GUIDE FOR FORMATTING WRITTEN PAPERS

Table of Contents

1. RECOMMENDED STRUCTURE OF THESIS

Introduction (1) explains the choice of the topic, (2) delimits it, (3) gives an overview of the research done in the field so far and (4) sets the methodological basis, (5) sets the aim of the paper, (6) the research questions and (7) research hypotheses, (8) introduces and comments upon the structure of the paper.
Introduction may be comprised of subchapters. It is recommended that the introduction also has references to the most important researches done in the field, including during the past few years. Good overview of the significant publications increases the quality of the paper and also raises the potential grade.

Material and methodology

Description of the methodology of the paper, the choices made should be explained and their aims indicated. The object of study is described shortly. The practical way of collecting data is presented as well as the methods of analysis and collecting the data.

Analysis

The interpretation and analysis of the material is presented, as well as all the results and solutions. The results should be related to the theoretical model that was developed in the first chapter. Author should state his / her personal opinions about the results of the research.

***

Chapters may end with this kind of paragraph, which is separated from the rest of the text by asterisks (***). In case of a BA thesis it is recommended, to stimulate the aim to analyse.

A large number of main chapters and subchapters leaves an impression of disunity, on the other hand the lack of adequate breakdown complicates grasping the paper's content. Both are typical threats for a beginner. The proportions of main and subchapters should not differ significantly.

Conclusion

Main results of the paper are formulated. It should also be discussed to what extent the set aims or hypotheses corresponded to the results, and which kind of new statements could be formulated based on these findings. The method of research should also be evaluated, whether it justified its usage or needs some corrections in order to continue the research in long-term perspectives.

The length of conclusion should be at least one page.

Resume is a short annotation of the paper in a foreign language (NB! THE TITLE MUST ALSO BE TRANSLATED, first the title in a foreign language and then under it: Summary). Resume is not a short translated version of the conclusion, but a small unified model of introduction and conclusion. Overview of the aims, research problem, results and solutions should be given. The most important used data may also be included.
Recommended length depending on the overall length of the paper should be 1-2 pages.

NB! Introduction, Conclusion, List of References and Resume must all start from a new page with an indentation, as well as all the main chapters. Must be formatted as the headings of the same level, like chapters (Heading 1), but without numbers. Numeration is used only in case of chapters.

2. FORMATTING WRITTEN PAPERS

2.1. General Requirements.

➢ All written papers must be presented in a standard format (A4) on one side of a white paper. Theses should be binded with hard covers. All papers must have a title page.

➢ Written papers should be presented with the font Times New Roman 12 size and 1.5 spacing. Within one paper it is not recommended to use various shrifts or significantly differing font styles. The words that need to be highlighted should either be in bold, italic or extended character spacing. All the systems of highlighting must be followed systematically throughout the paper, and not mixed with various styles. Highlighting should be used as little as possible, and as much as really necessary.

➢ The following margins should be used: left 3–4 cm, up 3–4 cm, bottom 2–3 cm and right 2 cm. On the pages where a new chapter or some other independent part of the structure starts the upper margin should be 6–7 cm. First paragraph after the title may start from the left edge; the rest of the paragraphs should be indentated.

➢ All pages (from the title pages up to the end of annexes) must be numbered. The pages with tables and schemes will also be taken into account. Title page, the page of the table of contents and the first page of the introduction will be considered in the numbering but the number will not be marked on the page. There should be a white empty page before and after the paper, which is not considered in the numbering.

➢ All the materials used and referred to in the paper must be included in the list of references.

➢ The materials and numeral information that help to understand the text, add some important data or assure the results in the conclusion, may be included as annexes (e.g. form of a questionnaire, large unprocessed data etc). Annexes are included after the list of references. All annexes should have a title. If there is more than one annex, they should be numbered with Arabic numbers. In the right upper corner of the page *Annex 2* is written. There might also be a separate page titled Annexes in front of the annexes with a list of titles of the following annexes. Every Annex must start from a separate page. Annexes must be shown in the table of contents separately with their titles and the page numbers.

2.2. Table of Contents

➢ Table of Contents follows the title page. Table of Contents includes all the parts of the paper and their full titles with their starting page numbers.

➢ All main sections and subsections must be numbered. In case of numbering subchapters (e.g. 1.1., 1.2., 1.1.1. etc), you should have a point between the numbers, but no space. Introduction, conclusion, resume, references and annexes (if any) must be left unnumbered, though they will be listed in the table of contents.

> Table of contents should be the last thing you do, after the final edited version of the thesis, to avoid mix-ups with the numbers, pages or structure of the thesis.

2.3. Titles

> The title should be as short as possible, but encompass the whole content of the section. There is no need to repeat the text of the general titles in the subtitles.

> No full stop should be marked at the end of the titles, and no words should be hyphenated in the title. If the title consists of two sentences, there will be a full stop after the first, but not at the end.

> All main sections, introduction, conclusion, resume, references and annexes must be started from a new page. Between the title of the main section and the following text, there should be two empty lines (1.5 space), before the subtitles there should be two empty lines and after the subtitle one empty line. If at least two lines of the main text after the title do not fit on the same page with the title, then the whole subsection should begin from the next page.

> All titles start from the left side of the page.

2.4. Lists

> Points in the lists are usually marked with Arabic numbers, small letters, dashes, or asterisks, or other graphic symbols. Most important is to use the same symbols throughout the paper.

> You can use numbers in the lists if the succession or number of the parts in the list is significant, or if any of the points are referred to in the text, or if the points are made up of more than one sentence. In other cases it is better not to use numbers, but other graphic symbols instead.

> You should never end the sections of the thesis with a list; they should always be followed by an explanation or assessment.

2.5. Quotations

> The most important requirement of quoting is the exactness of the quotation, that means that the quotations must be true to the original in all the following aspects: wording, orthography, punctuation and all possible highlights used (underlinings, bold text, etc). The thought in the original text should not be changed during the quotations, which might easily happen if the logical relations with following or previous sentences of the chosen quotation are not taken into account.

> In case of quoting it would be good to use the last version / publication of the text. For example, if the article has first been published in a journal, and then in a book, the quotation should be taken from the latter. Quotations from foreign languages must be accurate; the original language quotation may be presented in the footnote.

➢ Quotation may be a separate paragraph, or a sentence, but can also be a part of the main text. In any case, the quotation must be incorporated in the rest of the text.

➢ All the left out words or sentences from a direct quotation must be replaced by points in square brackets. Square brackets will also be used in case the author wants to stress some part of the quotation, or add some thoughts to the quotation.

> Veidemann väidab, et "baltisaksa teksti sissetung […] <u>kujunevasse eesti teksti</u> [my underlining — *S.S.*] viis kogu kultuurivälja "dünaamilisse olekusse" (Lotman 1990: 293)" (Veidemann 2000: 1819).

2.6. Referring

➢ Referring is the condensed version of some article or book. It means that you will be using your own words for someone else's thoughts. Referring can be used if the text is too long or extensive for a quotation, and could not deliver the main idea if for example only one sentence is mentioned. References should be as accurate as possible, leaving out all that is unimportant for the current thesis. Most important about the reference is to make a clear distinction between your own thoughts and comments, and the referred part of text.

➢ In case of references, quotation marks are not used, the reference to the source text or author must be inserted into the text.

> Kaarel Kask arutleb semiootika ajaloo periodiseerimise põhimõtete üle (Kask 1950: 5-25). K. Kase periodiseeringust 27 aastat hiljem esitatud Anton Andeka semioperioodid (Andekas 1997: 45-66) sarnanevad mitmeski mõttes K. Kase perioodidega.

2.7. References

➢ References are bibliographical information about the document, where the quotation or reference was taken from. There is no one and universally accepted style of references. They vary in different publishing houses, journals and institutions. One requirement still applies everywhere; within one paper the referring must be the same. The students of the Department of Semiotics are suggested to follow the style of the Sign Systems Studies (www.ut.ee/SOSE/sss/instructions.htm)

➢ References may either be in the text (in brackets) or in footnote (marked by a number, or letter, or asterisk). In theses the former is more widespread.

➢ If there are several references from one and the same source within one paragraph following each other, it might be marked as: (Ibid, 10).

➢ If one refers to a source with several authors, then these authors should be listed alphabetically. If one refers to several books of the same author, then these will be presented in the order of publication time, and before the name of the author is a dash.

Madis, Karl 2000a. A note on Koidula and Lotman. *Sign Systems Studies* 27: 67-71.

— 2000b. Koidula ja Lotman tänapäeva Eestis. *Akadeemia* 10: 51-55.

— 2001. Koidula või Lotman? *Keel ja Kirjandus* 2: 23-49.

- In the main text are marked the first names or initials of the authors, in general not the titles of the books / articles, if the latter is mentioned it should be either in quotation marks or in italics.

- Reference should be marked in round brackets, starts with the last name, followed by the year of publication, in case of direct quotation or very exact reference also the page number(s).

    a) Küllap on õiged sõnad: "Kultuurkeele põhitunnuseks on, et keel on ka kõrghariduse ja teaduse keel" (Rätsep 1998: 497).

    b) "Eesti keel on kultuurkeel. […] Kultuurkeele põhitunnuseks on, et keel on ka kõrghariduse ja teaduse keel." (Rätsep 1998: 497).

    c) Küllap nõustume kõik sellega, et eesti keel on kultuurkeel, kuivõrd kultuurkeele põhitunnus on, et keel on ka kõrghariduse ja teaduse keel (Rätsep 1998: 497).

    d) Keeleteadlaste arvates kummitab "võõrmõjude kõrval meie emakeelt vabadusest […] lohakuseks arenenud keelekasutus" (Valge 1999: 10).

- In case of longer quotations (more than 3 lines) the quotation will be written in a smaller font (10) with single line spacing and without quotation marks, and with indentation.

    Kasutatud kirjanduse ehk viiteallikate nimekiri esitatakse töö lõpus tähestikjärjestuses; sama autori tööd on omakorda ajalises järjestuses (vanemalt uuemale). Kirillitsas märgitud andmed on eraldi nimekirjana pärast ladina tähestikus kirjutatud allikaid. Kui töö on kirjutatud vene keeles, siis vastupidi. (Juhend 2002: 8)

The following paragraph starts without indentation.

- If the name of the author referred to is already mentioned in the text, it does not have to be repeated in the reference.

    Juri Lotmani järgi (1997: 436) on semiosfäär midagi väga huvitavat.

- In case of referring to several sources, they should be separated by semicolon; if the sources have been published in the same year, then the letters *a, b, c* etc are added to the year of publication.

- If authors have the same last name, the initials must also be added.
    .. (M. Lotman 1998; J. Lotman 1999).

- In case of several authors, all of them are mentioned in the first reference, later only the first author's last name and *et al*

    .. Soome-ugri semiootikast on nüüdseks olemas põhjalik ülevaade (Randviir, Tarasti, Voigt 2000); *later in the text*: (Randviir *et al* 2000).

- If the source text is anonymous (such as guidelines, laws, ordinances etc), then the title of the document must be referred to, or the reference should start with the first words of the source text.

    Sisukorra asetamine töö taha iseloomustab autori väitel algselt prantsuse, hiljem vene kultuuriruumis levinud kirjastamistraditsiooni, mida rakendati ka Nõukogude perioodil (Guidelines 1998).

➢ Referring to an encyclopaedia or dictionary, the title or abbreviation of the source text is mentioned, then the year of publication and *sub* (which refers to the word, / term referred to from the dictionary). The word or term itself should be given in bold. In the following example EE stands for Estonian Encyclopedia.

> Igasugune info esineb ja säilib (püsib mälus) põhimõtteliselt teksti kujul (EE 1996 *sub* **text**).

➢ The reference in brackets must be in the same alphabet as the referred source. Therefore in case of a Russian source, the reference will be in Cyrillic. If that is technically impossible then the following transliteration scheme should be used www.ut.ee/SOSE/sss/translit.htm

List of references will be presented at the end of the paper in the alphabetical order; the works by the same author in the chronological order (from older to newer).

2.8. List of References

➢ List of references should contain all the used and referred materials. All the information about the publications has to be taken from the title page. If the information is lacking or partial, then other parts of the publication / source should also be taken into account. All the references should be in the original language.

➢ All the references should be marked in alphabetical order taking into consideration the last names of the authors. If there are more than two or three authors, then all of their names have to be marked, in the order that is given on the title page; if there are more than three authors then only first three have to marked and then *et al*. If the author mentioned on the title page is a collective (e.g. a scientific institution or such), then this institution should be referred to as the author, and a shorter version (abbreviation of the institution) may also be used. If the authors are not mentioned on the title page, but only the editor(s)-in-chief, or compiler(s), then they will be referred to. If there are more than three of them, follow the above-mentioned scheme.

➢ The place of publication should be written in full (*Tallinn, Tartu, New York, Frankfurt am Main*). If the place of publication is unknown, it should be marked as *s.l.* (*sine loco* 'without place'). If there are more than one place of publication, then only up to three should be marked and then *etc*.

➢ If the year of publication is unknown, it should be indicated as *s.a.* (*sine anno* 'without year').

➢ In case of compendiums, journals, or series of books, and articles in newspapers the data must be about both the separate article and the publication where it is taken from.

➢ Journal articles should be formatted according to the following scheme:

> **Author's last name, first name year. Title. *Journal title* issue no: article pages.**
>
> Saari, Henn 1981. Omasõna ja võõrsõna paarid eesti oskussõnavaras. *Keel ja Kirjandus* 4: 201–210; 5: 282–288.

• Newspaper articles should be formatted according to the following scheme:

Author's last name, first name year. Title. *Newspaper title* date of publication, issue no: (page).

Kukk, Kalev 2000 . Eurol pole häda midagi. *Sõnumileht* 3.05.2000, 101: 2.

- Electronic sources should be referred to according to the following scheme:

Author's last name and initials(s).Year.Title. Autori perekonnanimi ja initsiaal(id). Aasta. Pealkiri. Type (*CD-ROM, website etc*). Place of Publication: Publishing House. Address. Date of last visit to the site

Oxford English Dictionary Computer File: On Compact Disc. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.

Inada, K. 1995. A Buddhist response to the nature of human rights. Online. Jo, 2:9 paragraphs. Available http://www.cac.psu.edu/jbe/ twocount.html, 1995, June 21.

Last visited 8th of April, 2011.

➢ If the referred or quoted papers cannot be reached, then also references via other sources are allowed, in that case both of the resources should be marked, the one that is intended to be referred to and also the one through which the original source is referred to. It is forbidden to refer to the paper that one could not reach. In the list of references the work that was actually reached will be marked down.

- If any archive materials are used in the paper, they should be brought out separately under the title List of Used Archive Materials. All sources should be marked at least with the exactness of the fund, marking down also the complete name of the archive with the abbreviation (or only the abbreviation, if it is included in the list of abbreviations), number of the fund and the name. Different funds of the same archive should be listed according to the numbers.

-

Eesti Ajalooarhiiv Tartus (EAA)
F 29: Eestimaa kuberneri kantselei
F 291: Liivi-, Eesti- ja Kuramaa kindralkuberner

2.9. Tables, Schemes and Formulas

➢ All tables will be numbered, so that they could be referred to, and titled to enable the comprehension of the reader, and also to make it easier to use them separately from the text. Tables are numbered either throughout the paper (*Table 1*) or within one subsection (*Table 1.2*), there is no point after the number of the table.

➢ If there is only one table in the paper, then numbering is not necessary. Also the small tables that are a direct continuation of the main text may be left without a title and numbering. These tables should be presented without frames.

➢ The number of the table should be written in the right upper corner of the page one line above the title.

➢ The titles of the columns and rows should be written with capital letters, the titles of subcolumns and subrows may be written without capital letters. The titles of the columns and rows should be as exact and laconic as possible.

➢ The columns are usually not numbered. If the table continues on the next page, where the head of the table is no longer repeated, or even separate columns are referred to within the thesis, then the columns may also be numbered. If the table does not fit on one page, there is no need to repeat the title or the head of the table, only the numbers of the columns.

➢ The data of the table must be related to the text of the thesis, also referring to it within the text, either directly (*Table 2 introduces, explains, clarifies* etc), or by adding the number of the table at the end of the sentence (*see Table 2*).

➢ All graphic images are called schemes (diagrams, schedules, schemes, charts, photographs etc). Every scheme should have a laconic title; schemes are named similarly to tables.
➢ Comments to tables or schemes may occur to specify some details. If the table is taken from some source, then the reference should be marked under the table / scheme with a smaller font. If the table depicts a modified original, then the original source should be referred to.

Annexes

Annex 1

University of Tartu
Department of Semiotics

Author's name

TITLE

Master Thesis

Supervisor: Prof / PhD

Tartu
2011

Annex 2

On the other side of title page

I have written the Master Thesis myself, independently. All of the other authors' texts, main viewpoints and all data from other resources have been referred to.

Author: Avvvvvv Avvvvv ....
(*signature*)
....
(*date*)