How to organise your final paper (Triennale)

Dr Daniela Cesiri

*This short list of instructions is meant ONLY for those students writing their final paper (Laurea Triennale) with Dr Daniela Cesiri as ‘relatore’. This is NOT a guide for ALL students who must contact their own ‘relatore’.*

For your Frontispiece use always the template sheet provided on the Department’s website and accessible at: [http://www.unive.it/nqcontent.cfm?a_id=65563](http://www.unive.it/nqcontent.cfm?a_id=65563). On this page you can also find the limit word number established for your paper and other useful, administrative indications.

For the typographical instruction not included in that page, students should follow the following instructions (which are partially taken from the stylesheet for authors provided by the international publisher *Peter Lang*).

Your paper must be written in English. Once you agreed your paper’s topic with your ‘relatore’, Dr Cesiri, it is important that you follow the following typographical indications already in the **first draft** of your paper. When writing your paper please remember to:

- always use line spacing 1.5;
- Indication of each section/chapter: capital letters, bold type, underlined, pt 14, Times New Roman (e.g. **CHAPTER ONE**);
- Title under the chapter must be in pt 14, Times New Roman, bold type (e.g. **The Source Text**).
- Headings: Times New Roman, Pt 12, bold type (e.g. **1.1. The text under analysis**).
- Main text: 12 pt Times New Roman.
- Number the pages progressively starting from your Introduction and NOT from the Index page. Use Times New Roman pt 11 for your page numbers which must be inserted at the lower right corner of the page (as in this document);
- indent new paragraphs 1 cm; however, there should be no indentation after section headings, a blank line, a table, a graph or an indented quotation;
- insert notes at the foot of the relevant page, using Times New Roman 10, justified margins.
On an A4 page, margins should be set as follows upper margin: 3 cm; lower margin: 3 cm; left margin 3.5; right margin 3 cm. The entire text, including bibliography and footnotes, must be justified with the exception of titles and headings, which should be ranged left.

Do not end a title or heading with a full stop. Capitalize only the first letter of the first word and of those words which the orthography of the language in use requires to begin with a capital letter. Never use justification for titles.

**Quotations in the paper.**
Short quotations (2-3 lines) are placed in the text between double quotation marks “ ”. E.g.:

Coates observes that: “At its strongest *should* takes on the meaning of moral obligation, or duty (defined in moral or legal terms). At its weakest, it merely offers advice, if subjective, or describes correct procedure, if objective” (1983: 59).

Please remember that quotation marks and apostrophes should be rounded, as in the example, not straight. For longer quotations leave one blank space before and after the quotation and reduce left margin by 1 cm. and the text must be reduced to 11 pt; do not use quotation marks, underlined words or boldface. Omissions should be signalled with three dots between square brackets: [...].

Square brackets are also used to signal remarks by the author. E.g.:

Palmer (1988: 141-142), suggests that the deontic meaning of *shall* is permanently associated with a performative value:

*SHALL* is […] different from deontic *MAY* and *MUST* in that it does not permit or oblige someone else, usually the addressee, to act, but guarantees that the speaker will act. But it is deontic in the essential characteristic that it influences or directs behaviour *and that* it is performative [my italics].

Both the text and the footnotes should be justified. Quotations should be placed between double “quotation marks”, highlighted words should be in single ‘quotation marks’, whereas words in languages different from the one of the paper are in *italics*.

**Citations**
When referring to a text, indicate the surname of the author followed, in brackets, by the year of publication of the essay, colon, space and page number of the quotation. E.g.: Gotti (2003: 126) affirms that […]. Give page numbers in full, do not use ‘f.’ or ‘ff.’; always give the full author-date
citation – do NOT use ‘op.cit.’, ‘loc.cit’, or ‘ibidem’. Full bibliographic details will be inserted in the Bibliography section, so do NOT insert them in footnotes or inside your main text.

Examples and lists
All examples should be numbered progressively (do not re-start in each subsection). When you start a bullet point list leave one blank space before and after the list.

Bibliography
Bibliographical references are listed alphabetically at the end of the paper and in the appropriate section entitled BIBLIOGRAPHY (centered, pt 14, Times New Roman, bold type, underlined). Please make sure entries correspond to the authors cited in your paper. Such entries should include: the surname and full name of the author, followed by the year of publication of the text and other data, as shown in the following examples. E.g.:

Books:

Articles in books:

Articles in journals:
Taavitsainen, Irma Forthcoming. Middle English Recipes: Genre Characteristics, Text Type Features and Underlying Traditions of Writing. *Journal of Historical Pragmatics*, 2/1.

**Internet addresses:**

Do not use abbreviations – also in the text and footnotes only the simplest and most common are acceptable (‘etc.’, ‘i.e.’, ‘e.g.’, ‘et al.’).

Appendices are placed at the end of the text, before the bibliographical references.

For more detailed information tailored on the student’s chosen topic and deadlines for sending your paper for correction will be provided during the first meeting with Dr Cesiri.