DEPARTMENT OF HISTORY

NATIONAL UNIVERSITY OF SINGAPORE

**Honours Thesis Style-sheet AY2023-24**

**Note**: If the HT style is subject to any changes (to align with best academic practice), these will be communicated to students by the start of the new AY. Any changes to the HT formatting (including MCs) will only come into effect for students of cohort 2021.This will be communicated to the cohort.

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| A | GENERAL REQUIREMENTS |
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|  | A1 | **LENGTH** -The length of the Honours Thesis (hereafter, H.T.) is maximum 15,000 words. The word count includes the main text and footnotes but excludes the following: the title page, signed statement, abstract, preface, acknowledgements, list of tables and plates, abbreviations, contents page, appendices, and bibliography. All entries in the main text (including tables, titles of plates, citations of sources, etc.) are included in the word count. The H.T. must not exceed the maximum word limit of 15,000 words unless the topic is one in which non-English sources have been used extensively. In these cases, an additional 5% (or 750 words) allowance will be given. Those who require additional word length need to apply to the Department before submitting their thesis.As candidates have to indicate the total word count of their H.T. in the signed statement, it is advised that the H.T. be prepared using a computer to facilitate the word count. Students are also encouraged to have their word counts checked by the staff in the History General Office before the submission date. This will ensure that there are no last minute problems or queries over the exact length of the H.T. Please remember that the crucial word count is that generated by the History General Office computer software.[See also **C.8 FOOTNOTES and D.1 under PENALTIES]** |
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|  | **A2** | **SUBMISSION AND ASSESSMENT -**The H.T. must be uploaded by **4:00pm on Monday, Week 11 of** **Semester 1 – 30 October 2023 or** **Semester 2 – 1 April 2024**.[See also **D.2** under **PENALTIES]**H.T. will be assessed and graded based on such criteria as: style and structure (grammar and clarity of expression, organization and coherence, footnoting and bibliography); content and substance (definition of problem and approach, relevance of information and ideas, strength of arguments and analysis); and creativity and originality (knowledge of literature, contributions in terms of information and interpretation, intellectual integrity and absence of plagiarism). |
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|  | **A3** | **COPIES -**You would (on the due date) to upload two files in the CANVAS – one file with your entire H.T.; the other file with only your main text and footnotes for the purpose of a word-count.Please use this format as the filename (yourname as in the student record)- **yourname-wordcount.doc */*** - **yourname-entire thesis.pdf**. You then need to make a submission to **Turnitin**, for which the password will be sent to you nearer to the submission date.  Please note that we no longer require hardcopies of the H.T. since the Library now only accepts softcopies. |
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|  | **A4** | **FORMAT -** |
|  |  | a. | **Typing -**The H.T. should be prepared using a computer and the main text must be typed double-spaced except for footnotes and block quotations which may be single-spaced. Use a font of at least size 12. |
|  |  | b. | **Margins -**Each page should have a left margin of 3.5 cm. and a right margin of 2 cm. |
|  |  | c. | **Pagination -**Each page should be numbered consecutively in the upper right-hand comer using Arabic numerals from the first page of the Introduction/Chapter 1. The preceding pages, beginning with the 'Signed Statement' page, should be numbered using lower case. |
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| **B** | **COMPONENTS OF THE H.T.** |
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|  | **B1** | TITLE PAGE -This should include the following information: |
|  |  | a. | The title of the H.T. |
|  |  | b. | The name of the Candidate. |
|  |  | c. | The following statement: 'This thesis has the equivalent of three papers in the B.A. Honours Examination in History'. |
|  |  | d. | Department of History, National University of Singapore. |
|  |  | e. | The year of submission. |
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|  | **B2** | **SIGNED STATEMENT -**The candidate is required to include the following signed declaration which should follow the title page:'This thesis represents my own work and I have duly acknowledged in the footnotes and bibliography the sources and information which I have consulted for the purpose of this study. This thesis has not transgressed the maximum word limit of 15,000 words. The total word count for this thesis is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ words.' |
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|  | **B3** | **ABSTRACT AND KEYWORDS -**The abstract, which should have a maximum of 300 words, provides a summary of the main points and arguments of the H.T. List down the **keywords** of your thesis. |
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|  | **B4** | **PREFACE -**The preface should provide information about the writer's reasons for making the study. It should not repeat what has been written in the Methodological and Literary Review Essay that forms the introduction. |
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|  | **B5** | **ACKNOWLEDGEMENTS -**This section allows the student to thank those people and institution that have helped her/him in the research phase of this project. |
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|  | **B6** | **INTRODUCTION**This section includes a review of the methodology undertaken and any previous literature on the topic chosen for the H.T. Students are also required to indicate the context of their research, their conceptualization of the research problem they have confronted and the framework of analysis they have used to overcome that problem. This entire section should not exceed about 1200 words of text and should serve as the introduction to the H.T. Note that the Department will not do an exact word count to see whether the 1200-word limit has been exceeded, but it is highly recommended that this limit be respected so that enough space is left for the rest of the H.T. |
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|  | **B7** | **CONTENTS -**Included in this page are the main divisions of the H.T. with their respective page numbers: |
|  |  | a. | Abstract |
|  |  | b. | Preface |
|  |  | c. | Acknowledgements |
|  |  | d. | Tables\* |
|  |  | e. | Plates\* |
|  |  | f. | Abbreviations\* |
|  |  | g. | Introduction\*, title of each Chapter, Conclusion\*, and important Chapter subdivisions\* |
|  |  | h. | Appendix/Appendices\* |
|  |  | i. | Bibliography |
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|  |  | [\*denotes optional headings] |
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|  | **B8** | **TABLES -**The list of tables should provide the table numbers and their respective titles and page numbers. The titles shown in the list should correspond exactly to the wording above the tables themselves. |
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|  | **B9** | **PLATES -**The list of Plates should include their respective titles and page numbers. The titles should correspond to those given under the plates. |
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|  | **B10** | **ABBREVIATIONS -**This page should list any frequently cited abbreviations. |
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|  | **B11** | **THE MAIN TEXT -**This is the main body of the H.T. and is divided into chapters. The text should begin with INTRODUCTION/CHAPTER 1. |
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|  | **B12** | **FOOTNOTES OR ENDNOTES -**Either are acceptable, although footnotes are preferred. The Footnotes/Endnotes are counted within the overall 15,000 word limit. |
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|  | **B13** | **APPENDIX/APPENDICES -**The candidate may wish to make available related materials that are not suitable for inclusion in the main text as appendices. Each appendix should normally carry a descriptive title and an indication of its source/s. |
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|  | **B14** | **BIBLIOGRAPHY -**This provides a list of relevant sources consulted in the course of the study. |
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| **C** | **ELEMENTS OF STYLE** |
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|  | **C1** | **SPELLING.** English language spelling and hyphenation, except within quotations (which must follow the original text exactly), should be in accordance with the latest edition of the *Shorter Oxford Dictionary*. |
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|  | **C2** | ITALICS -Italicize or underline titles of books, pamphlets, periodicals, and plays when they appear in the text. Common words of foreign origin which have been anglicized in usage should not be italicized if they are found in the Shorter *Oxford Dictionary*. Do not italicize titles of chapters, articles, or names of persons, places and organizations, or common Latin words and abbreviations (such as per cent, passim, Ibid., cf., etc.). |
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|  | **C3** | **QUOTATION -**Enclose in double quotation marks titles of articles, unpublished works, English translations of words from another language, and short quotations. For long quotations of five or more typed lines, the text should be indented both at the left and the right margins and inverted commas should not be used. Block quotations should be typed single-spaced. Indicate a quotation within a quotation with single quotation marks. Place commas and periods inside quotation marks and other punctuation outside unless they are part of the material quoted. |
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|  | **C4** | **BRACKETS -**Use square brackets [ ] to enclose explanatory matter inserted into a verbatim quotation, or matter inserted to complete the meaning of a translation and intended to read as part of the translation. The translation of the title of a book or article in a foreign language, if given, should be placed after the original title; if the translation is your own enclose it in square brackets; if it appears in the work itself enclose it in round brackets. |
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|  | **C5** | NUMBERS -Spell out numbers (except page numbers and dates) of less than three digits except in footnotes and in material in which numbers are frequently used. |
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|  | **C6** | **DATES -**Follow these forms: 15 November 1955, 1954-55, eighteenth century, 1890s, and 221 B.C., but A.D. 211. In footnotes, abbreviated forms are preferred: 15 Nov. 1955, 18th Century. |
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|  | **C7** | **TRANSCRIPTION** |
|  |  | a. | Chinese -Use either the *Pinyin*, or the modified Wade-Giles system as found in "List of Syllabic Headings" in the American edition of Mathews' *Chinese English Dictionary*, pp. xviii-xxi, omitting the circumflex and breve, but retaining the umlaut ii. For well-known place names use the established forms *(Postal Atlas of China* system: Yangtze, Nanking, Fukien); for others use *Pinyin*, or Wade-Giles with hyphens between the elements. |
|  |  | b. | **Indonesian and Bahasa Malaysia -**Follow the uniform (post-1972) system of spelling as found in the second and third editions of John M. Echols and Hassan Shadily, *Indonesian-English Dictionary* or in T. Iskandar, *Kamus Dewan* (Kuala Lumpur: Dewan Bahasa dan Pustaka). |
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|  | **C8** | **FOOTNOTES/ENDNOTES -**Any use of the words of another person, and any use of facts or ideas which are not common knowledge, must be acknowledged in a footnote/endnote. If the actual words are taken from a source, quotation marks must be used unless the quote is long, in which case it may be indented (left and right) as a block. Inverted commas are not used around block quotations. |
|  |  | a. | **First Citation -**The first time a source is cited, complete publication details must be given. The following examples show the format that should be used. The page number(s) indicate where the material actually used is to be found.**[Books]**\*P.P. Courtenay, *A Geography of Trade and Development in Malaya* (London: G. Bell & Sons, 1972), pp. x-y.**[Articles]**\*Cheah Boon Kheng, "The Erosion of Ideological Hegemony and Royal Power and the Rise of Postwar Malay Nationalism, 1945-46", *Journal of Southeast Asian Studies* 19, 1 (March 1988), p. x. |
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|  |  |  | \*Jon A. Wiant, "Insurgency in the Shan State", in *Armed Separatism in Southeast* Asia, ed. Lim Joo-Jock and Vani S. (Singapore: ISEAS, 1984), p. X. |
|  |  | b. | **Subsequent Citations.** If a footnote refers to the same source as the one above it, Ibid. should be used. (Ibid. is an abbreviation for *Ibidem* so must be followed by a full stop, but it is not underlined.) Other Latin terms such as *op cit and loc cit* should not be used. Instead, unless Ibid. is appropriate, second and later citations should make use of a short title (adequate to identify the work).\*Courtenay, *Geography*, pp. x-xx.\*Cheah, "Postwar Malay Nationalism", p. x. |
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|  |  | **SAMPLE FOOTNOTES/ENDNOTES**

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| Footnote 2 refers to Courtenay, p. 27. Footnote 3 refers to Courtenay, p. 391 P.P. Courtenay, *A Geography of Trade and Development in Malaya* (London: G. Bell & Sons, 1972), p. 27.2 Ibid.3 Ibid., p. 39.4 W. E. Cheong, “Canton and Manila in the Eighteenth Century”, in *Studies* *in the Social History of China and South-East Asia: Essays in Memory of Victor* *Purcell,* ed. Jerome Ch'en and Nicholas Tarling (Cambridge: Cambridge University Press, 1970), pp. 229-230.5 Cheah Boon Kheng, "The Erosion of Ideological Hegemony and Royal Power and the Rise of Postwar Malay Nationalism, 1945-46", *Journal of Southeast Asian Studies* 19, 1 (March 1988), pp. 20-21.6 Courtenay, *Geography*, p. 187.7 Cheah, "Postwar Malay Nationalism", p. 16.[Candidates are advised to refer to the British edition of Kate L. Turabian, *A Manual For Writers of Term Papers, Theses, and Dissertations* (London: Heinemann, 1982). The above follow Turabian except that "p." or "pp." is used for all page numbering in footnotes.] |

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|  |  | c. | **Non-English Sources -**Footnotes documenting non-English sources, such as Chinese sources, should record the transliteration of the Chinese sources used. The titles of the Chinese or non-English sources and their transliterations and translations in English should be cited in the bibliography. Eg. Wang, Tongling 王桐龄. *Dong Yang Shi* 东洋史 [A History of Pacific Asia]. Shanghai: Shanghai Shudian, 1996. |
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|  |  | d. | **Internet Sources -**Students may download a brief citation guide for internet sources in History and the Humanities from: <http://www2.h-net.MSU.edu/about/citation> |
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|  |  | e. | **Oral History –**Students may download a brief citation guide for Oral History from: <http://toto.lib.unca.edu/findingaids/oralhistory/citations.htm> |
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|  | **C9** | **BIBLIOGRAPHY -**Bibliographic citations differ slightly from footnotes. For a bibliography, the following format should be followed, and entries must be in alphabetical order by author's name. Page numbers are used to show the beginning and end of an article. |
|  |  | **[Books]**Ch'en, Jerome and Tarling, Nicholas, eds. *Studies in the Social History of China and South-East Asia: Essays in Memory of Victor Purcell*. Cambridge: Cambridge University Press, 1970.Courtenay, P.P. *A Geography of Trade and Development in Malaya*. London: G. Bell & Sons, 1972.**[Articles]**Cheah Boon Kheng. "The Erosion of Ideological Hegemony and Royal Power and the Rise of Postwar Malay Nationalism, 1945-46", *Journal of Southeast Asian* Studies 19, 1 (March 1988), pp. 1-26. |
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| **D** | **PENALTIES** |
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|  | **D1** | **EXCESSIVE LENGTH**Any H.T. that transgresses the maximum word limit will be penalized. |
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|  | **D2** | **LATE SUBMISSION -**Any H.T. submitted after the deadlinewill also be penalized unless there are legitimate reasons (such as health problems verified by a doctor) for the delay. |
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| **E** | **PLAGIARISM** |
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|  | **E1** | The Department of History and the Faculty of Arts and Social Sciences consider plagiarism as a serious and punishable offence. Any candidate who takes and passes off as his or her own the ideas and written work of others has committed an act of plagiarism. It is a form of intellectual theft. NUS also considers the ‘cut and paste’ method of using text without full and proper citation, the use of inverted commas or indented passages, as being the equivalent of plagiarism. **To ensure that this does not occur, all Honours Theses will be submitted to turnitin.com**. |
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|  | **E2** | Candidates are advised to observe the following principles: |
|  |  | When borrowing an exact sentence, or phrasing that cannot be improved upon, you must place the material in quotation marks and acknowledge the source(s) in your footnotes. Even paraphrased material derived from either primary or secondary sources must also be acknowledged. That does not mean that every sentence needs a footnote. Where a paragraph contains material not directly cited from a number of secondary sources, you may employ a multiple footnote. Any student found in violation of the fair use doctrine is liable to severe penalty, including an automatic failing grade on the H.T. |
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