

**Department of History**  
**University of Macau**

**GUIDELINE AND STYLE SHEET FOR WRITING  
PAPERS, THESES, AND DISSERTATIONS**

**1. Introduction:**

1.1 • This guideline and style sheet is meant only serve as a basic introduction and provide undergraduate and graduate students in History with the basic, elemental requirements for writing papers, theses, and dissertations. If your teacher has given you any specific instructions about the style and format of papers, be sure to follow them.

- For regulations on the format for BA senior theses see Appendix A.
- For regulations on the format for MA theses and PhD dissertations see Appendix B.

1.2 • Remember, before starting your BA senior thesis, MA thesis, or PhD dissertation you will need to first write a proposal and have it accepted by your teacher and/or the appropriate History Department committee. (For writing your proposal consult the History Department's guidelines.)

1.3 • Good academic writing must be based on accurate and verifiable sources. People who read your study must be told where exactly you found your information. Although some very basic information can be expected to be common knowledge for your readers, all other information that you have relied on while writing your paper, thesis or dissertation must be credited. Reproducing a source or an idea without crediting the original source is plagiarism.

1.4 • It is good practice to credit your sources in a consistent way, making use of a standard system. The Department of History requires that all students (undergraduate and graduate) use Mary Lynn Rampolla's *A Pocket Guide to Writing History* (newest edition) as a basic guide for writing all papers, theses and dissertations. The information in this guideline and style sheet is only a summary; for details consult the Rampolla book.

1.5 • Advanced students may also have to consult the *Chicago Manual of Style* for further information. The printed version of the *Chicago Manual of Style* and the website version give examples of both the humanities system and the sciences system. For our History students, only the humanities system is important.

1.6 • Also below you will find specific information about how to handle Chinese-language materials, which you will not find in Rampolla's *A Pocket Guide to Writing History* or in the *Chicago Manual of Style*.

**2. Descriptive Writing or Analytic Writing?**

2.1 • *Descriptive* writing merely says what happened or what another author has discussed; it provides an account of the topic.

2.2 • An *analytic* (or *critical*) approach asks and answers questions, makes comparisons, and presents and defends a thesis or argument. Rather than just stating the facts, this approach explains and interprets them. Why did events take place, what were their consequences, how did they relate to other developments? Why did the authors you read take differing stands? What is your own interpretation of the issues?

2.3 • Few assignments in history courses will be simply descriptive. Rather than just summarizing what happened or what you read, you will usually be asked to provide

your own analysis of the topic or issue about which you are writing and to argue a thesis or conclusion. Be sure that you understand what each assignment requires, in terms of the balance between description, analysis, and argument.

2.4 • You must provide evidence and examples to buttress your analysis and arguments. If you encounter material that does not agree with your position, you cannot just ignore it; instead you need to explain why you think that evidence is less important or persuasive.

### **3. Primary and Secondary Sources**

3.1 • A *primary source* is a record left by a person (or persons) who participated in or witnessed the events you are studying or who provided a contemporary expression of the ideas or values of the period under examination. Letters, autobiographies, diaries, government documents, minutes of meetings, newspapers, or books written about your topic at that time are examples; non-written sources include interviews, films, photos, recordings of music, and clothing, buildings, or tools from the period.

3.2 • *Secondary works* are accounts written by people who were not themselves involved in the events or in the original expression of the ideas under study. Written after the events or ideas that they describe, they are based upon primary sources and/or other secondary works. Thus, an early 20th-century historian could prepare a secondary study of the Taiping Rebellion in China through a reading of primary sources from that period, interviews with participants in the rebellion, examination of weapons, and so on.

### **4. Footnotes and bibliography:**

4.1 • If a passage in your paper, thesis, or dissertation is a direct quote or a paraphrase of a source you have read, you must provide a footnote to indicate your source. At the end of your study, you must provide a bibliography that lists all the sources you have used, i.e. all sources mentioned in your footnotes as well as any additional sources that you looked at while writing your paper, thesis, or dissertation and that helped you, even if you did not quote or paraphrase them directly. The way in which you refer to a source in a footnote and in the bibliography are slightly different.

4.2 • See below for examples of the main types of sources, explaining how to put them in a footnote and how to put them in the bibliography.

### **5. How to use quotes:**

5.1 • When using *secondary sources*, limit your use of direct quotations. In general, your paper will flow better if you paraphrase the statement, putting it into your own words. Quote only when you wish to call attention to the author's precise phrasing.

5.2 • When using *primary sources*, you may want to use a few more direct quotations, to illustrate the mood or language of your sources. But even here, be sparing. A good rule is to quote only when you plan to analyze or interpret the passage; otherwise, paraphrase.

5.3 • Do not use a direct quotation as the topic sentence of a paragraph.

5.4 • Every direct quotation must be put into quotation marks and given its own individual reference as a footnote.

5.5 • Quotations of five or more lines need to be indented 5 spaces on each side and single spaced. When you use this format, do not use quotation marks (but do still give the reference in a footnote). Shorter quotations should be typed as part of the regular paragraph.

5.6 • Punctuation with quotation marks. When ending a quotation in the text, a final comma or period always precedes the closing quotation marks, whether or not it is part of the quoted matter. Question marks and exclamation marks precede the quotation marks if they are part of the quoted matter but follow the quotation marks if they are part of the entire sentence of which the quotation is a part. For example: The newspaper reported that “150,000 young people gathered in New York.” Should we accept its account of “an amazing congregation”?

5.7 • If you leave out words from a quotation, to shorten it or to make it fit into the grammar of your own sentence, indicate the omission by using periods with a space between each one (. . .). For gaps in the middle of a sentence, use three periods; for omissions at the end of the sentence, use four periods. For example: “History is important . . . .”

5.8 • If you insert a word into a quotation, to increase clarity or adjust it to your own presentation, put the insertion into square brackets. For example: She said that “by January . . . [the trees] looked withered and dead.”

## **6. References to English-language materials:**

6.1 • Below are examples of how to refer to the most common types of English-language sources (books, articles, websites). In each case, we provide examples both for the reference in a footnote and in the bibliography. After each example, we provide some notes in square brackets explaining some of the general principles underlying the system.

Be careful to follow the exact style and punctuation in doing footnotes and bibliographies.

6.2 • If you cannot find an example below for the type of source you need to refer to, please consult Rampolla’s *A Pocket Guide to Writing History* or the *Chicago Manual of Style*. Only after consulting these two books, if you still cannot figure out how to cite a footnote or bibliographic entry, consult with your teacher.

### **a) Book by a single author:**

#### **• In footnote:**

First name Surname, *Title in italics* (Place of publication: Name of publishing house, year of publication), page number.

Jonathan D. Spence, *The Search for Modern China* (London: Hutchinson, 1990), 36.

[NOTE: A footnote is usually a reference to a particular page or set of pages in a book. Occasionally you might need to add a footnote to a passage that paraphrases an entire book, or the main idea of an entire book. In that case, no page numbers are included.]

#### **• In bibliography:**

Surname, First name. *Title in italics*. City of publication: Name of publishing company, year of publication.

Spence, Jonathan D. *The Search for Modern China*. London: Hutchinson, 1990.

[NOTE: Because a bibliography is always organized alphabetically by author’s surname, the author’s surname comes first in the bibliography entry.]

### **b) Book by more than one author:**

#### **• In footnote:**

First name Surname and First name Surname, *Title in italics* (Place of publication: Name of publishing house, year of publication), page numbers.

Jonathan D. Spence and Annping Chin, *The Chinese Century: A Photographic History* (London: HarperCollins, 1996), 45-57.

[NOTE: When paraphrasing a number of pages in a source, use a hyphen between page numbers, as in "45-57" in this example.]

• In bibliography:

Surname, First name, and First name Surname. *Title in italics*. Place of publication: name of publishing house, year of publication.

Spence, Jonathan D., and Annping Chin. *The Chinese Century: A Photographic History*. London: HarperCollins, 1996.

[NOTE: The first and second author are separated by a comma.]

• If you are dealing with a publication by four or more authors, all names go into the bibliography entry, but in the footnote it suffices to give the name of the first author followed by "et al." (Latin et alies, meaning "and others"). See the Chicago Manual of Style website, mentioned above, for examples.

c) Edited volume:

• In footnote:

First name Surname, ed., *Title in italics* (Place of publication: Name of publishing house, year of publication), page numbers.

Michel Hockx, ed., *The Literary Field of Twentieth-Century China* (Richmond: Curzon Press, 1999), 33.

• In bibliography:

Surname, Firstname, ed. *Title in italics*. Place of publication: Name of publishing house, year of publication.

Hockx, Michel, ed. *The Literary Field of Twentieth-Century China*. Richmond: Curzon Press, 1999.

d) Article or chapter in an edited volume:

• Edited volumes are collections of articles by different authors, and you will often find yourself referring to only one particular article, in which case it is good practice to provide a specific reference to that article, rather than to the whole book. In that case, the page numbers become important, as they tell your reader where exactly in the book the particular article can be found. Note that in this case, the page numbers also appear in the bibliography entry.

• In footnote:

First name Surname, "Article title in quotes," in *Book title in italics*, ed. First name Surname (Place of publication: Name of publishing house, year of publication), page numbers.

Raoul David Findeisen, "From Literature to Love: Glory and Decline of the Love-Letter Genre," in *The Literary Field of Twentieth-Century China*, ed. Michel Hockx (Richmond: Curzon Press, 1999), 67-98.

[NOTE the general principle that titles of articles are given in quotes and titles of books in italics.]

• In bibliography:

Lastname, Firstname. "Article title in quotes." In *Book title in italics*, edited by First name Surname, page numbers. Place of publication: Name of publisher, year of publication.

Findeisen, Raoul David. "From Literature to Love: Glory and Decline of the Love-Letter Genre." In *The Literary Field of Twentieth-Century China*, edited by Michel Hockx, 67-98. Richmond: Curzon Press, 1999.

e) Article in a printed journal:

• In footnote:

First name Surname, "Article title in quotes," *Journal title in italics* Volume Number (year): page numbers.

Danielle Suller, "Strange land: Re-producing and resisting place-myths in two contemporary fictions of Newfoundland," *Journal of Canadian Literature* 182 (2009): 20-53.

• In bibliography:

Suller, Danielle. "Strange land: Re-producing and resisting place-myths in two contemporary fictions of Newfoundland." *Journal of Canadian Literature* 182 (2009): 20-53.

[NOTE the general principle that titles of articles are in quotes and titles of journals in italics.]

Some journals do not only have a Volume Number but also an Issue Number, which is included as in the following example:

• In footnote:

Kathleen Scherf, "A Legacy of Canadian Cultural Tradition and the Small Press: The Case of Talonbooks," *Studies in Canadian Literature* 25.1 (2000): 131-49.

• In bibliography:

Scherf, Kathleen. "A Legacy of Canadian Cultural Tradition and the Small Press: The Case of Talonbooks." *Studies in Canadian Literature* 25.1 (2000): 131-49.

f) Article in an online journal:

• This category is meant for articles published online only. Nowadays, many articles that appear in printed journals also have online versions. If you read printed articles online, you may choose to refer to them as articles in printed journals, even though you did not read them in print, or you may choose to treat them as articles in online journals, in which case the format below applies.

• In footnote:

Jeroen de Kloet, "Digitisation and Its Asian Discontents: The Internet, Politics and Hacking in China and Indonesia," *First Monday* 7, no. 9 (2002), [http://www.firstmonday.dk/issues/issue7\\_9/kloet/index.html](http://www.firstmonday.dk/issues/issue7_9/kloet/index.html) (accessed 18 September, 2007).

• In bibliography:

De Kloet, Jeroen. "Digitisation and Its Asian Discontents: The Internet, Politics and Hacking in China and Indonesia." *First Monday* 7, no. 9 (2002), [http://www.firstmonday.dk/issues/issue7\\_9/kloet/index.html](http://www.firstmonday.dk/issues/issue7_9/kloet/index.html) (accessed 18 September, 2007).

[NOTE: It is good practice to mention the date on which you accessed a particular online source, because online materials can sometimes change contents rather rapidly.]

## **7. References to Chinese-language materials**

7.1 • In references to Chinese-language materials, you should give the authors' names in pinyin followed by Chinese characters, and the source title in pinyin followed by Chinese characters and an English translation in brackets. For articles in books or journals, only the title of the article requires characters and an English translation, whereas the title of the book or journal in which it is included can just be in pinyin. Places of publication and names of publishing houses also just in pinyin. Since

Chinese family names always come first, there is no need to separate the family name from the given name by a comma in the bibliography, i.e. where you would write “Spence, Jonathan” in the bibliography for a western name, for a Chinese name you can just write “Wang Wenxing” or “Bai Meiyong” without the comma in between.

7.2 • Remember that the only correct way to write a Chinese name in pinyin is by writing the family name (*xing* 姓) and the given name (*ming* 名) both as one word. So “Mao Zedong”, not “Mao Ze Dong” or “Mao Ze-dong”.

7.3 • If you are unsure about how to write something in pinyin, you can find the official rules for pinyin spelling on the very useful website <http://www.pinyin.info>. You can also refer to the information provided in Appendix 1 in John DeFrancis, ed., *ABC Chinese-English Dictionary* (Honolulu: University of Hawai'i Press, 1996), pp. 835-845.

[NOTE: When people with Chinese names publish in English, they sometimes choose to put their given name first. In that case you do need to adhere to the normal format for the bibliography. So if Mr Wang Wenxing publishes in English under the name “Wenxing Wang”, then he would appear in the bibliography as “Wang, Wenxing” with the comma.]

#### a) Examples of footnotes to Chinese-language materials:

##### • Book by one author:

Wang Dewei 王德威, *Xiangxiang Zhongguo de fangfa* 想象中國的方法 [Ways of Imagining China] (Beijing: Sanlian shudian, 1998), 35-67.

##### • Journal article by two authors:

Yang Weiguo 楊衛國 and Zheng Tong 鄭彤, “Meiguo wenxue de shenceng jiegou” 美國文學的深層結構 [The Deep Structure of American Literature], *Waiguo wenxue yanjiu congkan* 45.12 (1978): 34-45.

[NOTE: Because the Chinese characters and the English translation follow the title of the article, the comma comes only after the English translation, not inside the quotation marks. Also note that in the Chicago system, commas never precede brackets.]

#### b) Examples of bibliography entries for Chinese-language materials:

##### • Edited volume:

Peng Xiaoyan 彭小妍, ed. *Wenyi lilun yu tongsu wenhua* 文藝理論與通俗文化 [Literary Theory and Popular Culture]. Taipei: Zhongguo yanjiuyuan, 1999.

##### • Article or chapter in edited volume:

He Maixiao 賀麥曉. “Wu Xinghua, xin shi shixue yu wuling niandai Taiwan shitan” 吳興華，新詩詩學與五〇年代臺灣詩壇 [Wu Xinghua, the Poetics of New Poetry, and the Taiwanese Poetry Scene of the 1950s]. In *Wenyi lilun yu tongsu wenhua*, edited by Peng Xiaoyan, 207-230. Taipei: Zhongguo yanjiuyuan, 1999.

## **8. Use of the Ibid:**

8.1 • If a footnote refers to the same source that was cited in the immediately preceding footnote, the abbreviation *ibid.* (for *ibidem*, which means “in the same place”) may take the place of the author’s name, title of the work, and as much of the succeeding material as is identical.

For example:

Jonathan D. Spence and Annping Chin, *The Chinese Century: A Photographic History* (London: HarperCollins, 1996), 45-57.

Ibid., 169.

**9. Repeated references to the same source:**

9.1 • If you refer to the same source more than once in footnotes, you do not need to provide the full citation every time. After the first (full) citation, every subsequent citation in footnotes may consist of simply the author's name, a shortened title, and the page number.

For example:

• Footnote at first occurrence:

Chen Xiaomei, *Occidentalism: A Theory of Counter-Discourse in Post-Mao China* (Oxford: Oxford University Press, 1995), 45-56.

• Footnote at subsequent occurrences:

Chen Xiaomei, *Occidentalism*, 78-98.

## Appendix A

### **Format for BA Senior Theses**

#### **Title Page:**

Attach a title page to the front of your thesis. The title page should contain:

- Title of thesis
- Your Name
- Senior Thesis in History
- Supervising Professor's Name
- University of Macau
- Date

#### **Contents of Senior Thesis:**

Thesis should be assembled in the following order:

1. Title Page
2. Table of Contents
3. Text/Body of Thesis
4. Endnotes (unless you use footnotes)
5. Appendix - tables, charts, illustrations (optional--may be in body of text as well)
6. Bibliography

## Appendix B

### **Format of MA Theses and PhD Dissertations**

#### *(A) Paper and Digital Manuscripts*

The paper must be of International Standard A4 size (297 mm x 210 mm) normally with 25% cotton content. The paper should be 80 or 90 gms bright white, high contrast.

Double-sided printing should be adopted.

Digital manuscripts must be submitted in both Adobe PDF and Word formats without compression or password protection in form of a CD to the academic unit concerned for onward transmission to the University Library. Embedded multimedia files or hyperlinks to external files may be included. Images, audio or video files should be in one of the following formats:

Images: GIF (.gif); JPEG (.jpeg); TIFF (.tif)

Video: Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi);  
MPEG (.mpg)

Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi) MPEG-2; SND (.snd);  
WAV (.wav)



*(B) Margins*

- Left margin : 4cm
- Three remaining margins : 2½ cm

*(C) Spacing*

- Double-line spacing must be used throughout the manuscript including the abstract, dedication, acknowledgments and introduction.
- Single-line spacing is acceptable for footnotes, bibliographic entries, long quoted passages and items in lists, tables and appendices.

*(D) Font*

- 12-point, Times New Roman for thesis written in English or Portuguese
- 12-point, 新細明體 for thesis written in Chinese

*(E) Pagination*

Every page, except the title page, in the dissertation must be numbered. The page number must be positioned in the lower right corner.

- Front Matter

Small Roman numerals (i, ii, iii, iv, v ...) are used for the preliminary pages (e.g. abstract, acknowledgement, table of contents).

- Text

Arabic numbers (1,2,3, ...) are used for the text, appendices and bibliography.

*(F) Sections*

A thesis should contain the following parts in the order shown:

(I) Title Page

A title page should contain the following information. For format of the Title Page, please refer to Appendix I:

- Thesis title
- Name of author
- Name of supervisor
- Name of co-supervisor(s) (if applicable)
- Name of department (if applicable)
- Degree title
- (Expected) Degree Award Date
- Academic unit
- Name of the University

(II) Copyright

The copyright notice should appear alone on a single page. Text should be centered 100mm from the top of the page. All of the text should be centered on

the line with normal margins. No page number should appear on the Copyright Page. For format of the Copyright Page, please refer to Appendix II.

(III) Acknowledgments

The acknowledgment page should indicate any facts, ideas, materials of others used in preparing and completing the thesis.

The page should begin with the word 'Acknowledgements' centered 60mm from the top of the first page. Any acknowledgement of previously copyrighted

material should appear in this section.

#### (IV) Abstract

- In each copy of a thesis there must be an abstract of not more than 350 words.

- The abstract or a version of the abstract must be in English.

#### (V) Table of Contents

The table of contents should contain the following parts in the order shown:

- List of Tables and Figures

- Glossary

- List of Abbreviations

- Main Text

[*Original Publications by the Author (in the Introduction, see IX)*]

- References

- Appendix

- Author's CV

#### (VI) List of Tables and Figures

This page shows a listing of all the tables and figures included in the thesis.

#### (VII) Glossary (Optional)

An alphabetical list of specialized and technical terms used in the thesis, together with their definitions, should be included.

#### (VIII) List of Abbreviations (Optional)

The acronyms and other abbreviations used in the thesis must be listed here.

#### (IX) Main Text

The main text must be divided into chapters, starting with the Introduction and terminating with the Conclusions. The Introduction must be divided in, at least 5 sections, namely, i) General (or Historical) Scientific Background, ii) Specific Background, iii) Research Goals and Challenges, iv) Organization of the Thesis and finally, v) Statement of Originality. The Conclusions must be divided in two parts, in particular, i) Conclusions, ii) Perspectives for Future Work. The overall document must meet the formatting requirements described in this document.

#### (X) Original Publications by the Author (related to the PhD work)

A list of the author's publications and accepted papers/books etc. during the PhD study should be included in the Introduction chapter in section v) Statement of Originality (above).

#### (XI) References

The list of references is a comprehensive list of all sources used by the author and is required at the end of each chapter or in the end of the thesis, appearing immediately after the text, and should be entitled as References. Either the MLA or APA style should be used for the references.

#### (XII) Appendices

Appendices may consist of material that is related to, but not appropriate for, inclusion in the text. They must meet the formatting requirements described in this document.

#### (XIII) Author's CV

Apart from the author's particulars, the CV must also include professional experience and publications of the author.

#### (G) Thesis Cover

Paper of white color should be used as the Thesis Cover which should be in the format

as shown in Appendix III.

*(H) Binding Requirements*

Paper back binding can be used for theses for examination purpose. Hard cover binding must be used for the Library copy of the theses. The author's name and the year must appear on the spine of the thesis.

The Library copy of all PhD theses must be bound by the official contractor appointed by the UM. For details about thesis binding arrangement, please contact the Graduate School.

\* \* \* \* \*

**Title Page**

Thesis Title

by

Name of Author

Name of Supervisor

Name of Co-supervisor(s) (if applicable)

Name of Department (if applicable)

Degree Title

(Expected) Degree Award Date

Academic Unit  
University of Macau

\* \* \* \* \*

**Copyright Page**

Copyright (do not use the © symbol)Year (e.g. 2009) by  
Author's Name (SURNAME, Given Names)  
University of Macau

\* \* \* \* \*

**Thesis Cover**

Title of Thesis

by

Name of Author

Degree Title

Year

Name of Academic Unit  
University of Macau