**MPhil in Literary Translation**

**House Style**

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| This description is the default for core modules and dissertations in the MPhil in Literary Translation programme. Some optional modules may have different requirements. Please be sure to check requirements for your modules.  All submitted work should be word-processed.  **Layout** | |
| Font: | Calibri |
| Font size: | 12pt |
| Line Spacing: | 1.5 |
| Page size: | A4 |
| Quotations: | * Fewer than 40 words: in the body of the text, in single quotation marks. * 40 words or more: size 10, indented 2.54cm on left and right, on a new line, with no quotation marks. * If a quotation contains a quote, this is marked with double quotation marks. |
| Bold: | Bold text should only be used to identify section or chapter titles. |
| Italics: | Italics should be reserved for the titles of works. |
| Underlining: | Underlining should not be used. |
| Abbreviations: | When using abbreviations, the following conventions should be followed:   * When the abbreviated form ends with the same letter as the full form, no full stop is used (e.g. Mr, Dr, Mrs, vols, St) * Other abbreviations take a full stop (e.g. Esq., vol., p., no.) * Where the initial letters of each word of a title of a journal are used as an abbreviated title, full stops are omitted (e.g. MLR, PMLA, RHLF, TLS) |
| Pagination: | Pages should be numbered consecutively, centred in the footer.  No blank pages should be included. |
| Binding: | All pages should be affixed securely using hard, soft or spiral binding for large submissions (portfolios & dissertations). A folder of plastic wallets should not be used. Essays and other small pieces of work should be stapled together. |
| The most recent *MHRA Style Guide* should be consulted for all further details ([here](http://www.mhra.org.uk/Publications/Books/StyleGuide/)). | |

**Critical Apparatus**

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| Notes: | Use footnotes, rather than endnotes, consecutively numbered, with reference numbers appearing in the relevant place in the text body (see the *MHRA Style Guide*). Notes should be kept to a minimum and should not include any material that could appear in the text body. |
| Referencing: | All referenced material must be appropriately cited using the Author–Date System, as described in the *MHRA Style Guide*. |

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| Bibliography: | List all primary and secondary sources consulted using the *MHRA Style Guide* conventions. |

**Dissertation**

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| Title page: | The dissertation must begin with a title page that contains the following information (in this order): the full name of its author; the student number of the author; the title of the assignment or the task that it fulfils; the degree for which it is submitted (MPhil in Literary Translation); the module to which it is attached (where applicable); the term and year in which it is submitted. |
| Declaration: | Immediately following the title page, every dissertation must contain the following declaration, signed and dated:  Declaration  “I declare that this dissertation has not been submitted as an exercise for a degree at this or any other university and that it is entirely my own work.  I agree that the Library may lend or copy this dissertation on request.  Signed: Date: |
| Abstract: | Immediately following the declaration, every dissertation must contain an abstract (250-300 words), which summarizes the methods used and the conclusions reached. The abstract must be headed with the title of the dissertation and the author’s full name (in that order), and must not exceed one page of single-spaced typescript. |
| Acknowledgements: | The inclusion of an acknowledgement page is optional. However, it is conventional to acknowledge any person or persons who might have provided assistance or guidance in the course of your research. |
| Table of contents: | Immediately following the abstract, every dissertation must contain a table of contents listing the main divisions (parts, chapters, sections, sub-sections, etc., as appropriate) and the pages on which they begin. |
| Abbreviations list: | Include full details of abbreviations and editions used. |
| Introduction: | The introduction sets out the objectives and scope of the dissertation, and the general shape of the argument, together with some statement of how the work relates to studies already available. |
| Chapters: | Chapters are to be divided as most appropriate to the material. If sub-sections to chapters are used, these should be given separate headings, and listed in the Table of Contents. |
| Conclusion: | The conclusion describes the results of your investigation, indicates their significance, sets them in a wider context and suggests possible future explorations. |
| Bibliography: | List all primary and secondary sources consulted using the *MHRA Style Guide* conventions. |
| Binding of dissertations: | Every dissertation must be securely bound. Bindings can be either hard bound, soft bound or spiral bound. The front cover or spine must bear the candidate’s name in full, the degree for which the dissertation is submitted, and the year. The front cover must also bear the candidate’s full name and the title of the dissertation. |