

HOW TO WRITE A TERM PAPER

General Notes and Style Sheet for Term Paper

LAYOUT

Font: Times New Table or Arial with size 12pt

Line spacing of 1,5

Left and right margin should be 3 and 2,5 cm, top and bottom margin 2 cm

8-10 pages

HOW TO STRUCTURE YOUR PAPER

- Title page

The title page is not numbered.

Provide the following information: Semester, Type and title of the course, Lecture's name

Title of your paper

Your name & address, email, semester in which you take the course

- Table of contents

Chapter headings and page numbers

Make sure your system of numbering your chapters is consistent and reasonable

- Introduction

Introduce your readers to the general topic and state a thesis you will discuss.

- Main Part

prove your thesis

make sure that your arguments follow a logical order

go through arguments step by step

give sufficient reasons/examples/opinions to support your thesis/to illustrate your argument

- Conclusion

Summarize your initial thesis and the conclusion you have reached.

- Bibliography

List of all the material you have referred in your paper.

Make sure you include all the articles, books, homepages you have quoted from or referred to in your test.

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▣ STYLE

- formal and mainly academic
- impersonal
- avoid contractions, familiar language, hesitation fillers

▣ PUNCTUATION

- Comma** , is used to separate a non-defining relative clause from the rest of the sentence, to separate phrases in apposition from the rest of the sentence, to separate some non-defining adjectival phrases from the rest of the sentence, to separate a number of connectives from the rest of the sentence when a subordinate clause comes before the principal clause when some adverbs or adverbial expressions are placed within a sentence in many kind of lists
- Full-stop** . is used to end a sentence. The next sentence begins with a capital letter
- Colon** : indicates that what follows it is an explanation or amplification of what precedes it can be used to introduce a list of items, often preceded by “namely”
- Semi-colon** ; coordinates or joins two independent but related clauses or sentences is used in lists to show sub-groupings
- Hyphen** - joins compound words separates the prefix from the second part of the word
- Apostrophe** ' is used to indicate genitive (possessive) singular and plural
- Question mark** ? is used after a direct question
- Dash** – is used to indicate a break, often informally
- Quotation marks** “ ” enclose the actual words of direct speech
- Exclamation mark** ! is used after exclamations and sometimes after short commands
- Brackets** () are used to clarify, or to avoid confusion and for cross-references and some periods of time

▣ CAPITAL LETTERS are used:

- at the beginning of a sentence
- for names of people, places, rivers etc.
- for titles of people
- for nations and adjectives of nationality
- for names of days, months, historical eras
- for titles of books, plays, works of art, etc.
- for many abbreviations

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Position of different kinds of ADVERBS

Adverbs of manner	End position	He repaired the car <i>easily</i> .
Adverbs of place and time	Front & End position	He repaired the car <i>yesterday</i> . <i>Yesterday</i> he repaired the car.
Adverbs of frequency (indefinite)	Mid position	He <i>generally</i> comes on time.
Adverbs of frequency (definite)	End position	He visits her parents <i>weekly</i> .
Adverbs of degree (modify the verb)	End position	He enjoyed the concert <i>a lot</i> .
Adverbs of degree (modify whole sentence)	Mostly front position	<i>Suddenly</i> , the car skidded.
More adverbs	How? Where? When?	He played <i>well at the Junior Championship last weekend</i> .

- Yes or No Questions: FINITE VERB + SUBJECT
AUXILIARY/DO/DOES/DID/CAN etc. + SUBJECT + VERB
- Question-word questions: QUESTION-WORDS + AUXILIARY/DO/DOES/DID/CAN etc. + SUBJECT + VERB
ex. Where, When, Who, How
- Imperative: VERB - OBJECTS / ADJECTIVE / ADVERBS

COMPOUND SENTENCES

- The process of forming a compound sentence by joining two or more clauses on equal grammatical basis is known as coordination. And, or, while are examples of coordinators.

Ex.: You read a book *and* I listen to music.

COMPLEX SENTENCES

- The complex sentence consists of an independent main clause and a dependent subordinate clause.

SUBCLAUSES

- Temporal: The student went home *after the bell* run.
- Concessive: *Although it rains*, I go running.
- Conditional : *If I have money*, I will buy a new car.
- Reason: I am going to bed *because I do not feel well*.
- Relative: I don't know the person *who lives upstairs*.
- Indirect/reported speech/interrogative: She asked *what time it was*.
- Place: I sat *where I cold*.

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■ TERMINOLOGY

Sentence: a group of words that, when they are written, begin with a capital letter and end with a full-stop.

Clause: a group of words containing a verb

Phrase: a group of words

Subject: the person or thing that the sentence is about.

Predicate: indicates what “happen” to the subject. It must contain a verb and it can contain other structures for example a direct object, an adverb