

Intercultural Studies Group
Doctoral program in Translation and Intercultural Studies

Style sheet for the presentation of doctoral theses

April 2, 2015

This style sheet brings together the URV recommendations for doctoral theses (http://www.urv.es/estudis/doctorat/en_llibre_estil.html) and the revised Benjamins style sheet used for all work in the doctoral program.

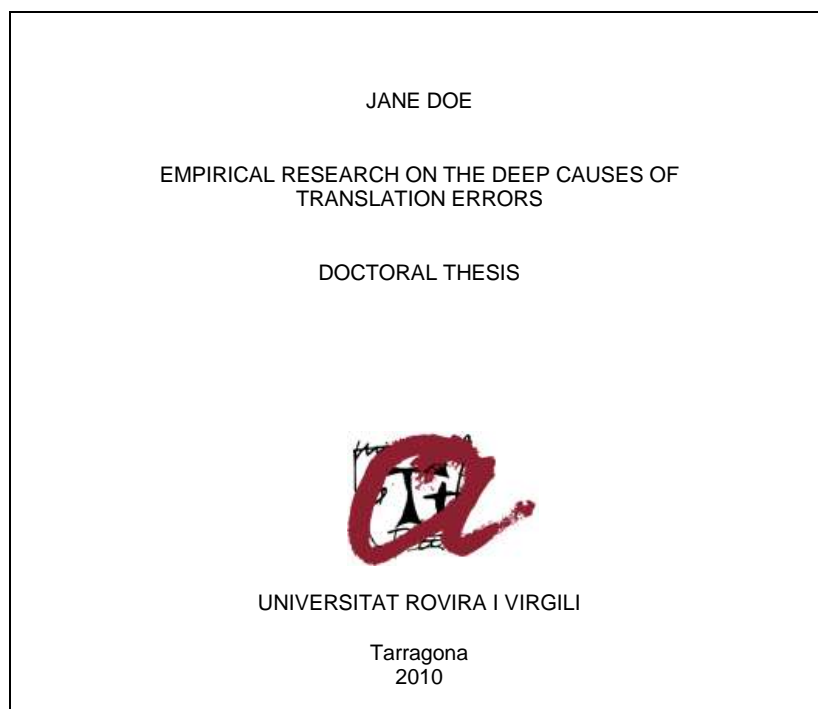
Note that the doctoral theses defended prior to 2009 do not conform to the current recommendations and should not be taken as models with respect to format.

1. The parts of the thesis

The basic parts of the thesis are as follows:

1.1. Front cover

The front cover should look like this:



1.2. Flyleaves

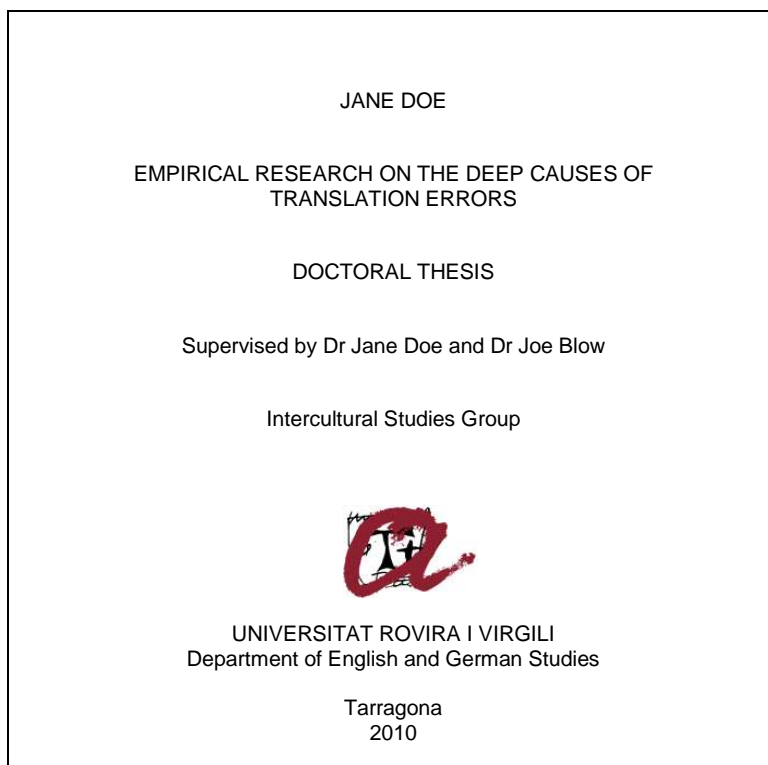
Between the cover and the title page, there should be a blank page on both sides.

1.3. Title page

The language of the title page should be same as the language in which the doctoral thesis has been drafted.

It should not include details such as the European Doctorate, the members of the examination panel, or the logo of the research group or the sponsors.

The title page can look like this:



1.4. Abstract

A 400-word summary of the thesis, in English.

1.5. Certificate of supervision

The supervisor's letter should look like the following and should be on paper with an official URV letterhead:

I, Lluís Carreter Badia, lecturer in the Department of Anthropology, Philosophy and Social Work of the Rovira i Virgili University,
CERTIFY: That the present study, entitled "Cultural diversity and gender violence. Effect on the social impact of the mass media in the 21st century", presented by Pau Marcé Minguillán for the award of the degree of Doctor, has been carried out under my supervision at the Department of Anthropology, Philosophy and Social Work of this university, and that it fulfils all the requirements to be eligible for the title of European Doctorate.
Tarragona, 11 May 2008
Signature

1.6. Acknowledgements (optional)

The page after the title page can mention organizations that have provided funds, projects related to the topic of the thesis in which the candidate has taken part, and people, units or services that have helped the candidate to correct language use, prepare the material, critically read the text, etc.

Please keep your lists of friends, family members and pets to a strict minimum.

1.7. Table of contents

1.8. Optional lists

Depending on the knowledge area and the different departmental traditions in presenting research work, theses can contain the following items:

- Summary of the thesis
- List of abbreviations
- List of figures
- List of tables

2. Internal organization of the doctoral thesis

2.1. Structure

The basic structure of the thesis should be as follows:

- Introduction (your topic, aims, and why you chose this topic)
- Literature review
- Method (including research question, hypotheses, data gathering, tools for data analysis)
- Results (what you found)
- Discussion (how you make sense of what you found)
- Conclusions (including possible applications, shortcomings, and avenues for future research)
- References

2.2. Printing

For environmental reasons, print on both sides of the page.

You will be required to print at least six hard-bound copies of the thesis: 1 for each of the three members of the tribunal, 1 for the URV Doctoral School, 1 for the department, 1 for our ISG seminar library.

Extra copies may be printed as follows: 1 for each of the two external examiners (International and European Doctorates), 1 for each supervisor, 3 for the reserve members (you might send the pdf only, as well).

2.3. Length

The doctoral thesis should be between 70,000 and 100,000 words, not including appendixes. If you wish to present more than 100,000 words, you must first obtain written permission from the program coordinator.

2.4. *Appendixes*

Long appendixes should not be printed as parts of the thesis; they should be put on a website and the URL should be listed appropriately.

You should ensure that the body of your thesis can be understood without reference to the appendixes. Thus, if the actual data is in an appendix, the main points should be presented in the thesis as examples or as synoptic graphs or tables.

2.5. *Extra summaries*

In addition to the abstract in the actual thesis, the following summaries will be required:

2.5.1. A four-page summary in Spanish or Catalan, to be presented when the thesis is deposited. This need not be included in the actual thesis.

2.5.2. A one-page summary in English, Spanish or Catalan, to be read by the Committee of the Doctoral School. It should include motivations and future prospects. It will help the representative of our department in the Committee defend the validity of your thesis.

2.5.2. A 150-word summary in English, plus a 150-word summary in Spanish or Catalan, to be presented after the thesis is defended.

2.6. *Scheduling of the defence*

Once the thesis has been completed, it must be “deposited”. This means that a definitive copy is presented to the department, which will present it to the Doctoral School.

The thesis must be deposited at least two months prior to the defence (August does not count as a month).

The documents required for the deposit can be seen here:

http://www.urv.cat/gestio_academica/tramits_administratiu/en_tramits_doct.html

3. Format

3.1. *Paper and font*

Use an A4 paper format (21 cm x 29.7 cm), portrait, with margins of 2.5 cm top and bottom, and 3 cm left and right (these should be the default settings in Word). Headers and footers should be set at 1.25 cm from top and bottom.

Use Times New Roman, 12 points, black, 1.5 spacing, as your basic font. Your text should be justified.

Do not leave blank lines between paragraphs.

Do not indent the first paragraph after a heading.

Indent all other paragraphs at a tab of 1.1 cm.

3.2. Chapters and headings

Chapter headings should be in Time 16 point, left justified. Chapter numbers should be in Roman numerals.

Chapters should then be divided into numbered sections and, if necessary, into numbered sub-sections. Mark the hierarchy of the subheadings as follows:

Heading A = **bold**, two lines space above and one line space below.

Heading B = *italics*, one line space above and one line space below.

Heading C = *italics*, one line space above, text on new line

Heading D = *italics*, one line space above; period; run on text.

This gives the following sequence of formats and numbers:

2. Previous research

2.1. Literature review

Relatively little has been written on the topic under discussion...

2.1.1. Early insights

The first steps in this direction were taken in the 18th century...

2.1.1.1. The birth of the concept

The first people to have the general idea were...

2.1.1.1.1. *Rousseau*: The works of Jean Jacques Rousseau were remarkable in this regard because...

3.3. Quotations

Text quotations in the main text should be given in “double” quotation marks. Quotations longer than three lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source. For example:

The importance of these two points is made clear in reports like the following:

Only 33 per cent of people born overseas have adequate or better health literacy compared to 43 per cent of the Australian-born population. This figure drops to 27 per cent for those who arrived in Australia during the past five years and to 26 per cent for people whose first language is not English. (Ethnic Communities’ Council of Victoria 2012: 12)

If seen in these terms, literacy becomes a very interesting goal for translation.

3.4. Listings

Listings: Should not be indented. If numbered, please number as follows:

1. or a.
2. or b.

Listings that run on with the main text can be numbered in parentheses: (1)....., (2)....., etc.

3.5. Examples

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented:

- (1) John drank yet another glass of water.

Linguistic examples generally consist of three lines:

- (2) *Kare wa besutoseraa o takusan kaite-iru.*
he TOP best-seller ACC many write-PERF
'He has written many best-sellers.'

Please note that the interlinear gloss (line 2) gets no internal punctuation and no highlighting and that lines 1 and 2 are lined up through the use of spaces. So make sure the number of elements in lines 1 and 2 match. If one word in language A corresponds to two words in language B use a full stop to glue the two together. Morphemes are separated by hyphens:

- (3) *Jan houdt-van Marie.*
Jan loves Marie
'Jan loves Marie.'

Every next level in the example gets one indent:

- (4) a. *Ed en Floor gaan samen-wonen.*
Ed and Floor go together-live.INF
'Ed and Floor are going to live together.'
- b. *Maarten en Stefanie zijn uit elkaar.*
Maarten and Stefanie BE out RECP
'Maarten and Stefanie have split up.'

3.6. Notes

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and follow punctuation marks. Notes should generally be formatted as footnotes.

Footnotes should be in 9-point Times Roman. Footnote numbers should be 9-point Times Roman superscript.

4. References

4.1. References in the text

References should be as precise as possible, giving page references where necessary; for example (Clahsen 1991: 252) or: as in Brown et al. (1991: 252). All references in the text should appear in the References section.

If the document referred to does not have any sections or page numbers, use: Brown et al. (1991: Unpaginated).

If the document does not have a date, use: Brown et al. (undated).

If it is a web site, use the year it was accessed: Smith (2004).

If the same author has two publications in the same year: Smith (2004a, 2004b).

4.2. References section

References should be listed first alphabetically and then chronologically. Please follow the style of the examples below for punctuation and capitals.

Use a hanging indent of 1.5 cm in the presentation of the references.

4.2.1. Examples of books and articles

Book (monograph):

Blackmore, Susan J. 1982. *Beyond the Body*. London: Heinemann.

Book (edited volume):

Clahsen, Harald. 1991. *Generative Perspectives on Language Acquisition*. Amsterdam and Philadelphia: John Benjamins.

Article (in book):

Adams, Clare A., and Anthony Dickinson. 1981. "Actions and habits: Variation in associative representation during instrumental learning". In N.E. Spear and R.R. Miller (eds) *Information Processing in Animals: Memory Mechanisms*. Hillsdale, NJ: Lawrence Erlbaum. 143-186.

Articles (in journal):

Rayson, Paul, Geoffrey Leech, and Mary Hodges. 1997. "Social differentiation in the use of English vocabulary: Some analyses of the conversational component of the British National Corpus". *International Journal of Corpus Linguistics* 2: 120-132.

Thomas, Alan R. 1987. "A spoken standard for Welsh: Description and pedagogy". *International Journal of the Sociology of Language* 66(4): 99-113.

4.2.2. Web sites

References to web sites should be included in the general list of references, not as a separate section.

Each reference must give the name of the site or page, the name of the author (if available), the URL (the web address), and a date.

When you give the URL, right click on it (in Word) and remove the hyperlink.

To avoid long hyperlinks, you might use a URL shortener such as this one: <https://goo.gl/>.

If a date is indicated in the document:

Neunzig, Wilhelm. 2001. *La intervención pedagógica en la enseñanza de la traducción on-line* -

cuestiones de método y estudio empírico. Doctoral thesis. Bellaterra: Universitat Autònoma de Barcelona. <http://goo.gl/XKZ6XH>. Accessed October 2009.

If no date is indicated:

Smith, Joan. Accessed October 2004. “What’s wrong with the world”. <http://www.urs.org/smith/wrong.htm>.

5. Tables, Figures and Plates

5.1. General points

1. Tables and Figures should be numbered consecutively and provided with concise captions (max. 240 characters, incl. spaces). Reference should be made in the main text, e.g., (see Figure 5).
2. All Tables, Plates, and Figures have to fit the following text area, either portrait or landscape:
Horizontal: 11.5 cm
Vertical: 19 cm
Font setting: Times New Roman 9 pts (absolute minimum: 8pts)
Spacing: single interline
3. Notes in Tables and Figures should not be regular endnotes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure.
4. Avoid the use of colors. Colors will be printed as shades of gray.

5.2. Tables

1. Avoid the use of vertical lines and keep horizontal lines to a minimum.
2. Keep shading to a functional minimum and for individual cells only, not for entire rows or columns.
3. To emphasize distinctions between individual columns or sets of columns, you may break up the second horizontal line as indicated in the example.
4. Example:

Table 5.18. Past-inflection rates in Jamaican and Trinidadian Creoles

	Jamaican		Trinidadian	
	Rate %	Tokens	Rate %	Tokens
Non-syllabic (CD)	19	380	26	551
Non-syllabic (VD)	49	135	49	160
Syllabic (ED)	46	151	47	293
Semi-weak	44	100	55	239
Irregular	31	624	55	1,207*

* The large number of Trinidadian tokens is due to the...etc.

6. Considerations for printing the thesis

- Chapter and subchapters do not begin at the end of a page.
- Chapters begin on *odd* pages.

- Tables are not split across two pages (go Format / Paragraph / Line and page breaks / Keep lines together).
- Page numbers do not begin with the cover page or the director's letter; they begin with your Abstract.
- Blank pages do not have numbers.
- Check that blank pages are where you expect them to be: a blank page in Word doesn't correspond to a blank page in a book.
- Odd page numbers are on the right and even page numbers on the left. Make sure they coincide.
- Check that images have not changed size.
- All pages are in the same direction.
- The table of contents and the table of illustrations have been updated after all the changes.
- There should be no running headers on the first page of a chapter

Also:

- The final thesis should be printed in Din B-5 (17.6x25) or 18x25. You can reduce the size automatically when you create the PDF for printing.
- All covers look the same. Ask for the template or send us a shortened version of the title for the spine and a short summary for the back (100-150 words) and we'll create the cover for you.