

Template for academic texts for students in the journalism, photojournalism, media and communication, and non-fiction prose programmes

Department of Journalism and Media Studies 2014

This template shows how an academic paper, for example a discussion or analysis, should look when you hand it in. At first glance, it may seem like a lot of finicky rules, but it is important that they are observed. This standard applies to most academic texts, and students in a higher education programme are expected to be able to use it. When you observe these rules, your papers become more systematic, and this makes it easier for the members of the teaching staff who mark your papers and for the other students who read your papers.

1 Format

Papers that are submitted electronically must be submitted as RTF or PDF files. This way, everyone can open them regardless of the software they use.

2 Document name

When a paper is submitted electronically, the file name, i.e., the name of the document, must comprise your name and the assignment number. The last name should come first, like this: 'Fjord, Freddy Assignment 7'. Do not use full stops in the file name.

3 Name of the paper

Write your name and the assignment number on every page of the paper. It is up to you whether to put it at the top or bottom of the pages. Most word processors have a header/footer function – use it.

4 Line spacing, font size, fonts, margins and page numbers

Choose line spacing, font sizes and fonts that makes the text clear and easy to read. A good standard is a line spacing of approx. 1.5, font size 11 or 12, and Times New Roman, Calibri or a similar font. The top, bottom and side margins should be approx. 2–3 cm. These are the default margins in most word processors. Use left-justified text. The pages must be numbered.

5 Paragraphs and indentation

There are two ways to indicate the beginning of a new paragraph. One alternative is to use a line break and indentation, like this:

The other alternative is to use a blank line and no indentation, which is commonly used in texts published online, like this:

It is not important which alternative you choose, but choose one of the two described above, not a blank line with indentation or a line break without indentation.¹

If you use subheadings, as we do in this document, you should stick to a single type of paragraph indication. If you do not use subtitles, you can use two paragraph levels. This is done by using a line break with indentation to indicate a new paragraph and placing a blank line between bigger sections of text. For example, a text of four or five pages can be divided into three main sections separated by a blank line. You can then use line breaks and indentation to indicate each new paragraph within the main sections. If you use two paragraph levels, however, you must be consistent and avoid mixing the two types of paragraph indication.

Regardless of which type of paragraph you choose, a blank line should never be followed by an indentation, neither at the beginning of a text nor after a subheading. Indentations are only used to mark a new paragraph, and only when there is text on the line above. Use an indentation of at least four spaces, preferably as much as twelve, as we have done in this text.

6 Headings

All papers must have a heading. The heading says something about what you will do. It can be matter-of-fact or more experimental; the choice is yours — unless you have been told otherwise. Feel free to use subheadings, but be consistent. If you use subheadings, you need more than one, and all text sections must have a heading. All subheadings must have the same font and font size.

¹ In recent versions of Word, a blank half-line will automatically be inserted when you press the enter key. This is also a good way of indicating a new paragraph.

7 Structure

Not all papers have the same structure, but some elements are almost always included. The paper needs an introduction, a body and a conclusion.

In the introduction, state what you plan to do. It is not necessary to repeat the assignment text in the introduction, but if it is an open assignment, a delimitation may be necessary. If the assignment text tells you to 'analyse this advert. Emphasise the picture and text or just the text', it is important that you state whether you will emphasise the picture and the text or just the text.

In the body, it is important to do what you said you would do. If you wrote in the introduction that you will analyse the picture and text, you have to do both, and not just analyse the text. Proceed in a systematic manner. Deal with one element at a time, and move into the material.

In the conclusion, gather up the threads. It is important to be cautious about bringing in new elements, theories or arguments in the conclusion – but you can wait until the conclusion to conclude.

8 Direct speech

If you have used interviews as a method, you may need to reproduce directly transcribed speech in your text. Before such direct speech, insert a paragraph, the normal version with a line break and indentation. The direct speech begins with an en-dash, which is longer than a hyphen. In Word, the shortcut is Ctrl + the minus key at the top right of the keyboard (i.e., in the number pad). There must be a space between the dash and the direct speech:

– If we do not formulate a more unifying Norwegian language policy, we risk the Norwegian language losing ground to English in more and more domains, says Sylfest Lomheim, Director General of the Language Council of Norway.

You should insert a paragraph after the direct speech too, as in the example, unless it is immediately followed by more statements from the same interviewee.

It is also possible to refer to oral sources without using direct speech. When you refer to something said during a lecture or in a radio or TV programme, you should use indirect speech, for example: In his lecture on 26 April 2007, Sigurd Allern pointed out that journalists may be controlled by their sources to a greater extent than they themselves realise.

9 Quotations

Written quotations are always marked with quotation marks. It is up to you to choose what type of quotation marks to use, "double inverted commas" or «angle quotes», but be consistent. If you wish to remove parts of a quotation, you can indicate this using square brackets with an ellipsis between them, like this: "Norwegian editors [...] allow on a daily basis the printing of letters to the editor that insult or harass participants in social debates" (Aabø 2007).

If the quotation is longer than three lines of running text, it must have a blank line above and below, and the whole quotation must be indented on both sides and in size 10 font with single line spacing. It must not have quotation marks:

Sociolinguistics is a discipline that takes a societal perspective on language and studies the relationship between language and society, and that between language and the individual. Sociolinguistics aims to describe, document and explain linguistic variation and heterogeneity within a certain social, ethnic or geographical community (Røyneland 2006, p. 2).

After a quotation, you must always include its source. It is often best to incorporate the name of the author into the text, like this: Rognsaa writes that "many who quote authorities quote them incorrectly or take the quotation out of its proper context" (2004, p. 81). In this example, the author's name is given in the running text, while the book's year of publication and the quote's page number are in brackets. The year must always be the year of publication of the edition you used, not the first edition.

Another form of referencing is to write the author's last name, year and page number in brackets, like this: (Rognsaa 2004, p. 81). If you use this method, it is not necessary for the name of the author to be given in the running text.

If you reference a work with two or three authors, all the authors' names must be included, whether you choose to write them in running text or put them in brackets, like this: "Lack of clarity and precision is a consistent weakness in both written and spoken media" (Fabricius and Roksvold 2004, p. 76). If the work has four or more writers, you write the name of the first author followed by 'et al.': "If we are to take a critical approach to the knowledge and theories of the subject, we must know how the research was carried out" (Østbye et al. 2007, p. 5).

When quoting a text that has no responsible author, you refer to the name of the text only, like this: To quote can be defined as "reproducing writing or speech verbatim" (*Bokmålsordboka* 1986, p. 511).

10 Referencing sources that are not quoted

Information from other sources is often used without quoting the sources. The same principles still apply as when identifying the origin of a direct quotation. In such cases, it is often easiest to incorporate the name of the author into the running text: In his essay "Språkutvikling og kulturforståelse", Walid al-Kubaisi writes that Arabic is a religious language, and that it is therefore difficult to find Arabic equivalents to Norwegian words relating to drunkenness and intoxication (2002, p. 192).

The whole reference can of course be put in brackets in this case too: Arabic is a religious language, which makes it difficult to find Arabic equivalents to Norwegian words relating to drunkenness and intoxication (al-Kubaisi 2002, p. 192).

If you use the thoughts, stories or particular observations of others, the name of the author should be included in the running text. How can you translate the title of Edvard Munch's painting "The Day After" into Arabic when the language has so few words for drunkenness or intoxication? asks Walid al-Kubaisi (2002, p. 192).

You should state a page number if you refer to a point that can be linked to one or more specific pages in the source text, even if you are not directly quoting it. See the examples above. If you refer to the text as a whole, on the other hand, you do not need to give a page number: Walid al-Kubaisi (2002) discusses how linguistic competence is linked to cultural understanding.

When you use several points from the same source in a long section of text, you should not reference the source after every single point. That would make the text illegible. Instead, reference the source once to make it clear where the line of reasoning comes from.

11 *Sic!* and other abbreviations

Academic texts often use some cryptic abbreviations: *sic!*, *ibid.*, *op.cit.*, *loc.cit.*, *f*, *ff*. You do not have to use them all yourself, but it is helpful to know what they mean.

Sic! is used when you quote a sentence containing a misspelling or factual error and wish to emphasise that the mistake is not yours, but part of the original text: Dagsavisen's editor-in-chief Arne Strand (2009) writes that "Jens Stotlenberg [*sic!*] is adept at portraying

political defeats as victories”. Use square brackets to show that your comment is not part of the quotation.

Ibid., *op.cit.* and *loc.cit.* means 'in the same place' or 'in the same work' and is used as a simple way of referring to the same source as in the previous reference. We do not recommend that you use these abbreviations, but if you wish to do so, you can find more specific information about their meanings in Blomberg (2007).

When page references concern more pages, you can write the first page number followed by *f* or *ff*. One F means that the reference also refers to the following page, while two Fs mean that it refers to several following pages: Walid al-Kubaisi (2002, p. 195ff) provides good examples of how language contains culture-specific references. In this case, however, you can just as well write (2002, p. 195–197).

12 Reference list

When you refer to books, articles, websites or handouts in a paper, you must always have a list of references at the end. All sources mentioned in the text, in brackets or not, must be included in the reference list. Please note that you should only include the sources you mentioned in the text, and not anything else you have read, but not referred to. The reference list is not a place to boast of how much you have read, but a key intended to help readers to find the sources you have used.

There are different reference list templates. Here, we show an adapted version of what is known as APA citation style, which is the most commonly used in the humanities and social sciences.

In the reference list, sources must be listed below each other with a blank line between them. They are organised in alphabetical order by the last name of the author. If the text has two or more authors, the name of the second author should be written first name first. Enter authors in the order in which they are listed in the publication.

The titles of books, journals or other independent publications should always be in italics. The titles of articles are written in quotation marks. This also applies in running text.

Below is a brief description of what information to include when referencing different types of texts. You will find that one principle is consistent throughout: first the author's last name, then the author's first name, followed by the year of publication in brackets and the name of the text.

Books: Author (year of publication): *Title. Subtitle*. Place of publication: Publisher. If the book has a subtitle, there must be a full stop between the title and subtitle. Regardless of how many authors a book has, all of them must be listed here. Examples from the reference list: Aage Rognsaa's book, Julie Fabricius and Thore Roksvold's book and the book of Helge Østbye et al. Books with no responsible author are listed by title. Example from the reference list: *Bokmålsordboka*.

Articles published in a book: Author of the article (year of publication): "Title of the article. Subtitle". In: The book's author or editor (ed(s).): *Title of the book* (page numbers of the article). Place of publication: Publisher. Note that the name of the article must be in quotation marks, and that you must write (ed(s).) after the name(s) of the editor(s) name. Example from the reference list: the article by Walid al-Kubaisi.

Letters to the editor, op-ed articles, etc. in newspapers: Author of the article (year of publication): "Title of the article". *Name of the newspaper*, date, page number. Example from the reference list: the article by Jarle Aabø.

News stories etc. in newspapers: *Name of the newspaper* (date and year): "Title of the article", page number. Example from the reference list: the news story from Bergens Tidende.

Journal articles: Author of the article (year of publication): "Title of the article". *Name of the journal*, if relevant, *year* and *number*, page numbers of the article. Example from the reference list: The article by Jan Svennevig.

Handouts or other materials distributed in connection with lectures: Name of the author (date and year): *Title of the handout sheet*. After the title, it must be stated, in square brackets, that the source in question is a handout from a lecture, the name of the lecture, the name of the lecturer and the lecture venue. Example from the reference list: Unn Røyneland's handouts sheets.

Texts from compendia: Some compendia consist of texts copied from other publications (books, journals, websites etc.). When referencing such texts, you must refer to the original text, not the compendium copy. A compendium consisting of previously unpublished texts, on the other hand, is dealt with like any other book.

Texts found on the internet: In principle, internet texts are referenced in the same way as texts published in paper format, but you shall also include the internet address and the date when you downloaded the document. Reference such texts in as follows: URL: internet address [Date read: date and year]. Examples from the reference list: the news story from

Aftenposten.no, Arne Strand's comment in Dagsavisen, Unni Knutsen's text and the report *Norsk mediebarometer 2005*.

If you need to reference a type of source not mentioned above, more detailed guidelines can be found in Knutsen (2011) or Blomberg (2007). Be aware that the different guidelines do not always agree on details such as punctuation. In such cases, the most important thing to think about is to be consistent.

13 List of non-written references

In addition to the reference list, you should prepare a separate list for oral sources and a separate list for film, TV and radio sources if you have referred to any such sources.

Interviews: Name of the interviewee (date and year) [Interview method]

Lectures: Name of the lecturer (date and year): *Title of the lecture*. [Lecture, lecture venue]. Lectures are listed as verbal sources.

Film, TV and radio: *Title* (year of publication), director. Also state how and when the TV or radio programme was broadcast.

See examples of this type of entries in the film and TV list and in the list of verbal sources.

Reference list

Aftenposten.no (7.4.2009): "Bedre språk, færre ulykker". URL:

<http://www.aftenposten.no/nyheter/iriks/article3016765.ece> [Lesedato: 3.8.2009]

Bergens Tidende (5.8.2008): "– Norsk fagspråk er i fare", s. 22

Blomberg, Wenche (2007): *Litteraturlisteguiden VADE MECUM*. Oslo: Transit

Bokmålsordboka. Definisjons- og rettskrivningsordbok (1986). Oslo: Universitetsforlaget

Fabricius, Julie og Thore Roksvold (2004): *Anvendt retorik. Tag sproget i munden*.

København: Akademisk forlag

Knutsen, Unni (2011): *Litteraturhenvisninger etter APA* (6. utgave). Oslo: Høgskolen i Oslo og Akershus. URL: <http://www.jbi.hio.no/bibin/KoG/kat/APA.pdf> [Lesedato: 13.8.2012]

al-Kubaisi, Walid (2002): "Språkutvikling og kulturforståelse". I: Egil Børre Johnsen (red.): *Vårt eget språk* (s. 192–197). Oslo: Aschehoug

Norsk mediebarometer 2005 (2006). Oslo-Kongsvinger: Statistisk sentralbyrå. URL: <http://www.ssb.no/emner/07/02/30/medie/arkiv/sa78/> [Lesedato: 11.5.2007]

Rognsaa, Aage (2004): *Kunsten å skrive godt*. Oslo: Universitetsforlaget

Røyneland, Unn (6.11.2006): *Sosiolingvistikk*. [Støtteark delt ut på Unn Røynelands forelesning "Sosiolingvistikk" ved Høgskolen i Oslo]

Strand, Arne (2009): "Bråstopp på målstreken". *Dagsavisen.no*, 5.6.2009. URL:

<http://www.dagsavisen.no/meninger/article419208.ece> [Lesedato: 3.8.2009]

Svennevig, Jan (2005): "Valget av et ord er aldri uskyldig". *BI-magasinet nr. 1*, s. 22–23

Østbye, Helge, Knut Helland, Karl Knapskog og Leif Ove Larsen (2007): *Metodebok for mediefag* (3. utgave). Bergen: Fagbokforlaget

Aabø, Jarle (2007): "Redaktørenes verbale vold". *Aftenposten*, 10.4.2007, del 2, s. 4

Film and TV

Pulp Fiction (1994), Quentin Tarantino

The Cutting Edge: The Magic of Movie Editing (2004), Wendy Apple. [Vist på Filmplaneten, NRK, 3. og 10.2.2005]

Verbal sources

Allern, Sigurd (26.4.2007): *Journalisten – sjølvstendig aktør eller i kjeldas famn?*
[Forelesning ved Høgskolen i Oslo]

Lomheim, Sylfest (3.5.2007) [Telefonintervju]