

HOW TO WRITE AND FORMAT THE RESEARCH PROJECT

General tips about research and writing, requirements for referencing

Research question: You should narrow down your topic area and concentrate on a specific issue. You should treat a clearly defined topic thoroughly, not provide a superficial treatment of a wide scope of material. You should start your work from formulating a research question, that is, what you will try to analyse or prove in your paper and why you are doing it. ("I will study ... because I want to find out how/why.... in order to understand/explain how/why/what ...") You should keep your research question in mind all through the reading and writing process.

Research: After deciding on your topic and research question, you should start with research. You should consult some background material in the chosen field: books, encyclopaedias, dictionaries, magazines, journals, internet resources, etc. You will need both primary sources or the "raw materials" of your research (e.g., a text, film, TV programme or song) and secondary sources or the things other people have written about the issues you are studying. Primary sources are the texts (e.g., songs, advertisements) you will analyse in your work. Secondary sources will help support your ideas and should be cited selectively.

Plagiarism: You should make a clear distinction between your ideas and those of other authors. Plagiarism, that is "borrowing" other people's ideas and/or words without referring to them, is a serious problem and any student caught plagiarising will be automatically excluded from the competition. Keep in mind that internet sources are also intellectual property and have to be referenced in the same way as printed materials. Do not be afraid to cite other people. It shows the thoroughness of your research and special credit will be given for a wide scope of background materials.

Sources: You should try to look for up-to-date materials. Materials about societies and cultures date. When reading and doing research, look at the time when the book/article was published. We do not recommend materials that are more than 10 years old. You should have at least 5 different sources (books, articles, internet resources). You should keep your research question in mind when you do reading so as to not get carried away. It is impossible to read everything that has been written about a topic. Therefore you should focus on your narrow topic area. You should take careful notes while you read and carefully record bibliographical data.

Drafting: You should start writing and drafting early on to avoid last-minute rush. You should be prepared to write several drafts and correct your thinking as well as language. Do not formulate the title before you have finished or are absolutely sure you are not going to change anything essential. Incompatibility between the title and the paper itself is one of the greatest shortcomings of a research paper.

Structure: You should structure your paper clearly. You should state your research question or hypothesis in the introduction, proceed with analysing the topic and proving your point in the body paragraphs and sum up your views in the conclusion. You may but do not have to use subheadings.

Revision: You should revise carefully. The first draft is never perfect and you should be ready to make corrections in the content, structure and the layout. It makes sense to leave at least a day between writing and revising—distance will allow you to see your own work more objectively. You should start revising from the level of arguments: make sure your arguments are logical and supported by facts. Then you should proceed to the organisation of your paper and, finally, language. You should make sure you use either British or American spelling and do not mix the two. You should also check the printed version of your paper to make sure everything is OK—you will never get a second chance to make a first impression.

Citation and references:

No research paper can consist of the writer's own ideas only. One of the aims of a paper is to demonstrate the author's familiarity with background material and research done in the field. Another author's ideas and words that are quoted, paraphrased or summarised should always be fully documented. You should refer to all sources—films, music albums, blogs, interviews, etc. The fact that a work has not been published in the conventional manner does not give you the right to use it as your own.

Quoting: Quoting means reporting someone else's thoughts word by word. Shorter quotations are given in regular font and enclosed in quotation marks, followed by the name of the author, year of publishing and the page number where you found the quotation (e.g., It has been said that "it is not easy to treat either American popular culture or British society as monoliths which are uniform in their structures, behaviours, and effects" (Strinati 2009: 76)). Longer quotations (four lines and more) should be set apart from the body of the text as block quotations, that is as a separate paragraph that is single spaced, indented and given in a smaller font (point size 10). For example:

Either Americanization is unthinkingly and cynically celebrated as another way of making money, Americanism representing the true spirit of capitalism, 'real capitalism' or, with more credibility and integrity, the values associated with it by the elite critics are adopted and endorsed precisely because of their clash with domestic elite cultural values (Strinati 2009: 52).

All direct quotations should be followed by an in-text reference (see below for details). You should use quotations sparingly. A text containing very many quotations is difficult to read and leaves the impression that the author cannot think for himself or herself. Quotations should be used when the author has worded something exceptionally well or when you want to analyse a specific sentence.

Paraphrase and summary: In other cases, use paraphrasing or summary instead. In case of paraphrasing you should use your own words to express other people's ideas. In a summary you compress the original text considerably, using your own words. Although you are not using the words of another author, you should still cite your source! The list of all works cited should be added to the end of the paper under the title References (see below for details).

Format:

Length: The research paper is ten to fifteen pages long, double-spaced.

Font: The text should be computer-processed, using Times New Roman font, point size 12. You may use larger point size for the title. Avoid artistic or flashy styles.

Layout: Paragraphs should be indented and text justified. Block style should not be used.

Title page: The research paper should have a title page that includes the title of your paper, your name, the name of your supervisor and school and the year.

List of References: Sources in the list of references are not numbered. All entries are listed in the ascending alphabetical order by the surname of the author. The surname is followed by the first name of the author, which is written out in full.

Referencing Guide

In-text references

The format prescribed here gives the relevant information about the work cited in brackets incorporated into the text, not in footnotes or endnotes. Footnotes or endnotes are used to give additional information which is not indispensable for understanding the text.

An in-text reference consists of the surname(s) of the author(s)/editor(s), the date of publication and the page number(s), if necessary, for example, (Quirk et al 1985: 1581). In case there are three or more authors/editors, give the surname of the first author/editor, followed by the abbreviation 'et al'. If the date of publication cannot be established, use the abbreviation 'n. d.' instead.

When the name of the author has been given in the signal phrase, it does not appear in the bracketed reference, for example, As Chomsky (1965:17) states

References to Internet sources follow the same format as those to printed texts, that is, the name of the author (person or institution), date of publication (if available) and, if available, the page number or the number of the paragraph (using the abbreviation 'para.'). You must not list the full location (URL address) of the accessed material in the text (its place is in the list of references).

When the in-text reference is the last item in the sentence, the full stop does not precede the bracketed reference but follows it. For example: One type of abbreviation, acronyms, "are words formed from the initial letters of words that make up a name" (Quirk et al 1985: 1581).

There are three basic ways of using another writer's words and ideas in your own writing: quoting, paraphrasing and summarising.

List of references

All entries should be given with a hanging indent, that is, the second line of the entry should be indented.

Basic format of entries (with examples)

Book (by one author):

Surname of the author, First name of the author. Year of publication. *Title of the Book*. Place of publication: Publisher.

Fairclough, Norman. 1989. *Language and Power*. London and New York: Longman.

Book (multiple authors):

Surname of the first author, First name of the first author and First name of the second author
Surname of the second author. Year of publication. *Title of the Book*. Place of publication:
Publisher.

Booth, Wayne C., Gregory G. Colomb and Joseph M. Williams. 1995. *The Craft of Research*.
Chicago and London: The University of Chicago Press.

Edited collection:

Surname of the editor, First name of the editor (ed). Year of publication. *Title of the Collection*.
Place of publication: Publisher.

Eschholz, Paul, Alfred Rosa and Virginia Clark (eds). 1994. *Language Awareness*. New
York: St. Martin's Press.

Article in a collection:

Surname of the author, First name of the author. Year of publication. Title of the article. In First
name of the editor Surname of the editor (ed). *Title of the Book*, page numbers. Place of
publication: Publisher.

Eckert, Penelope. 1998. Gender and sociolinguistic variation. In Jennifer Coates (ed).
Language and Gender. A Reader, 64-76. Oxford: Blackwell Publishers.

Article in a journal:

Surname of the author, First name of the author. Year of publication. Title of the article. *Name
of the Journal*, Volume: Issue, page numbers.

Saraceni, Mario. 2003. The strange case of Dr Blair and Mr Bush: counting their words to
solve a mystery. *English Today*, 19: 3, 3-13.

If the journal does not have issue numbers, the month or season should be used.

Article in a newspaper or magazine:

Surname of the author, First name of the author. Year of publication. Title of the article.

Name of the Newspaper, date, page numbers.

McGuire, Stryker. 2001. Blair vs. the press. *Newsweek*, May 21, 16-20.

Foreign publications:

Titles of texts published in languages other than English should be given in the original language. The translations of the titles should be added in [square brackets] and they do not have to be placed in italics. Otherwise the entry should be formatted as usual.

Saussure, Ferdinand de. 1968. *Cours de linguistique générale* [Course in General Linguistics]. Paris: Payot (First published in 1915). 6

Translations:

The name of the translator and the publication date of the original text should be included in the entry.

Surname of the author, First name of the author. Year of publication. *Title of the Book*. Trans. by First name and Surname of the translator. Place of publication: Publisher (Original work published in date).

Perelman, Chaim and Lucie Olbrechts-Tyteca. 1969. *The New Rhetoric. A Treatise on Argumentation*. Trans. by John Wilkinson and Purcell Weaver. Notre Dame and London: University of Notre Dame Press (Original work published in 1958).

Encyclopedias and lexicons:

Surname of the lead editor (if given on the cover of the book), First name of the lead editor. Year of publication. Name of article/entry. *Title of the Encyclopedia*. Vol., page numbers. Place of publication: Publisher.

Cook, Guy. 1999. Communicative competence. In Keith Johnson and Helen Johnson (eds). *Encyclopedic Dictionary of Applied Linguistics. A Handbook for Language Teaching*, 62- 68. Malden and Oxford: Blackwell.

Dictionaries:

The author should be indicated if his or her name has been given on the title page. If there is no name, the dictionary should be listed by its title.

Longman Dictionary of Contemporary English. 3rd ed. Harlow: Longman.

Veldi, Enn. 2002. *Eesti-inglise sõnaraamat. Estonian-English Dictionary*. Tallinn: Kirjastus "Koolibri".

Internet sources:

Internet sources have to be cited as all other sources, with the names of the authors and full titles. Instead of the place of publication and the publisher, the exact location has to be given. The only major difference is the fact that the sources are impermanent and therefore the date when the source was accessed has to be added.

Orwell, George. 1946. *Politics and the English Language*. Available at <http://www.mtholyoke.edu/acad/intrel/orwell46.htm>, accessed October 20, 2021.

Office for National Statistics. 2004. *Census 2001. Focus on Wales: Welsh Language*. Available at <http://www.statistics.gov.uk/CCI/nugget.asp?ID=447>, accessed October 20, 2021.

Films:

Films should be listed by directors. However, if you are discussing writing, production or camerawork, you should list the film by the writer, producer or cinematographer, as appropriate.

Surname of the director/producer, First name of the director/producer (Position). Year of release. *Title*. [Motion picture]. Country of origin: Studio. 7

Scorsese, Martin (Director). 2002. *The Gangs of New York* [Motion picture]. United States: Miramax.

TV programmes:

Title of the programme. Year of release, episode or date (if a specific item is discussed). [Television programme]. Country of origin: Studio.

Monty Python's Flying Circus. 1969. [Television programme]. United Kingdom: BBC.

In the case of news programmes, both the date and the exact time are given.

BBC News. 2004, April 20, 6 p.m. United Kingdom: BBC.

Music:

The format depends on the reason why the item is cited. Thus, if you are discussing the music, you should list the composer, if the performance, the performer, if the lyrics, the author of the words.

Composer's surname, First name. Date of copyright. Title of the song [Recorded by artist].
On *Title of the Album* [Medium of recording]. Country of origin: Label.

Purcell, Henry. 1995. *Fairest isle* [Recorded by Catherine Bott and Paula Chateauneuf] On *The Glory of Purcell* [CD]. United Kingdom: L'Oiseau-Lyre.