

**Appendix to the Thesis Writing and Evaluation Guidelines**  
**Department of English, FF KU**

***GUIDELINES TO THE BA THESIS IN LINGUISTICS***

Several aspects of academic writing that linguists are accustomed to deviate from practices used in publications on literary/cultural topics – please constantly consult your **supervisor** on this during your thesis-writing process.

Besides, the two most important points to bear in mind are the following:

- Keep the **deadlines** set by the Faculty and, above all, by your supervisor. It is your responsibility to leave some time for her/him to read and comment on your work, and keep in mind your supervisor has the right *not* to allow you to submit your thesis.
- Make proper reference to all sources used, and avoid any appearance of **plagiarism**. Any standard form of **citation** is suitable as long as it is approved of by your supervisor and you use it *consistently*. Linguists usually prefer the Author-Date system of referencing in a style closest to APA (check out [the Purdue OWL](#), <http://www.apastyle.org/> or [the CMS Quick Guide](#) for help). **Footnotes** are not normally used for giving bibliographical information but rather for additional remarks and side issues, for which purpose their use is strongly encouraged.

**Other formal requirements:**

- The thesis is supposed to be cca. 10,000-12,000 words (cca. 30-40 pages) long, but the length heavily depends on your topic as well as the number of figures and tables included.
- The font is Times New Roman 12 pt (10 pt for footnotes), lines are fully justified, with standard page margins (2.5 cm/1 inch), and 1.5 spacing.
- Divide your thesis into a hierarchy of chapters, sections, and subsections (and subsubsections, etc.), and number them accordingly (e.g., 1.1, 2.3.1).

**Parts of the thesis:**

- title page
- table of contents
- acknowledgements (if any)
- introduction
- discussion
- conclusion
- references
- appendices

In the case of **empirical studies**, the discussion part of the thesis has the following compulsory sections:

- Methods
  - Data collection
  - Data analysis
- Results
- Limitations

You will find a useful summary with practical tips [here](#).