

GUIDELINES FOR THE PREPARATION OF YOUR MASTER'S THESIS

As part of the thesis submission process, students are required to check out all the items below in order to ensure homogeneity in their M.A.'s thesis.

Students must use the 'Master's thesis template' and follow the formatting with regards to chapters, headings and paragraphs.

The following stylesheets are recommended: MLA, Chicago, and APA. Please find information about these stylesheets on the following link: <https://w3.ual.es/Masters/estudiosinglesees/documents-and-web-links.html>.

Cover page

- Type Master's thesis title over "[Título del Trabajo fin de Máster]" so that it is completely overwritten. Make sure that square brackets are removed.
- Type Student's name over "[Nombre de estudiante]" so that it is completely overwritten. Make sure that square brackets are removed.
- Type the name of student's Itinerary: "Docencia e Investigación" or "Aplicaciones Profesionales".
- Enter student's full name and ID number.
- Enter thesis advisor's full name and ID number
- Enter student's and advisor's signature
- Type date of submission.

Declaration of honor

- Type student's name over the dotted line after "undersigned." Delete unnecessary dots to avoid lines move further down.
- Type Master's thesis title over the dotted lines. Delete unnecessary dots to avoid lines move further down

Dedication page (optional, if not used, page should be removed)

- Write a heartfelt dedication to honor someone. Dedication should not be over four lines long.

Blank pages

- Delete "[Intentionally Blank Page]" text, but do not remove the page.

Acknowledgement page (optional, if not used, page should be removed)

- This section is intended to thank and/or give credit to those people or institutions for their contribution to student's Master's thesis. Acknowledgement should not be over eight lines long.

Table of contents

- Enter titles of chapters, sections and minor sections as appropriate. Type beginning page of chapter or section over "X".

Headers

- Place Master's thesis title (or a reduced version of its title if it is too long) on odd page headers.
- Place student's full name on even page headers.

Chapter headings (follow template margins)

- Font: 20 points.
- Line spacing: 1 and ½ space
- Spacing. Before: 6 points; after: 150 points
- Chapter title should be placed on left margin, top of the page. Optionally, it may also be placed on the centre of the page.
- The word "chapter" may be deleted and leave numeral followed by chapter's title.
- Capitalise the first letter of the first word and all other significant words in the title (nouns, adjectives, verbs and adverbs) as well as proper nouns.

Section heading (first level) [in Master's template, 'Title 1']

- Follow the rule: 1, 2, 3,...
- Font: 12 points, bold type.
- Line spacing: 1 and ½ space.
- Spacing. Before: 30 points).
After: 12 points (or, 6 points if followed by main text).
- Section heading is always numbered with Arabic numerals and followed by a period. Begin from the left margin, with no period at the end. Use small caps for section headings and capitalise only content words.

Section heading (second level) [in Master's template, 'Title 2']

- Follow the rule: 1.a., 1.b,... 2.a., 2.b,....
- Font: 12 points (no bold type).
- Line spacing: 1 and ½ space.
- Spacing: Before 18 points (or 0 points if it follows heading, first level).
After: 6 points (or, 0 points if followed by heading, third level).
- Section heading is always numbered with Arabic numerals and followed by a period. Begin from the left margin, with no period at the end. Use small caps for section headings and capitalise only content words.

Section heading (third level) [in Master's template, 'Title 3']

- Follow the rule: 1.a.1, 1.b.1,... 2.a.1., 2.b.1,....

- Font: 12 points, italics.
- Line spacing: 1 and ½ space.
- Spacing. Before: 12 points (or 0 points after heading second level).
After: 6 points.
- Section heading is always numbered with Arabic numerals and followed by a period. Begin from the left margin, with no period at the end. Use small caps for section headings and capitalise only content words.

Main text, quotations and footnotes

Students are required to follow the directions below:

- Use a plain (standard) fonts (Times New Roman, Arial, Helvetica are recommended). Size: 12 point for the main text; 11 point for indented quotations and 10 point for footnotes.
- Paragraph line spacing: 1 and ½ space for main text.

Spacing. Before: 0 points

After: 6 points.

- The first line of each text is indented 1 cm, with the exception of the first line in the first paragraph of each section (after a heading) or the text after a quotation that has been set off if the paragraph makes reference (comments) this quotation.
- Italicise titles of publications (magazines, journals, periodicals, books, plays, films, television and radio programmes, painting, drawings, photographs, statues, or other works of art).
- Enclose double quotation marks (“ ”) the titles of book chapters, articles, poems, short stories and citations within run-in quotations. Use curly double quotation marks (“ ”) and avoid “straight” double quotations marks (" ").
- Follow MLA, Chicago or APA rules for in-text citation. Below, find an example following the MLA stylesheet:

Wisse contended that the strength of Jewish literature “derives from the peculiar tension of the Jew who is native to two cultures, while fully at home in neither; hence, the more fully the Jew becomes integrated into the larger culture, the less the tension and the fewer the creative energies generated from it” (Wisse 1976: 40).

- Quotations longer than seventy words must be set off, indented two centimetres (left margin only) and separated from main text. Please do not use quotations marks in this case.

Paragraph line spacing: 1 and ½ space for main text.

Spacing. Before: 12 points

After: 12 points

Below, find an example following the MLA stylesheet:

As such, Braj B. Kachru rejects a monolingual conceptualization of the English language and literature, encouraging rather an appreciation of the pluralistic dimension of the language:

By looking at English as a pluralistic language, we are actually focusing on its layer after layer of extended processes of convergence with other languages and cultures. And this convergence and contact is unique, since it has altered the traditional resources for contact, for example, French, German, Italian, and Scandinavian. The language has opened up itself, as it were, to convergence with the non-Western world: that part of the world that was traditionally not a resource for English. (Kachru 1994: 8)

Place period before the information enclosed in parentheses.

- Footnotes are single-spaced and 10 point (size). Indent first line (0.5 cms) or whole paragraph.

Spacing. Before: 0 points

After: 0 points

From chapter to chapter

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Cited works (or References)

- Make sure your Master's thesis follows one of the recommended stylesheets closely.
- In this section, include any source (book chapter, book, article, web page, ...) which has been cited (or even mentioned) in the Master's thesis. This list will not include sources which have been consulted but have not been cited.
- For the Cited works list, create a hanging indent (1 cm) for the first line. Below, find an example following the MLA stylesheet:

Meyer, Adam. "Putting the 'Jewish' Back in 'Jewish American Fiction:' A Look at Jewish American Fiction from 1977 to 2002 and an Allegorical Reading of Nathan Englander's 'The Gilgul of Park Avenue.'" *Shofar* 22.3 (2004): 104-20.

Plagiarism

When you submit your Master's thesis, you will be required to upload a PDF version of it on the Turniting plagiarism checker. No Master's thesis will be admitted for its final defence if the plagiarism percentage is over 20%.