

Style Sheet for your BA (Licenta) or MA Thesis

Quotations

Regular quotations

Enclose your quotations in double inverted commas. Make sure these look like this

“SO”

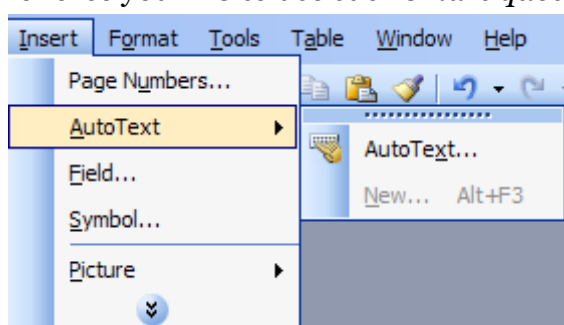
(shaped like numbers 66 and 99 respectively)

and **not** like this

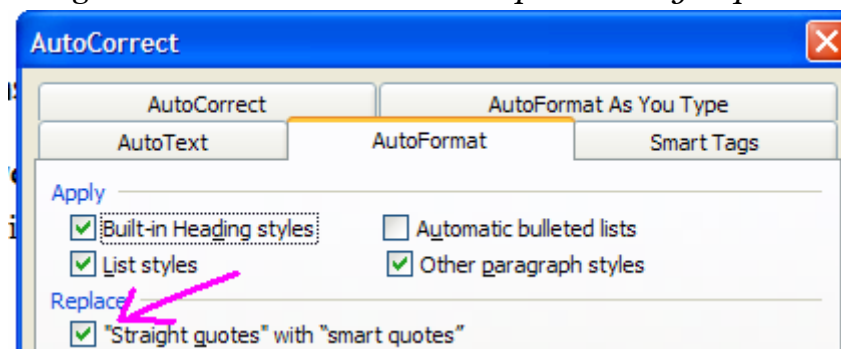
"SO"

(shaped like two vertical strokes)

Tip: To force your PC to use such *smart quotes*, go to the Insert menu, then AutoText



then go to AutoFormat and select *Replace Straight quotes with smart quotes*.



Long quotations

Quotations longer than two lines should be set as block quotations, i.e. block indented from the left, like the following text

Quotations longer than two lines should be set as block quotations, i.e. block indented from the left, like the *present* text.

Tip: This can be achieved by simply pressing **CTRL-M** anywhere in the paragraph (to return to the regular paragraph press **Shift-Ctrl-M**)

When you use the MA_Template, the Quotation style is already a part of it. If the template was correctly installed on your PC, then the Quotation style is set by using the shortcut **ALT-Q**

Note: The quotation inserted in this manner (i.e. block quotation) **MUST NOT** be inserted within inverted commas. The block format means the same thing as quotation marks. So, placing the block quotation withing quotation marks would be redundant.

CITATION

Throughout the volume we will be using the MLA citation style, 7th edition 2009 (often called the NEW MLA).

In-text citation (parenthetical)

References in the body of the paper will appear in parenthetical format and will have the format:

(Smith, *Canadian Studies*, 129) if Smith has more papers in the Reference list, and, more commonly

(Smith, 129), if Smith has only one paper in the Reference list.

All Titles (of books or journals) written in *italics*.

like this

Articles (or encyclopedia entries) between inverted commas. “like this”

REFERENCES and BIBLIOGRAPHY (CITATION)

Reference list (Works cited)

Titles (of books or journals) written in *italics*.

like this

Articles (or encyclopedia entries) between inverted commas. “like this”

All titles sorted alphabetically.

The novelty of the new MLA rules is that one has to indicate the *medium* of each source.

Books and periodicals get the mention **Print** at the end.

Type	New MLA (2009)	Old MLA (pre-2009)
Book	Atwood, Margaret. <i>The Handmaid's Tale</i> . Oxford: Heinemann New Windmills, 1993. Print .	Atwood, Margaret. <i>The Handmaid's Tale</i> . Oxford: Heinemann New Windmills, 1993.
Edited book	Miller, John, and Tim Smith, eds. <i>Cape Cod Stories: Tales from Cape Cod, Nantucket, and Martha's Vineyard</i> . San Francisco: Chronicle Books, 1996. Print .	Miller, John, and Tim Smith, eds. <i>Cape Cod Stories: Tales from Cape Cod, Nantucket, and Martha's Vineyard</i> . San Francisco: Chronicle Books, 1996.
	where: eds means “editors”	
Article in anthology	De Maria, Walter. "The Lightning Field." 1980. <i>Theories and Documents of Contemporary Art: A Sourcebook of Artists' Writings</i> . Ed. Kristine Styles and Peter Selz. Berkeley: University of California Press, 1996. 527-30. Print .	De Maria, Walter. "The Lightning Field." 1980. <i>Theories and Documents of Contemporary Art: A Sourcebook of Artists' Writings</i> . Ed. Kristine Styles and Peter Selz. Berkeley: University of California Press, 1996. 527-30.
	where: 1980 is the year of the first edition; 527-30 means pages 527 to 530	

Article in encyclopedia	Williams J. "Inuit". <i>Worldmark Encyclopedia of Cultures and Daily Life</i> . vol.2. Ed. Timothy L. Gall. Farmington Hills: Gale/Genage Learning 2009. 296-9. Print .	Williams J. "Inuit". <i>Worldmark Encyclopedia of Cultures and Daily Life</i> . vol.2. Ed. Timothy L. Gall. Farmington Hills: Gale/Genage Learning 2009. 296-9. where: vol. 2 indicates the second volume of the multi-volume encyclopedia Gale/Genage Learning shows that the book has two publishers Williams J. is the author of the article on "Inuit". If no such author is given in the text, just omit his/her name (and sort the entry by the next word) Timothy L. Gall is the general editor of the Encyclopedia. 296-9 indicate the pages 269 to 299
Article in Journal	Monk, Patricia. "Frankenstein's Daughters: The Problems of the Feminine Image in Science Fiction." <i>Mosaic</i> 13.3-4 (1980): 15-27. Print .	Monk, Patricia. "Frankenstein's Daughters: The Problems of the Feminine Image in Science Fiction." <i>Mosaic</i> 13.3-4 (1980): 15-27. where: <i>Mosaic</i> = the journal. 13 = volume, 3-4 = vol no., 15-27 = page range
Thesis or dissertation	Mitchell, Marjorie Ruth. Women, poverty and housing : some consequences of hinterland status for a coast Salish Indian reserve in metropolitan Canada. Unpublished PhD dissertation defended at the University of British Alberta, 1976. Print .	Mitchell, Marjorie Ruth. Women, poverty and housing : some consequences of hinterland status for a coast Salish Indian reserve in metropolitan Canada. Unpublished PhD dissertation defended at the University of British Alberta, 1976. Print . Not that the title is not underlined because this thesis is not published.

Internet source:

In the new MLA, for internet resources, the indication of the web address (URL) is no longer required. (unless it is difficult to locate with search engines). Instead, one has to give the title of the "larger" resource (online journal, internet project, publisher) as well as the year. The tag "**web**" at the end indicates the medium of publication.

Type	New MLA (2009)	Old MLA (pre-2009)
Web encyclopedia	Harrison, Trevor. "Alliance canadienne". <i>L'encyclopédie canadienne</i> . 2010. Web . 12 Jan. 2010.	Harrison, Trevor. "Alliance canadienne". <i>L'encyclopédie canadienne</i> . 2010. Available online < http://www.thecanadianencyclopedia.com/index.cfm?PgNm=TCE&Params=f1ARTf00092552010 >. 12 Jan. 2010.
where: 2010 is the year of publication; 12 Jan 2010 is the date of your visit to that website. Note that the New MLA no longer mentions the web address.		

Web resource	Burt, A.L. "Canada: Our Oldest Neighbour" <i>The G.I. Roundtable Series</i> . Historians. org. 2002. Web . 13 May 2010.	Burt, A.L. "Canada: Our Oldest Neighbour" <i>The G.I. Roundtable Series</i> . 2002. Available online < http://www.historians.org/projects/GIRoundtable/Canada/Canada_TOC.htm >. 13 May 2010.
<p>where: 2002 is the year of publication; 13 May 2010 the date of your visit to the website. Note that, while the New MLA no longer contains the web address it may include the name of a "publihser" (Historians.org)</p>		
Web journal	Malloy, Jonathan. "Mulroney's Shadows: The Many Images of Canada's Eighteenth Prime Minister". <i>Canadian Political Science Review</i> , 4.1 (2010), 12-23. Web . 13 May 2010.	Malloy, Jonathan. "Mulroney's Shadows: The Many Images of Canada's Eighteenth Prime Minister". <i>Canadian Political Science Review</i> , 4.1 (2010), 12-23. Available online < http://ojs.unbc.ca/index.php/cpsr/article/view/104/276 >. 13 May 2010.
<p>4.1 means vol.4, no.1. 12-23 are the pages (pages are given because this is a PDF document)</p>		
Thesis via an electronic repository	Howe, Paul Douglas. National identity and political behaviour in Quebec, Scotland and Brittany. Unpublished PhD dissertation defended at the University of British Columbia, 1998. Web . 13 May 2010.	Howe, Paul Douglas. National identity and political behaviour in Quebec, Scotland and Brittany. Unpublished PhD dissertation defended at the University of British Columbia, 1998. Available online < https://circle.ubc.ca/bitstream/handle/2429/8427/ubc_1998-34553X.pdf?sequence=1 >. 13 May 2010.
<p>the title is NOT underline, because the work is NOT published.</p>		

In the New MLA, the web address (URL) might still be given in the case of hard-to-locate websites. If a search for the source's title with Google or Yahoo fail to locate the webpage, then you'd better include its web address in the Reference List.

Google Books, torrents...

There are a lot of legal issues surrounding the publications found on Google Books. Basically the presence of most books on Google books is disputed by their publishers and the copyright owners.

This is why we recommend avoiding any references to Google Books. Treat the texts found there as if they were print books.

The same applies to books found in other repositories or on Peer-to-Peer (“torrent”) networks or MegaUpload-type resources. These are stored there illegally. We suggest you stay out of trouble and avoiding mentioning these.

Wikipedia

Wikipedia is a great resource, but it has one major flaw: it’s an “open source”. That means anyone can become a contributor to it (even yourselves). Therefore there no (or little) editorial control, and sometimes the accuracy of the information found there is dubious.

We recommend you use wikipedia as a starting point (the same way you do with encyclopedias). Check the bottom page of each wiki page for a good list of more serious references.

Cheat Mills

Discard any source that has no Author (with the exception of encyclopedias, governmental or institutional sources).

A lot of such material comes from the so-called “Cheat Mills”, i.e. websites that offer ready-made essays – either for free or for a fee. The most notorious of these are “referate.ro” in Romania and “eNotes.com” or “SparkNotes.com”. Such sources should be avoided at all costs. What they offer to you is not “help” or “assistance”, as they often pretend, but the worst of academic crime, plagiarism.

Please remember that the new Law of the Education has one drastic provision with says that

Art.262 (3) Se interzice ocuparea posturilor didactice si de cercetare de catre persoane dovedite ca au plagiat. Se anuleaza concursul pentru un post didactic ocupat, indiferent de momentul la care s-a dovedit ca o persoana a plagiat.

Remember that the academic community has developed specific software that can detect and identify such sources of “inspiration”. We may use those.

So better avoid any site proposing essays of any kind.

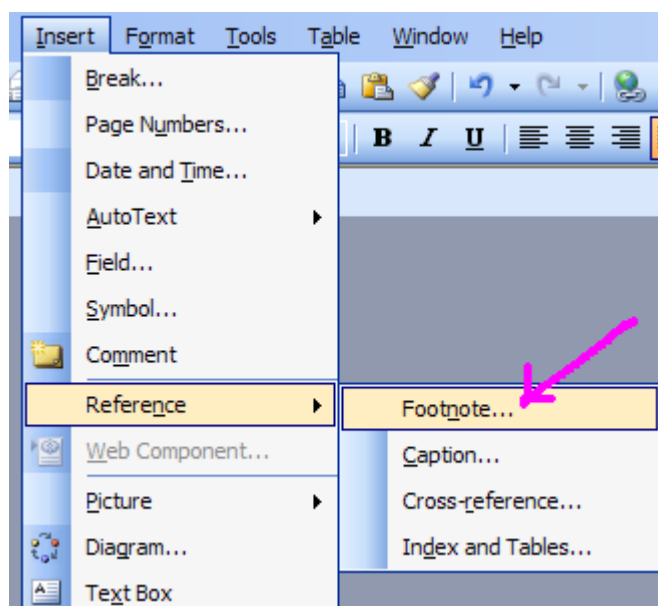
Footnotes

To be avoided.

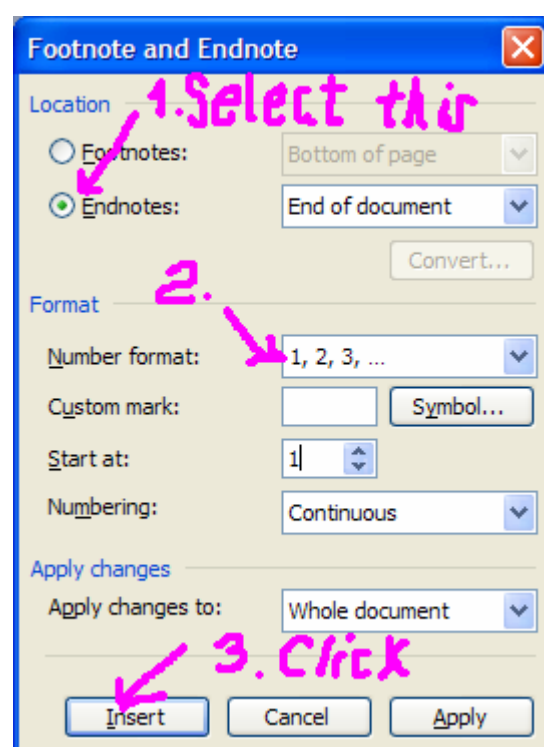
Endnotes

Use endnotes uniquely for comments, remarks or acknowledgements that exceed the framework of your paper (Such as: “*For further discussions on this subject see...*” or “*This paper is a shorter version of...*” or “*The present paper is the result of a research grant provided by...*”).

Endnotes should be created using MS Word’s Endnote facility. On some systems, this might be accessed via the Ctrl-Alt-E shortcut. If this doesn’t work, use the menu:



... and then make the selections shown here:



Use Arab numbers (1,2,3...), rather than the Latin ones (i, ii... iv...) proposed by default by MS Word).

Copyright issues

Please make sure that you indicate the source for any iconographic material you use in your paper.

Emphasis

Except for titles, avoid the use of bold and underlined text. Use instead italics and small capitals.

Do not format your text as block paragraphs (as in emails!). Use regular paragraphs with the first line indented. For the indentation of the first line in each paragraph, and use the tab (previously configured via the ruler or in the Format/Paragraph menu). Do not type repeated spaces to that effect.

No extra spaces are needed between paragraphs.

Punctuation

Improper use of spaces next to punctuation might be the worse nuisance for your editor!
Please check for punctuation. Remember:

no spaces are needed **before** comma, period, colon, semicolon, closed brackets, closed quotation marks.

no spaces after open brackets and open quotation marks

spaces before open brackets, open quotes and dash.

spaces needed **after** comma, period, colon, question mark, closed brackets, closed quote, dash

French language rules differ a little; there should be

spaces before exclamation and question mark, closed guillemets

spaces after open guillemets

Do not forget the diacriticals in French and Romanian.!

Format

Send your paper in the Microsoft Word format. Although we may use MS Word 2007, we prefer the older version, Word 2003.

If use Word 2007, please save as the earlier option (SAVE AS Word 96/2003)

As an alternative, Rich Text Format (RTF) might also be used.