GUIDELINES FOR PREPARING AND SUBMITTING A THESIS

Turabian 2016
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Format

1.1 Manual of Style
All theses must be written in English and the recommended style manual is A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers by Kate L. Turabian. TII will be using the Author-Date style found in chapters 18 and 19.

1.2 Arabic Bibliographic References
Unless specified by your supervisor, please follow the library’s bibliographic referencing guidelines for documenting Arabic language resources.

1.3 Font
Use a sans serif script for font for the Latin script. All text should be black. Font size should be 12 points. For Arabic script, prefer either Simplified Arabic font (size 14) or Traditional Arabic font (size 16).

1.4 Layout
- All text in the body of the thesis should be double-spaced.
- Long quotations (more than four lines) should be indented 1 inch (or 10 spaces). See below for example.
- Items in the reference list should be typed with a hanging indentation – in which the second and subsequent lines should be indented ½ inch (or five spaces). There should be a space between references; individual references are not double spaced.
For the translation section of Practical Translation theses, arrange translations from source to target text in a parallel sequence. Number and place section of translated text horizontally above the corresponding source text. Maintain the page numbers of the source text (when available) in square brackets inside the text.

1.5 Transliteration

- Prefer the Library of Congress Arabic Romanization table [http://www.loc.gov/catdir/cps0/romanization/arabic.pdf] and indicate this in your Note on Transliteration and Translation page.

- Italicize individual foreign words and phrases, including transliterations within your text.
1.6 Quotations

1.6.1 Long Quotations
For quotations that are five or more lines, place in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by an additional quarter inch (.25) if you are citing multiple paragraphs. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks.

See example below:
Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 1847, 78)

1.6.2 Short Quotations
For short quotations, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

See example below:

The author seeks to understand “how people categorize the objects they encounter in everyday situations” (Bowker and Star 1999, 59).
1.6.3 Quotations within a Quotation
Start with double quotation marks and then use single quotation marks to enclose quotes within another quotation. Place all punctuation within quotation marks.
The reporter told me, "When I interviewed the quarterback, he said they simply 'played a better game.'"

1.6.4 Quoting an Indirect Source
Responsible researchers avoid repeating quotations that they have not actually seen in the original. If one source includes a useful quotation from another source, readers expect you to obtain the original to verify not only that the quotation is accurate, but also that it fairly represents what the original meant. If the original source is unavailable, cite it as “quoted in” the secondary source in your reference list. In a parenthetical citation only give the name of the original author.
In text:
(Zukofsky 1931, 269)
In the reference list:
Quoted in Bonnie Costello, Marianne Moore: Imaginary possessions

1.7 Translations
Follow A Manual for Writers guidelines for translating foreign words or phrases (Turabian 22.2.1) within the text of your thesis:
The first idiomatic Spanish expression I learned was \textit{irse todo en humo} (to go up in smoke).
\textit{Or, if} immediately following the original, use quotation marks:
The word \textit{text} derives from the Latin verb \textit{texere}, “to weave.”
1.8 Section Headings

Section headings should numbered and formatted headings. Use automated headings and contents page options available on MS Word. Modify to ensure font type; size and color are consistent with the rest of the document (sans serif, size 12, black).

- For help setting up numbered and formatted headings, see: http://shaunakelly.com/word/numbering/numbering20072010.html


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1.9 Page Numbering

Number each page with the exception of the title page and the copyright page. Place the number at the top right-hand corner. Use lowercase Roman numerals for the preliminary pages, (i, ii, iii, etc.). The title page and the copyright page count as "i" and "ii", but the numbers should not appear. For the remainder of the manuscript, including all text, illustrations, appendices and bibliography, use Arabic numerals (1, 2, 3, etc.). The numbering begins with "1" on the first page of the first chapter and runs consecutively to the end of the manuscript. For help formatting your page numbers in this way, see:

http://writingcenter.missouristate.edu/assets/WritingCenter/word_formatting_page_numbers.pdf
1.10 Corrections and Hand Lettering
No corrections in pen or pencil are acceptable. Symbols, accent marks, and equations must all be typescript.

1.11 Print Quality
The manuscript should be clearly readable throughout, for both electronic and printed documents. Any photocopies should be checked to make sure they are legible.

Submission
Note the following:

- Students are responsible for ensuring that their thesis follows the correct format as described per this document. Failure to comply with these guidelines may result in the thesis being rejected by the examiners.
- Submit thesis in two versions, one as a bound print copy and a second as a MS Word document on a flash drive. They should be submitted by the day, date and time as specified by the syllabus, to the Translation and Interpreting Institute's Postgraduate Studies M.A. program coordinators.
- Submit pre-defense submission form.

The Translation and Interpreting library will catalogue and store awarded theses in electronic format on an institutional repository. A single library copy will be printed and bound for reference purposes only.
Sequence of pages

Please follow the sequence of pages as described.

Pre-defense submission page

Title page (i)
Committee Approval (ii)
Declaration (iii)
Copyright Statement (iv)
Dedication (v)
Acknowledgement (vi)
Table of Contents (vii)
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List of Tables (ix)
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List of Abbreviations (xi)
Abstract & Keywords English (xii)
Abstract & Keywords Arabic (xiii)
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Reference List

Appendices
TRANSLATION AND INTERPRETING INSTITUTE
HAMAD BIN KHALIFA UNIVERSITY

CANDIDATE'S NAME
FATEMA AI SUWAIDI

TITLE OF THESIS
TRANSLATING CONTEMPORARY ARABIC WOMEN’S FICTION: NAWAL EL SADAAWI AND POSITIONALITY

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DATE OF DEFENSE:
May 2, 2014
Translating Contemporary Arabic Women’s Fiction: Nawal El Sadaawi and Positionality

A thesis submitted in partial fulfillment of the requirements for the degree of Master of Arts in Translation Studies in the Translation and Interpreting Institute of the Hamad bin Khalifa University, Qatar Foundation.

by

Fatema Al Suwaidi
BA, Qatar University, 2004

Doha, Qatar 2014

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Declaration

No portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

I am aware and understand the Institute’s policy on plagiarism and I certify that the accompanying piece of work, which is being submitted as part of the assessment process, is my own work, with due acknowledgment given to any material borrowed from other authors.
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Dedication

This work is dedicated to my husband, John A. Murphy, without whose caring supports it would not have been possible, and to my parents, Hugh Vincent and Edna Sibley Drummond, who passed on a love of reading and respect for education.
Acknowledgements

I would like to express my deepest gratitude to my advisor, Dr. Alan Heath, for his excellent guidance, caring, patience, and providing me with an excellent atmosphere for doing research. I would like to thank Dr. Smith, who let me experience the research of freshwater mussels in the field and practical issues beyond the textbooks, and who patiently corrected my writing and financially supported my research.

I would also like to thank Dr. McNabb, Dr. Bevan, and Dr. Benfield for guiding my research for the past several years and helping me to develop my background in physiology, biochemistry, and ecology. Special thanks go to Dr. Parker, who was willing to participate in my final defense committee at the last moment.
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Please note that this is an example only and your own contents page will be determined by your thesis subject area and whether you have chosen to do a research-based or translation commentary thesis.

- The table of contents is a guide to the contents of the whole thesis.
- It lists the preliminary pages after the table of contents, and it includes all headings and subheadings used in the thesis, exactly as they appear in the thesis.
- The table of contents includes the page numbers. Use lower case Roman numerals (i, ii, iii, etc.) for all preliminary pages and Arabic numerals (1, 2, 3, etc.) for all pages in the body of the thesis, starting with page 1 for the first chapter.
Note on Transliteration and Translation

The system of transliteration used in this thesis is the Library of Congress system. Exceptions are made for words, usually proper nouns, that are commonly used with alternative spellings in the Anglophone press, such as North Ossetia-Alania (rather than Osetiia-Alaniia) and Chechnya (rather than Chechnia).

All translations in English taken from the source material are quoted verbatim; incorrect English and the spelling of Russian proper nouns in alternative forms from the transliteration system used in the rest of the thesis are not edited.

All back translations are my own unless otherwise specified.
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Include a list of figures, tables, abbreviations, etc. if you have one or more items in these categories.

- Use a separate page for each list.
- Each table and each figure in the text must have a number and caption.
- Show the caption and page number of every figure and table in the thesis.
- Tables and figures must conform to the same margins as the text.
Abstract

The present study aims to demonstrate how the translator’s lexicogrammatical choices can change fictional characterization, how M.A.K. Halliday’s transitivity system can be exploited to reveal such changes, and whether changes in characterization are reflected in the inner world of the real readers. To achieve these purposes, the researcher selected Yi Sang’s short story Nalgae (“Wings”) and its three English translations and conducted a comparative analysis of the characterizations of the “I”-protagonist in the four texts from a transitivity perspective. Then the researcher conducted a reader-response questionnaire survey of Korean-English bilinguals and native English speakers to verify the findings of the comparative textual analysis. The main body of this study consists of three sections: (1) theoretical pursuit; (2) applied pursuit; and (3) empirical pursuit.

Keywords

comparative analysis, transitivity system, transitivity perspective, fictional characterization

- Your abstract should not exceed 500 words and should give a succinct account of your thesis so that a reader can quickly learn the essential contents and conclusions.
- It should not include internal headings, parenthetical citations, diagrams or other illustrations.
- A separate copy of the abstract will be required and should include additional information: title of the thesis, author, supervisor, awarding institution and date.
ملخص

تهدف هذه الدراسة إلى إثبات كيف أن يمكن للاختيارات البنوية والتحوية من قبل المترجم أن تغيّر التوصيف الروائي، وكيف يمكن الاستفادة من نظام هاليدي التدريبي لإبراز تلك التغيّرات، وما إذا التغيّرات في التوصيف تعكس في مخلة القراء الحقيقيين. من أجل البلوغ إلى تلك الأهداف تم اختيار القصة القصيرة "نجلاء" (أنتجها) للمؤلف ن. س. ل. س. و ترجمتها الثلاثة لمقارنتها من حيث وصفها للشخصيات الرئيسية في النصوص الأربعة من زاوية تدريبية. ثم شرع في استقراء ردة فعل القراء لثنائيي اللغة الكورية والإنجليزية والمتحدثين الإنجليزية فقط من أجل لإثبات نتائج التحليل النصي المقارن الذي سبق. ينطوي البحث على ثلاثة محاور: (١) النظري (٢) التطبيقي (٢) التجريبية.

الكلمات المفتاحية

تحليل مقارن، نظان تدريبي، المنظور التدريبي، التوصيف الروائي
Reference List


- Begin your reference list on a separate page at the end of your research paper.
- Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.
- If you use bibliographic citation management applications like Zotero, be sure to correct any errors in formatting and provide missing elements.
Appendix A

Material that is pertinent but is somewhat peripheral or very detailed (raw data, procedural explanations, etc.) may be placed in an appendix.

- Appendices should be designated A, B, C
- If there is only one appendix, call it simply Appendix, not Appendix A.
- Titles of appendices must be listed in the table of contents.
- Appendix pages must be numbered consecutively with the text of the thesis (do not number the pages A-1, A-2, etc.).