

NTU History FYP Style Guide (Aug 2019)

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1. Procedure for submission

The thesis should be submitted by the due date in four formats:

1. Two copies in printed hard copy with a ring binding submitted at the counter outside the Undergraduate Office on level 1 of the HSS building (see section 6.D. of the Style Guide for instructions on binding and printing).
2. A soft copy emailed to history_ug@ntu.edu.sg.
3. A digital copy submitted on Turnitin (in the HH4099 Blackboard module).
4. A digital copy uploaded to the NTU Library's Digital Repository, or [DR-NTU](#) (for more information see <https://libguides.ntu.edu.sg/c.php?g=926884&p=6695137>). For enquires on DR-NTU submission, please email library@ntu.edu.sg.

All four formats should be identical. Students are required to attest that all four formats are identical on their signed statement (see section 3.B.).

2. Length

The thesis should be 10, 000 words. An allowance of 10% in excess or less than the word limit will be made. A thesis that is less than 9000 words or in excess of 11, 000 words will be penalised (see section 8.B.). The word count includes the main text, but excludes footnotes, title page, signed statement, abstract, acknowledgements, content page, appendices, and bibliography. Appendices and footnotes should be kept to a minimum and students will be penalised for excessive text in appendices and footnotes.

The total word count of the thesis must be included in the typed signed statement (see section 3.B.).

3. Components of the thesis

Each of the following elements should begin on a new, separate page:

3.A. Title page

The first page of the thesis should be a title page containing the following elements on a single page:

- Title of the thesis
- The name of the candidate
- Matriculation number
- “A thesis submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts (Honours) in History.”
- School of Humanities, Nanyang Technological University, Singapore
- The year of submission

Please see the table of contents template on the History website for the correct formatting.

3.B. Signed statement

The second page of the thesis, following the title page, should consist of the following signed statement:

“This thesis represents my own work and I have duly acknowledged in the footnotes and bibliography the sources which I have consulted for the purpose of this study. This thesis does not exceed the maximum word limit of 10, 000 words. The word count for this thesis is _____. I attest that all submitted formats (hard copy and digital) are identical.”

Please see the signed statement template on the History website for the correct formatting.

3.C. Acknowledgments

On page three, the candidate should include acknowledgements to thank those who have supported and assisted them in the completion of the thesis.

3.D. Abstract

The abstract should be included on a separate page following the acknowledgements. The abstract should be no longer than 200 words and provides a summary of the scope and primary argument of the thesis.

3.E. Table of contents

The table of contents should be included on a separate page (or pages) after the abstract page. The table of contents should list the main components of the thesis with page numbers. Page numbers should be in modern/Arabic numerals (e.g. 1, 2, 3, etc.) rather than Roman numerals (e.g. i, ii, iii, etc). The following items and their respective page numbers must be included in the table of contents: introduction; title of each chapter; conclusion; and bibliography. The subdivisions (or subheadings) of chapters may be included, along with their respective page numbers. The candidate may also include in the table of contents: the page numbers of other preface materials (such as abbreviations); tables; the glossary; and any appendices.

3.F. Abbreviations

Commonly used abbreviations in the main text and/or the footnotes (such as archival references) should be included on a new, separate page following the table of contents.

3.G. The main text

The main text of the thesis should be divided into chapters. An introductory chapter must be included. However, the numbering of the chapters can begin either: Chapter 1: Introduction, Chapter 2 ...; or Introduction, Chapter 1....

The main text should be referenced using footnotes rather than endnotes (see section 5 below for referencing style).

3.H. Glossary

The candidate may include a glossary on a new, separate page following the main text. This is recommended if there are a significant number of non-English language terms in the thesis.

3.I. Bibliography

All sources that are referenced in the footnotes of the main text should be included in the bibliography, beginning on a new, separate page after the glossary (if included). Sources that are not referenced in the main text should not be included in the bibliography. If they wish, students may divide the bibliography into two sections: a) “Primary Sources” (historical sources that were produced in the period under study); b) “Secondary Sources.”

3.J. Appendices

The candidate may include in appendices material which has no direct impact on the argument and issues examined in the main text, but provides additional background and elaboration of the subject examined in the thesis. However, only essential material should be included in appendices. Each appendix should begin on a new, separate page.

4. Elements of style

For the purposes of your FYP, you may use this style guide in the main, which concerns the most commonly occurring elements of style. For all style matters not specifically mentioned below, the Chicago Manual of Style (latest edition is the 17th, which is available on shelf in the NTU Library) will be the final arbiter.

4.A. Quotations

Double quotation marks should be used. Quotations within quotations should be indicated with single quotation marks. Place commas and full stops inside quotations and other punctuation marks (e.g. colons and semi-colons) outside the quotation, unless they are part of the quoted text.

Short quotations from other sources should be included in quotation marks within the body of the paragraph. Quotations of four or more lines (before indenting) should be formatted as a block quote. In a block quote, the quoted text should be in a separate paragraph from the main text and indented from the margin. Neither italics nor quotation marks should be used in a block quote unless they appear in the original. The footnote to the quote should be included at the end of the quote, after the punctuation mark. The quoted text should be in double line spacing (like the main text).

4.B. Spelling

The thesis should be in the English language. Students may use either American or British spelling, but should be consistent throughout. Quotations should follow the original text precisely, even if there are spelling or grammatical errors in the original. Students should insert “[sic]” after spelling and grammatical mistakes in quotations.

4.C. Foreign language text

While the thesis must be in English, quotations may be in other languages. However, a translation should be included either: a) in round brackets following the foreign language quote, if the quote is short; or b) in a separate block quote, if it is a long quote (see 4.C. below on quotation format). Either Romanised or non-Romanised script may be used for foreign language quotations.

Foreign language spelling and transcription should be consistent throughout the thesis. However, in quotations, the transcription or spelling should follow the cited author’s usage. Where necessary the spelling in the candidate’s adopted transcription can be indicated in square brackets inserted into the quoted text.

Example A: Malay text

“Dalam kurun waktu yang diciptakan mahasiwa, Sang Arjuna sudeh memperoleh sakti yang berkuasa” (In the age created by the Great Siva, saintly Arjuna has already acquired spiritual power of great strength).

Example B: Chinese text

“其俗奉佛尤謹，僧皆衣黃” (Their custom is worship of the Buddha and they are very devout in this. Monks all wear yellow robes).

The word count of the thesis must include all Chinese characters as well as Hanyu Pinyin transliterations.

Note that simple word phrases, e.g. “*zhougou*” (“running dog”), will count as a single word. Therefore: “*ta shi ge zhougou*” (He is a running-dog) counts as 4 words not 5. However, idioms of 4 characters or more will have all the characters counted singly. They will also not be written as a combined word phrase. For e.g. “*feng he ri li*” and not “*fengherili*.”

Authors may elect to include a glossary for Chinese characters used frequently in the text, using instead the Hanyu Pinyin transliterations of the word or term throughout the main text. Thus, a sentence would work like this: “The villagers often used the derogatory term “running dog” (*zhougou*) to refer to local officials they considered lackeys of the colonial authorities.”

4.D. Italics

Italics should be used for non-English language words. However, words of non-English language origin that are commonly used in English (such as “bazaar”) do not need to be in italics. Moreover, foreign language proper nouns such as names, places, and organisations (for example, “Guomindang” or “Barisan Nasional”) should not be italicised.

4.E. References to titles in the text

References to the titles of books, pamphlets, films, etc. should follow the referencing style (see section 5 below). Thus, the following titles should be italicised: books; pamphlets; periodicals; plays; and films. The following should be enclosed in quotation marks: titles of articles; book chapters; unpublished works; and theses.

4.F. Brackets

Round brackets should be used in the main text (these are round brackets). Square brackets should be used for insertions in quotations, if an insertion is required so that the quoted sentence makes sense. For example: Washington stated in his 1796 Farewell Address, “The unity of government which constitutes you one people is also now dear to you [the American people].”

4.G. Numbers and dates

Spell out numbers less than ten, except for page numbers and dates, and material in footnotes and bibliography (see section 5 below on referencing style).

For dates, use the following forms: 20 December 1875; 1875–77; nineteenth century; 1870s; 200 B.C. and A.D. 200. Including A.D. is only necessary if non-inclusion would cause confusion. Abbreviations may be used in footnotes, e.g.: 20 Dec. 1875.

The following are examples of correct and incorrect references to decades:

The doctor gave up smoking back in the 1980’s. → Incorrect

The doctor gave up smoking back in the 1980s. → Correct

The doctor gave up smoking back in the ’80’s. → Incorrect

The doctor gave up smoking back in the '80s. →Correct

4.H. Spacing following a full stop/period

One space only should be included after a full stop/period.

4.I. Dashes

There are three common types of dashes: hyphen (-), en dash (–), and em dash (—). You may use the summary below for your FYP thesis. On less common use of dashes, please refer to the latest edition of the *Chicago Manual of Style*.

Below is a summary of dash usage:

- a) Hyphens are used to connect two things that are intimately related, such as words that function together as a single concept (for instance, “toll-free call” or “two-thirds”).
- b) The en dash connects things that are related to each other by distance and is used in any kind of range. For example, the en dash is used for a time period, such as the “October–December” issue of a periodical. En dashes are also used for page number ranges (for example, “123–7”).
- c) Em dashes can be used in a manner similar to parentheses for an additional thought to be added within a sentence by breaking away from that sentence—as I’ve done here. The use of the em dash as an insertion within a sentence is a matter of personal taste, but is often misused.

5. Footnote and bibliography referencing style

This style guide concerns the most commonly occurring footnote/ bibliography citations and you may use it in the main for your FYP thesis. You may also check online for the latest edition of Chicago’s quick guide on citation.

(https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

For all other referencing not specifically mentioned below, please refer to the latest edition of the Chicago Style Guide (available in NTU Library on shelf).

Below are examples of footnote and bibliography references taken from the Chicago style guide.

5.A. Footnotes

The first time a work is referenced in the footnotes, a full reference (including full author name, title and publication details) should be used. Subsequent references should be shortened to author's family name, short title and page number. Use of *ibid* is discouraged in favour of shortened citations.

Book

One author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

[Short reference: Pollan, *Omnivore's Dilemma*, 3.]

Two or more authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

[Short reference: Ward and Burns, *War*, 59–61.]

Four or more authors: List all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

Editor, translator, or compiler instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

[Short reference: Lattimore, *Iliad*, 24.]

Editor, translator, or compiler in addition to author

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

[Short reference: García Márquez, *Cholera*, 33.]

Chapter or other part of a book

Book chapter:

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

[Short reference: Kelly, "Seeing Red," 81–82.]

Preface, foreword, introduction, or similar part of a book

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

[Short reference: Rieger, introduction, xxxiii.]

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL. Include the year that the book was published, not the date it was put online, or the date you accessed it. If no fixed page numbers are available, you can include a section title or chapter number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/>.

3. Austen, *Pride and Prejudice*. [Short reference]

4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19. [Short reference]

Periodical

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article. If you access a print journal electronically, you do not need to include the URL or DOI (Digital Object Identifier). A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. URL's and DOI's are only necessary for journals which are published in electronic format only (see below).

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.

[Short reference: Weinstein, "Plato's *Republic*," 452–53.]

Article in an online journal

Include a DOI if the journal lists one. If no DOI is available, list a URL. Do not include an access date.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

[Short reference: Kossinets and Watts, "Origins of Homophily," 439.]

Article in a newspaper or popular magazine

If you consulted the article online, include a URL; an access date is not necessary. If no author is identified, begin the citation with the article title.

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.

2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

3. Mendelsohn, "But Enough about Me," 69. [Short reference]

4. Stolberg and Pear, "Wary Centrists." [Short reference]

Book review

1. David Kamp, “Deconstructing Dinner,” review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

[Short reference: Kamp, “Deconstructing Dinner.”]

Unpublished source

Thesis or dissertation

1. Mihwa Choi, “Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).

[Short reference: Choi, “Contesting *Imaginares*.”]

Paper presented at a meeting or conference

1. Rachel Adelman, “‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

[Short reference: Adelman, “Such Stuff as Dreams.”]

Website

Because website content is subject to change, include an access date or, if available, a date that the site was last modified.

1. “Google Privacy Policy,” last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

2. “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

3. “Google Privacy Policy.” [Short reference]

4. “Toy Safety Facts.” [Short reference]

5.B. Bibliography

The bibliography below contains examples of each of the source types listed above. **The source type is included in square brackets after the example. You obviously should not include this in your bibliography.** The sources should be listed in the bibliography according to alphabetical order (as below).

For journal articles and book chapters, include the page number range of the article/chapter in the bibliography. For other types of books, it is not necessary to include the pages or chapters you consulted.

Bibliography entries should be indented from the margin from the second line.

Adelman, Rachel. “‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009. [Paper presented at a meeting or conference]

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition. [Book published electronically]

Choi, Mihwa. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008. [Thesis or dissertation]

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988. [Editor, translator, or compiler in addition to author]

Google. “Google Privacy Policy.” Last modified March 11, 2009.
<http://www.google.com/intl/en/privacypolicy.html>. [Website]

Kamp, David. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review.
<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>. [Book review]

Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010. [Book chapter]

- Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247. [Article in an online journal.]
- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>. [Book published electronically]
- Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951. [Editor, translator, or compiler instead of author]
- McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>. [Website]
- Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010. [Article in a newspaper or popular magazine]
- Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006. [Single author book]
- Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982. [Preface, foreword, introduction, or similar part of a book]
- Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>. [Article in a newspaper or popular magazine]
- Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007. [Book with two authors]
- Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58. [Article in a print journal]

5.C. Foreign language titles

English language translations of foreign language titles are necessary. The English translation should be included in square brackets following the foreign-language title, in both footnote and bibliography references. In the case of a language with a non-Roman script, the title may be

written in foreign language script. If so, the title in foreign language script should be followed by transliteration into Roman script and then translation into English. In the case of a Chinese text, the title should be followed by transliteration into *hanyu pinyin* and then translation into English. For example:

Zhu Xi and Chen Xingwu, 中国现代浪漫主义小说模式 *Zhongguo xiandai langman zhuyi xiaoshuo moshi* [Structures of modern Chinese romantic fiction] (Chongqing: Chongqing chubanshe, 2002), 127.

Please refer to the *Chicago Manual of Style* for more details on citing foreign language titles.

5.D. Referencing archival materials

The way archival materials are referenced will depend on the particular archive that you have accessed and the way its holdings are organised. However, you should adopt the following broad principles.

In footnotes

If the document has a title:

Author, Position, “Title of document,” Date, Archive, Box/Serial/File/Document numbers.

For example:

1. R. Drummond, Sessions Judge of Shahjahanpur, “General remarks to cases No. 79 of 1864, and Nos. 16, 17, 18 and 19 of 1865,” circa 1865, British Library India Office Records, P/438/61.

[Short reference: Drummond, “General Remarks,” circa 1865, BL/IOR/P/438/61.]

If the document does not have a title:

Include a short description of the item instead of a title: Author, Position, Short description, Date, Archive, Box/Serial/File/Document numbers.

In the short description the first letter should be capitalised, along with any proper nouns such as a title, institution or place.

1. W.A. Forbes, Magistrate of Meerut, Letter to Commissioner of Meerut, 4 December 1865, Uttar Pradesh State Archives, Allahabad, COM/9/2.

[Short reference: Forbes to Comm Meerut, 4 Dec 1865, UPSA/A/COM/9/2.]

2. W. Stokes, Secretary, Government of India, Abstract of the proceedings of the Council of the Governor-General of India, 2 December 1870, British Library India Office Records, V/9/11.

[Short reference: Stokes, Abstract, 2 Dec 1870, BL/IOR/V/9/11.]

Abbreviations:

Abbreviations can be used if an explanation of the abbreviations is included in the preface materials of the thesis or in the bibliography (see below). For instance, “British Library India Office Records, V/9/11” could be abbreviated to “BL/IOR/V/9/11.”

In the bibliography

It is not necessary to list all archival documents in the bibliography. Instead, you can insert a list of the archives and sub-divisions of those archives you accessed at the beginning of the bibliography. Abbreviations that were used in the footnotes should be included here. For example:

National Archives of India, New Delhi

Foreign Department Political Consultations (NAI/FD/PC)

Home Department Judicial Branch Records (NAI/HD/JB)

Uttar Pradesh State Archives, Allahabad

Commissioner of Allahabad Records (UPSA/A/COA)

Commissioner of Meerut Records (UPSA/A/COM)

Commissioner of Varanasi Records (UPSA/A/COV)

Uttar Pradesh State Archives, Lucknow

Board of Revenue, Lucknow District (UPSA/L/BR/LD)

If you wish to include archival references in the bibliography, use this principle:

Author family name, Given name (Position). "Title" or Description. Date. Archive, Box/Serial/File/Document numbers.

Stokes, W. (Secretary, Government of India). Abstract of the proceedings of the Council of the Governor-General of India. 2 December 1870. British Library India Office Records, V/9/11.

6. Format of the thesis

6.A. Font

The thesis should be in Times New Roman font. The body of paragraphs should be 12 point size. Headings should be 14 point size and footnotes 10 point size. Chapter subheadings should be 12 point, as should descriptions of figures and tables in the main text.

6.B. Format

The body of the thesis (including block quotations) should be double spaced. However, footnotes may be single spaced.

6.C. Printing

The thesis should be printed on double-sided paper.

Margins: Left 40mm (4cm)
 Right 35mm (3.5 cm)
 Top 30mm (3 cm)
 Bottom 30mm (3 cm)

6.D. Binding

On the date of submission, two printed copies must be submitted. These may have a ring binding. After the thesis is marked, the student may arrange for the printing of a hard-bound copy to be kept in the history thesis library.

7. Extension of time to complete work

An extension of time to complete the thesis is granted only under exceptional circumstances at the discretion of the Head of Department and with the support of the supervisor. Applications for an extension should be lodged **at least two weeks prior to the due date**. Applications should be made via email to the Head of Department.

Acceptable grounds for an extension may include serious illness (excluding minor illness like cold and flu) or unforeseen misfortune (such as the death of a family member or close friend, or the need to assume significant caring responsibilities). Minor illnesses or last minute emergencies are generally not acceptable excuses since the thesis is an eight month project which should not be dependent on problems that may occur in the final fortnight prior to submission.

8. Penalties

8.A. Late submission:

A thesis that is submitted after the due date without an approved extension will be **graded on a pass/fail basis**. That is, the highest mark possible for a thesis submitted after the due date without an extension is the 40% pass mark.

8.B. Excessive length

An allowance of 10% in excess or less than the 10, 000 word limit is permitted. Beyond this, every 1000 words in excess or less than the word limit will receive a 5% deduction from the awarded mark.

9. Plagiarism

Plagiarism occurs when an author attempts to pass off the work of another author as their own. It is a serious offence and students who commit plagiarism in their thesis will obtain a failing grade.

The following are general principles for proper citation:

- a) Quote sentences or phrases that you feel are particularly important or cannot be matched by paraphrasing. Every direct quote requires a reference in a footnote.
- b) Paraphrasing material shows that you understand it and extensive quotes (particularly from secondary sources) are not recommended. You need to reference a source in a footnote whenever you borrow an idea, argument or piece of information from another author. If a paragraph or sentence contains material paraphrased from several different sources, you can cite multiple sources separated by semi-colons in a footnote.