



SENIOR ESSAY'S STYLE GUIDELINES

Font: Times New Roman

Font size:

Chapters: 14 bold

Text: 12

Footnotes: 10

Double space – except in the footnotes, and longer quotations in separated paragraph (single).

A. Structure

Cover page

Acknowledgements

Table of contents

1. Introduction (divided in parts: 1.1 Research background (object + background); 1.2 Research questions; 1.3 Objectives; 1.4 Literature review; 1.5 Methodology (mention of the methods and techniques for information / data collection, sampling, and further description of its application); 1.6 (...))
2. Development (data analysis, and findings). This may be divided into different chapters, or presented in a single subdivided chapter.
3. Conclusion (summary of findings). It may be add recommendations (if justified).

Bibliography

Appendices (identified by 'A', 'B', 'C', etc.). Questionnaires, inquiries, and structured interviews forms must be included in this section. Maps, plans, photos, (...) may also be included in this section.

B. Bibliography

Follow the APA norms, simplified, such as (you were taught in class): Author. Year of publication. *Title*. Place: publishing house.

a) BOOKS

Non Ethiopian and Arab names should be introduced by last name, given name.

Single Author



Goody, Jack. 2010. *Renaissances: The One or the Many?* Cambridge: Cambridge University Press.

Bahru Zewde. 2002. *Pioneers of Change in Ethiopia: The Reformist Intellectuals of the Early Twentieth Century*. Oxford: James Currey; Athens: Ohio University Press; Addis Ababa: Addis Ababa University.

More Authors

Chabal, Patrick; Daloz, Jean-Pascal. 1999. *Africa Works: Disorder as Political Element*. Oxford: James Currey; Bloomington: Indiana University Press.

Edited books

Ficquet, Éloi; Smidt, Wolbert (eds.) 2014. *The Life and Times of Lij Iyasu of Ethiopia*. Münster; Zurich: LIT Verlag.

Chapter in edited book

Ahmed Hassen Omer. 2014. *Lij Iyasu: A Reformist Prince?* In: Ficquet, Éloi; Smidt, Wolbert (eds.) 2014. *The Life and Times of Lij Iyasu of Ethiopia*. Münster; Zurich: LIT Verlag, pp. 81-89.

Translated books

Saramago José. 1999. *Blindness*. Translated from the Portuguese by Giovanni Pontiero. New York: Harvest Book, Harcourt.

Articles in Journals

Zerihun Asfaw. 2012. Stories of Women in the Novels of Selected Ethiopian Women Writers. *Ethiopian Journal of Languages and Literature*, XII-2, pp. 115-139.

Websites: Copy the full link, and write down the retrieval date. For e-journals' article, follow the above norm and add the DOI number (Digital Object Identifier).

<https://bellatory.com/fashion-industry/Fashion-History-Design-Trends-of-the-1040s>

Retrieved in 10.03.2018.

C. Quotations

Quotations with 4 or more lines: do not use quotation marks, and separate from the body of the text.

Quotations in the text: use “double quotation marks” and, if you use punctuation marks after the quotation, please place them after closing the quotation marks. Use ‘single quotation’ marks when quoting an excerpt with an inner quotation.



D. References after quotations

In brackets / parentheses, author's last name, date and page number. Separate author's last name and date with one space, and page number after colon. Ex.: (Chabal & Daloz 1999: 56-62).

When using the author's name in your sentence: date only page number(s) of the source in parentheses. Ex.: As Bahru Zewde reminded, in 1923, "*Käntiba* Gäbru stressed in a memo he wrote to the palace that education was Ethiopia's best defence against foreign aggression" (2002: 139).

When quoting from an online article: the same rule applies.

E. Footnotes

Use to supply brief commentary or additional information.

F. Appendices

Please make sure you refer to the appendix in the main text.

G. Illustrations

All visual materials or illustrations that are not tables or musical score examples (e.g. maps, diagrams, charts, videos, podcasts, etc.) are labelled 'Figure'.

In-text references to illustrations must not be capitalized.

Below the figure, provide a label name and its corresponding numeral (no bold or italics), followed by a colon (e.g. 'Figure 1: [description]'). Here, Figure is capitalized.

H. Tables

Refer to the table and its corresponding numeral in-text. Do not capitalize the word table. This is typically done in parentheses (e.g. "(see table 2)").

Situate the table near the text to which it relates.

Align the table flush-left to the margin.

Use the label "Table" and provide its corresponding numeral.

Use standard capitalization rules.