Guidance on the Presentation and Format of Theses and Extended Essays

1. Font size
For the main text please use a clear, legible font, ideally in 12 point, double-spaced. For footnotes, use 10 point size, and single-spaced.

2. Pagination
Pagination should run through consecutively from beginning to end and include any appendices, bibliography etc. Cross-references should include page numbers.

3. Order of contents
After the title-page should normally follow in sequence, all these elements up to and including the conclusion counting towards the word limit, except for a List of Illustrations:
a. 'Table of Contents'. This should show in sequence, with page numbers, the subdivisions of the thesis/essay. The titles of any chapters and appendices should be given. (Such a table may well be unnecessary in an extended essay.)
b. List of abbreviations (if any: use only for frequently-cited sources) and/or List of illustrations. This should include the captions for any illustrations embedded in the text (see p 18 of the Guide to Referencing for form).
c. Preface or Introduction. This should be used to call the examiners' attention to the aims and broad argument(s) of the work, along with any relevant points about sources, historiographical context, and obligations to other historians' work. This too may not be needed in an extended essay.
d. The thesis or extended essay, divided into chapters, if applicable. Each chapter should have a clear descriptive title.
e. Conclusion. A few hundred words summarising the conclusions and their implications.
f. Bibliography. This is essential, and should be sensibly selective. It should include everything cited in the thesis or extended essay, and omit nothing which has been important in producing it. But it should not necessarily include everything which may have been read or consulted.

4. Quotations
Quotations from verse, if of more than one line, should be indented and in single spacing; quotations from prose should run on in the text if they do not exceed two or three lines, otherwise they too should be indented and in single spacing. Inverted commas are not necessary when the quotation is indented. Otherwise use single inverted commas except for quotations within quotations, which are distinguished by double inverted commas. Quotations should keep the spelling used in the original documents and not be modernized. When quotations include contracted forms, the contractions should normally be extended and the extension indicated by square brackets. Normally, quotations from a foreign

language source should be presented in the body of the text in the original. You may wish to provide translations in footnotes. When translations are given in addition to the quotation in the original language, the translations do not count towards the word limit. (You will have to deduct them manually.)

5. Underlining/Italics
Underlining or italics should be used:
a. For the titles of books, plays and periodicals.
b. For technical terms or phrases in languages other than English (but not for quotations or complete sentences).
c. For the following abbreviations, if used (there is much to be said for avoiding or anglicizing many of them): a. (anno), cap., c. (circa), e.g., ibid., idem, infra, passim, post, supra, versus, v. (vide), viz.

6. Capitals
Capitals should be used as sparingly as possible. They should be used for institutions and corporate bodies when the name is the official title or part of the official title; but for titles and dignities of individuals only when those are followed by the person's name: thus 'Duke William of Normandy', but 'William, duke of Normandy', 'the duke'.

7. Dates
Dates should be given in the form: 13 October 1966; and unless the contrary is indicated it is to be assumed that the date refers to the year beginning on 1 January.
Double dates in Old and New Style should be given in the form: 11/22 July 1705. In footnotes, names of months may be abbreviated: Jan., Feb., Mar., Apr., May., June, July, Aug., Sept., Oct., Nov., Dec., but they should not be abbreviated in the text itself.

8. Footnote references
The purpose of a reference is to enable the reader to turn up the evidence for any quotation or statement, and to identify which ideas and arguments in the thesis/essay are the student's and which have been taken from other sources. But judgement must be used in deciding whether a reference needs to be given or not. A reference need not be given for a familiar quotation used for purely literary purposes, nor for a statement of fact which no reader would question. Any reference given must be precise.
Footnotes should be concise: they count towards the overall word-limit. The practice of putting into footnotes information which cannot be digested in the text should be avoided. Notes should be printed at the foot of the page in single spacing. Footnote numbers in the text should be superior and not bracketed.

9. Form of references
See the Faculty guidance on referencing and citations on Canvas.

10. Bibliography
The bibliography should be divided into
a. Manuscript Sources,
b. Printed Sources,
c. Any other sources (websites, interviews etc)

Printed sources should be divided into
a. Primary Sources
b. Secondary Sources.
Manuscript sources should be listed according to the places in which they are found.
Printed sources should be listed alphabetically, by surname of author. Anonymous printed sources should be listed alphabetically by the first word of the title (excluding the articles 'The', 'A', 'An' or their foreign equivalents).

11. Illustrations (only for use by candidates including large numbers of illustrations)
Illustrations may be gathered in an Appendix at the end of the thesis/essay, or, if you prefer, incorporated with the text.
The 'List of Illustrations' should include the same as the captions provided for any illustrations included. As relevant and/or known, these should include the following information, in the recommended order:
a. artist/architect
b. title of work/name of building
c. size
d. medium
e. date of production
f. present location
g. brief reference for the source of the illustration (e.g., your own photograph, a museum photograph, copied from a book or the internet).
You should illustrate your thesis carefully since good illustrations can be vital to supporting your arguments. You should use good quality photocopied or scanned illustrations of images, objects or buildings discussed at any length in the text.
Illustrations can be in black and white; colour illustrations are only necessary if used to support a specifically 'colour-related' point in your argument or discussion.
Illustrations should be numbered sequentially. Captions can be included below each illustration or they can simply be numbered Fig. 1, Fig. 2, etc., since the examiners will be able to refer to the 'List of Illustrations' for the full caption. Make sure you refer to your illustrations at appropriate points in your text and argument, with the relevant figure number in brackets, thus: (Fig. 10).
Lists of Illustrations are considered bibliographical information and are excluded from the word count.

12. Appendices
If you have supporting data that would be useful for your markers to know, you may ask permission to put it in an Appendix. This data may take the form of images, maps, tables, charts or graphs, but please note that it is not a mechanism for including text that you have no space for in the thesis. An Appendix should be brief. To request permission to add an Appendix, write an email addressed to the Chair of the FHS Board of Examiners and state exactly what you propose to put in the Appendix and how long it is, then send the email to undergraduate.office@history.ox.ac.uk . Appendices do not count towards your word count. Candidates who have conducted oral interviews may include an appendix containing the permission forms and/or transcripts without permission from the Chair. Candidates must be careful to redact their own names from permission forms.