

BA/MA Style Guidelines

General:

1. Dissertation length: from 30 to 50 (BA) or from 60 to 100 (MA) standardized pages, including Works Cited. (excluding photos, tables, etc.).
2. Use Times New Roman 12 and 1.5 spacing, justified on both sides, for the standardized page.
3. Short quotations should be placed in the text; longer quotations (more than 3 lines) should be in Times New Roman 10 point type, indented on both sides, preceded and followed by a blank line, and should not be included within quotation marks.
4. If necessary, use footnotes (not endnotes). **Do not use footnotes for bibliographical information, only when you want to add something (as if parenthetically)**
5. Do not underline any parts of the text. Italics should be used for emphasis and foreign phrases.
6. Tables, diagrams and other figures should be of good quality and editable in the Microsoft Word software (black and white). The figures should be numbered and preceded by an appropriate heading (italics, Times New Roman 12 point type). They should have a clearly-indicated connection with the main text (As *Figure 4* illustrates, ...).

In-Text Citations:

1. Provide parenthetical citations:
In *The Ivory Tower* James repeats this motif several times (Bloom, 182).
2. If the author's name appears in the sentence, omit it and give the page number in parentheses:
Only Johnson (776-77) has seen this relation
3. If you cite more than one work by the same author, include the date of publication:
(Derrida 1977, 211).
4. When there are two or three authors, include all the names (either in the signal phrase or in parentheses).

6. When there are more than three authors, include the name of the first author given followed by *et al.* Example: (Smith *et al.*,13).
7. When the author's name is unknown, use the complete title in the signal phrase or a shortened title in parentheses, e.g. ("Melancholic Interiors," 47).
8. If you quote the passage that, in turn, is quoted (Quoted in Derrida 1977, 158)

Omissions from Quotations:

An omission within a sentence: three periods with a space before and after each period (without parentheses):

Actually, the scenes read as if ... they were fragments of some pantomime.

The omission of a whole sentence or more: four periods, with no space before the first:

Presidential control reached its zenith under Andrew Jackson. . . . For a time, the *United States Telegraph* and the *Washington Globe* were almost equally favored as party organs.

Titles:

- italics: book, newspaper, magazine, journal, film, record album, painting, sculpture, etc. (exceptions: the Bible, Old Testament, etc.);
- inverted commas: press article, essay in a book, short story, poem (in a collection), song, etc.

Titles within Titles:

- "*Young Goodman Brown*" and *Hawthorne's Puritan Heritage* (book on a short story)
- "*As You Like It* as a Pastoral Poem" (article on a play)
- "An Interpretation of Coleridge's 'Kubla Khan'" (article on a poem)
- *Approaches to Teaching Dickens' David Copperfield* (book on a novel)

Follow your dissertation with **Works Cited** (or **References**): in alphabetical order:

Books:

Spark, Muriel.1990.*The Public Image*. Harmondsworth: Penguin Books,

Essays in journals:

Clark, Herbert H., and Thomas H. Carlson. 1982. "Hearers and Speech Acts." *Language* 58, 332-73.

Russell, Richard Rankin. 2009. "Embod[y]ments of History and Delayed Confessions: Graham Swift's *Waterland* as Trauma Fiction." *Papers on Language and Literature* 45.2. *FindArticles.com*. 23 Oct. 2009. <http://findarticles.com/p/articles/mi_qa3708/is_200904/ai_n32127648/>.

Editor:

Gunn, Giles, ed. 1971. *Literature and Religion*. New York: Harper.

More than one author/editor:

Bondanella, Peter, and Julia Bondanella, eds. 1979. *Dictionary of Italian Literature*. Westport: Greenwood, **Anonymous** (alphabetize the entry by the first word of the title, omitting *a*, *an* or *the*):

The Times Atlas of the World. 1975. New York: New York Times,

Work in a collection:

by the author himself/herself:

García Márquez, Gabriel. 1972. "A Very Old Man with Enormous Wings." "*Leaf Storm*" and *Other Stories*. Trans. Gregory Rabassa. New York: Harper, 105-12.

by somebody else:

O'Connor, Flannery. 1977. "The Life You Save May Be Your Own." *The Realm of Fiction: Seventy-Four Stories*. Ed. James B. Hall and Elizabeth C. Hall. New York: McGraw, 479-88.

Book in a series:

Bjornson, Richard, ed. 1984. *Approaches to Teaching Cervantes' Don Quixote*. *Approaches to Teaching Masterpieces of World Literature* 3. New York: MLA,

Preface, introduction, foreword, afterword:

Muir, K. 1990 "Introduction." *King Lear*. By William Shakespeare. Ed. K. Muir. London: Routledge, xi-xlii.

Articles in newspapers and magazines:

Clarkson, Jeremy. 2008. "I was assaulted by a Japanese Loo." *The Times* 25 May 2008: 39.

Reviews:

DeZelar-Tiedman, Christine. 2006. Rev. of *A Map of Glass*, by Jane Urquhart. *Library Journal* 15 Feb. 2006: 112.

Taylor, Christopher. 2009. "The Emotional Housekeeping of the World." Rev. of *Two Much Happiness*, by Alice Munro. *Guardian* 15 Aug. 2009. 20 Sept. 2009
<<http://www.guardian.co.uk/books/2009/aug/15/alice-munro-too-much-happiness>>.

Manuscripts:

Chaucer, Geoffrey. *The Canterbury Tales*. Harley ms. 7334. British Lib., London.

Two or more works by the same author:

Byatt, A. S. 1990. *Possession: A Romance*. London: Vintage

---. 1994. "Interview with Nicolas Tredell. *Conversations with Critics*". Ed. Nicolas Tredell. Manchester: Carcanet, 58-73.

Two works by the same author published in the same year:

Lasch, Christopher. 1977a. *Haven in the Heartless World*. New York: Basic Books.

--- 1977b. "The Narcissistic Personality of Our Time", *Partisan Review* 44. 9-19.

Online material:

If possible, give date of publication

Appendix to our submission guidelines on the ways to put Internet sources in "Works Cited" and in bibliographical quotes

1. Treat internet sources in the way we treat printed sources, so the first thing is to look for the name of the author and use it in the bibliographical parenthesis
2. If there is no name of the author of the internet source you are quoting, take the title and follow in the same way as in point 7 of Text Citation rules:
3. Only in the very rare cases when there is no name of the author and no title, you may use a little trick, and write (www1) in parenthesis, and then in Works cited, in the line when you have www1 you give all the details of this internet page, with the date you retrieved it at end.

