9. pielikums. Metodiskie norādījumi, kā izstrādāt maģistra darbu

Maģistra darba vērtēšanas kritēriji.
Maģistra darba vērtēšanā tiek ņemta vērā:
1. Maģistra darba kvalitāte:
–darba temata aktualitāte, studenta prasme precīzi noformulēt maģistra darba mērķi;
–darba satura atbilstība izvēlētajam tematam;
–darba uzdevuma izpilde;
–izdarīto secinājumu patstāvība;
–novitātes elementi;
–darba struktūras loģiskums un atbilstība pētāmajai problēmai;
–adekvātas metodoloģijas izvēle;
–prasme veikt problēmas teorētisko analīzi un konkrētu teoriju pielietojums;
–iemaņas strādāt ar informācijas avotiem (meklēt, atlasīt, izvērtēt, analizēt);
–darba tehniskā noformējuma atbilstība šo norādījumu prasībām;
–korekta zinātniskās rakstu valodas stila lietošana, precīza datorzinātņu terminoloģijas lietošana darbā;
–citu autoru veikuma atspoguļošana, precīza atsauču un norāžu lietošana.
2. Darba vadītāja atsauksme.
3. Recenzija.
4. Darba autora ziņojums - prasme zinātniski, koncentrēti un argumentēti iepazīstināt ar veikto pētījumu, zinātniski argumentēti pamatot savu viedokli, formulēt secinājumus, norādīt turpmākos iespējamos pētījuma virzienus.

5. Atbildes uz jautājumiem, prasme diskutēt un argumentēti aizstāvēt savu viedokli

Prasības kredītpunktu iegūšanai

Pētniecības un eksperimentālo datu vākšana un apkopojums - 30%
Sākotnējais maģistra darba satura izklāsts - 30%
Maģistra darba aizstāvēšana - 40%

Metodiskie norādījumi, kā izstrādāt maģistra darbu.

CONVENTIONS FOR WRITING THE MASTER THESIS

GENERAL REGULATIONS

Studenti, kas apgūst profesionālo maģistra programmu „Rakstiskā tulkošana" raksta maģistra darbu par ar tulkošanu saistītiem jautājumiem (valodnieciskiem, tulkotāja darba, profesijas, ētikas utt.) vai ar terminoloģiju un valodu sastatījumu saistītām problēmām.

Citos aspektos prasības un nosacījumi maģistra darba izpildei ir vienādi ar citu HZF maģistra darba izstrādes nosacījumiem (Skat. tālāk)

Maģistra darbs var būt latviešu, angļu, vācu vai franču valodā.

Vienotas prasības noslēguma darbu izstrādei un aizstāvēšanai LU:
http://www.hzf.lu.lv/studijas/studijudarbi/ un
http://www.hzf.lu.lv/fileadmin/user_upload/lu_portal/dokumenti/noteikumi-un-kartibas/kartiba-nosleguma-darbi-2.doc

A **MA thesis** is 'a student's research work, which demonstrates acquisition of theoretical and practical knowledge, methodological and organisational skills in a field or sub-field in the amount identified in the study programme. The thesis should prove the ability of a student to carry out research containing elements of innovation and practical application and to draft independent decisions' (UL Senate Decision No. 162 of 28.04.2003 'Regulation on Final Tests at the University of Latvia').

The MA thesis writing process consists of several stages, each with its own interim deadline:

1) The Application (see Appendix 1), which is addressed to Head of the relevant Department and signed by the adviser, in which the author proposes a theme for the MA thesis;

2) The Research Proposal, in which the author formulates the research problem, briefly describes the theoretical background and the methodology of the planned research as well as adds the Outline of the MA thesis;

3) The Draft of the MA thesis, which includes a review of literature, a detailed description of the research methods, research results and a discussion of these results;

4) The Presentation of the Draft;

5) The Submission of the Final Version of the MA thesis, in which all the suggestions and changes noted by the adviser have been implemented;

6) The Presentation of the Master thesis.

Students should submit two bound copies of the MA thesis (at least one copy bound in hard cover) and an electronic copy (as a PDF file) to the secretary indicated.

The MA thesis has to be written in compliance with UL regulation No. 1/180 of July 4, 2006 'On Final Tests' and the requirements set by the Faculty of Modern Languages.

LENGTH OF THE MASTER THESIS

The length of the thesis is set between **60 to 70 pages**. The limits of length **include** an introduction, chapters, conclusions, theses, and references but **exclude** appendices. Only under exceptional circumstances will permission be granted to exceed the limits. A student who needs to exceed the limits should submit a formal application to Head of the relevant Department, supported by his/ her advisor, but not later than one month before the date of the submission of the MA thesis.

STRUCTURE OF THE MASTER THESIS

1. COVER (see Appendix 2)

2. TITLE PAGE (see Appendix 3)

3. ACKNOWLEDGEMENTS (optional)
Most MA theses include this page in which the writer acknowledges the assistance received. Typically the acknowledgements are brief and include thanking the staff, the participants of the research, any funding source and others.

4. ANOTĀCIJA
It should be a precise translation of the abstract (see point 5 below)

5. ABSTRACT
The length of the abstract is not more than 850 characters with spaces. It should comprise the following information:
   ❖ background/topic;
   ❖ purpose;
   ❖ methods;
   ❖ results;
   ❖ conclusions.
Key words: 3-7 words or phrases.
Key words characterize the theme, results and research methods of the MA thesis.

6. TABLE OF CONTENTS (see Appendix 4)

7. LIST OF ABBREVIATIONS AND ACRONYMS (optional)

8. INTRODUCTION:
The introduction should state clearly and concisely:
   ❖ background of the study;
   ❖ significance of the problem;
   ❖ goal of the research paper;
   ❖ hypothesis (or tasks in literature);
   ❖ enabling objectives;
   ❖ research methods;
   ❖ data collection techniques (where applicable);
   ❖ research subjects/participants/population (where applicable);

- ❖ corpus of texts analysed (where applicable);
- ❖ short summary (1-2 sentences) of the chapters.

9. CHAPTERS

This body of the thesis deals with the theoretical and empirical aspects of the research and should be organised in chapters and subchapters, with chapter and subchapter headings. Each chapter should start with a short (e.g., a paragraph long) introduction and conclude with a paragraph that briefly summarizes the chapter, draws conclusions and looks ahead to the next chapter, indicating the readers what they may expect. The thesis comprises:

- ❖ **Literature review** – a review of the theoretical and empirical literature, providing the theoretical background to the problem under research.
- ❖ **Empirical research** – empirical data are used to validate the proposed hypothesis:
  - ➢ **Methodology** – a description of the methodology used in the study.
    Depending on the field of research, the methodology section may comprise:
    - research context; characteristics of the subjects (in quantitative studies)/ participants (in qualitative studies);
    - data collection instruments/ research tools, e.g. questionnaires;
    - procedure of the research;
    - description of the corpus of texts analysed;
    - analysis of the data.
  - ➢ **Results of the study** – a presentation of the results, organized in terms of the hypothesis:
    - discussion of the findings;
    - summary of the results.

10. CONCLUSIONS

The chapters are followed by relevant conclusions drawn on the basis of the data. This section briefly summarizes the main findings of the research and may describe practical implications, limitations of the research and directions for future investigations. Thus, it comprises:

- ❖ an introductory paragraph including a restatement of the goal and the hypothesis;
- ❖ summary of the research results;
- ❖ discussion of their meaning in a broader context, including strengths and weaknesses of the research, and recommendations and suggestions for further research.

11. THESES

Theses are the most significant findings made while performing the research. 10-12 theses would be sufficient.

12. REFERENCES

References is a list of books, articles and other sources used while writing the MA thesis. Only the sources referred to in the body of the thesis should be listed. If the advisor considers it relevant, an additional list of sources called *Bibliography* (sources available or consulted) can be added. Items in the references should be numbered and listed alphabetically:

- ❖ Latin characters (English, Latvian, then German);
- ❖ Cyrillic characters (Russian);
- ❖ Internet sources without the author and the title.

The section below outlines the most common entries for writing items in the references. If any questions are not answered here, one should consult his/her advisor.

❖ **Book by one author**:

Name of author	Year of publication	Title	Place of publication	Publisher
Cook, G.	(1989)	*Discourse.*	Oxford:	Oxford University Press.

❖ Book by several authors:

Give the names in the same order as they are on the title page.
    Dowman, J. and Shepheard, J. (2002) *Teaching English as a Foreign Language.* London: Hodder and Staughton.

❖ **Chapter or article in an edited collection**:
    Coady, J. (1979) A psycholinguistic model of the ESL reader. In R. Mackay, B.Barkman, and R. R. Jordan (eds.), *Teaching Reading Skills.* (pp.219-223) London: Longman.

❖ **Book with an editor**:
    Celce-Murcia, M. (ed.), (2001) *Teaching English as a Second or Foreign Language*. Boston: Heinle & Heinle.

❖ **Dictionaries and encyclopaedias:**
    Longman Dictionary of English Language and Culture (1992) Essex: Longman.

❖ **Journal or magazine article:**

Name of author	Year of publication	Title	Journal	Volume	Number /issue	Page numbers
Brown, B.	(1994)	Reading for research.	*Journal of Education*,	1	(1):	21-4.

❖ **MA Thesis:**
    Lapiņa, A. (2002) *Teaching Listening*. Unpublished MA thesis. Riga: University of Latvia.

❖ **Internet sources:**
For the information taken from the Internet, all bibliographical details available should be given. Write the document's URL (Internet address) after *Available from*, and the date when it was *Accessed*, that is, the date on which the source has been viewed or downloaded:
    Brown, B. (2003) *Research*. London: University of London. Available from http://www.oup.com/elt/global/ [Accessed January 2, 2003].

If **only the Internet address is known**, it should appear at the end of the list under a separate heading *Internet sources,* numbered anew, for example,

Internet sources

1) Available from http://www.oup.com/elt/global/ [Accessed January 2, 2003].

❖ If there is **no publishing date**, (n. d.) is written instead of the year both in the body of the text and in the list of references, for example, (Brown, n.d.: 5).

13. GLOSSARY (optional)
Glossary may contain definitions of the key terms. Include definitions only when
❖ the term is often used ambiguously in the research area;
❖ the term is a general one, and you wish to modify it.

14. APPENDIX/APPENDICES (optional)
Appendices should comprise only the material that is relevant to the research. The following material is appropriate for appendices: tests, questionnaires, teaching materials used or designed, visual aids, less important tables and figures, text corpora, or other kinds of illustrative material. Appendices should be numbered with Arabic numbers, provided with headings and credited properly (if relevant), for example,

Appendix 1
Lesson Plan

15. ATTESTATION PAGE (Dokumentārā lapa) (see Appendix 5)
The Master thesis is original research; therefore, any kind of **plagiarism** is forbidden. A student submitting a Master thesis should declare that he/she has not used any unacknowledged sources i.e., all sources from which the information is derived are acknowledged in the body of the thesis.

FORMATTING

The text should be written and organized according to the following requirements:

Paper, font, point size, page numbers
❖ A4 size white paper, text on one side;
❖ Word processed using Times New Roman;
❖ Unjustified or ragged right edge;
❖ 14pt. for headings, centred;
❖ 12pt. for the main text of the thesis and long quotations;
❖ 11pt. for the captions of tables and figures;
❖ 10 pt. for footnotes.
The pages should be numbered consecutively (see Appendix 4). The position of page numbers should be centred.

Spacing
❖ 1.5 spacing throughout the MA thesis, including the list of references;
❖ Long quotations, footnotes, tables and figures are single spaced

Margins
❖ 2.0 cm for top, bottom, and right margins; 3.0 cm for left margins;
❖ each paragraph should be indented by 1 cm, except the first.

Chapters and subchapters

Each chapter should start on a new page and should contain at least two subchapters, if used at all. Subchapters should not start on a new page. Capital letters in bold are used for headings; small letters in bold should be used for subheadings. A full stop should not be used after the heading or subheading. One empty line should be left before and one empty line after each heading.

Abbreviations
The first time an abbreviation is used, the term should be spelt out in full, with the abbreviation shown in brackets immediately afterwards, e.g. English for Specific Purposes (ESP). Further on, the term may be shown as an abbreviation. The use of abbreviations should be consistent.

Tables and figures
Conventionally, tables are referred to as *Tables*, while anything pictorial (be it a graph or a photograph) is called a *Figure*. They should be written in italic, given a caption and numbered by chapter, i.e., the first figure in chapter two would be Figure 2.1, the first table in chapter two would be Table 2.1, the second table would be Table 2.2 and so on. The caption itself should in bold, for example, *Figure 1.1* **Caption**.

The captions of tables are written above, whereas the captions of figures are written below the data.

In-text citations
❖ The **quotation, paraphrase and summary** of the author's words or ideas should be acknowledged. The author's surname, the year of publication and the page numbers should be credited:
'The study of "speaker meaning" is called pragmatics' (Yule, 1996:3).
❖ If reference is to **the whole work**, it is not necessary to give a page number:
Stern (1983) argues that the language user knows the rules governing his native language.
❖ If **more than one source** is cited, they are placed in a chronological rather than an alphabetical order:
A number of research studies have been conducted into the effect of motivation on language acquisition (Smith, 1995; Brown, 1997; Anderson, 2002).
❖ **Short quotations** should be incorporated within the text:
According to Jordan, 'It is important to acknowledge the source of the quotations; otherwise, you may be accused of plagiarism' (2001: 98).
Note: When quoting, single quotation marks should be used. When the quoted material contains yet another quotation, the second quotation should be enclosed in double quotation marks:
Bach and Harnish argue that '"speak colloquially" is almost as empty as "speak idiomatically" is obscure if it has nothing to do with using idioms' (1982: 188).
❖ **Longer quotations** (more than three lines in length) are set out separately. They should be single-spaced, and indented from the left hand margin by five characters:
Jordan considers that
the *main features* [italics added] of academic writing are as follows: it is formal in an impersonal […] style (often using impersonal pronouns

and phrases and passive verb forms); cautious language [may, might, would, can, could, seem, appear a. o.] is frequently used in reporting research and making claims (2000: 88).

Square brackets [ ] tell the reader that the writer has added his or her own words to the quotation. An ellipsis in square brackets […] is used to show that part of the quotation has been omitted.

❖ To refer to an **Internet source without the author and the title**, Online 1 should be written. In the list of references, the sources are mentioned in order of appearance in the text:

A number of research studies have been conducted into the effect of motivation on language acquisition (Online 1).

❖ If there are **more than three authors**, all their names should appear when a reference to the publication is made for the first time. Then, only the first author should be mentioned followed by *et al.* meaning 'and others'. In the list of references, all the authors should be named, for example, (Waters et al., 1999).

❖ Use **ibid.** (Latin for 'in the same place') to avoid repeating the author's name if the text continuously refers to the same source:

Quotations are the exact words of the author, which should be accurate, with the same punctuation and spelling (ibid.).

Note: If the page number is different, it should be added, for example, (ibid.: 1-2).

❖ If a reference is made to **two different items by the same author in the same year**, *a* or *b* is added to the date, for example, (Cook, 1999a, 1999b). The same letters should be used in the list of references.

❖ If a reference to a **course book is made** in the body of the text, it is more convenient to cite also the title.

❖ When a **literary work** is first introduced in the text, the title and the author should be mentioned; the publication date may be omitted. If one book is under analysis, only page numbers can be written. A full reference should be given in the list of references.

❖ If a work is produced by an **organization**, the name of the organization should be used instead of the author's surname. In the running text, a proper reference with the corporate author and publishing date should be given, for example, (Ministry of Education and Science, 1995).

Appendix 1 **Application**

Humanitāro zinātņu fakultātes

_____ nodaļas vadītājam/ai/

_____
(vārds, uzvārds)

_____ maģistra studiju programmas

_____ semestra studenta/es

_____
(vārds, uzvārds)

_____
(studenta apliecības Nr.)

iesniegums.

Lūdzu apstiprināt maģistra darba tematu (nosaukums jānorāda latviešu un angļu valodā):

_____

_____

_____

_____

_____

Darba vadītājs: _____
                        (vārds, uzvārds)

Rīgā, _____   _____
         (datums)   (studenta paraksts)

Saskaņots: _____   _____
                    (darba vadītāja paraksts)   (datums)

Apstiprinu: Nodaļas vadītājs/ja _____   _____
                                              (paraksts)   (datums)

Appendix 2 **Cover of Master Thesis**

<div align="center">

LATVIJAS UNIVERSITĀTE

MAĢISTRA DARBS

RĪGA 2009

</div>

Appendix 3 **Title Page of Master Thesis**

UNIVERSITY OF LATVIA
FACULTY OF HUMANITIES
DEPARTMENT OF CONTRASTIVE LINGUISTICS, TRANSLATION AND
INTERPRETING
[pt 16, centred]

TITLE IN ENGLISH
[pt 18, Bold, Centred]

TITLE IN LATVIAN
[pt 16, Bold, Centred]

MASTER THESIS
[pt 16, Centred]

Author: **Name, surname**
[pt 14, Bold]
Matriculation Card
Adviser: prof./assoc.prof./doc./Dr.Philol. Inta Liepa
[pt 14, Align Right]

RIGA 2009
[pt 16, Centred]

Appendix 4 **Sample of Table of Contents**

TABLE OF CONTENTS

Appendix 5 **Sample of Attestation Page** (Dokumentārā lapa)

Maģistra darbs „Nosaukums angļu valodā" (nosaukums latviešu valodā) izstrādāts LU Humanitāro zinātņu valodu fakultātē.

Ar savu parakstu apliecinu, ka pētījums veikts patstāvīgi, izmantoti tikai tajā norādītie informācijas avoti un iesniegtā darba elektroniskā kopija atbilst izdrukai.

Autors: Ieva Kalna   I.Kalna   15.06.2005.

Rekomendēju darbu aizstāvēšanai
    Vadītāja: profesore Dr.Philol. Inta Kalniņa I.Kalnina 20.06.2005.

    Recenzents: docents Dr.Philol. Jānis Bērziņš

Darbs iesniegts Sastatāmās valodniecības un tulkošanas nodaļā 20.06.2007.

    Lietvede/Studiju metodiķe: Ineta Bērziņa I.Berzina 20.06.2007.

Darbs aizstāvēts maģistra gala pārbaudījuma komisijas sēdē
        ……………… prot. Nr. ….., vērtējums ………………..

    Komisijas sekretāre: lektore Anda Kociņa A.Kociņa