

University of Split  
Faculty of Humanities and Social Sciences  
Department of English Language and Literature  
Literature Section

**Writing Instructions  
for BA Thesis (Završni rad) & MA Thesis (Diplomski rad)  
in Literature/Literature and Film/Literature and New Media  
at the Department of English Language and Literature,  
Faculty of Humanities and Social Sciences in Split**

**1. General Instructions**

1.1. BA Thesis (Završni rad) and MA Thesis (Diplomski rad) at the Split Department of English Language and Literature are written in English.

1.2. BA Thesis (Završni rad) and MA Thesis (Diplomski rad) represent original research and writing undertaken by the student under supervision of one or two supervisors during the last (summer) semester of the respective study programme. They should be written in accordance with academic principles of academic honesty and fair use of sources.

1.3. A BA Thesis should be between 7.000 and 10.000 words in length, excluding the Summary and Sažetak.

1.4. An MA Thesis should be between 15.000 and 20.000 words in length, excluding the Summary and Sažetak.

1.5. The TITLE should succinctly describe the main focus of the thesis. For this purpose, it can also consist of a main title and a subtitle, wherein the main title describes the general topic and the subtitle identifies the specific works & authors analysed in the thesis.

1.6. The TITLE PAGE is the same as the COVER, and should contain the following information in Croatian language (with the exception of the thesis title): name of university, faculty, and department; student's name and surname; thesis title; thesis type (MA or BA); place and year of submission (see Appendix A).

1.7. The first unnumbered page after the title page should contain the following information in English: name of university, faculty, and department; thesis title; thesis type (MA or BA); student's name and surname; supervisor's name, surname and title (see Appendix B).

1.8. If the student wants to include an *Acknowledgements* section (*Zahvale*), the same should follow on a separate unnumbered page.

1.9. If the thesis contains non-textual material (such as tables, graphs, images), these should be listed on a separate unnumbered page.

1.10. CONTENTS (Sadržaj) lists the titles of thesis' sections (or chapters) and their respective page numbers. Each thesis section (or chapter) should be numbered, and if they

contain subsections (or chapter divisions) these should also be numbered accordingly (i.e. 1.1., 1.2., 2, 2.3 etc).

1.11. INTRODUCTION (Uvod) gives the main argument of the thesis in brief and explains its theoretical underpinning. It should give the reasons why the student chose this particular topic *and* why s/he chose this particular theoretical approach for their analysis. Furthermore, the Introduction explains how the thesis' main argument relates to the work already done in the field by entering into dialogue with the relevant secondary sources. The Introduction concludes with the brief description of the following sections/chapters.

1.12. Each following CHAPTER (Poglavlje) develops a separate stage of the students' argument, based on the student's own analysis of the primary text(s) and supported by secondary sources. The opening of each chapter clearly states the chapter's main argument. Ideas are then developed through a progression of related paragraphs.

1.13. The CONCLUSION (Zaključak) contains the conclusion of the student's analysis and findings developed in the preceding chapters.

1.14. WORKS CITED (Literatura) should contain only the sources actually used and referenced in the text. This also means that every primary or secondary source used or referenced in the text should be listed in the Works Cited section. The sources should be listed alphabetically according to the author's surname following MLA Style guidelines. This means that the titles of shorter pieces of writing (e.g. short poems, essays, short stories, newspaper articles, book chapters, articles, web pages, TV series episodes, etc.) are to be listed under inverted commas, while the titles of longer pieces of writing (such as novels, books, anthologies, journals, newspapers, magazines, essay collections, long poems, poetry collections, films, websites, TV series, etc.) should be in italics. Instead of italics students can use underlining – but whichever they choose they should use it consistently throughout their thesis.

### **Examples of MLA Style use in Works Cited**

#### **Longer works:**

##### NOVEL

Barnes, Julian. *Arthur and George*. New York: Vintage, 2005.

##### MONOGRAPH

Alexander, Michael. *A History of English Literature*. 2nd edition. Basingstoke: Palgrave Macmillan, 2007.

##### FILM

*Abismos de passion / Wuthering Heights*. Dir. Luis Buñuel. Producciones Tepeyac, 1953.

#### **Shorter works:**

##### BOOK CHAPTER

Auerbach, Nina. "Jane Austen's Dangerous Charm: Feeling as One Ought about Fanny Price". In: Janet Todd (ed.), *Jane Austen: New Perspectives*, New York: Holmes & Maier, 1983, 208-223.

ARTICLE in a journal

Aragay, Mireia. "Possessing Jane Austen: Fidelity, authorship, and Patricia Rozema's Mansfield Park (1999)". *Literature/Film Quarterly* 31.3 (2003): 177-85.

ARTICLE in a WEB journal

Bonin, Liane. "Born Toulouse". *Entertainment Weekly* online, 19 June 2001. <http://www.ew.com/ew/article/0,,130204,00.html> Accessed on 02 September 2009.

ENCYCLOPAEDIA ENTRY

Faludi, Susan. "Postfeminism". In: *Routledge International Encyclopedia of Women. Global Women's Issues and Knowledge. Vol. 3. Identity politics-publishing*. Eds. Cheris Kramar and Dale Spender. London/New York: Routledge, 2000. 1646-1648.

MLA style uses in-text citation. **In-text citations** can be shorter (up to 50 words or 4 lines of poetry), or longer. **Shorter citations** are given inside the text within quotation marks and page reference in brackets. The citation can be quoted directly or paraphrased, but in both cases the page reference and author's name need to be provided. For example (examples from MLA Style Guide at Purdue University Online Writing Lab):

**Prose** - direct citation:

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

OR:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Paraphrase:

Wordsworth extensively explored the role of emotion in the creative process (263).

**Poetry:**

Up to four lines of poetry are given under quotation marks within the main text, with lines running on and separated by a slash. Author's name and line numbers are provided in brackets at the end of the sentence. E.g.

In the second stanza of "Kubla Khan", the lines "And from this chasm, with ceaseless turmoil seething,/As if this earth in fast thick pants were breathing,/A mighty fountain momentarily was forced" use sexually charged imagery to discuss the nature of creation (Coleridge 17-9).

**Longer citations of poems** are separated from the main text as block quotes without quotation marks and with the author's name and page number in brackets. For detailed instructions on in-text citations, see <https://owl.english.purdue.edu/owl/resource/747/02/>

**MLA Referencing Style** is an example of an in-text referencing style, which means that after the quotation the author's name and page number are given in brackets and the full reference to the source is given in Works Cited. **FOOTNOTES** are therefore used only for additional information or comments that are related to the argument but are not directly relevant.

For further instructions on citation, see MLA Style Guide at Purdue University Online Writing Lab <https://owl.english.purdue.edu/owl/resource/747/01/>

**NOTA BENE:** MLA style is the preferred style; however, a student can use another style (e.g. Harvard Referencing Style) as long as s/he uses it consistently throughout the thesis.

1.15. Appendix/Apendices (Dodatak/Dodaci), if there are any, follow the Conclusion.

1.16. SUMMARY in English summarizes the thesis in cca. 100 words.

1.17. SAŽETAK in Croatian summarizes the thesis in cca. 100 words.

1.18. There is zero tolerance for plagiarism in BA and MA theses. The Department's policies on plagiarism are governed by the relevant legal documents of the Faculty of Humanities and Social Sciences and the University of Split (*Pravilnik o stegovnoj odgovornosti studenata*, and *Etički kodeks*, both available online). If a student uses plagiarised work (either intentionally or unintentionally) during the writing stages (in the first or second draft), it is the supervisor's duty to inform the student about the problem in written form and then discuss it with the student, making sure s/he understands the rules of fair use. If the student's final draft contains plagiarism, or if the student intentionally and repeatedly uses plagiarised work despite the supervisor's repeated written and oral reprimands and explanations, the supervisor can start the disciplinary procedure in line with the said legal framework.

## 2. Specific Instructions

### 2.1. BA Thesis Guidelines:

#### Expected Style, Content and Level of Analysis Explained for Each Grade

##### *5 – Excellent (Izvrstan/Odličan)*

BA thesis suitable for a grade of 5 will have:

- A clearly stated and well-judged thesis argument of suitable magnitude for BA thesis work.
- Excellent organisation of its thesis arguments and paragraph structure.
- Impressive and detailed literary analysis used to support its thesis arguments.
- A clear and error-free prose style, which deploys fitting literary and/ or theoretical terminology, demonstrates a substantial general vocabulary range, and employs a suitably varied syntax.
- Creative and active engagement with an appropriate number of secondary texts, and /or theoretical sources whose relevance has been clearly defined.

##### *4 – Very good (Vrlo dobar)*

BA thesis suitable for a grade of 4 will have:

- A clearly stated and well-judged thesis argument of suitable magnitude for BA thesis work.
- Very good organisation of its thesis arguments and paragraph structure.
- Interesting and frequently detailed literary analysis used to support its thesis arguments.
- A mostly clear and error-free prose style, which uses some fitting literary and/ or theoretical terminology, and which demonstrates a reasonable range of vocabulary and syntax.
- Active engagement with an appropriate number of secondary texts, and /or theoretical sources whose relevance has been defined.

##### *3- Good (Dobar)*

A BA thesis suitable for a grade of 3 will have:

- A clearly stated thesis argument of roughly appropriate magnitude for BA thesis work.
- Good organisation of its thesis arguments.
- Reasonably interesting and occasionally detailed literary analysis used to support its thesis arguments.
- A mostly clear and error-free prose style, an acceptable vocabulary range, and a sufficiently varied syntax.
- Some active engagement with secondary texts, and /or theoretical sources.

##### *2 – Sufficient (Dovoljan)*

A BA thesis suitable for a grade of 2 will have:

- A recognisable thesis argument of roughly appropriate magnitude for BA thesis work.
- An acceptable organisation of its thesis arguments.
- A sufficient level of analysis used to support its thesis arguments.
- A prose style that is acceptably clear and with a limited number of errors, which demonstrates an acceptable range of vocabulary and syntax.
- Some attempt to engage with secondary texts, and /or theoretical sources.

## **2.2. MA Thesis Guidelines**

### **Expected Style, Content and Level of Analysis Explained for Each Grade**

#### *Grade 5 – Excellent (Odličan/Izvrstan)*

An MA thesis suitable for a grade of 5 will have:

- A clearly stated and well-judged thesis argument of suitable magnitude for diplomski thesis work.
- Excellent organisation of its thesis arguments and paragraph structure.
- Impressive and in-depth literary analysis used to support its thesis arguments, which clearly demonstrates evidence of original creative thought.
- A clear and error-free prose style, which deploys fitting literary and/ or theoretical terminology, demonstrates a wide general vocabulary range, and employs a suitably varied syntax.
- An awareness of the academic field(s) in which the thesis argument is situated.
- Creative and active engagement with an appropriate number of secondary texts, and /or theoretical sources whose relevance has been clearly defined.

#### *4 – Very good (Vrlo dobar)*

An MA thesis suitable for a grade of 4 will have:

- A clearly stated and well-judged thesis argument of suitable magnitude for MA thesis work.
- Very good organisation of its thesis arguments and paragraph structure.
- Interesting and frequently in-depth literary analysis used to support its thesis arguments, which clearly demonstrates some original thought.
- A mostly clear and error-free prose style, which uses some fitting literary and/ or theoretical terminology, and which demonstrates a reasonable range of vocabulary and syntax.
- Some awareness of the academic field(s) in which the thesis argument is situated.
- Active engagement with an appropriate number of secondary texts, and /or theoretical sources whose relevance has been defined.

#### *3 – Good (Dobar)*

An MA thesis suitable for a grade of 3 will have:

- A clearly stated thesis argument of roughly appropriate magnitude for MA thesis work.
- Good organisation of its thesis arguments.
- Reasonably interesting and occasionally in-depth literary analysis used to support its thesis arguments.
- A mostly clear and error-free prose style, an acceptable vocabulary range, and a sufficiently varied syntax.
- Some active engagement with secondary texts, and /or theoretical sources.

#### *2 – Sufficient (Dovoljan)*

An MA thesis suitable for a grade of 2 will have:

- A recognisable thesis argument of roughly appropriate magnitude for MA thesis work.
- An acceptable organisation of its thesis arguments.
- A sufficient level of analysis used to support its thesis arguments.
- A prose style that is acceptably clear and with a limited number of errors, which demonstrates an acceptable range of vocabulary and syntax.
- Some attempt to engage with secondary texts, and /or theoretical sources.

### 3. Appendix A

Sveučilište u Splitu  
Filozofski fakultet  
Odsjek za engleski jezik i književnost

Ime i prezime  
*Naslov rada*

Završni rad

Split, 201-.

Sveučilište u Splitu  
Filozofski fakultet  
Odsjek za engleski jezik i književnost

Ime i prezime  
*Naslov rada*

Diplomski rad

Split, 201-.

#### 4. Appendix B

University of Split Faculty of Humanities and Social Sciences Department of English Language and Literature	
<i>Thesis title</i> BA Thesis	
Student: Name, surname	Supervisor: Name, surname, title
Split, 201-.	

University of Split Faculty of Humanities and Social Sciences Department of English Language and Literature	
<i>Thesis title</i> MA Thesis	
Student: Name, surname	Supervisor: Name, surname, title
Split, 201-.	

Please note, the English equivalents of Croatian supervisors' titles are as follows:

Doc. dr. sc. Marija Robić = Dr Marija Robić, Asst. Prof.  
Izv. prof. dr.sc. Josip Horvat = Dr Josip Horvat, Assoc. Prof.  
Prof. dr. sc. Suzana Barić = Professor Suzana Barić