



Technical requirements for BA and MA theses
Institute of Linguistics and Literature
Siedlce University of Natural Sciences and Humanities

1. The thesis should be prepared in MS Word;
2. The BA thesis should be 15-25 pages long, and the MA thesis should be 50-60 pages long. These numbers refer to the chapters, introduction and conclusion only;
3. The thesis should be written in proper academic English;
4. The thesis should include all components set forth in Vice-Chancellor's Regulation¹, among others supervisor and author's statements, and title pages according to the template presented in the Regulation mentioned above.
5. Make sure that "Automatic hyphenation" (i.e. word division) is turned **off** in you MS Word document;
6. The page size is set for A4; therefore all figures and tables should not exceed 16cm in width.
7. Margin setup: top of main body – 1,5 cm; bottom – 1,5 cm; (mirror margins) inside – 3,5 cm; outside – 1,5 cm (header – 1,25 cm; footer – 1,25 cm);
8. The font:
 - Times New Roman should be used for the whole document,
 - all text should be with 1.5 line spacing, justified,
 - 12 point for the main text,
 - 11 point for footnotes, longer quotes (not incorporated into the main text), examples, rules, bibliography, and other pieces of text not incorporated into the main text,
 - 14 point bold for A-level headings (main sections),
 - 12 point bold for B-level headings (subsections, e.g. 1.1; 2.1.1; 3.2; etc.);
9. Double quotation marks are to be used for all cases, including single words. Use single quotation marks for quotes within quotes;
10. Indenting:
 - Indent the first line of each paragraph by 1.25 mm (see Appendix 1a),
 - Do not indent the first line of a section or a subsection (see Appendix 1a),
 - Indent quoted texts (or any other text which you think should stand out from the rest) which exceed 2 lines by 5mm from **each** side (see Appendix 1b):
 - the texts should be with 1.5 line spacing,
 - the font is 11 point size,
 - all empty lines are 12 pt.,
 - do not use quotation marks,

¹ Zarządzenie nr 26/2016 Rektora Uniwersytetu Przyrodniczo-Humanistycznego w Siedlcach z dnia z 22.04.2016 roku w sprawie określenia warunków jakim powinna odpowiadać praca dyplomowa oraz zasad ich archiwizowania.



- do not number or italicize the quotes,
11. Modified or reduced quotes should involve square brackets: [], [...] (see Appendix 2),
 - leave a single line break (12 points) between the top line of the quote and main text as well as between the bottom line of the quote and main text;
 12. Refer to your pictures or illustrations (optionally appended a name) as, e.g., Fig. 1. – for this variant place the caption below the image in the centred position. Do not indent the first line, only the following lines by 5mm. The figure may also be followed by a short explanation – for this variant place the caption as shown in the Appendix 3 below. Make sure that the resolution of your images is adequate for printing;
 13. Refer to you tables (optionally appended a name) as Table 4. Place the caption below the table in the centred position. If the caption is appended an explanation – for this variant follow Appendix 3 for Figures.
 14. Leave an empty line of 12 points before each table and figure and after the caption underneath.
 15. Footnotes are not to be used for bibliography. Their purpose is to offer additional information, comment, explanation, etc. (the font is 11 point size, the text is single-spaced);
 16. All headings of sections and subsections should be preceded and followed with an empty line of 12 points (see Appendix 1a).
 17. Number your examples as follows: (1), (2) ... (33). The numbers should not be indented (see Appendix 4);
 18. The referencing system: for bibliography and in-text citations please follow The Chicago Manual of Style available at: http://www.chicagomanualofstyle.org/tools_citationguide.html; please use the author-date variant (a sample bibliography is found in Appendix 5)
 19. Bibliography (see Appendix 5):
 - Do not number the entries,
 - Do not indent the first line,
 - Indent the other lines of a single entry by 5mm from the left,
 - Use Times New Roman 12 point size,
 - Capitalize content words of the titles in English,
 - Follow the Chicago Style of formatting;
 20. The final version of the thesis should be sent into the ADP system as a PDF file.
 21. Please consider the above a necessary check-list before submitting your thesis to your supervisor.



APPENDIX 1a:

The Stylistics' smooth sound also found an easier path on to adult contemporary airwaves than many other soul artists and the group made *Billboard* magazine's Easy Listening singles chart twelve times from 1971 to 1976, with three entries ("Betcha by Golly, Wow", "You Make Me Feel Brand New", and "You'll Never Get to Heaven (If You Break My Heart)") reaching the Top 10.

1. The Stylistics'

1.1. Success: The Bell/Creed years

After signing to Avco, the record label approached producer Thom Bell, who had already produced a catalogue of hits for The Delfonics, to work with the group. The Stylistics auditioned for Bell, but he was initially unimpressed. He ultimately agreed to produce the group because he believed in the potential of lead singer, Russell Thompkins, Jr.'s distinctive, nasal high tenor & falsetto voice. Avco gave Bell complete creative control over the Stylistics and he proceeded to focus the group's sound exclusively around Thompkins's voice. On most of the group hits, Bell would have Thompkins sing virtually solo.

The first song recorded with Bell and his collaborator, lyricist Linda Creed, was the lush "Stop, Look, Listen". Bell imported techniques he had perfected with The Delfonics and his musical arrangements worked perfectly with Thompkins' falsetto vocals.



APPENDIX 1b:

Thompkins, Jr.'s distinctive, nasal high tenor & falsetto voice. Avco gave Bell complete creative control over the Stylistics and he proceeded to focus the group's sound exclusively around Thompkins's voice. On most of the group hits, Bell would have Thompkins sing virtually solo.

The first song recorded with Bell and his collaborator, lyricist Linda Creed, was the lush "Stop, Look, Listen". Bell imported techniques he had perfected with The Delfonics and his musical arrangements worked perfectly with Thompkins' falsetto vocals. (Roberts 2006, 231)

The Stylistics' smooth sound also found an easier path on to adult contemporary airwaves than many other soul artists and the group made *Billboard* magazine's Easy Listening singles chart twelve times from 1971 to 1976, with three entries ("Betcha by Golly, Wow", "You Make Me Feel Brand New", and "You'll Never Get to Heaven (If You Break My Heart)") reaching the Top 10. ...



APPENDIX 2:

Interdisciplinary actions can be of varying complexity, starting from an exchange of an idea, finishing with an integration of concepts, procedures, terminology or data. Gagatek (2013, 121) adds that “[i]nterdisciplinarity always refers to a given research process; multidisciplinary [...] may also define knowledge.” (Gagatek 2013, 121).

Narrow ID [interdisciplinarity] occurs between disciplines with compatible methods, paradigms, and epistemologies, such as history and literature [...]. Fewer disciplines are typically involved as well, simplifying communication. *Broad or Wide ID* [interdisciplinarity] is more complex. It occurs between disciplines with little or no compatibility, such as sciences and humanities. They have different paradigms or methods and more disciplines and social sectors may be involved. (Newell 1998, 533)

APPENDIX 3:

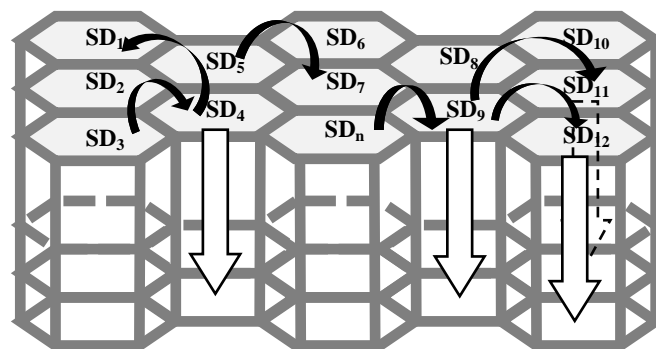


Fig. 5. Interdisciplinary relations – horizontal and vertical description levels. (SD – scientific discipline. Arrows indicate the directions of analysis as in Fig. 3 and Fig. 4 respectively).



APPENDIX 4:

Use Present Simple tense for repeated or regular actions in the present time period:

- (1) I take the train to the office.
- (2) The train to Berlin leaves every hour.
- (3) John sleeps eight hours every night during the week.

The spelling for the verb in the third person differs depending on the ending of that verb for verbs that end in **-O**, **-CH**, **-SH**, **-SS**, **-X**, or **-Z** we add **-ES** in the third person:

- (1) go – goes
- (2) catch – catches
- (3) wash – washes
- (4) kiss – kisses
- (5) fix – fixes
- (6) buzz – buzzes



APPENDIX 5:

BOOK

Reference list entries

Bańko, Mirosław. 2001. *Z pogranicza leksykografii i językoznawstwa*. Warszawa: Wydawnictwo Uniwersytetu Warszawskiego.

Lukszyn, Jerzy and Wanda Zmarzer. 2006. *Terminologiczne podstawy terminologii*. Warszawa: Wydawnictwo Uniwersytetu Warszawskiego.

In-text citations

(Bańko 2001, 34)

(Lukszyn and Zmarzer 2006, 78–80)

CHAPTER OR OTHER PART OF AN EDITED BOOK

Reference list entries

Ilson, Robert F. 1987. "Towards a Taxonomy of Dictionary Definitions." In *A Spectrum of Lexicography. Papers from AILS Brussels 1984*, edited by Robert Ilson, 61–73. Amsterdam/Philadelphia: John Benjamins Publishing Company.

In-text citations

(Ilson 1987, 72)

JOURNAL ARTICLE

Reference list entries

Kilgariff, Adam, Frieda Charalabopoulou, Maria Gavrilidou, Janne Bondi Johannessen, Saussan Khalil, Sofie Johansson Kokkinakis, Robert Lew, Serge Sharoff, Ravikiran, and Vadlapudi, Elena Volodina. 2014. "Corpus-based vocabulary lists for language learners for nine languages." *Language Resources and Evaluation* 48, no. 1 (March): 121–163. <https://doi.org/10.1007/s10579-013-9251-2>.



Lew, Robert. 2016. "Can a Dictionary Help you Write Better? A User Study of an Active Bilingual Dictionary for Polish Learners of English." *International Journal of Lexicography* 29, no. 3 (September): 353–366. <https://doi.org/10.1093/ijl/ecw024>.

In-text citations

(Kilgariff et al. 2014, 151)

(Lew 2016, 354–355)

NEWS OR MAGAZINE ARTICLE

Reference list entries

McKibben, Bill. 2018. "How Extreme Weather is Shrinking the Planet?" *New Yorker*, November 26, 2018. <https://www.newyorker.com/magazine/2018/11/26/how-extreme-weather-is-shrinking-the-planet>.

In-text citations

(McKibben 2018)

WEBSITE CONTENT

Reference list entries

Zimmer, Ben. 2018. "Americanisms (and 'America Firsters') in the OED." May 16, 2018. <https://public.oed.com/blog/americanisms-america-firster-in-the-oed>.

In-text citations

(Zimmer 2018)