NTU Philosophy FYP Style Guide

Contents

1. Procedure for submission
2. Length
3. Components of the thesis
   3.A. Title page
   3.B. Signed statement
   3.C. Acknowledgments
   3.D. Abstract
   3.E. The main text
   3.F. Bibliography
   3.G. Appendices
4. Style
   4.A. Quotations
   4.B. Foreign language text
   4.C. Italics
   4.D. References to titles
   4.E. Brackets
   4.F. Spacing following a full stop/period
   4.G. Dashes
5. Footnote and bibliography referencing style
   5.A. Footnotes
   5.B. Foreign language titles
6. Format of the thesis
   6.A. Font
   6.B. Format
   6.C. Printing
7. Extension of time to complete work
8. Penalties
   8.A. Late submission
   8.B. Excessive length
9. Plagiarism
1. **Procedure for submission**

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

1. A hardcopy submitted to the student’s supervisor.

2. A digital copy emailed to the student’s supervisor and the FYP coordinator (pgreene@ntu.edu.sg).


All three formats should be identical.

2. **Length**

The word count for the thesis should be 10,000 words. Students who participate in an HPAP internship should write a thesis of 7,000 words. A thesis that is less than 9,000 words or more than 11,000 words (or less than 6,000 words or more than 8,000 words in the case of an HPAP internship) 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.

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 Philosophy, School of Humanities, Nanyang Technological University, Singapore”
- The year of submission

Please see the title page template 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:

“\[\text{This thesis represents my own work and I have duly acknowledged in the footnotes and bibliography the sources which I have consulted for the purpose of this study. The word count for this thesis is } \_\_\_. \text{ I attest that all submitted formats (hard copy and digital) are identical.}\]\]

Please see the signed statement template for the correct formatting.

3.C. Acknowledgments

On page three, the candidate may 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. The main text

The main text of the thesis should be divided into sections. It may be further divided into subsections.

3.F. Bibliography

The bibliography begins on a separate page after the main text. Referenced sources should be included in the bibliography. Sources that are not referenced in the main text should not be included in the bibliography.

3.G. 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 important material should be included in appendices. Each appendix should begin on a new, separate page.
4. Style

The *16th Chicago Manual of Style* can be referenced for style matters that are not mentioned specifically below.

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. Foreign language text

While the thesis must be in English, quotations may be in other languages. However, a translation should always be included.

4.C. Italics

Italics should be used for non-English language words. However, words of non-English language origin that are commonly used in English do not need to be in italics.

4.D. References to titles in the text

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

4.E. Brackets

Round brackets should be used in the main text. Square brackets should be used for insertions in quotations, if an insertion is required so that the quoted sentence makes sense.
4.F. Spacing following a full stop/period

Only one space should be included after a full stop/period.

4.G. Dashes

There are three types of dashes: hyphen (‐), en dash (–), and em dash (—). On the use of dashes, please refer to the 16th edition of the Chicago Manual of Style (which is available at NTU library). 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 and for an additional thought to be added within a sentence by breaking away from that sentence—as is happening here.

5. Footnote and bibliography referencing style

For further reference candidates can use the 16th Chicago Manual of Style, which is available on-shelf in the NTU library. 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 and page number. When the same work is referenced in two consecutive footnotes, “Ibid., [page number]” should be used for the second footnote.

**Book**

One author


[Short reference: Pollan, *Omnivore's Dilemma*, 3.]
Two or more authors


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

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

Editor, translator, or compiler instead of author


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

Editor, translator, or compiler in addition to author


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

Chapter or other part of a book

Book chapter:


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.


**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.


**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.


**Book review**


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

**Unpublished source**

**Thesis or dissertation**

Paper presented at a meeting or conference


Website

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


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


5.B. 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:


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

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. Section headings should be 14-point size and footnotes 10-point size.

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 single-sided paper.

Margins should be 1” (2.54 cm) on all sides).

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, unless justifications are provided by the candidate’s supervisor. That is, the highest mark possible for a thesis submitted after the due date without an extension, and without justifications from the candidate’s supervisor, is the 40% pass mark.

8.B. Excessive length

An allowance of 1,000 words in excess or less than the 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:

- 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.
- Paraphrasing material shows that you understand it and extensive quotes 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.