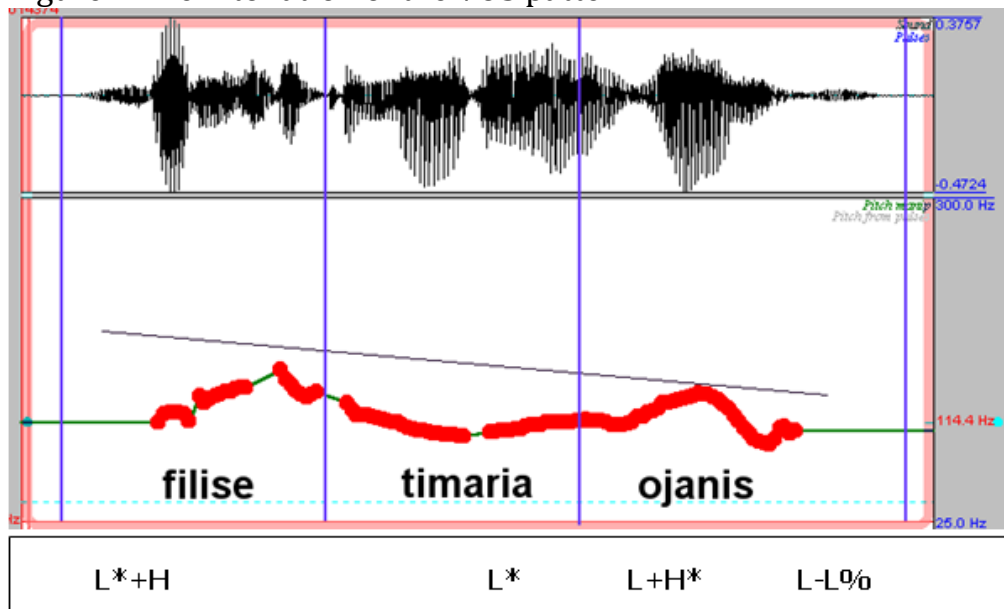
3.3 TABLES – GRAPHS/FIGURES

Tables are numbered sequentially throughout the thesis (1, 2, 3 etc.). A Table heading should appear above each Table with no full stop at the end, as can be seen below. The same applies to Graphs/Figures.

Table 1 Focus types and mechanisms of realisation

		LANGUAGE				
TYPE OF FOCUS	MECHANISM	English	German	Spanish	Italian	Greek
<i>Information focus</i>	NSR	√	√	√	√	√
	Stress in situ	√	√	X	X	√
<i>Contrastive focus</i>	FocusP	X	X	√/X	√	√
	Stress in situ	√	√	X	X	√

Figure 1 The intonation of the VOS pattern



Miscellaneous

- When you introduce a new term or notion whether your own or borrowed enclose it in single quotation marks.
- If you want to emphasise a word or phrase use italics.
- If you use lists of words enclose them in double quotation marks. For example, “contact verbs such as “phone”, “dial” and “write” serve as directives ...”.

Plagiarism

By definition, a thesis involves the assimilation of prior scholarship and entails responsibility to give proper acknowledgement whenever one is indebted to somebody else for either words or ideas. If you fail to cite a source, whether deliberately or accidentally, you are guilty of

plagiarism, i.e. of presenting as your own work the work and ideas of others.

3.4 REFERENCES/DOCUMENTATION

In-text references

Such acknowledgement is achieved by references. References in the body of a dissertation or in footnotes should document the information or opinion offered, to allow the reader, if s/he wishes to check the evidence on which an argument is based. A reference must, therefore, enable the reader to find the source referred to as quickly and as easily as possible. You can incorporate this information in your text, normally in parentheses. References in the text should give the last name(s) of the author(s), the year of publication and, where relevant, the page(s) referred to or the year of publication and the page(s) if the author's name is mentioned in the text. This information is enclosed in brackets. For example:

- One work by a single author

Smith (1983) compared reaction times ...

In a recent study of reaction times (Smith 1983) [no comma after the name]

Page number(s) is/are necessary when you quote, paraphrase or refer to specific ideas, etc. For example:

The telephone is a relatively recent invention; nevertheless, "very definite rules surround its usage" (Chaika 1982: 72). **Direct quotation**
The telephone is a relatively recent invention; nevertheless, there are specific rules governing its usage (Chaika 1982: 72). **Paraphrasing**

Insert one space between the colon and the page number. Abbreviations like p. (page) or pp. (pages) are unnecessary, unless used to avoid confusion. Use exact inclusive page numbers in preference to f. (following page) or ff. (following pages). For example, use (Chaika 1982: 72-73) instead of (Chaika 1982: 72f) and (Chaika 1982: 72-75) instead of (Chaika 1982:72ff). Initials for first names and titles should not be used in the text. For example, you should not write "E. Chaika (1982: 75) claims..." or "Prof. Chaika (1982:75) claims ...". Initials for first names can be used only when two authors have the same last name to avoid confusion.

- One work by more than two authors

Use the names of all authors for the first citation. For example:

Williams, Jones, Smith and Bradner (1983) found ...
but use the Latin *et al.* 'and others' in italics in all subsequent citations.
For example:
Williams *et al.* (1983) claim ...

- If many authors are cited on the same issue use commas after the year to distinguish between them and list them chronologically. For example:
(Chomsky 1965, Tannen 1992, Brusko 1995)

The reference for a long quotation could be either incorporated in your text (see above) or follow the quotation, enclosed in parentheses and aligned to the right. For example:

It happened on innumerable occasions that nice, warm weather had been forecast and rain and snow fell all day long, or vice versa. Some people jumped rashly to the conclusion that something must be wrong with the weather forecasts. They are mistaken and should be more careful with their allegations (Mikes 1981:22-23)

The reference should be repeated instead of the Latin reference abbreviations *ibid.* 'in the same place', *op. cit.* 'in the work already quoted' and *loc. cit.* 'in the passage, etc. already quoted' as these can create problems. Use italics for any Latin abbreviations you may use. Note that *ibid.* can refer only to the immediately preceding full reference. For example, "Leech (1983:27) states ... Leech (*ibid.*) explains...".

If you use a quotation or information you found in a source other than the original state it clearly. For example, "Tannen (1978), as quoted in Brown and Yule (1983:115), claims that ...". Do not overdo it as it indicates that you have not read the original work.

Notes/Footnotes

If the note is brief, insert it, within brackets, in the text itself; if it is lengthy, put it as a footnote. Your choice should be based on whether it interferes seriously with ease in reading the text. Notes should be numbered consecutively throughout each chapter. Care must be taken to ensure that the final sequence is correct. Note that the superscript numbers in the text to mark footnotes should preferably come at the end of the sentence and should follow all punctuation marks except a dash. In notes, the first name of the author, if used, can come first but the conventions concerning date and page number(s) are the same as those above.

4. BACK MATTER

Appendix

An appendix, although by no means an essential part of every dissertation, is a useful device to make available to the reader material related to the text but not suitable for inclusion in it. An appendix is a group of related items. Appendices, for example, may contain tables too detailed to be included in the text, technical notes on method, copies of documents not generally available to the reader, case studies too long to be put into the text, questionnaires, figures or other illustrative material. All appendices should go at the end of the thesis, never at the end of the chapters to which they may pertain. Materials of different categories should be placed in separate appendices. If there are more than one appendix, each should be given a number (e.g.: **APPENDIX 1**, **APPENDIX 2**, etc.) and a title, which describes the contents, below the generic heading. See Appendix 1.

Reference list

The reference list is the last part of a dissertation (except in those rare instances that an index is included). Only references listed in the text are included in the reference list. This can be given the title “references” in lower case, bold and aligned to the left. The reference list should be single-spaced throughout. The first line of each entry is flush left and all subsequent lines, if any, are indented.

Examples:

Books

We write the last name of the author first to make alphabetization easy, followed by a comma and then his/her full first name(s) (if given in the source) followed by a full stop. We then write the year of publication followed by a full stop (without parentheses), the title of the book in italics followed by a full stop, then the place of publication followed by a colon and then after one space the name of the publisher followed by a full stop. For example:

Brown, Gillian and Yule, George. 1983. *Discourse Analysis*. Cambridge: Cambridge University Press.

Chaika, Elaine. 1982. *Language: The Social Mirror*. Rowley, Mass.: Newbury House.

Searle, John. 1979. *Expression and Meaning*. Cambridge: Cambridge University Press.

Capitalise the first letter of all significant words of the title and subtitle. Use a colon after the main title.

Edited books

For an edited book, enclose the abbreviations “ed.” or “eds.” (with a period) in parentheses, immediately after the last editor. For example:

Bargiela Chiappini, Francesca and Haugh, Michael (eds.) 2009. *Face, Communication and Social Interaction*. London: Equinox.

Gumperz, J. John. (ed.) 1981. *Language and Social Identity*. Cambridge: Cambridge University Press.

Articles and chapters in edited books

For articles in journals or anthologies the number of the volume and page numbers should be included. The title of the paper is plain without quotation marks and only the first letter of the first word is in capitals and the one after a colon (if there is one). The title is followed by the name of the journal, the volume number, a colon and the page numbers with a space. The name of the journal should be in italics and with capital first letter for all significant words. For example:

Clyne, Michael. 1981. Culture and discourse structure. *Journal of Pragmatics* 5: 61-66.

Allan, Scott. 1990. The use of New Zealand intonation. In Alan Bell and Janet Holmes (eds.), *New Zealand Ways of Speaking English*. Clevedon, Avon: Multilingual Matters, 115-28.

Tannen, Deborah. 1985. Ethnic style in male—female conversation. In John J. Gumperz (ed.), *Language and Social Identity*. Cambridge: Cambridge University Press, 217-231.

In this case, the first names of the editors come first.

Miscellaneous

Enclose additional information necessary to the identification and retrieval (e.g. “3rd edn”, “rev. edn”, “Vol. 2” in parentheses immediately after the title. Do not use a period between the title and the parenthetical element. For example:

Stunk, William and White, Evelyn. 1979. *The Elements of Style* (3rd edn). New York: Macmillan.

.Wilson, John and Frazer, Frank. (eds.) 1977-78. *Handbook of Teratology* (Vols 1-4). New York: Plenum Press.

Alphabetise books with no author or editor by the first significant word in the title. For example:

College Bound Series. 1979. Princeton, NJ: College Board Publications.

If the original version of a non-English book is used, write the name of the author with Latin characters as it appears in your text and then the name in parentheses in Greek, then cite the original title and, in brackets without quotations marks, the English translation. For example:

Philippaki-Warburton, Irene (Φιλίππακη-Warburton, Ειρήνη). 1992. *Εισαγωγή στη Θεωρητική Γλωσσολογία* (Introduction to Theoretical Linguistics). Athens: Nefeli.

If the English translation of a non-English work is used as a source, cite the English translation. Enclose the translator's name in brackets. For example:

Luria, Andrew. 1968. *The Mind of a Mnemonist* (Trans. L. Solotaroff). New York: Avon Books.

Write (in press) in parentheses for books or articles that have been accepted for publication but have not been published yet and (forthcoming) for those which are still in preparation. For example:

Goat, John. (in press). *Politeness in Depth*. Athens: River Press.

If a paper was presented at a conference, write the specifics of the conference after the title. For example:

Beebie, Leslie. 1985. Speech act performance. Paper presented at TESOL 1985, New York.

If you use two or more works by the same author, list each work separately in your references and repeat the author's name. If there are two or more publications by the same author in the same year a lower-case a, b, c, etc., should be added to the year of publication both in the text and in the references. For example:

Tannen, Deborah. 1984a. Cross-cultural communication. *CA TESOL Occasional Papers* 10:1-16.

Tannen, Deborah. 1984b. The pragmatics of cross-cultural communication. *Applied Linguistics* 5:189-95.

Nowadays, there are many reliable resources available both online and in print. If you use one of these online sources you should include the DOI (Digital Object Identifier) or if a DOI is not available you should use the URL. For example:

Kajikawa, Loren. 2012. D'Angelo's Voodoo Technology: African Cultural Memory and the Ritual of Popular Music Consumption. *Black Music Research Journal* 32: 137-59. Accessed June 30, 2012, doi: 10.5406/blacmusiresej.32.1.0137

Haley-Brown, Jennifer. 2012. Risky Writing in Unsafe Spaces: Wikipedia as a FYC Venue. *Kairos: A Journal of Rhetoric, Composition, and Pedagogy* 16:3.
<http://kairos.technorhetic.net/16.3/praxis/hea-et-al/haley-brown/index.html>

There are various reference generator programmes available on the Internet. They are useful but they are not foolproof. So if you use one make sure that all the necessary information is included.

For additional information you could consult the *Chicago Manual of Style Online* (16th edition) available online.

APPENDIX 1

Title page

National and Kapodistrian University of Athens
Department of English Language and Literature

MA Programme “Linguistics: Theory and Applications”

[TITLE OF MA DISSERTATION]

Student's name
ID number

Supervisor

Supervising committee

[Date of submission]

APPENDIX 2
Declaration page

Declaration

This submission is my own work. Any quotation from, or description of, work of others is acknowledged herein by reference to the sources, whether published or unpublished.

Name

Signature

APPENDIX 3
Table of Contents

Declaration	ii
Acknowledgements	iii
Abstract in English	iv
Abstract in Greek	v
1. Introduction	1
2. Social structure and norms of interaction	5
2.1 Introduction	5
2.2 Social structure and markers of social relationship	7
2.2.1 Social deixis	10
2.2.2 Strategies of language use.....	17
2.3 Concluding remarks	21
3. Methodology	53
.....	
7. Conclusion	87
Appendix I.....	95
Appendix II	96
References	97

APPENDIX 4

Chapter 2
Social structure and norms of interaction

2.1 Introduction

In this chapter I would like to discuss

The relationship between

By contrast,.....

2.2 Social structure and markers of social relationships

From what has been said so far,

2.2.1 Social deixis

“Deixis” is a word borrowed from Greek

2.3 Concluding remarks

In conclusion, I would like to disappear