**Author's Guidelines**
for thesis in the Liberal Arts programme

The thesis must be submitted online. The full text of the thesis must be submitted in one document in pdf format, using the title-form below:
*<year of submission>_<name of thesis author>_<first 4 words or 30 characters of title>.<extension>.*
Example format: 2022_John_Smith_The title of the thesis.pdf

The thesis must also include *„Declaration of Originality for Thesis"* and *„Copyright disclaimer"* which you can find on the Faculty's website. Without this, the thesis will not be accepted.

**Required format:**
Size: A/4
Line spacing: 1.5
Margins: 3.5 cm at the right side, 2.5 cm at the bottom, top, and left.
Font: Times New Roman,
Font size: 12.
Paragraph: justified
Page number: bottom centre
**The length of the submission** should be between 55 000 - 70 000 characters with spaces, including the footnotes, abstract, keywords. The number of characters in the main text of the thesis does not include the following sections:
table of contents
annexes (if any)
list of works cited/references
*„Declaration of Originality for Thesis"* and *„Copyright disclaimer"*

The text should include: a references list (alphabetical order), an abstract (max. 500 characters), keywords (max. 5 words.
The references should only include works that are cited in the text and that have been published.

**Quotations and Translations**
• Use single quotation marks throughout.
• For quotations within quotations, use double quotation marks.
• Longer quotations should appear as an indented block without quotation marks.
• An ellipsis within square brackets should be used to signal text dropped from the quotation.
• Foreign-language quotations should be given in translation with the original text in an accompanying footnote.
• Use [my emphasis] to indicate added italicization within quotations.

**Notes**
• Notes should be consecutively numbered, using Arabic numerals, and appear as footnotes.

• Footnote reference numbers in the text should use superscript figures placed after punctuation, and preferably at the end of sentences.
• All references should appear in full form upon first citation, and subsequently in short form.

## References

The APA referencing system is required as the main style (the Harvard system, with references in brackets in the main text) as well as the "classic" system (the traditional Chicago system) of creating descriptive footnotes (used only to present supplementary content) which consists in placing a link in the main text and the content of the footnote at the bottom of the page.

When we refer to more than two bibliographic items, we provide the relevant information according to the APA model in a footnote at the bottom of the page, prefacing it with the introductory form 'See:'. We also use the APA model for a footnote at the bottom of the page when a bibliographic note applies to the contents included in that particular footnote.

*In-text citations:*

• We provide the name of the author and the year of publication in brackets. (Smith 2001)
• Citing specific page numbers: We provide the page numbers or page range, following colons, on which the referenced content can be found. (Heidegger 1994: 15–8) – Page spans are elided to one digit: e.g. 196–7.
• If we refer to additional items from different authors, we separate the references using a semicolon. (Heidegger 1994: 32–41; Derrida 1993: 20)
• If we refer to additional titles by the same author, we separate the references with a semicolon, but without repeating the author's surname. (Heidegger 1994: 15–8; 1953: 30)
• If we refer to several titles by a given author published in the same year, we differentiate them by adding sequential lower-case letters (a, b, c, etc.) to the year in question. (Cioran 2008a: 30)
• If an author's name appears in the main text and we wish to indicate a bibliographical item immediately after it, we do not repeat the name in brackets, but enter only the year of publication and, where necessary, the applicable page or range of pages. […] in an article by Martin Heidegger (1994: 30), in which we read […]
• If we are dealing with two authors with the same surname, we give the first initial along with the surname in brackets. (H. Smith 1976; G. Smith 1985)
• If the item is the work of two authors or editors, we provide both surnames, separated by a comma. (Deleuze, Guattari 2015: 30)
• If the item is the work of more than two authors or editors, we give the surname of the first of them with the note et al. (Chauvin et al. 2017)

*Reference list / Bibliography*
<u>Books</u>
All references should adhere to the following basic formulations:
Format:
Author surname, author initial(s) (year) Book Title, edition number. Publisher location: Publisher name.
Example:

- Baxandall, M. (1972) Painting and Experience in Fifteenth-Century Italy: A Primer in the Social History of Pictorial Style, 1st edn. Oxford: OUP. [Short form: Baxandall, Painting and Experience.]

Editor's surname, author initial(s) ed(s). (year) Name, Title of Book, Place of Publication: Publisher name.

Example:

- Nochlin, L. and Garb, T. eds., (1995) The Jew in the Text: Modernity and the Construction of Identity, London: Thames & Hudson. [Short form: Nochlin and Garb, The Jew in the Text.]

For four or more authors, list the first author and use et al.

<u>Chapters in books:</u>

Format:

Author surname, author initial(s) (year) 'Title of Essay', in editor's name (ed.) Title of Book, Place of Publication: Publisher name, Page Numbers.

Example:

- Shearman, J. (1993) 'The Vatican Stanze: Functions and Decoration', in G. Holmes (ed.) Art and Politics in Renaissance Italy: British Academy Lectures, Oxford: OUP., 185– 240.
- Pointon, M. (1992)'Killing Pictures', in J. Barrell (ed.) Painting and the Politics of Culture: New Essays on British Art, 1700-1850, Oxford: OUP., 39-72. [Short form: Pointon, 'Killing Pictures'.]

<u>Journal articles:</u>

Format:

Author surname, author initial(s) (year) 'Article Title', Journal Title, volume/issue: page range.

Example:

- Duncan, C. and Wallach, A. (1978) 'The Museum of Modern Art as Late Capitalist Ritual: An Iconographic Analysis', Marxist Perspectives, 1, 28-51. [Short form: Duncan and Wallach, 'The Museum of Modern Art'.]
- Cherry, D. and Pollock, G. (1984) 'Woman as Sign in Pre-Raphaelite Literature: A Study of the Representation of Elizabeth Siddall', Art History, 7: 2, June, 206- 227. [Short form: Cherry and Pollock, 'Woman as Sign'.]

<u>Websites:</u>

- Strunk, W. (1999) The Elements of Style ([publication details, if applicable]) accessed 14 December 2021.

**Illustrations:** should be referred to in the text thus: (Fig. 1).

**Captions:**

Format:

Artist's Name, Title of Work of Art, Date. Materials, Dimensions. Location: Collection. Copyright Information. Photo: Credit.

Artist's Name, Title of Work of Art, Date, in Author's Name, Title of Publication, Place of Publication, Date, Page Number. Photo: Credit.

Example:

• Théodore Gericault, The Raft of the Medusa, 1819. Oil on canvas, 4.19 x 7.16 m. Paris: Musée du Louvre. Photo: RMN.

• Pablo Picasso, Les Demoiselles d'Avignon, 1907. Oil on canvas, 243.9 x 233.7 cm. New York: Museum of Modern Art. © Estate of Pablo Picasso. Photo: Scala Archives.
• Paolo Uccello, The Battle of San Romano, c. 1438. Egg tempera on poplar, 182 x 320 cm. London: National Gallery. Photo: National Gallery Company.
• Rogier ven der Weyden, The Descent from the Cross, before 1443. Oil on panel, 204.5 x 261.5 cm. Madrid: Museo del Prado. Photo: Bridgeman Images.

Style
• Authors should be consistent in format and style.
• All submissions should be in UK English.
• Non-English words in common usage should be in roman type. Less familiar words or phrases should appear in italics.
• Acronyms and jargon should be avoided.
• Compound adjectives and adverbs should be hyphenated.
• Full names should be given on first appearance, regardless of the person's fame.
• Numbers should be spelt out up to one hundred.
• Measurements should be given using metric units.
• Dates should be given as, for example, 2 May 1979.
• BC or AD, no points.