

Presentation of extended essays and dissertations

What follows is a style guide for the submission of extended essays and dissertations. It is not intended to be prescriptive. The Faculty does not impose a rigid set of presentational rules, and the examiner will certainly be much more interested in the content of your essay than in its presentation. In particular, minor deviations in the format of references are likely to be unobjectionable if applied consistently. However, an essay presented in conformity with these guidelines will have a neutral appearance which does not risk distracting the examiner from its content. For further advice on matters of style consult reference works available in the Lewy Library such as the *MHRA Style Book*.

NB 1" = 2.54cm = 25.4mm = 72pt

Document style settings

Left and right margins: 1.25"

Top and bottom margins: 1"

Font: Times New Roman

Size: 12 pt

Spacing: Single

Page numbering: On

Paragraph style settings

Indent first line by 18pt

The first paragraph of a section is not indented

No extra space between paragraphs

Paragraph alignment: justified

Quotations

Quotations of up to 40 words should be given in the text between single quotation marks. Longer quotations should be displayed in the same typeface as the main text with indents of 18pt on both left and right.

References (author-date system)

If you use the author-date system, the reference should appear in parentheses after the quotation thus (Parsons 1983, p.102); if the author's name is clear from the context, shorten the reference to (1983, p.102); if the work is also clear, just put (p.102). In your bibliography list the works you have referred to thus:

Locke, John (1986), *Essay concerning human understanding*, ed. J. Northcott (Oxford University Press)

Oliver, A.D. (2001), *Quantifiers*, unpublished lecture notes

Parsons, Charles (1983), *Mathematics in Philosophy: Selected essays* (Ithaca, NY: Cornell University Press)

——— (1990a), 'Finitism and intuitive knowledge', in M. Schirn (ed.), *Philosophy of Mathematics Today* (Oxford University Press), pp. 249–70

——— (1990b), 'The structuralist view of mathematical objects', *Synthese*, 84, 303–46

Wittgenstein, Ludwig (1922), *Tractatus Logico-Philosophicus* (London: Kegan Paul & Trubner)

Do not put the place of publication as well as the publisher of a book if it is obvious (e.g. 'Oxford University Press'). Omit 'pp.' when giving the page numbers for a journal article.

References (footnote system)

If your essay is at all historical in flavour (and perhaps even if it is not), it may be better to use the footnoting system for references. Put the footnote mark *after* any terminating punctuation thus: 'Jesus wept.'¹ The note at the foot of the page gives the reference thus:

¹Parsons, 'The structuralist view of mathematical objects', p.102.

²Parsons, *Mathematics in Philosophy*, pp.46-7.

(Note the difference in format here between the first of these, which is a journal article, and the second, which is a book.) If the work you are referring to is a standard text, you may shorten its name in the footnote thus:

³Wittgenstein, *TLP*, 6.01.

If there is a standard way of referring to the work that is independent of any particular edition, you should use that rather than page numbers, in case your reader has a different edition of the work from you. E.g.

⁴Locke, *Essay*, bk II, ch. 3, §4.

If either author or title is obvious from the context, omit it. The format of the bibliography is as for the author-date system except that the date comes later in the listing:

Locke, John, *Essay concerning human understanding*, ed. J. Northcott (Oxford University Press, 1986)

Oliver, A.D., *Quantifiers*, unpublished lecture notes, Lent Term, 2001

Parsons, Charles, *Mathematics in Philosophy: Selected essays* (Ithaca, NY: Cornell University Press, 1983)

———, 'Finitism and intuitive knowledge', in M. Schirn (ed.), *Philosophy of Mathematics Today* (Oxford University Press, 1990), pp.249–70

———, 'The structuralist view of mathematical objects', *Synthese*, 84 (1990), 303–46

Wittgenstein, Ludwig, *Tractatus Logico-Philosophicus* (London: Kegan Paul & Trubner, 1922)