GUIDELINES FOR FORMATTING WRITTEN PAPERS

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CONTENTS

1. TYPES OF STUDENTS' RESEARCH PAPERS

1.1. Synopsis

Synopsis is a review of a problem or topic, based on previous studies. The aim of the synopsis is to enhance skills of working with academic sources. Recommended structure for a synopsis:

- short overview of the reviewed source(s) and author(s);
- short overview of the conceptual framework of the source;
- conclusions or original discussion

Correctness of references is essential for synopsis.

1.2. Analytic essay

Analytic essay is an analytic discussion of a theoretical problem with the aim of developing student's abilities of analysis and argumentation. Recommended structure for an analytic essay:

- description of the problem and formulation of the research question
- overview and explanation of theoretical premises
- analysis of the problem
- discussion and conclusions

The analytic essay must use and refer to previous studies.

1.3. Case study

Case study is an analytic study of a phenomenon or a problem from a selected theoretical perspective. Case studies enhance the skills of applying disciplinary knowledge for interpretation and explanation of phenomena. Recommended structure for a case study:

- description of the object and formulation of the research question
- overview and explanation of theoretical premises
- analysis of the phenomenon
- discussion and conclusions

The case study must use and refer to previous studies and sources.
Synopsis, analytic essay and case study require author's name, course name and date in the heading, title page is not required.

[1.4. ...]

2. FORMATTING WRITTEN PAPERS

2.1. General Requirements

All written papers must be presented in a standard format (A4) on white paper or equivalent electronic form.

Course papers are not required to be bound. Master's thesis is submitted in one hard copy (soft bound for pre-defence, hard-bound for final defence), electronic copy and to the reviewer according to reviewer's preference.

Written papers should be presented with the font Times New Roman 12 size and 1.5 spacing. 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 start with indentation.

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.

All pages (from the title pages up to the end of annexes) must be taken into account in numbering. Pages with tables and figures will also be taken into account. Title page, the page of the table of contents and the first page of the introduction will be taken into account in numbering but the number will not be marked on the page. There should be a white empty page before and after the master's thesis, which is not taken into account in numbering.

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

The materials and numerical data that help to understand the text, add some important information or support 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 may 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.

A list of abbreviations can be added to the paper if necessary; generally used abbreviations are not included in the list.

All notes should be footnotes. Footnotes can also include originals of translated quotations, references to private correspondence, oral interviews as well as full reference of the indirect reference.

2.1.1. Special requirements for master's thesis

Title page (see Annex 1) includes name of the institute and department, title of the paper, author's name, type of paper, supervisor's name, place and year of presenting the paper.

On the reverse of the title page: signed confirmation from the author and acceptance of the work for the defence by the supervisor.

At the very end of the thesis an electronic licence (see Annex 3) is added authorising the preservation and publication of the thesis on the Internet in the digital archives of Tartu University Library. The non-exclusive licence must be submitted in the electronic (PDF) file of the thesis and is the prerequisite for allowing the author to defend the thesis.

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

Introduction, Conclusion, List of References and Résumé must all start from a new page. They must be formatted as headings of the same level, like chapters (Heading 1), but without numbers. Numeration is used only for chapters.

All first-level chapters start from a new page and must be formatted with headings of the same level. All main chapters and subchapters must be numbered. When numbering subchapters (e.g. 1.1., 1.2., 1.1.1. etc), there should be a period between the numbers, but no space. Annexes (if any) must be left unnumbered, though they will be listed in the table of contents.

Main chapters can end with a concluding paragraph separated by ***.

[…]

2.2. Headings

The heading 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 headings in the subheadings.

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

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

All headings start from the left side of the page.

2.3. 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 to use other graphic symbols instead.

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

2.4. Tables and Figures

All tables should be titled and numbered, so that they can be referred to. If there is only one table in the paper, then numbering is not necessary. Also 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 headings of the columns and rows in a table should start with capital letters, the headings of subcolumns and subrows may be written without capital letters. The headings of the columns and rows should be as exact and laconic as possible.

The data in the table must be related to the text of the thesis, the table must be referred to 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 **figures** (diagrams, graphs, schemes, charts, photographs etc). Every figure should have a laconic title; figures are numbered similarly to tables.

Comments may be added after the title of atable or figure to specify some details. If the table or figure is copied from a source, then the reference should be marked under the table or figure in a smaller font. If the table depicts a modified original, then the original source should be referred to (e.g. adapted from Nöth 2018: 25).

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 (underlining, bold text, etc). The thought in the original text should not be changed during the quotations, which may easily happen if the logical relations with following or previous sentences of the chosen quotation are not taken into account.

Quotations from other languages must be accurate; the original language quotation may be presented in the footnote.

Quotation may be a separate paragraph (in the case of longer quotations), but can also be a part of the main text. In any case, the quotation must be well incorporated in the rest of the text. Inside the main text, the quotation is separated by quotation marks and a reference is added.

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

> In instances where cultural space has a territorial character, the border is spatially located in elementary meanings. However, even in this instance, the border retains the idea of a buffer mechanism, a unique unit of translation, transforming information. [...] Areas of multiple cultural meanings [my underlining — *S.D.*] carry out the very same function on the boundaries of the semiosphere: town, trade route and other areas forming a kind of creolisation of semiotic structures. (Lotman 2005: 211)

The following paragraph starts without indentation.

All omitted 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.

2.6. Summarizing

Summary is the condensed version of some article or book. It means that you will be using your own words for someone else's thoughts. Summarizing 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 quoted. The summary should be as accurate as possible, leaving out all that is unimportant for the current paper. When summarizing someone else's ideas it is crucial to make a clear distinction between your own thoughts and comments, and the summarized part of the text.

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

> Kaarel Kask discusses the principles of periodization of the history of semiotics (Kask 1950: 5-25). Semiotic eras proposed by Anton Andekas 27 years after the periodization of K. Kask (Andekas 1997: 45-66) follow the eras of Kask in several aspects.

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 style must be the same. The students of the Department of Semiotics are recommended to follow the style of the Sign Systems Studies and following guidelines.

When first introducing an author to the text, first name or initials of the author are given along with the surname. The titles of books and articles, if mentioned in the text t should be either in quotation marks or in italics.

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

References should be marked in round brackets, starting with the surname, followed by the year of publication, in case of direct quotation or very exact reference also the page number(s).

    a)   Probably it is true that "the fundamental question of the semiotics of culture is the problem of the generation of meaning" (Lotman 1997: 9).
    b)   While the semiotics of culture focuses on the generation of meaning (Lotman 1997: 9), cultural studies could have other interests.

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 Lotman (1997: 9) understands the problematic nature of meaning generation.

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.

    [...] (Lotman 1972a; Lotman 1972b)

If authors have the same last name, the initials must also be added.

    [...] (M. Lotman 1998; J. Lotman 1999).

In case of three or more authors, the first author's last name and *et al.* is used:

    A thorough overview of Finno-Ugric semiotics already exists (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.

    (Guidelines 2018)

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

    Lotman, Juri 1992. *Kultura i vzrõv.* Moskva: Gnozis, 167 — *cited in* Veidemann 2000: 1821.

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.

    In principle, all information exists and is preserved in memory in the form of a text (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 transliteration scheme of *Sign Systems Studies* should be used.

2.8. List of References

List of references should contain all the used and referred materials. The list is not numbered. All the references should be in the language of the source.

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 marked in alphabetical order taking into consideration the last names of the authors; several publications of the same author are presented in the order of publication time (from older to more recent), using a dash in place of the name, e.g.

Lotman Juri 1997. Culture as a subject and an object in itself. *Trames* 1(1): 7–16.

— 2005. On the semiosphere. *Sign Systems Studies* 33, 1: 205–229.

— 2011. The place of art among other modelling systems. *Sign Systems Studies* 39 (2/4): 249–270.

Even if there are more than three authors, all of their names have to be marked, in the order that is given on the title page or on its reverse. If the author mentioned on the title page is a collective (e.g. a scientific institution), 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, they are listed in the same way as authors.

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 is 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'). If it is necessary to mention also the year of the original publication, it should be in square brackets […], e.g.

Jakobson, Roman 1981[1935]. The dominant. *Selected Writings III. Poetry of Grammar and Grammar of Poetry*. The Hague, Paris, New York: Mouton Publishers, 751–756.

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

Compendium article:

Author's surname, first names year. Title. In: Editor's surname, other names (ed. or eds) *Book* Title, Place: Publisher, article pages.

Baer, Eugen 1984. How do reflexive systems communicate? In: Pelc, Jerzy; Sebeok, Thomas A.; Stankiewicz, Edward; Winner, Thomas G. (eds.), *Sign, System and Function: Papers of the First and Second Polish-American Semiotics Colloquia*. (Approaches to Semiotics 67.) Berlin: Mouton Publishers, 1–11.

Journal articles should be formatted according to the following scheme:

Author's Surname, First Name year. Title. *Journal title* issue no: article pages.

Lotman, Juri 2011 [1967]. The place of art among other modelling systems. *Sign Systems Studies* 39(2/4): 249–270.

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.

The usual rules apply when listing electronic sources, but in addition the Web address and time of retrieval are noted. For example:

Glaude, Benoît 2013. The experience of intersemiotic citation in Blutch's *Total Jazz. Image & Narrative* 14, 4: 1–19. Retrieved from: http://hdl.handle.net/2078.1/156200, 18.07.2018.

Meier-Oeser, Stephan 2011. Medieval Semiotics. *In:* Zalta, Edward N. (ed.) *The Stanford Encyclopedia of Philosophy.* Retrieved from: https://plato.stanford.edu/archives/sum2011/entries/semiotics-medieval/, 18.07.2018.

Entries in an online reference work with no author or editor should be listed in the following way:

Semiotics (*s.a.*). *In:* Oxford Living Dictionaries. Retrieved from: https://en.oxforddictionaries.com/definition/semiotics, 18.07.2018.

Films should be listed according to the following scheme:

Producer's Last Name, First Name (producer), Director's Last Name, First Name (director) Year. *Title of Film* [Film]. Country of Origin: Studio.

Eichinger, Bernd; Schaefers, Bernd (producer), Annaud, Jean-Jacques (director) 1986. *The Name of the Rose* [Film]. Italy, France, West Germany: Cristaldifilm, Les Films Ariane, Neue Constantin Film.

University of Tartu

Department of Semiotics

Author's name

TITLE

Master's Thesis

Supervisor: Prof / PhD

Tartu

2018

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

Author: ....

           (*name*)   (*signature*)

                    ....

                                 (*date*)

I permit the thesis to be defended.

Supervisor: ....

           (*name*)

           ....

           (*signature*)

           ....

           (*date*)

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        (*author's name*)

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