



APPROVED
at the Council meeting of Humanities and Social Sciences of DU
on 28 September 2023,
Protocol No. 3

GUIDELINES FOR WRITING A TERM PAPER / BACHELOR'S THESIS “LANGUAGE AND CULTURE STUDIES”

The students registered for the Academic Bachelor Study Programme *Language and Culture Studies* are eligible to write a Term Paper / Bachelor's thesis (BA thesis) in their chosen discipline or subdiscipline of linguistics, literary studies, or carry out an interdisciplinary research.

The Term Paper / BA thesis demonstrates the knowledge, skills and competence acquired during the academic studies (see the respective study course descriptions). The Term paper / BA thesis is written in English / Latvian or Russian depending on the sub-programme. The process of the elaboration of Term paper / BA thesis comprises several stages (see the respective study course description).

LENGTH OF THE TERM PAPER / BACHELOR THESIS

Type of research	Volume (in pages) with Font size 12	Characters (with spaces, footnotes not included)
Term paper	20-30	44 000-66 000
Bachelor's thesis	40-50	88 000-110 000

The character count is to be indicated at the end of the Term paper / Bachelor's theses. The limits of length **include** the title page/s, abstracts, table of contents, a list of abbreviations (optional), an introduction, chapters and sub-chapters, conclusions, and a glossary (optional), a list of references, but **exclude** appendices.

STRUCTURE OF THE TERM PAPER / BACHELOR'S THESIS

1. COVER (see Appendix 1)
2. TITLE PAGES (see Appendix 2)
3. **ABSTRACT** / ANOTĀCIJA (for the Term paper – Abstract in English and Latvian, for the BA thesis – Abstract in English, its translation into Latvian and one more European language).

Abstracts in languages other than English should be precise translations of the abstract in English. The key words (Atslēgvārdi) are also translated.

The length of the abstract is **no** longer than a page (~ 1500 characters with spaces). It comprises the following information:

- the theme of the Term paper / Bachelor's thesis;
- the names of the author and the scientific advisor of the study;
- the aim;
- the research question **and** /or hypothesis;
- the methods used;
- a short outline of the paper;
- the main results and conclusions of the research.

After the abstract, keywords are presented: 4-8 words or phrases characterizing the theme and research methods, for example:

Key words: code-switching, interference, peer observation, sociolinguistic interview

4. **CONTENTS**

The table of contents indicates the chapters and subchapters included in the Term paper / BA thesis, the titles of which correspond to the headings in the paper / thesis.

5. **LIST OF ABBREVIATIONS** (optional)

6. **INTRODUCTION**

The introduction comprises:

- background of the study;
- significance of the research problem;
- aim of the research paper (the aim is formulated basing on the theme selected for study. Its wording must be short and specific).
- research question(s) **and / or** hypothesis;
- objectives (the objectives specify the course of achieving the aim of the Term paper study / BA thesis);
- research methods (short description);
- theoretical framework;
- description of the empirical basis and data collection techniques (if applicable)
- research subjects/participants (if applicable);
- the texts analysed (if applicable);
- outline of the paper: short summary (1-2 sentences) on each chapter.

7. **CHAPTERS**

The body text of the Term paper / BA thesis reflects the theoretical and empirical aspects of the research; it is organised in chapters and subchapters, all chapters and subchapters are given headings (the headings correspond to the ones presented in the Contents). Each chapter should start with a short (a paragraph long) introduction and conclude with a paragraph, in which the student briefly summarizes the chapter, draws conclusions and looks ahead to the next chapter, indicating what will be presented in the next section.

The chapters include:

- **Literature review** – a review of the theoretical and empirical literature (previous studies of the theme), providing the theoretical background to the problem under research.
- **Empirical research** – empirical data are used to answer the research question(s) and / or test the proposed hypothesis.
- **Methodology** – a description of the methodology used in the study. Depending on the field of research, the methodology section may comprise:

- research methods, for example, discourse-analytical research method, content analysis, etc.;
- methods / tools / instruments of data collection, for example, questionnaires;
- description of the data collected (e.g., analysed texts, description of the participants, etc.);
- procedure of the research.
- **Research results** – a presentation of the results, taking into account the research question and / or hypothesis.

8. CONCLUSIONS

The chapters are followed by relevant conclusions. They reflect the most important findings arising from the content of the research performed, include the answer(s) to the research question(s), reflect the objectives implemented during the elaboration of the Term paper / BA thesis and the achieved aim. Quotations from the works of other authors are not allowed in the conclusions, they should present the author's judgments and insights obtained during the elaboration of the research. This section briefly summarizes and generalizes the main findings of the research and may describe practical implications, limitations of the research and directions for future investigations. Thus, it comprises:

- an introductory paragraph, including a restatement of the goal and the research question(s) and / or hypothesis;
- summary of the research results (both theoretical and empirical);
- the most significant findings made while performing the research;
- discussion of their meaning in a broader context, including the strengths and weaknesses of the research, recommendations and suggestions for further research.

9. BIBLIOGRAPHY

The minimum number of sources used in the **Term paper** is 12, including at least one research article included in the databases of international scientific periodicals or open access research journals.

The minimum number of sources used in the **Bachelor's thesis** is 18, including at least two research articles included in the databases of international scientific periodicals or open access research journals.

This part of the thesis lists books, articles and other primary and secondary sources (including online sources) used while elaborating the term paper / BA thesis. Only the sources referred to in the body text of the thesis are listed in Bibliography. The literature used must be in English, the official language (Latvian) or other foreign languages, depending on the

specifics of the theme of the term paper / BA thesis. These may include: general and research literature on the subject, universal and sectoral encyclopaedias and dictionaries, statistical data collections, press materials, unpublished research, online materials, planning documents, legislative documents, etc.

All the items in Bibliography are numbered and listed in alphabetical order, font size – 12; line spacing – 1.5):

- Latin characters (English, Latvian, and other);
- Cyrillic characters (Russian);
- Websites without the author and the title.

Below are presented the most common entries of the list of bibliography. Should there appear any questions, one should consult their scientific advisor.

- **Book by one author:**

Author's surname, name initial. (Year of publication) *Title of the Book*. Place of publication: Publisher.

1. Cook, G. (1989) *Discourse*. Oxford: Oxford University Press.
2. Wardhaugh, R. 2000. *An Introduction to Sociolinguistics*. 3rd edition. Oxford: Blackwell.
3. Kirkpatrick, A. (2007) *World Englishes: Implications for International Communication and English Language Teaching*. Cambridge: CUP.
4. Langacker, R.W. (2008) *Cognitive Grammar: a Basic Introduction*. Oxford / New York: Oxford University Press.

- **Book by several authors:**

Provide the authors' names in the same order as they are on the title page.

1. Fromkin, V., Redman, R., Hyams, N. (2011) *An Introduction to Language*, 9th edition. Wadsworth Cengage Learning.
2. Kövecses, Z., Benczes, R., Csábi, S. (2009) *Metaphor: a Practical Introduction*. Oxford: Oxford University Press.

- **Chapter or article in an edited collection:**

1. Veisbergs, A. (2007) Occasional and systematic shifts in word-formation and idiom use in Latvian as a result of translation. In J. Munat (ed.) *Lexical Creativity, texts and contexts*. Amsterdam / Philadelphia: John Benjamins, 239 – 263.

- **Book with an editor:**

1. Cacciari, C., Tabossi, P. (eds.) (1993) *Idioms*. Hillsdale, NJ: Erlbaum.

2. Fasold, R. and Connor-Linton, J. (eds). (2006) *An Introduction to Language and Linguistics*. Cambridge: CUP.
- **Dictionaries and encyclopaedias:**
 1. *Longman Dictionary of English Language and Culture* (1992) Essex: Longman.
 2. *Chambers 20th Century Dictionary*. ([1983] 1987) Kirkpatrick, E. M. (ed.). Edinburgh: Chambers.
 3. *The Oxford English Dictionary in XII Volumes*. ([1933] 1961) Murray, J. A. H., et al. Clarendon Press.
 - **Journal or magazine article:**

Author's surname, name initial. (Year of publication) Title. *Journal*, Volume (number/issue): page numbers.

 1. Brown, B. (1994) Reading for research. *Journal of Education*, 1 (1): 21-4.
 2. Nerlich, B., Clarke, D.D. (2000) Semantic fields and frames: Historical explorations of the interface between language, action, and cognition. *Journal of Pragmatics*, 32. Elsevier Science B.V.: 125 – 150.
 - **Doctoral dissertation:**
 1. Neumann, F. (2021) *When Phonological Systems Collide: The Role of the Lexicon in L2 Phonetic Learning*. Unpublished doctoral dissertation. Pittsburgh: University of Pittsburgh.
 2. Rolin, K. H. (1996.) *Gender, Emotions, and Epistemic Values in High-Energy Physics: A Feminist Challenge for Scientific Methodology*. PhD dissertation, University of Minnesota.
 - **Online sources:**

The information accessed on the Internet is to be provided in full form. Then, after *Available at*, the URL of the document (Internet address) and the date when it was *accessed* (i.e. viewed or downloaded) are presented:

 1. Gardner, D., Davies, M. (2014) A New Academic Vocabulary List. *Applied Linguistics*, Volume 35, Issue 3, 305–327, <https://doi.org/10.1093/applin/amt015>. Available at <https://academic.oup.com/applij/article/35/3/305/146569> [Accessed on 3, March, 2022].
 2. Vitello, S., Rodd, J. 2015. Resolving Semantic Ambiguities in Sentences: Cognitive Processes and Brain Mechanisms. *Language & Linguistics Compass*. Available at https://www.researchgate.net/publication/283272144_Resolving_Semantic_Ambiguities_in_Sentences_Cognitive_Processes_and_Brain_Mechanisms [Accessed on 24, February, 2022].

If **only the URL (Internet address) is known**, it appears at the end of the list under a separate heading *Online sources*, numbered anew, for example:

Online sources

1. <https://www.cambridge.org/core> [Accessed on 12 February 2020] [Accessed on 2 April 2022].
2. <https://global.oup.com/?cc=lv> [Accessed on 21 March 2022]

- **Newspaper or magazine article:**

Pengelly, M. (2022) 'I'm not afraid of clowns': Republican defends vote to impeach Trump. *The Guardian*, 11 June. Available at <https://www.theguardian.com/us-news/2022/jun/11/tom-rice-republican-impeach-trump-vote> [Accessed on 11 Jun, 2022]

- **Films:**

The Fingersmith (2005) [Mini series] Directed by: Aisling Walsh. United Kingdom: BBC One.

Other relevant details may also be provided, for example

1. *Hamlet* (1991) [Film] (134 mins) Directed by: Franco Zeffirelli. USA: Warner Brothers, co-production with Canal+, Nelson Entertainment, Icon Productions and Carolco Pictures.
2. *Pride and Prejudice* (1995) [Film] BBC/A&E mini-series, (300 min). Directed by: Simon Langton; Screenplay by Andrew Davies.

- **Legal documents**

The Saeima (1999) *Official Language Law*. Available at <https://likumi.lv/ta/en/en/id/14740> [Accessed on 17 January 2022].

If applicable, the list of bibliography has a separate section **Analysed materials (texts, films, series, newspaper / magazine articles, advertisements, videos, etc.)**.

See a sample of the list of bibliography below:

Bibliography

- 1) Flower, R. (1991) *Language in the News: Discourse and Ideology in the Press*. Abingdon: Routledge.

- 2) Julian, P. M. (2011) Appraising through someone else's words: The evaluative power of quotations in news reports. *Discourse & Society*, 22 (6): 766–780. Available from <https://journals.sagepub.com/doi/10.1177/0957926511411697> [Accessed on 12 February 2020].
- 3) Kim, K. (1996) *Caged in our own signs: a book about semiotics*. Norwood, NJ: Ablex Pub.
- 4) Lyons, J. (1995) *Linguistic Semantics: An Introduction*. Cambridge: Cambridge University Press.
- 5) Martin, G. (2013) *The Greatest Sitcoms of All Time*. Scarecrow Press.
- 6) Morreall, J. (2020) *Philosophy of Humor*. The Stanford Encyclopedia of Philosophy. Available at <https://plato.stanford.edu/archives/fall2020/entries/humor/> [Accessed on 9 April, 2022].

Online sources

- 7) Gardner, D., Davies, M. (2014) A New Academic Vocabulary List. *Applied Linguistics*, Volume 35, Issue 3, 305–327, <https://doi.org/10.1093/applin/amt015>. Available at <https://academic.oup.com/applij/article/35/3/305/146569> [Accessed on 3, March, 2022].

Online sources

- 1) <https://www.cambridge.org/core> [Accessed on 12 February 2020]

Analysed materials

- 1) *The Fingersmith* (2005) [Mini series] Directed by: Aisling Walsh. United Kingdom: BBC One.
- 2) Pengelly, M. (2022) 'I'm not afraid of clowns': Republican defends vote to impeach Trump. *The Guardian*, 11 June. Available at <https://www.theguardian.com/us-news/2022/jun/11/tom-rice-republican-impeach-trump-vote> [Accessed on 11 Jun, 2022]

10. GLOSSARY (optional)

Glossary may contain definitions of the key terms. It is given only if the term is either often used ambiguously in the research area or is too general and needs to be specified.

11. APPENDIX/APPENDICES (optional)

Appendices comprise only the material that is relevant to the research. Appendices may include: tests, sample questionnaire, visual aids, text corpora, less important tables and

figures, statistics, document forms, instructions, regulations or other kinds of illustrative material. Appendices are numbered with Arabic numbers and provided with headings. The appendices attached to the Term paper / BA thesis should be referenced in the body text of the paper.

12. ATTESTATION PAGE (see Appendix 3)

FORMATTING

The Term paper / BA thesis must be written in the correct literary language, the presentation of the material must be precise, clear and logical.

The text is written and organized according to the following requirements:

- A4 size white paper, text on one side of the paper;
- Font Times New Roman;
- The text should be justified;
- Headings: 14 pt. (**BOLD** – uppercase), centred; subheadings: 12 pt. (**Bold** – lowercase), aligned left;
- Font size 12 pt. for the main text of the Term paper / BA thesis;
- Font size 11 pt. for long quotations and for the captions and the text of tables and figures;
- Footnotes (if any) – font size 10 pt., line spacing single.

The page numbers are centred and numbered consecutively. The pages are separated by page breaks. Pages are numbered beginning with the list of abbreviations (if any) or the introduction.

Spacing

- Spacing between letters is normal;
- Spacing between lines throughout the Term paper / BA thesis, including the list of bibliography, is 1.5 pt.
- There is no extra space between paragraphs; each paragraph is indented by 1 cm;
- Long quotations, footnotes, tables and figures are single spaced.

Margins

- 2.0 cm for top, bottom, and right margins; 3.0 cm for left margins.

Chapters and subchapters

Each chapter starts on a new page and, if needed, contains at least two subchapters. Subchapters do not start on a new page. Capital letters in bold are used for headings; small letters in bold are used for subheadings. A full stop is not used after the heading or subheading. One empty line is left before each subheading.

Abbreviations

The first time an abbreviation is used, the term is spelt out in full, with the abbreviation presented in brackets immediately afterwards, e.g., Conceptual Metaphor Theory (CMT). Further on, the term may be used as an abbreviation. The use of abbreviations should be consistent.

Tables and figures

Conventionally, tables are referred to as *Tables*, while anything pictorial (be it a graph or a photograph) is called a *Figure*. These words are written in italics only in captions, but not in the text. They are numbered by chapter, i.e. the first figure (even if the only one) in chapter two would be Figure 2.1, the first table in chapter two would be Table 2.1, the second table would be Table 2.2 and so on. If the fourth table is inserted in chapter 3.1.1, it would be Table 3.4. The same system refers to Figures. The caption itself is in bold, for example,

Table 1.1 Use of idioms in discourse

Heading	Heading
Text	Text

The captions of tables are written above, whereas the captions of figures are written below the data.

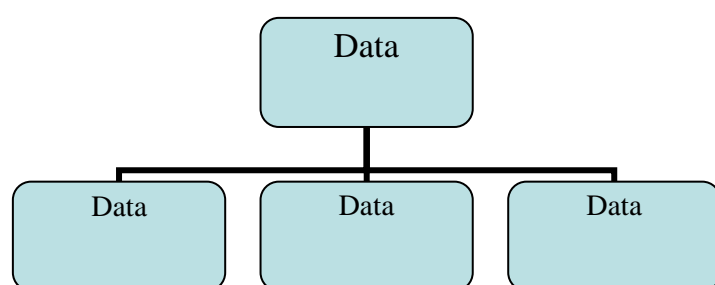


Figure 1.1 Patterns of the use of idioms in discourse

Presenting references

References are used in the following cases:

- a citation is presented in the text;
- a scientific research or article is mentioned, etc.;
- paraphrasing of scientists' findings is provided;

- an example or case is mentioned or described which is not generally known;
- the statement or views of a person are set out;
- numerical material borrowed from unpublished materials of various enterprises or institutions is used in the work.

All the references to the sources used shall be given either as in-text references **OR** as footnotes.

- In-text references in the Term paper / BA thesis are given in brackets, indicating the surname(s) of the author(s), the year of publication and the page(s) (if applicable), for example:

(Langlotz 2006)

(Langlotz 2006: 194-195)

If the references are given **as footnotes**, indicate the author(s)' surname(s), name initial(s). (the year of publication) the title of the publication. Place of publication: Publisher, the page(s) (if applicable). Footnote section format: Times New Roman font, 10, line spacing - 1, for example:

Eliade M. (1997) *Myth and Reality: Religious Traditions of the World*. New York: Waveland Press.
Joshi, S.T. (1990) *The Weird Tale*. University of Texas Press, 20-23.

A series of citations is not allowed in the Term paper / BA thesis. There should be a critical analysis and evaluation of the chosen topic providing discussion based on the findings by various scientists, considering their different theories or approaches. All the citations used should be explained. References to all sources listed in the bibliography are mandatory and vice versa – all sources referenced in the text should be included in the bibliography.

- If a quotation is translated, the translator's name is mentioned in brackets (e.g., translated by S. Lapiņa).
- If **more than one source** is cited / referenced, they are placed in chronological rather than alphabetical order:

The issue has been discussed in a number of research studies (Lakoff, Johnson 1980; Gibbs, Colston 2006; Langlotz 2006).

- **Short quotations** are incorporated into the text:

Instantial stylistic use or occasional variants are “created for discursive purposes of one specific usage-event” (Langlotz 2006: 199).

When quoting this way, double quotation marks are used.

- **Longer quotations** (more than three lines in length) are set out separately. They are single-spaced and indented from the left-hand margin by 1 cm and written without any quotation marks:

David Punter extends the definition of metaphor in the following way:

[..] a metaphor then, we might reasonably surmise, is not necessarily a matter of simple one-to-one equivalents ('this stands in for that'), but neither is it a process of ornamentation of something that could have been more clearly said in another, simpler way; rather, [...] it is the very substance of the discourse.
(Punter 2007: 17)

- **Square brackets** indicating ellipsis are used to show that part of the quotation has been omitted.
- **Ibid.** (Latin for 'in the same place') is used to avoid repeating the author's name if the text continuously refers to the same source on the same page.
- If a reference is made **to the same author in the publications of same year**, *a* or *b* is added to the year, for example (Crystal, 2006a, 2006b). The same letters are used in the list of bibliography.
- If a work is produced by an **organization**, the name of the organization is used instead of the author's surname, e.g., (Ministry of Education and Science, 2022).

PREPARATION OF THE ELECTRONIC COPY OF BACHELOR'S THESIS

The file with the final draft of the BA thesis has to be converted into the PDF format and uploaded to the informational system of Daugavpils University (DUIS).

The PDF copy must be saved with a name (in Latvian) consisting of a DU identifier – two-letter code – DU, underscore symbol, year of the defence (4 digits), underscore symbol, surname, underscore symbol, name, underscore symbol and scientific work identifier: Bachelor's thesis, e.g.,: DU_2023_ozola_santa_bakdarbs.

The PDF copy is saved under the name indicating: from the student's full name without diacritic marks and the identifier of scientific works, e.g., **DU_2023_ozola_santa_bakdarbs**.

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DARBA NOSAUKUMS

BAKALAURA DARBS

2023

DAUGAVPILS UNIVERSITĀTE
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ANĢĻU FILOLOĢIJAS UN TRANSLATOĢIJAS KATEDRA

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Bakalaura darbs

Zinātniskais/ā vadītājs/a:
Zin. grāds. Vārds Uzvārds

DAUGAVPILS, 2023_

DAUGAVPILS UNIVERSITY
FACULTY OF HUMANITIES
DEPARTMENT OF ENGLISH PHILOLOGY AND TRANSLATOLOGY

NAME SURNAME

TITLE OF THE PAPER

Bachelor's Thesis

Scientific adviser:
Degree. Name Surname

DAUGAVPILS, **2023_**

Appendix 3. Attestation page of the BA thesis

Bakalaura darbs *Darba nosaukums latviešu valodā / Darba nosaukums angļu valodā*

izstrādāts

DAUGAVPILS UNIVERSITĀTES
HUMANITĀRAJĀ FAKULTĀTĒ

Ar savu parakstu apliecinu, ka pētījums veikts patstāvīgi, izmantoti tikai tajā norādītie informācijas avoti un iesniegtā darba elektroniskā kopija atbilst izdrukai.

Darba autors: **Vārds Uzvārds**

_____ (paraksts)

Rekomendēju darbu aizstāvēšanai

Darba zinātniskais vadītājs: **Zin grāds. Vārds Uzvārds**

_____ (paraksts)

Darbs aizstāvēts Gala pārbaudījumu komisijas sēdē

un novērtēts ar atzīmi _____ (_____).

2023. gada _____

Komisijas priekšsēdētājs/a _____

(paraksts)