

# BISLA HOUSE STYLE

**OXFORD COMMA** – used to separate several items on a list – when we are listing names, subjects, places...

We invited the strippers, JFK, and Stalin



## HYPHENS, EN DASHES, EM DASHES

**EM DASH** (dash of a length of the letter m)

**CTRL+ALT+HYPHEN** (or minus) (or **SHIFT+OPTION+HYPHEN** on a Mac)

First, when would you use an em dash?

**Em dashes are “used to set off an element added to amplify or to digress from the main clause.”** The em dash draws a reader’s attention, partly because of the physical separation that the longer dash creates and partly because these dashes appear less frequently than hyphens and en dashes. The novelty of the em dash makes it perfect for text that you want to stand out. **DO NOT OVERUSE, IT GETS OBNOXIOUS!!!**

An **em dash** might set off a phrase at the end of a sentence—like this one. Or, em dashes may set off a phrase midsentence—a technique that really draws a reader’s attention—as they do in this sentence. The text between the dashes is typically a digression or outright interruption of the main idea of the sentence.

The **hyphen** (-), **en dash** (–), and **forward slash** (/) are three punctuation marks used to indicate a relationship between words or phrases. Respectively, each mark indicates an increasing level of connection between words. The guidelines below illustrate ways to use these marks effectively, both alone and in combination.

**1. Use a hyphen to indicate a temporary, unidirectional relationship between words that without the hyphen might be misread.**

- Correct: The low-anxiety group outperformed the high-anxiety group in the number of items they recalled from the to-be-remembered list.
- Incorrect: The low anxiety group outperformed the high anxiety group in number of items they recalled from the to be remembered list.

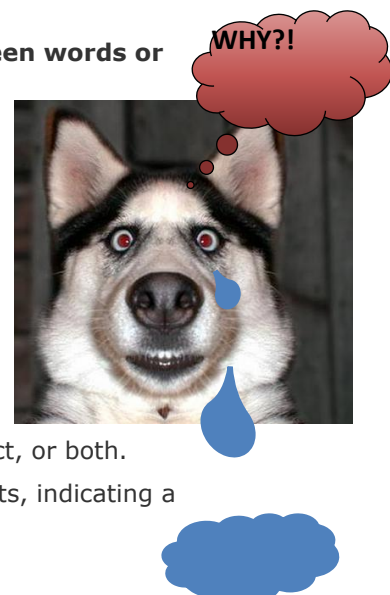
**2. Use an en dash to indicate an equal or bidirectional relationship between words or phrases.**

- Correct: The researcher examined the measure’s test–retest reliability.
- Incorrect: The researcher examined the measure’s test/retest reliability.
- Incorrect: The researcher examined the measure’s test-retest reliability.

...also, look at “Dates and Numbers” below for another nasty surprise...

**3. Use a slash to clarify a relationship in which a hyphenated compound is used. Otherwise, use a hyphen, en dash, or phrase to show the relationship.**

- Correct: The hits/false-alarms comparison did not yield significant results, indicating the presence of a methodological error, a ceiling effect, or both.
- Incorrect: The hits-false-alarms comparison did not yield significant results, indicating a methodological error and/or a ceiling effect.



## CAPITALIZATION

We don't capitalize the general names of institutions - "state", "government", "parliament", not even in combination with a particular setting "the Polish state", 'the German government'.

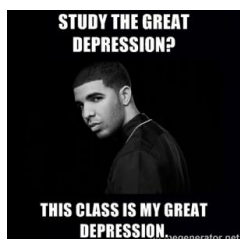
BUT, when referring to a concrete, specific institution, such as "the French Parliament", "the Constitutional Court" or office, we do capitalize.

CORRECT: "the Polish President", BUT: "the presidents of Sweden and Mali")

Capital letters are also used for indicating membership in an organization "EU Member States", or Members of Parliament (when referring to a specific parliament).

When using someone's function instead of a first name (Senator Davis), the first letter of this function is capitalized.

If the function is listed after the name, it is not capitalized. (Bill Nelson of Florida was first elected as senator in 2000).



## HISTORICAL ERAS

Great Depression, National Revival

BUT

seventeenth century

## IN-TEXT REFERENCES

- When referencing a book, article, movie, journal,... in the text, all first letters c capitalized (verbs, nouns, adjectives... usually all words longer than three letters)
- When they are referring to a long feature (Book, movie, title of a journal), they are italicized: *Fifty Ways to Lose Your Lover: The Problem Is All Inside Your Head* (2019).
- When they are referring to a short feature (Article in a journal, chapter in a book), they are NOT italicized, and are in quotation marks: "How in Hell does One Remember All This?"

**BUT**

- In the bibliography, only the first letter of the title, and the first letter of a subtitle are capitalized: *Fifty ways to lose your lover: The problem is all inside your head.*

**NOT MY FAULT, I SWEAR.**

Titles of long features are again italicized and titles of short features are not, however, in Bibliography, we don't put them in quotation marks. Sorry.

The first letter of a direct quote is also capitalized:

Thoreau once said, "One must contend with the stupidity of men."



## SPELLING THINGS OUT IN FULL:

The First World War, Second World War (not WWI, or World War II)

**seventeenth century** (NOT 17th century)  
**Numbers up to 20-** three books, fifteen pieces ...

#### **INCLUSIVE AND BIAS/FREE LANGUAGE:**

**GENDER NEUTRALITY:** “THEY” (rather than “him or her”)

NEW – 7<sup>th</sup> edition of APA

**The singular “they” or “their” is endorsed as a gender-neutral pronoun.**

✗ A researcher’s career depends on how often he or she is cited.

✓ A researcher’s career depends on how often they are cited.

**NOTE:** V slovenčine je to ešte komplikovanejšie. Vypisujú sa oba rodové tvary a to v abecednom poradí – teda „kolegovia a kolegyně“ ale „členky a členovia“. Vraj sa môže použiť aj prípona na pretvorenie rodu: člen/-ka (cieľom je rovnosť, nediskriminácia, ale aj čitateľnosť textu – máte použiť najlepší úsudok).

**Instead of using adjectives as nouns to label groups of people, descriptive phrases are preferred.**

- The poor
- People living in poverty

**Instead of broad categories, you should use exact age ranges that are more relevant and specific.**

- People over 65 years old
- People in the age range of 65 to 75 years old

**LATIN EXPRESSIONS** : italicized only if they are not listed in the Oxford English Dictionary – only if they are not in widespread use.

“Ex offo”, but “per se”

**ABBREVIATIONS** consisting of capital letters do not include periods (IMISCOE, EU, USA).

Spell out the title you are abbreviating when you use it for the first time in full, including the abbreviation in brackets. Afterwards, you can just use the abbreviation.

If you use many abbreviations, include the **LIST OF ABBREVIATIONS** after your Table of Contents

I know how to write like a civilized person, because I attended the Bratislava International School of Liberal Arts (BISLA). At BISLA, we learned how to write like people.

**SLOVAKS, NOTE: SLOVENSKÉ ČI ANGLICKÉ TVARY SKRATIEK?**

Niektoré skratky majú **zaužívané slovenské ekvivalenty** (OBSE, OSN, EÚ...) a iné nie (OECD, WB, WHO, ILO,...). Vtedy sa držíme anglických tvarov. Pánbohvie kedy presne a prečo. It’s a flopping mess. As is life.

## **DATES AND NUMBERS**

**Dates**, as August 3, 2004, or decades, as **Seventies** or **1970s** – without the apostrophe (NOT 1970’s).

Note: Aj v slovenčine ich vypisujeme – sedemdesiate roky. Názvy mesiacov začínajú v slovenčine malými písmenami (august, nie August).

**Numbers from one to twenty are written out in full, but above 21 we use numerals**, unless they are used to indicate estimates of something (“about a thousand people”);

In numbers above 1,000, we use a comma for separation (**8,792**) and period to mark the decimal points (**8,792.3**).

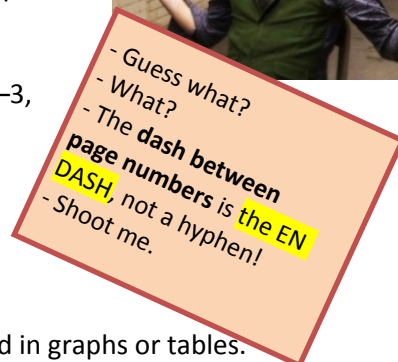
When indicating a page range, use whole numbers (NOT 21–4 or 130–3, BUT

pp. 21–24 or 130–133).

p. indicates a page

pp. indicates a page range

Percentages are also written out in words (51 percent). % is only used in graphs or tables.



## QUOTES AND PARAPHRASES

If you don't have MS Word 2007 and higher, you can use <http://www.lib.ncsu.edu/citationbuilder/> or Zotero to develop citations.

**Every direct quote AND PARAPHRASE must be followed by in-text reference** (Author, YEAR, p. or pp.). **PERIOD is always at the end, after the bracket!**

**PARAPHRASE** – must not be TOO SIMILAR TO THE ORIGINAL TEXT (almost identical words, syntax), else it can be evaluated as plagiarism EVEN IF YOU INCLUDE A REFERENCE. Paraphrase should retell an idea in own words. They are not enclosed in quotation marks.

*For emphasis, we use italicization, not bold lettering, AND DEFINITELY NOT CAPSLOCK.*

Other than in headings, there should be no instances of bold lettering in the text.

**Block quote**—(indented quotation) – when citation is longer than 4 lines or 100 words.

When longer than **300 slov**, you have to have copyright holder's permission for reproduction, else you are in violation of copyright.

Block quote uses single spacing and is not enclosed in quotation marks. Reference goes AFTER the final period. (Likeso, 2018)

**Epigraph**—quote at the beginning of a text – flushed right (reference only includes author and title of work).

To be or not to be? That is the question!  
-Shakespeare, *Hamlet*

## **BULLET POINTS AND NUMBERED LISTS**

**When the list includes full sentences, there is a period at the end of each line.**

- Each child received one plush toy.
- Some toys were familiar to the children from their experiences in Experiment 1. In Experiment 1, all children could see but not touch the plush elephant. Also in Experiment 1, half of the children could see but not touch the plush kangaroo, whereas the other half of the children could both see and touch the plush kangaroo.
- One toy, a plush giraffe, was unique to Experiment 2.

**When the list includes sentence fragments, we use a comma. First letters are then not capitalized:**

Each child was seated at a separate station and given

- an elephant,
- a kangaroo, and
- a giraffe.

**When the sentence fragments include commas, there is a semicolon at the end of each line:**

Each child was seated at a separate station and given

- an elephant, which all children could see but not touch in Experiment 1;
- a kangaroo, which half of the children could see but not touch and half of the children could both see and touch in Experiment 1; and
- a giraffe, which was new to all children in this experiment.

**At the end of each list, there is a period.**

## **SPELLING**

Choose between **British and American spelling!**

When you do, usually you would then opt for British or American punctuation style (although the two do not necessarily always have to coincide. Sometimes, publisher may instruct you to use British spelling and American punctuation style or vice versa. If not specifically instructed, choose one of the two and be consistent. APA naturally uses American spelling and punctuation by default.



## **PUNCTUATING AROUND THE QUOTATION MARKS**

| <b>Style issue</b>   | <b>American Style</b>    | <b>British Style</b>     |
|--|--------------------------|--------------------------|
| To enclose a quotation, use...   | Double quotation marks   | Single quotation marks   |
| To enclose a quotation within a quotation, use...                      | Single quotation marks   | Double quotation marks   |
| Place periods and commas...  | Inside quotation marks   | Outside quotation marks  |
| Place other punctuation (colons, semi-colons, question marks, etc.)... | Outside quotation marks* | Outside quotation marks* |

\*Place other punctuation inside quotation marks when that punctuation is part of what is being quoted, such as a quoted question.

As you might guess from our name, **APA Style uses American style punctuation** (see p. 92 of the 6th ed. *Publication Manual*), as do several other major style guides (such as AP, Chicago, and MLA). The table below elaborates, with examples for each punctuation mark.

| Punctuation mark   | In relation to closing quotation mark, place it... | Example   | Notes   |
|--|--|---|---|
| Period   | Inside   | Participants who kept dream diaries described themselves as "introspective" and "thoughtful."   |   |
| Comma  | Inside   | Many dream images were characterized as "raw," "powerful," and "evocative."   |   |
| Parentheses  | Outside  | Barris (2010) argued that "dreams express and work with the logic of gaining a sense of and a relation to ourselves, our lives, or our sense of reality as a whole" (p. 4). | See more examples of how to cite direct quotations <a href="#">here</a> .   |
| Semi-colon   | Outside  | At the beginning of the study, participants described their dream recall rate as "low to moderate"; at the end, they described it as "moderate to high."                    |   |
| Colon  | Outside  | Participants stated they were "excited to begin": We controlled for participants' expectations in our study.  |   |
| Question mark or exclamation point (part of quoted material)     | Inside   | The Dream Questionnaire items included "How often do you remember your dreams?" and "What do you most often dream about?" We found intriguing results.                      | When a quotation ending in a question mark or exclamation point ends a sentence, no extra period is needed.   |
| Question mark or exclamation point (not part of quoted material) | Outside  | How will this study impact participants who stated at the outset, "I never remember my dreams"? We hypothesized their dream recall would increase.                          |   |
| Quotation within a quotation + period or comma                   | Inside   | Some participants were skeptical about the process: "I don't put any stock in these 'dream diaries.'"   | When multiple quotation marks are used for quotations within quotations, keep the quotation marks together (put periods and commas inside both; put semi-colons, colons, etc., outside both). |



# FORMATTING

A4

MARGINS – 2.54 (top and bottom) a 3.17 (sides) -- don't forget to set it for the WHOLE DOCUMENT (rather than just one section)

1.5 spacing

## SPACING BETWEEN PARAGRAPHS

Either indented via tabulator (TAB),

So the new paragraph begins like this

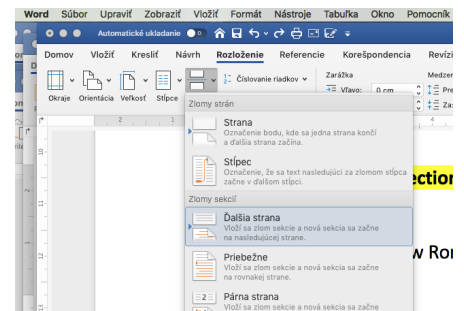
Or by a space between paragraphs. In that case, the new paragraph is NOT indented. (choose ONE or the OTHER style).

## PAGE NUMBERS—bottom center

**ARAB AND ROMA numbering:** preliminary pages (Abstract, Foreword, ...up to Table of Contents) use ROMAN numbers i ii iii  
From Table of Contents (including) further – ARABIAN 123

HOW???

By creating new text sections (MSWord go to Layout-Breaks-Section break-next page)



## FONT

Arial, Calibri, Times New Roman, Garamond (my favorite, also scientifically proven to be the easiest to read). 12 or 11 pts.

In a test of three different fonts, two serifs (Garamond and Times New Roman) and one sans serif (Helvetica), the [Drew Eric Whitman] found 66 percent were able to comprehend Garamond; 31.5 percent Times New Roman, and 12.5 percent Helvetica (out of a total of 1,010,000 people surveyed).

## HEADERS AND FOOTERS

Running head: SURNAME: Thesis title (only shortened version of the title. Don't include „Running head“ – that is only what it's called...)

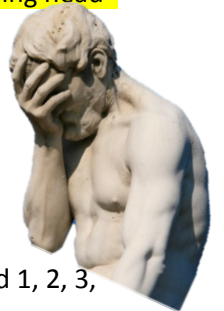
Kusá: The Gap Diagnosis

## HEADINGS, SUBHEADINGS – 14 pts

No periods after the headings

Don't use more than three levels of headings and subheadings. Chapters are usually numbered 1, 2, 3, subheadings in chapters 1.1, 1.2,... 2.1, 2.2...

Third level is usually not numbered but indicated by italicization. NOTE: IN APA 7<sup>TH</sup> EDITION, THE THIRD LEVEL SUBHEADING IS ALSO CAPITALIZED.



| Level | APA Heading Format (7th ed.)  |
|-------|---|
| 1     | <b>Centered, Bold, Title Case</b><br>Text begins on a new line (indent first line).             |
| 2     | <b>Left-aligned, Bold, Title Case</b><br>Text begins on a new line (indent first line).         |
| 3     | <b>Left-aligned, Bold, Italic, Title Case</b><br>Text begins on a new line (indent first line). |
| 4     | <b>Indented, Bold, Title Case, Period.</b> Text begins on the same line.                        |
| 5     | <b>Indented, Bold, Italic, Title Case, Period.</b> Text begins on the same line.                |

## **AUTOMATIC FUNCTIONS**

Use wherever you can!!!

- **To mark headings and subheadings;**
- **For indentation (TAB);**
- **ctrl + ENTER= new page.**

**TABLE OF CONTENTS** – through References – Table of Contents. Don't forget to update at the very end, before printing the thesis.

Graphs  
Tables  
Images

**ALWAYS USE „insert caption“ function**

**Create LIST OF TABLES** if there are more than three, include right after Table of Contents.

**USE footnotes**, NOT endnotes; All footnotes end with a period. Footnotes are only for explanations, not for referencing (though you can send the reader to go look up related literature, e.g.:

<sup>1</sup> See Hroch, M. (1991). *A národ oboril sa na národ [And a nation turned against a nation]*. Praha: SLON.

## **SECTIONS**

The first pages of new chapters do not include page numbers or headers. Therefore, they have to be set aside as new sections (Page Layout – Breaks- Next Page), and marked through headers & footers MENU as “different on first page”

...

## **What is AFTER BIBLIOGRAPHY**

**RESUME IN SLOVAK** (c. 10% of the overall length, slavish summary of each chapter)

## **APPENDICES**

Full wording of surveys or discourse analyses coding schemes

Large images, tables, graphs, maps, or a gallery of images

Documents (covenants, treaties,...)

CV (voluntary in bachelor thesis. Dissertations do contain CVs)