

## **Zasady zapisu pracy dyplomowej na kierunku Filologia angielska**

### **Acknowledging sources**

**Much of your written work at university is based on the ideas of other writers.** Whenever you have taken something from another author (that is to say, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say who you took it from, and where the original can be found. Acknowledging and citing sources is crucial whether or not you use the author's own words. Otherwise, you may be accused of **plagiarism**, which in the academic context is one of the most serious crimes. At Ignatianum, plagiarism as any form of cheating is treated very seriously and always involves a formal investigation procedure.

Acknowledging sources is also important because it shows your awareness of what has been written on a given topic and your respect for people who made these contributions. Neglecting to cite sources in an academic context may result in justified suspicions of carelessness and/or dishonesty. Academic writing is always about participating in a community of readers and writers.

In most cases, documenting sources consists in:

- (1) providing a reference to a source within the text;
- (2) providing a complete (alphabetical) list of citations, or formal acknowledgements, for the sources in a 'works cited' or 'references' list.

This is how it should look like:

#### **1. Short direct quotation** (inserted directly into the text)

One researcher has put this question succinctly: "When women have children, what is the role of professionalized health care on the one hand, and of the social environment on the other, in helping them to do so?" (Oakley 1992: 8).

NOTE:

- 1) The same rule applies to summaries and paraphrases. You do not have to give page numbers if you paraphrase the main idea of a whole article or chapter: (Oakley 1992: chapter 2) or (McAdam 2003).
- 2) If you have mentioned the author's name in your sentence (e.g. "Oakley has put this question succinctly..."), do not repeat it in the parentheses after the quotation (see example below).

#### **2. Direct quotation of more than four lines** (included in a separate block of text)

Such a quotation:

- a) should be indented at the left margin;
- b) does not use quotation marks;
- c) uses **the same font and font size** as the rest of the text but 1 space between the lines;
- d) needs the name of the author and the page number in parenthesis after the closing punctuation mark.

(In the example below, the name of the author is not included in parenthesis, because it is mentioned in the introductory sentence).

### **Making changes to direct quotations**

You may want to make minor changes to a direct quotation. This is possible (as long as you don't change the meaning), but you must follow the rules:

- a) If you omit parts of the quotation, whether from the beginning, middle or end, use an ellipsis. An ellipsis consists of three dots (...). An example of an ellipsis can be found in the passage above illustrating a longer quotation.
- b) If you want to insert your own words, or different words, into a quotation, put them in square brackets ([ ]).
- c) If you want to draw attention to an error in a quotation, for example a spelling mistake or wrong date, don't correct it; write [sic] in square brackets\*.
- d) If you want to emphasise something in a quotation which is particularly relevant to your essay, put the emphasized words in italics, and in square brackets state that the emphasis is your own (e.g.: [emphasis added]; [italics added]).
- e) If the original has italics, in square brackets state that the italics are in the original (e.g.: [emphasis original]; [italics original]).

\* sic - adv., from Latin: thus; so. Used to indicate that a quoted passage, especially one containing an error or unconventional spelling, has been retained in its original form or written intentionally.

(Source: *American Heritage Dictionary*)

### **More than one author:**

- 1) two authors: (Vest and Long 1999: 13);
- 2) three authors: (McAdam, McCarthy and Zald 1996: 141-5);
- 3) more than three authors: (McAdam et al. 2003: chapter 2)\*.

\* et al. - from Latin: and others.

### **Unknown author:**

- Sources with unknown authors are listed by title in the list of references. In the in-text citation the title should be shortened as much as possible without introducing confusion. Quotation marks are necessary with article titles and italics with book titles.

### **Source quoted in another source:**

The in-text reference must include:

- 1) the author of the idea you are using, and
- 2) the source you have found it in.

For example: (Wilson 1989, cited/quoted in Smith 1995: 4).

However, your list of references should only give details of the source that you found it in (in this case, Smith 1995).

### **References/Works Cited/Bibliography**

The reference list contains publication information for all sources that you have cited within your

document with the exception of personal communication (letters, e-mails, interviews) which is cited only in the text of the document.

A reference entry usually gives the following information:

- 1) author or editor (last name, first name, initial of middle name);
- 2) date of publication;
- 3) title;
- 4) place and publisher.

The reference list is ordered *alphabetically by author*.

If you cannot find the type of source you are using in the table below, use its closest equivalent (and your common sense).

For capitalization, follow the examples below. When not sure, the safest way is to follow the rules of the language of the text (mind the differences between English, Polish and other languages, such as French).

**Note the punctuation: the use of full stops, commas, colons and semi-colons.**

<b>One author</b>	Munday, Jeremy. 2001. <i>Introducing Translation Studies. Theories and Applications</i> . London and New York: Routledge. [NOTE: when no date of publication is given, write n.d.]
<b>Two or more authors</b>	Latour, Bruno and Cussins, Adrian. 1992. <i>Registration Marks: Metaphors for Subobjectivity</i> . London: Pomeroy Purdy Gallery. [NOTE: for more than three authors use the alphabetically first name only plus et al., e.g. (McAdam et al.
<b>Corporate or group author</b>	American Psychological Association. 1998. <i>Graduate Study in Psychology 1998-1999</i> . Washington, DC: Authors' Association.
<b>Unknown author</b>	<i>The New International Atlas</i> . 1994. Chicago: Rand McNally. [NOTE: alphabetize the entry by the first significant word of the title - not including A An or The]
<b>Translated book</b>	Freud, Sigismund. 1957. <i>Civilisation and Its Discontents</i> . Transl. by J. Riviere. London:
<b>Anthology/edited collection of papers</b>	Venuti, Lawrence (ed). 1992. <i>Rethinking Translation. Discourse, Subjectivity, Ideology</i> . London and New York: Routledge. [NOTE: for more than one editor
<b>Chapter/paper in an edited book/anthology</b>	Lambert, Jose. 1993. "History, historiography and the discipline: A programme." In <i>Translation and Knowledge</i> , Y. Gambier and J. Tummola (eds.). Turku: Centre for
<b>Unpublished dissertation/thesis</b>	Corney, Jeffrey R. 1995. <i>Writing Science for Audience: A comparison of professional reports and popular essays</i> . Unpublished master's thesis. Colorado
<b>Article in a journal</b>	Pochhacker, Franz. 1995. "Those who do... A profile of research(ers) in interpreting."

<b>Article in a magazine/newspaper</b>	Critser, George. 2000 (March). "Let them eat fat: The heavy truths about American obesity." <i>Harper's</i> 298: 41-47. [NOTE: for newspapers give exact date of publication] 2000 (10 Feb.).
<b>Unsigned article in a newspaper</b>	"Research shouldn't mean the end of research". 2002 (10 Feb.). <i>The Boston Globe</i> : 12. [NOTE: the last figure is a page number. For in-text citations of such sources use a shortened (and unambiguous) form of the title, e.g. ("Research"
<b>Entry in an encyclopaedia, dictionary, almanac etc.</b>	Europa. 1998. In <i>The Encyclopedia Americana</i> . Danbury, CT: Grolier: 450-8.
<b>Entry in an Internet encyclopaedia</b>	Translation. In <i>Encyclopaedia Britannica</i> . Retrieved 11 Sept. 2008, from <a href="http://www.britannica.com/EBchecked/topic/329791/language/27185/Translation#ref=ref665939">http://www.britannica.com/EBchecked/topic/329791/language/27185/Translation#ref=ref665939</a>
<b>Nonperiodical (stand-alone) web document</b>	Partenheimer, Dorothy. 1999 (13 June). <i>Exercise helps keep your psyche fit</i> . American Psychological Association. Retrieved: 21 Nov. 2000, from <a href="http://www.apa.org/releases/exercise.html">http://www.apa.org/releases/exercise.html</a> [NOTE: for web sources cite as much of the following information as possible: author. publication date. document title. retrieval data. URL]
<b>Article in an online periodical</b>	Leonardi, Vanessa. 2000. "Equivalence in translation: Between myth and reality." <i>Translation Journal</i> 4(4). Retrieved 8 Sept. 2008, from <a href="http://accurapid.com/journal/14equiv.htm">http://accurapid.com/journal/14equiv.htm</a> .
<b>Internet source without author's name</b>	"Free cookbooks for 11-year olds". 2008. BBC News. Retrieved: 11 Oct. 2008, from <a href="http://news.bbc.co.uk/1/hi/education/7608728.stm">http://news.bbc.co.uk/1/hi/education/7608728.stm</a> . [NOTE: for in-text citations of such sources use a shortened (and unambiguous) form of the title, e.g. ("Free cookbooks"
<b>Film or video recording</b>	Zeffirelli, Franco (Director). 1990. <i>Hamlet</i> [Motion picture]. Burbank, CA: Warner Brothers. [NOTE: List the director and producer (if available, the date of release, the title followed by a description in square brackets), and the studio or distributor. Proceed analogically with sound recordings]
<b>Television program</b>	Innes, Laura (Director). 2000 (22 November). <i>Shibboleth</i> [Television series episode]. In A. Sorkin (Producer), <i>The West Wing</i> . Burbank, CA: Warner Brothers Television.