

LA TROBE UNIVERSITY – LINGUISTICS PROGRAM

LINGUISTICS HONOURS 2009

Notes on your thesis

All Honours students in Linguistics are expected to submit a thesis as part of the requirements for the honours year. The thesis should be no longer than 15,000 words and counts for 50% of the final assessment. The thesis must be typed 1.5 or double spaced on standard A4 paper; and printed with either a laser or inkjet printer. Two copies, photocopied on one side only (not backed), must be submitted in a spring-back binder. Make sure you leave adequate margins when preparing the final version (left 3.5 cm, right 3.5 cm, top 5 cm, bottom 5 cm) and number all pages consecutively. Use font size 12 and a clear font such as Times New Roman.

The honours thesis will be marked by two examiners (neither of whom can be your supervisor). You will receive a written report on your thesis after it has been examined. The thesis copies will be returned to you so that minor typographical errors can be corrected - the final corrected two copies must be returned to the Department within two weeks of receipt of your thesis report.

Your thesis is due by 12 noon on Friday 24th October. Since it takes about one week to complete a final reading of the finished thesis, make the last corrections, copy the thesis and arrange it in the folder, you must plan to have your thesis completed by 17th October. Please do not ask for extensions as the lecturers need to mark the theses before our examiner's meeting in early November. We also are tied to deadlines.

Your thesis should have the following sections:

Title page: See page 2

Table of Contents: Include chapter numbers and headings and also section numbers and headings.

Abstract: (About 150-200 words). You should state the purpose of the thesis and summarise the implications of your findings. You may also outline the organisation of the thesis by giving an indication of the contents of each chapter.

List of Abbreviations

List of Tables

Acknowledgements

(Maps etc. if relevant)

Body of the thesis: Give chapter numbers and headings, and section numbers and headings. Number notes by chapter, and include these either at the bottom of the page (footnotes) or at the end of the chapter. Notes and examples should be numbered and they **may** be numbered by chapter (e.g. 2.12 indicates the twelfth example in chapter 2).

Use morpheme-by-morpheme glosses for examples from languages other than English. Align glosses at the **beginning** of words.

Appendix: Include sample questionnaires, transcriptions, etc. Number appendices 1, 2, 3 etc. if there are more than one.

References: Follow the guidelines set out by the department. (You may refer to the LSA style sheet and to the ALS style sheet).

For other information about preparation of the manuscript, consult your supervisor or the honours co-ordinator.

Dr David Bradley
Honours Co-ordinator

Your title

A thesis presented

by

your name

Linguistics Program

School of Communication, Arts and Critical Enquiry

Faculty of Humanities

in partial fulfilment of the requirements for the degree of

Bachelor of Arts (Honours)

La Trobe University

Melbourne, Victoria

October 2009

STUDENT GUIDE TO REFERENCE CITATION AND QUOTATION

edited version of material used in
the Psychology department.

1. References in Text

Cite references in text by enclosing in parentheses the author's surname and the year of publication.
Example:

... a recent study (Jones, 1976) has shown ...

Avoid oblique citation when using parentheses. Example:

... cerebral dominance for speech involves the intact functioning of the left cerebral hemisphere
(Jones, 1976; Mimer, 1972) ...

Here we cannot be sure whether both references refer to experimental studies or to one study, and, for example, a reviewer's opinion.

If the name of the author occurs in the text, the reference citation need only be the year of publication.

Example:

... Jones (1976) found ...

If the reference has two authors, the citation includes the surnames of both authors each time the citation appears in the text.

... a recent study (Jones & Smith, 1975) has revealed ...

or

... (Jones & Smith, 1975) ...

If a reference has more than two authors the citation includes the surname of every author the first time it appears. Later citations of the same reference include only the surname of the first author and the abbreviation "et al.". Examples:

... a recent study (Jones, Smith, Brown and White, 1975) has shown ...

... the previous authors (Jones et al., 1975) also have shown that the earth is flat.

If the reference list includes publications by two or more authors with the same surname, citations in the text include their initials to avoid confusion.

References to different works cited at the same point in text are separated by semicolons and enclosed in one pair of brackets. References to various works by the same author are separated by commas, and the author's name is not repeated for each work. The order is alphabetical by author's surname or, if all are by the same author, in sequence by year of publication. Examples:

... recent studies (Jones, 1974; King, 1975; Lambert, 1973; Moonunit, 1976) ...

... recent studies (Able, 1975; Backer, 1970, 1971a, 1971b, 1971c; Charlie, 1972, 1976; Dogball, 1975) ...

The last example also illustrates the method of citing references by the same author published in the same year, viz. (Jones, 1972a, 1972b).

To refer to a particular page, pages or chapter of a reference, give the page or chapter numbers following the reference citation. Examples:

... (Jones, 1958:410), (Jones, 1958:410-412), Brown, 1958, Ch. 2 ...

2. Quotations in Text

Quotations should be given exactly as they appear in the source, that is, including original wording, punctuation, spelling and italics, even if they are erroneous. The writer can guarantee the accuracy of a quotation about which the reader may have doubts by using the insertion [sic]. Example:

‘... up the rat’s bum [sic] after injection of ..’

The citation of the source of a quotation should always include the page or pages as well as the reference. (It is not necessary to repeat the page number/s in the reference list). The page citation is given in parentheses following the final quotation marks. Example:

... Grasse (1972) considers his test as a more sensitive index of ‘impairment in both the concrete and abstract spheres’ (p.13).

2.1 Short quotations

Quotations of a sentence or two are incorporated in text and set off by single quotation marks.

She argues that ‘the basis for orthography selection is fundamentally a question of the location of authority, which is in turn a function of the prevailing discourse’ (Eira 1998:172).

2.2 Long quotations

Quotations of more than five printed lines (three typewritten lines) are printed in small type, eg. font size 10, and indented.

The Sm’algyax orthography is both a cultural institution and a technical representational system for the language. Eira (1998) describes the powerful political meanings represented by orthographies:

...orthographies are constructed as symbols of identity for groups delineated by language, culture, country of origin, religion. They hold sacred status at various levels; they admit and bar access to knowledge and social strata. They are used to identify communities both as distinct and unitary; and they are imbued with the power to validate and perpetuate the existence of a language or language group (Eira 1998:172).

Any material inserted in a quotation by you is enclosed in square brackets.

To a Swede who is translating, for example, from French into Swedish, information about constructions in the target language is of less importance than to a Swede who is translating in the opposite direction. The same thing applies to subject fields and style levels, as the user, with his [or her] native-language knowledge can often deduce this simply from the equivalents given in the dictionary (Svenson 1993:11).

3.0 Secondary Sources in Text

While you should attempt to trace all references to their original source, it is sometimes only possible to review an author's work at second hand. In this case it must be made clear in the text that you are citing someone else's version of that author's work. Examples:

... Smith's experiments during the war (cited by Jones, 1948) led others to investigate ...
... in the late nineteenth century Hughlings Jackson proposed ... (Critchley, 1972).

Secondary sources are included in the reference list at the end of your article in the manner shown in Item 4.2.2 of this guide.

4.0 Listing References

At the end of every essay or research paper you must make an accurate and complete list of citations from your text.

4.1 General Rules

The list is centre headed thus: References and is usually begun on a new page.

The entries in the reference list are arranged alphabetically by author's surname. The entries are not preceded by arabic numbers. Every reference cited in the text must appear in the reference list at the end of the article. References consulted, but not actually cited, are not listed.

4.1.1 Titles

Only the initial letter of the first word of a book, journal or article title is given a capital letter (upper case).

Book and journal titles are always italicised, but not the titles of journal articles (see examples below).

4.1.2 Book entries

Cite author, year, title, city and publisher, in that order.

The abbreviation for 'edition' is edn., eg. 4th edn., for 'editor' is (ed.) and 'editors' is (eds.).

4.1.3 Journal entries

Cite author, date, article title, journal title, volume, and pages, in that order.

The titles of journals are spelled out in full.

A part number may be inserted in brackets immediately after the volume number.

4.2 Examples of Research List Entries

4.2.1 Books

Mark, R.F. 1974. *Memory and nerve cell connections*. Oxford: Clarendon Press.

4.2.2 Articles from Journals

Watts, M.E., & Mark, R.F. 1972. Separate actions of ouabain and cycloheximide on memory. *Brain Research*, 25: 420-423.

4.2.3 Material "in press"

An article or book accepted for publication but not yet in print may be designated as "In press". In the reference list it follows all other references by the same author. Example:

Gibbs, M.E. In press. The effects of amphetamine on short-term protein- dependent memory in day-old chickens. *Pharmacology, Biochemistry and Behaviour*.

4.2.3 Unpublished dissertations

Supply as much accurate information as is available. Example:

Williams, S.R. 1959. The measurement of nystagmus in normals and schizophrenics. (Doctoral dissertation, University of Vermont) Ann Arbor, Mich.: University Microfilms. No. 59-297.