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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 dissertations (*specialer*), see Section 3.2 below.

Use Palatino, Times New Roman or a similar font. 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 ensure that your paper meets the specifications for standard pages on which the required lengths for papers and dissertations are based (see Section 10).

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 papers but should be applied sparingly in literary and historical research papers.

Chapter headings, used in dissertations, 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. In dissertations, section headings use the same format but take the chapter rather than the section 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.

2 Language

2.1 Choice of language

Research papers are normally written in English. However, dissertations may be written in either English or Danish. The obligatory summary for dissertations must be in English.

If your text is in English, it may be either British or American English. Remember to set the language on your word processor accordingly.

2.2 Academic style

Academic papers should be written in an appropriately academic style. Normally this will be a style that is compatible with an objective approach. For example, use of the first person will be relatively infrequent, direct address to the reader will hardly ever be used, and the passive form may be used more frequently than in non-academic texts. It is recognised, however, that some variation in style may be regarded as appropriate. Consequently, this style guide does not provide more detailed recommendations.

3 Contents

3.1 Research papers

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

3.1.1 Title page

There should be a separate title page with the title of the research paper in the centre.

Provide

- your name and student identification number (*årskortnummer*)
- *Hold* letter (if applicable)
- the title of the course for which the research paper is submitted
- the name of the teacher
- the study regulations for examinations (*studieordning*) under which the research paper is submitted (bachelor, *sidesag* or other)
- the name of the department and
- the submission date

The title page should not be numbered.

3.1.2 Table of contents

A table of contents listing the sections of the research paper is not compulsory but if desired may be included on a separate page. This page should not be numbered. The list of sections should indicate page numbers.

Note that your word processor will include a function for generating a table of contents. It ensures that the chapter and section titles are listed exactly as they appear in your text, and it automatically puts the correct page numbers into the table of contents.

3.1.3 Main text

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

3.1.4 End matter in the research paper

The following sections appear after the main text, in this order:

- Appendices
- Endnotes
- List of sources

Appendices are comparatively rare in research papers. They are mainly found in dissertations. See Section 3.2.7 for further details on appendices. For more details on notes, see sections 3.2.8. Lists of sources are obligatory. See Sections 5.3, 7 and 8 for further details on lists of sources.

3.2 Dissertations

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

3.2.1 Title page (obligatory)

There should be a separate title page with the title of the research paper in the centre.

Write

- your name and student identification number (*årskortnummer*)
- 'Dissertation' (or 'Speciale')
- the name of your dissertation supervisor
- the name of the department and

- the submission date

The title page should *not* be numbered.

3.2.2 Table of contents (obligatory)

Chapters should be listed; sections may be listed as well. (See Section 3.1.2 for using your word processor to generate a table of contents.) Any of the items listed below that are included in the dissertation should also appear in the table of contents.

3.2.3 Summary in English (obligatory)

Start page numbering at this point with the Roman numeral 'i'. The summary must be in English and is normally 2 pages in length but must not be over 1000 words in length.

3.2.4 Acknowledgements (optional)

Used to express thanks for help with preparing the dissertation, for permission to reproduce material, and so on.

3.2.5 Preface (optional)

Used for personal comments on the dissertation, but take care not to include material that is properly part of the main text itself.

3.2.6 Main text

Start page numbering from 1. 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.

3.2.7 Appendices (optional)

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

3.2.8 Notes (optional)

Notes may be in endnote or footnote, form. Notes should be numbered consecutively throughout the whole dissertation.

3.2.9 List of sources (obligatory)

See Sections 5.3, 7 and 8 for details on the list of sources.

4 Quotations

4.1 Acknowledging sources

Words, information or ideas taken from any source must be acknowledged as such, with precise documentation of the source. Failure to acknowledge sources opens you to accusations of *plagiarism* (stealing other people's work and passing it off as your own). Plagiarism is regarded as a form of cheating, and is dealt with as such.

4.2 Marking 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 or indented.

4.2.1 Quotations of four lines or less

Quotations of four lines or less should be included in the running text and placed within quotation marks. See Section 4.5 for the differences between British and American punctuation of quotations.

4.2.2 Quotations of more than four lines

Quotations that are more than four lines in length should be set differently from the main text: they should be indented 1 cm.

Set line spacing to single within the quotation. There should be a small amount of additional white space above and below indented quotations.

Doing the above is sufficient to indicate the quotation. Therefore, you should *not* use quotation marks, italics, bold or a different font or font size in indented quotations (unless any of these are present in the original or, in the case of italics, they are added for emphasis).

4.2.3 Quoting verse

Verse quotations of more than three lines should also be indented 1 cm. Reproduce the original spacing of the verse as accurately as possible. Again, you should *not* use quotation marks, italics, bold or a different font or font size in indented quotations (unless any of these are present in the original or, in the case of italics, they are added for emphasis).

4.3 Ellipsis

Ellipsis (material omitted) in quotations must be indicated. This should be done by means of 3 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.

4.4 Using sources without quoting directly

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 as a quotation. You must still document the source in the same way as for direct quotations.

4.5 Differences in British and American English punctuation of quotations

An important difference between British and American English concerns the use of quotation marks.

British English uses single quotation marks, and American English double. (Note, though, that British English, when hand-written, generally uses double quotation marks.) 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, and after if they form part of the surrounding text.

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.

The following examples demonstrate the main differences:

British English

Hawking states that ‘up to about twenty years ago, it was thought that protons and neutrons were “elementary” particles’. But what is meant by ‘elementary’?

American English

Hawking states that “up to about twenty years ago, it was thought that protons and neutrons were ‘elementary’ particles.” But what is meant by “elementary”?

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

4.6 Quoting non-English sources

Quotations should normally be given in their original language. Provide a translation if you judge that it is necessary.

5 Documentation

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

For linguistics topics, documentation is based on the Chicago author-date system.

For literature or history topics, documentation is based on the Modern Language Association (MLA) system.

The two systems have been chosen as the basis for the Department style guide because they reflect typical practice in these academic areas of study. Both systems normally make use of parenthetical references in the paper to works in the list of sources rather than using a note-based system of documentation. The MLA system can, however, be adapted for use with notes.

5.1 Linguistics topics: Chicago author-date

The Chicago author-date system requires references in the text consisting of the author's surname, the year of publication and the page number. The reference can 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

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 incorporated into the surrounding text

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 incorporated into the surrounding text

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 bibliography by year of publication and 'a', 'b', 'c', and so on. For example, 1998a, 1998b and 1998c.

5.1.2 Documenting anonymous sources

Anonymous sources, especially websites, create an anomaly for the Chicago author-date system. If you cite an anonymous source, place the title of the work (book, scholarly journal article or website) first, followed by the date, in your parenthetical reference. Unless the title is brief, shorten it for the parenthetical reference.

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 (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, and so on

It should be noted that 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 Literature or history topics: MLA (notes)

In your research paper or dissertation, notes should normally be endnotes rather than footnotes.

5.3.1 Note numbers

Note numbers should be formatted with Arabic numerals. They should normally be placed at the end of the sentence in which the quotation appears, after any concluding punctuation, as in the following example:

Example

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'.¹ This assertion supports her earlier cogently argued position, stated in 'My Life with Endnotes'.²

5.3.2 Template for notes

5.3.2.1 A book

¹ Author, *Book Title*, edition [if not the first] (Place of publication: Publisher, Year) page number(s).

5.3.2.2 A scholarly journal article

¹ Author, 'Article Title', *Journal Title* Volume number.Issue number (Year): page number(s).

5.3.2.3 A section of a book

¹ Author, 'Section Title', *Book Title*, ed. Editor(s) (Place of publication: Publisher, Year) page number(s).

5.3.2.4 An online source: general website

¹ Author [if known], 'Title' [if applicable], *Site Title*, access date <URL>.

5.3.2.5 An online source: scholarly journal article

¹ Author, 'Article Title', *Journal Title*, Volume number.Issue number (Year): page number(s), access date <URL>.

5.3.3 Examples

5.3.3.1 A book

¹ Northrop Frye, *Anatomy of Criticism: Four Essays* (Princeton: Princeton UP, 1957) 33.

5.3.3.2 A scholarly journal article

¹ Paul Smith, 'Hemingway's Early Manuscripts: The Theory and Practice of Omission', *Journal of Modern Literature* 10.2 (1983): 273.

5.3.3.3 A section of a book

¹ Robert C. Ellickson, '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) 482.

5.3.3.4 An online source: general website

¹ *Oyez Project*, 5 May 1999 <<http://oyez.nwu.edu>>.

5.3.3.5 An online source: scholarly journal article

¹ Edward L. Tucker, 'James and Charles Dickens', *The Henry James Review* 17.2 (1996): 208-09, 16 Nov. 1999 <<http://muse.jhu.edu>>.

5.3.4 Subsequent note references

When you refer to the same source in more than one note, only the first reference should include full bibliographical details. Subsequent references should only contain the minimum information necessary to identify the source, usually the author's surname. If you quote more than one work by the same author, add a shortened form of the title, as described for parenthetical references in Section 5.2.1.

5.4 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.

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).

6 Documentation: list of sources (Bibliography/Works Cited)

Both the Chicago author-date and the MLA systems of documentation require a detailed list of the sources referenced in the paper. Titles for this section vary, but the most usual are 'Bibliography' or 'Works Cited'. Note that the title 'Bibliography' may refer to a list of relevant sources that contains works beyond those referred to in the paper, whereas 'Works Cited' only includes works referred to in the paper.

The entries in the list of sources are arranged in alphabetical order by author surname. They should be formatted with a hanging indent of 0.5 cm.

7 List of sources for linguistics topics

7.1 Main features of the Chicago author-date system

- Capitalisation of titles follows the pattern in sentences, except for the capitalisation of the first word after a colon.
- The titles of journal articles or sections of books are not placed in quotation marks.
- 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 two-em dash (—) or three hyphens (---) for the second and any subsequent entries.

7.2 Bibliographical entry template

7.2.1 A book

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

7.2.2 A scholarly journal article

Author. Year. Article title. *Journal title* Volume:Pages.

7.2.3 A section of a book

Author. Year. Section title. In *Book title*, ed. Editor, Pages. Place of publication: Publisher.

7.2.4 An online source: general website

Author [if known]. Year of last update. Title. *Site title*. access date <URL>.

(If you do not know the author, then the title or site title should precede the year of last update.)

7.2.5 An online source: scholarly journal article

Author. Year. Article title. *Journal title* Volume:Pages. *Site title*. access date <URL>.

7.3 Examples

7.3.1 A book

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

7.3.2 A scholarly journal article

Asher, James J. 1993. Imagination in second language acquisition. *Journal of the imagination in language learning* 1:20-23.

7.3.3 A section of a 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.

7.3.4 An online source: general website

Patricia Sloane. Notes and Observations on T. S. Eliot's Early Poems. 3 Sept. 2004
<<http://web.missouri.edu/~tselist/sloane0.html> >.

7.3.5 An 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. 12 May 2003
<<http://extra.idealibrary.com>>.

8 List of sources for literature or history topics

8.1 Main features of the MLA system

- Capitalise the first, last and all principal words in titles.
- The titles of journal articles and sections of books are placed in quotation marks.
- Multiple entries by the same author(s) are arranged alphabetically by title. The author's name should be replaced by a two-em-dash (—) or three hyphens (---) for the second and any subsequent entries.

8.2 Bibliographical entry template

8.2.1 A book

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

8.2.2 A scholarly journal article

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

8.2.3 A section of a book

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

8.2.4 An online source: general website

Author [if known]. 'Title' [if applicable]. *Site Title*. Access date. <URL>.

8.2.5 An online source: scholarly journal article

Author. 'Article Title'. *Journal Title* Volume.Issue (Year): Pages. Access date. <URL>.

8.3 Examples

8.3.1 A book

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

8.3.2 A scholarly journal article

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

8.3.3 A section of a book

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

8.3.4 An online source: general website

Oyez Project. 5 May 1999. <<http://oyez.nwu.edu>>.

8.3.5 An online source: scholarly journal article

Tucker, Edward L. 'James and Charles Dickens'. *The Henry James Review* 17.2 (1996): 208-09. 16 Nov. 1999. <<http://muse.jhu.edu>>.

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:

The Chicago Manual of Style. 15th ed. Chicago: U of Chicago P, 2003.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: MLA, 2003.

Those doing a linguistics topic should consult *The Chicago Manual of Style*. Those doing a history or literature paper should consult the *MLA Handbook for Writers of Research Papers*. Both of these works are available in the Language Departments' Common Library and in the State Library Reference Room.

Your teacher or dissertation supervisor may give you additional guidelines or ask you to adhere to an alternative system of documentation.

9.1 Guides for dissertations written in Danish

If you write your dissertation 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*. 4. udg. København: Politiken, 2004.

Jørgensen, Peter Stray. *Formalia i opgaver på videregående uddannelser: Serviceafsnit, Layout og Typografi*. 2. udg. København: Samfundslitteratur, 2003.

Otherwise, the information provided in this style guide can for the most part be used in formatting your dissertation. If Danish and English conventions differ, apply the Danish ones.

10 Length of research papers and dissertations

The study regulations for examinations stipulate the required lengths for research papers and dissertations in *standard pages*, which are defined as containing 2,400 characters, including spaces (approximately 400 words). The settings given above in Section 1 will produce a full page of text with approximately that number of characters.

You should check that your research paper or dissertation is approximately the right length by getting a character count from your word processor. Subtract the character count for the list of sources, then divide by 2,400. Alternatively, take a word count (subtracting the word count for the list of sources) and divide by 400.

Research papers: Title page, table of contents, acknowledgements, appendices and list of sources should not be included in the page count.

Master's dissertations: Title page, table of contents, summary, acknowledgements, preface, appendices and list of sources should not be included in the page count.

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). Pages in the main text that include diagrams, tables or other visual material should be counted, but pages that consist of purely decorative illustrations should not be included in the page count. If your research paper or dissertation contains a substantial amount of non-textual material, consult your teacher or dissertation supervisor.

11 Titles in English: italics or quotation marks?

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, websites, newspapers, paintings and films, for example, should be italicised.

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

12 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:	<i>of Joan</i>	<i>of Jones</i>	<i>Of the Joneses</i>

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!