BA-thesis stylesheet

Organization. The thesis should contain the following parts bearing the following names.
title page
Streszczenie + Słowa kluczowe + Tytuł pracy w języku polskim
Abstract + Key words
Table of contents
Introduction
two core chapters
Conclusions
References
Appendix *(if any)*

The title page (see: example online)

Uniwersytet Warszawski
Wydział Neofilologii

<Imię Nazwisko>
<Nr albumu>

<Tytuł pracy dyplomowej>

Praca licencjacka
<na kierunku filologia angielska – językoznawstwo
(English Studies – Linguistics)>
<na kierunku filologia angielska – literatura i kultura
(English Studies – Literature and Culture)>

Praca wykonana pod kierunkiem
<tytuł naukowy, imię i nazwisko promotora>
Wydział Neofilologii

Warszawa, <miesiąc rok>

Chapter and Section

- Every chapter begins on a new page; it should be numbered, titled and bolded. Use the word "chapter".
- Do not underscore titles or headings.
- Do not end a title or heading with a full stop.
- Do not use the word "(sub)section" in the headings.
- Do not begin a new page to start a new (sub)section.

Text format

- Paper size: A4 format.
- Margins: 2.5 cm.
- Justify the text.
- Font: Times New Roman, 12 point type, double spacing between lines.
- Page numbers: aligned right within the bottom margin.
- Numbers: use Arabic numerals throughout (page no., no. of tables, figures, examples).

Font type. Use the following type of font for the following purposes only:

- **bold**:   in chapter titles and headings of sections
- *italics*:   for highlighting essential information, for emphasis (not for quoting)
- underlining: do not use at all.

Paragraph format. Use the "indented paragraph" format consistently throughout the work.

Quotations. All quotations should follow the original text <u>exactly</u> in wording, spelling and punctuation. <u>Any additions</u> by the author (e.g. the format of the initial letter, or words added for clarification) should be indicated by square brackets. Indicate omissions by ellipsis points in square brackets […]. Do not use this symbol at the beginning or end of the quotation.

Italics indicate emphasis. Document this in citation brackets, after a comma.
- If the emphasis is in the original, copy the italics and write: "original emphasis"
- If the emphasis is yours, use italics, and write "emphasis added".

When quoting an entire sentence, end it with a quotation mark, not a full stop. The full stop appears after the citation at the end of your sentence.

Short quotations. Short quotations (up to three lines of text) should be run on (i.e. included within the text) and enclosed within double quotation marks. Follow the quotation by the citation.

Longer quotations. Long quotations (three lines or more) should appear as separate blocks, left-indented. Do not use quotation marks. The quotation should be immediately followed by the citation.

Quotations within quotations. Quotations within quotations are enclosed in single quotation marks.

Citations. The format of citations should follow strictly the selected bibliographic convention.

Notes. Notes can have the form of footnotes or endnotes; one method of notation should be used consistently and follow the selected bibliographic convention.

Tables, figures. Each table and figure should be numbered sequentially. Each table and figure should have a caption, immediately below, aligned left.
Tables and figures should have one-line-spacing, set in 11 pt font.
The paragraph under the table/figure begins aligned left (do not indent).
Refer to tables and figures by number. Do not speak of the "following" table, or the table "below".

Orthography. Both American English and British English forms are acceptable, but spelling must be consistent throughout.

Abbreviations. Avoid abbreviations. Limit your use of abbreviations to the few common ones, such as: e.g., et al., etc., cf., and i.e.

Appendix. All the appendices should be consecutively numbered. All the appendices must be referred to in the main text (i.e. cross-referenced).

References / Works Cited.
Follow the conventions: APA, Chicago, MLA, The Generic Style Rules for Linguistics (https://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf), or another major bibliographical convention, as recommended by the supervisor. References / Works Cited should begin on a separate page. Follow carefully the correct use of punctuation patterns.