EDITING RULES

The Master's Dissertation (MD)[1] is an academic document which has to be prepared and written following these guidelines:

1. DOCUMENT

1.1. Document size

- **Cover:** The model for the MD cover is available at:

  https://dv.ujaen.es/goto.php?target=crs_896963&client_id=docencia

- **Type of font:** Arial Unicode or Times New Roman (Size: 12).
- **Spacing:** 1.5.
- **Page numbering:** Page numbers should be centered at the bottom of the page.
- **Margins:** All margins should be 2.5.
- **Alignment:** Justified.

1.2. Document length

The MD must be between 12,000 and 15,000 words long, excluding cover page, table of contents, and appendices (if there are any).

1.3. Headings

- All headings (except the abstract) should be numbered consecutively from 1.
- First-level headings should be in bold, capital letters.
- Second-level headings should be in bold lower case, with an initial capital letter for any proper nouns.
- Third-level headings should be in italics, bold lower case, with an initial capital letter for any proper nouns.
- Fourth-level headings should be in italics lower case, with an initial capital letter for any proper nouns.

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[1] In Spanish, TFM (Trabajo Fin de Máster).

Example:

1. **FIRST CHAPTER TITLE**

   1.1. **Subchapter title**

   1.2. **Subchapter title**

2. **SECOND CHAPTER TITLE**

   2.1. **Subchapter title**

   2.1.1. Section title

   2.1.2. Section title

   2.2. **Subchapter title**

   2.2.1. Section title

   2.2.2. Section title

3. **THIRD CHAPTER TITLE**

   3.1. Subchapter title

   3.1.1. Section title

   3.1.1.1. Subsection title

   3.1.1.2. Subsection title

   3.1.2. Section title

   3.1.2.1. Subsection title

   3.1.2.2. Subsection title

   3.2. Subchapter title

   3.2.1. Section title

   3.2.1.1. Subsection title

   3.2.1.2. Subsection title

   3.2.2. Section title

Please remember that there need to be a minimum of two sections or subsections: if there is a 2.1.1., there needs to be a 2.1.2. (at least).

1.4. Charts, figures and tables

Charts, figures and tables included must be labeled and numbered immediately below. They should be numbered consecutively, alignment should be centered and the font of the key should be Times New Roman or Arial Unicode (size 10).

Please remember that the chart, figure, or table must always be alluded to in the text immediately preceding it.
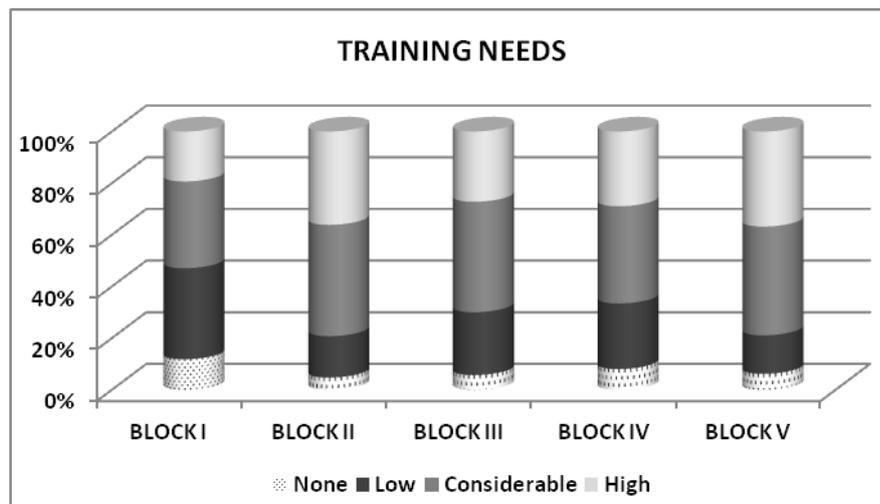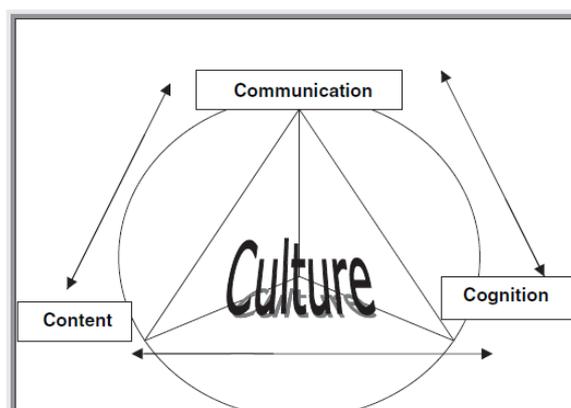
Example:

- Chart 1:

Chart 1. Training needs of respondents by thematic blocks

- Figure 1:

Máster Interuniversitario en Enseñanza Bilingüe y AICLE (MIEB)

Figure 1. The 4Cs Framework for CLIL (Coyle 2007: 551)

- Table 1:

Context 1	[-SR, +HK]	The, a, Ø	Generics	Ø Fruit flourishes in the valley Ø Elephants have trunks The Grenomian is an excitable person They say the elephant never forgets A paper clip comes in handy An elephant never forgets

Context 2	[+SR, +HK]	The	Referential definites
			  a. Unique or conventionally assumed unique referent
			  b. Referent physically present
			  c. Referent previously mentioned in discourse
			  d. Specific referent otherwise assumed common knowledge
				Pass me the pen
				The idea of coming to the UK was…
				I found a book. The book was…
				The first person to walk on the moon…

Context 3	[+SR, -HK]	a, Ø	Referential indefinites, first mentions	Chris approached me carrying a dog I've bought a new car. A man phoned I keep sending Ø messages to him I've got Ø friends in the UK I've managed to find Ø work
Context 4	[-SR, -HK]	a, Ø	Non-referentials – attributive indefinites, non-specific indefinites	Alice is an accountant I need a new car I guess I should buy a new car A man is in the ladies, but I haven't seen him Ø Foreigners would come up with a better solution

Table 1. Classification and examples of the article system in four contexts, following Thomas (1989) and Goto Butler (2002)

Figures, charts, and tables, including material from any source, should always be acknowledged.

1.5. Quotations

Double quotation marks should be used for in-text citations and the reference should be embedded directly within the text.

Example:

In his work, "Fiedler focused on Shakespeare only, and he included women and 'Indians' …", while in my analysis I will include a wider corpus of early modern English texts (López-Peláez, 2011: 10).

Quotes longer than four lines should be separated from the main text without quotation marks and indented 2.5 cm on the left margin. Font size should be 11 and the reference should be included after the quote. Example:

> … the Spanish monarchs Isabel and Fernando were simultaneously campaigning to defeat the last Iberian stronghold of Islam, the kingdom of Granada. The year they succeeded, 1492, was also the year in which they obliged Spain's remaining Jews to convert to Christianity or emigrate. Ten years later Muslims were given the same choice. After another century of tensions Philip III moved to expel all Moriscos in 1609. (Burns, 2011: 188-89)

Quoting should follow [APA](#) or [Chicago Manual of Style.](#)

1.6. Footnotes

When necessary, they must be included at the bottom of the page in font Times New Roman or Arial Unicode (size 10). Numbering should be Arabic and consecutive.

1.7. Paragraphs

Single-sentence paragraphs should never be used in academic English. The length of any paragraph should be between 4 and 12 sentences. Please avoid using [run-on sentences](#). Students are also expected to use the right linking words to provide their paragraphs with cohesion.

2. BIBLIOGRAPHY

Absolutely all the references mentioned in the text must be included in the bibliography and vice-versa. References must be in alphabetical order (by the author's last name) and should follow APA or MLA style.

3. PLAGIARISM

Students must be the original authors of the MD. Therefore, using texts or ideas from other authors without acknowledging them is plagiarism. Plagiarism is a serious offence and it will lead to the failure of the MD.

The following situations are considered to be direct plagiarism:

- If you present a project which was previously written by another person or workgroup as your own project.
- If you change words or sentences, or word order, from an original text without quoting its source.
- If you copy a text verbatim partially or entirely without quoting the original author/source.
- If you combine paragraphs which were copied verbatim from one or more documents and you present them as your own work.
- If you copy and paste a picture, a graph, or a chart without quoting their source.[2]

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[2] Further information regarding plagiarism can be found in López-Peláez Casellas, J. (2015). 'Giving credit': an approach to plagiarism among university students. In M. L. Pérez Cañado & B. Pennock-Speck (Eds.). *Writing and presenting a dissertation on linguistics, applied linguistics and culture studies for undergraduates and graduates in Spain* (pp. 43-57). València: Publicacions Universitat de València.