STYLE SHEET – B.A. (Honours)/M.A./ M.Phil./Ph.D.

All assignments and dissertations submitted are to follow strictly the norms detailed in this style sheet. Adherence to the Department's 'house style' is mandatory and is taken into consideration when assessing the work submitted. Students are urged to familiarize themselves with this style sheet early in the course and to adopt it whenever possible when writing essays and other assignments. No style sheet can answer every query that might arise when writing a dissertation. Where the style sheet fails to offer guidance, consult the supervisor. The most fundamental rule to keep in mind is consistency.

1. LENGTH

a. **B.A. (Hons)**: 15,000-18,000 words, exclusive of Notes, Bibliography, and Appendices.
b. **M.A. (by research)**: 50,000-60,000 words, exclusive of Notes, Bibliography, and Appendices.
c. **Taught M.A.**: 25,000 words, exclusive of Notes, Bibliography, and Appendices.
d. **M.Phil.:** up to 50,000 words, inclusive of Notes, Bibliography, but not Appendices.
e. **Ph.D.**: 80,000-100,000 words, exclusive of Notes, Bibliography, but not Appendices.

2. TYPESCRIPT

a. **Spacing**: Indent (five spaces) all paragraphs except the first (in each section and sub-section). Use one-and-a-half spacing in the Text.

b. **Font**: The main text, bibliography, and any other prefatory or appended materials should use 12-point font. Footnotes should use 10-point font.

c. **Margins**: Top, bottom and right-hand side margin should be at least 2.45 cm wide, while the left margin should be 4 cm wide to allow space for binding. The main text should be left-aligned.

d. **Quotations and quotation marks**: Quotations of more than thirty words should be single-spaced and form a distinct paragraph indented on both the left and the right. Use single quotation marks throughout, but doubles for a quote within a quote.

e. **Dates**: Use day, month, year without commas, e.g.: 25 Dec. 1930. For decades, use 1650s, or fifties if the century is clearly identifiable.

f. **Textual reference numbers (for footnotes)**: Continuous for each chapter, but starting from 1 in the next chapter. Use superscript, without brackets, and following punctuation.

g. **Italics**: Use *italics* for: (i) book, journal, newspaper titles; (ii) words in a language that is different from the rest of the text; (iii) to emphasize a word or phrase (very sparingly).

h. **Spelling**: Abide by *Oxford English Dictionary*. It should be emphasized that students should always follow British English spelling conventions.

i. **Abbreviations and acronyms**: See note below and/or consult your supervisor.

j. **Numbers:** These should be written out up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). However, numbers with units should always be given in figures, with a space between the number and the unit (e.g. 4 cm).

k. **Language**: Where non-English-language sources have been consulted, quotations should be given as a translation in English in the text, with the original language in the footnotes. If sources have been used in translation, the edition/translation consulted must be clear, and only the English version should be cited.

l. **Grammar, punctuation, proof-reading**: It is solely the responsibility of students to ensure that their writing is grammatically correct. It is often good practice to have one's work checked by a good proof-reader prior to final submission for examination. Here are some tips:
   i.   Use the *possessive 's'* following a name ending in -s (Dickens's, Jones's, rather than Dickens', Jones'), except for names from antiquity (Socrates', Jesus').
   ii. Do not use short versions of words / expressions. That is, you should write 'it is' not 'it's', 'was not' not 'wasn't'.

3. FOOTNOTES AND REFERENCES

These should be continuous for each chapter, and should be set at the foot of every page (NOT at the end of a chapter).

a. **For books**: Name of the author (name and surname) of the book, the title (in *italics*), place of publication, publisher, year of publication, and the page number/s. E.g., Catherine Merridale, *Night of Stone: Death and Memory in Russia* (London, Granta Books, 2000), 116-119. (If you use initials instead of Christian name, leave a space after each initial, e.g., J. W. Konwitz). Note that all words in the title except prepositions and conjunctions should start with capital letters.

b. **For papers in a journal**: Name and surname of the author of the paper, the title of the paper (within single quotes), the title of the Journal (*italics*), volume and number linked by a colon, year of publication (within brackets), and the page number/s. E.g., Allison Hoppen, 'The Finances of the Order of St John of Jerusalem in the Sixteenth and Seventeenth Centuries', *Europe Studies Review*, 3:2 (1973), 103-119.

c. **For a chapter in an edited book**: Name of the author of the chapter, the title of the chapter (within single quotes), the title of the edited book (*italics*), name of the editor/s followed by (ed.) or (eds.), place of publication, publisher, year of publication, and the page number/s. E.g. Hilmar Klinklott, 'Military Diasporas in an Achaemenid Perspective', *Military Diasporas: Building of Empire in the Middle East and Europe (550 BCE - 1500 CE)*, Georg Christ, Patrick Sänger and Mike Carr (eds.) (London and New York, Routledge, 2023), 33-50.

d. **Editions and translations**: include the abbreviation edn. preceded by the number to indicate the edition used. This should come after the date of publication. Use (transl.) after the author's name to refer to the translation of the book. E.g. Elphège Vacandard, *The Inquisition: A Critical and Historical Study of the Coercive Power of the Church*, Bertrand L. Conway (transl.) (Maryland, Pickle Partners Publishing, 2016, 2nd edn.).

e. **Newspapers**: Simply cite the name of the newspaper (*italics*), and the date of the issue. E.g. *The Times of Malta*, 4 December 1950. If citing a feature article, letter, or other contribution of some importance follow the style of journals.

f. **Unpublished dissertations**: Anthony Zahra, 'The Sette Giugno in History, 1919-1979' (Unpublished B.A. Honours dissertation, University of Malta, 1979), 65.

g. When referring to a work already cited, use the shortest abbreviated form. The author's surname followed by the year of publication and the page numbers is normally sufficient. E.g. Merridale (2000), 162. If you are using more than one work by the same author published in the same year, add a letter to the year of publication, so Merridale (2000a), 158. You may also use *ibid*. when referring to a work cited in the previous footnote.

h. **Manuscripts/archival material**: The style may vary according to the collection or the nature of individual manuscripts. However, a standard form would be to give the name of the archive, the paper series, and volume number, followed either by folio number/s, authorship, names of correspondents and date, etc., according to the nature of the manuscript. After a document has been cited once, use the abbreviated form for subsequent references. As a rule, the footnote must make it possible for the reader to trace the document. Consult the supervisor and the archive where the document is held.

i. **Electronically-retrieved information**: This includes documentary sources, papers, e-books and other materials which may be accessed online. Same as with printed material, but followed by full webpage address and date of retrieval in square brackets, e.g., George C. Alston, 'Convent', *The Catholic Encyclopedia* (New York, Robert Appleton Company, 1908), Vol. 4, www.newadvent.org.cathen/04340c.htm [9 July 2008].

Publishers are making increasing use of the 'Digital Object Identifier' (DOI), rather than, or in conjunction with, the date of retrieval. This is a more permanent way of identifying and retrieving an electronic source. A DOI would look something like this: 10.1000/182 and

should be inserted after the webpage address (sometimes it is part of the web address in fact). Wherever possible, this should be included in the citation.

Some basic rules for footnotes:

a. Keep footnotes as short as possible, primarily for citation and not for long-winding thoughts or digressions. If you have something that is worth saying, then it should be included in the main body of the text; if it does not fit there, then it probably is not relevant to your work and should simply be left out.

b. Do not over-footnote, but do make clear which reference goes with which item (do not put five or six citations all in one footnote at the end of a paragraph, but keep each to its relevant sentence). Where you have several references in a single footnote, separate items by a semi-colon. In most cases, the footnote indicator comes at the end of a sentence.

c. Put a full stop at the end of every footnote.

d. In works divided into chapters, as most dissertations are, the footnote numbering begins anew in each chapter.

4. PRELIMS

Prelim section: the following order should be followed:
- Half-title
- Title-page, naming the full title of the thesis, the candidate's name, and year of submission
- Dedication (if any)
- Preface, introducing the thesis, stating its purpose and providing a short (1-2 lines) description of each chapter
- Acknowledgements
- Table of Contents
- Lists of Illustrations (if any)
- List of Maps (if any)
- List of Tables (if any)
- List of Graphs (if any)
- List of Abbreviations (if any)

Pagination in this section should be done in Roman numerals, e.g. i, ii, iii, etc.

5. BIBLIOGRAPHY

Classify according to the nature of the sources, in the following order:

- **Primary Sources** (sub-classified as):
  1. Manuscripts
  2. Printed Documents (such as government reports, statistics, etc.)
  3. Newspapers
  4. Oral Testimonies

- **Secondary Works**: These should appear in alphabetical order according to the author's surname. Note that here the Surname precedes the Christian name (E.g., Merridale, Catherine). In the case of papers in journals or chapters in edited books, list by author of the paper or chapter. There is no need to distinguish published books and papers in the list.

  Unpublished dissertations are to be listed here, but the title should not be italicized but placed within single inverted commas, and is to be followed by the degree for which the work was presented, the name of the department and of the university, and the year of submission. (E.g., Zahra, Anthony, 'The Sette Giugno in History, 1919-1979' (Unpublished B.A. Honours dissertation, University of Malta, 1979), 65.

- **Online Resources**: These should be listed in alphabetical order, in a separate section as 'Electronically-retrieved information'.

A brief critical comment explaining the relevance of each work should be included in brackets under each title. (E.g., This book explains the social undertones of the political crises under review. It was particularly useful because all other accounts of these events tend to focus exclusively on the role of political parties. For this reason, it reaches conclusions that challenge those reached by such authors as Smith or Laferla).

6. ORAL HISTORY PRACTICES

Students should familiarize themselves with the relevant information, instructions and resources for oral history procedures by visiting this link:
https://www.um.edu.mt/arts/history/publicmemory/

They should additionally familiarize themselves with the UM Research Code of Practice where interviews are concerned: https://www.um.edu.mt/arts/students/researchethics/

7. SUBMISSION OF DISSERTATION FOR EXAMINATION

All dissertations are to be submitted through Turnitin. Follow the instructions as sent out by the Department's secretary.

8. PRACTICALITIES

a. Not later than the beginning of the second semester of the second year, students are to submit a short proposal including the title of the dissertation, a brief abstract (c.150 words), and a suggested supervisor. However, the department reserves the right to the final decision on these issues. Supervisors and research topics cannot be changed without the department's permission.

b. Students are to consult their supervisor regularly. No consultation with the supervisor is to be sought after c.15 April of the third year, that is, two weeks prior to the deadline for submission.

c. The supervisor is expected to read and make remarks on each chapter of the dissertation submitted, only once, following which it is the student's responsibility to make the suggested changes and corrections. Towards the end, the student may submit to the supervisor the whole draft of the dissertation in time for the latter to be able to give his final advice before c.15 April.

d. The supervisor's role is to guide and coach the student in research, methodology, and other skills, as well as to discuss content and interpretation, but it is not their role to proof-read the dissertation or correct errors of grammar or syntax.

e. Students should not choose for their research a very recent period (less than 30 years) especially when dealing with subjects of a contentious nature where conclusions are likely to be speculative due to the lack of evidence or hindsight.

f. Although registration for the dissertation 'study-unit' is done in the third year, students are strongly advised to start work on it as early as possible and to take advantage of the summer recess following their second year of studies.

g. University of Malta students, or anyone else planning to carry out research under the auspices of the University, must complete the URECA application. All B.A. Honours students registered for the dissertation should submit the URECA form. Read all about the University's Research Ethics procedures and resources found on the University Research Ethics Committee's website: https://www.um.edu.mt/research/ethics/

h. It is essential to keep up to date with the University guidelines on Plagiarism https://www.um.edu.mt/itservices/vle/turnitin/ and Artificial Intelligence (AI) https://www.um.edu.mt/registrar/secure/policies/GuidelinesforAcademicStaffontheuse ofGenerativeAIToolsinClassandinAssessments.pdf.

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