

Kansai University Graduate School
Division of Business and Commerce

May 25, 2011

GUIDE FOR MA THESES IN ENGLISH

1. The original and four copies of your MA thesis should be typed on a computer and printed out on A-4 (210mm x 297mm) paper (76 strokes x 37 lines, about 370 to 415 words per page, with the margins to 25mm or over on all sides).
 - A) The length of the thesis proper, excluding Bibliography, etc., should be over 12,000 words.
2. On page i (one), the following data, including the title of your thesis, should be given:

Example

JAPAN'S TRADE POLICY RECONSIDERED KANSAI UNIVERSITY GRADUATE SCHOOL, DIVISION OF COMMERCE MASTER'S DEGREE PROGRAM COMMERCE MAJOR RESEARCH-ORIENTED COURSE (<i>or</i> PROFESSIONAL COURSE) INTERNATIONAL MARKETING 01M4001, JOHN DOE (<i>or</i> MARY DOE)
--

3. On pages ii to iv (two to four, maximum 3 pages) comes the synopsis of your MA thesis.

Example

JAPAN'S TRADE POLICY RECONSIDERED SYNOPSIS

4. Next comes the table of contents showing parts [Roman numbers, I , II , III, ...], chapters [Arabic numbers, 1, 2, 3, ...] and back matter (Notes, Bibliography, etc.). If required to subdivide a chapter, add subsections [(1), (2), (3), ...] . These subsections, however, may be omitted from the table of contents.

Example Contents	
Synopsis-----	ii
I Introduction -----	1
II	5
1	6
2	13
3	20
III	25
1	27
2	35
IV	42
1	43
2	45
V Conclusion -----	52
Notes-----	55
Bibliography-----	65

5. Notes

Notes documenting the text, numbered to correspond to reference numbers in the text, should be placed at the end of your MA thesis. The following should be annotated:

- A) a fragment or passage quoted from a source;
- B) a term used in an unusual meaning, differing from its usual definition; and
- C) a parenthetical remark which interrupts the flow of the main text.

Notes should be numbered consecutively, beginning with 1 (superior figure ¹), throughout your thesis. If the same source appears in both notes and bibliography, the note citation may be shortened, as shown in Note 1 below.

Example ¹
<p>With enough manipulation, “freedom can be made to mean whatever the manipulator wishes”¹. Berlin favoured negative freedom as a ...</p> <p>-----</p> <p>Yet more recently this optimistic scenario has been shattered, with high value-added and development activity moving overseas also². With unemployment rising ...</p> <p>-----</p> <p>Notes</p> <p>1 Berlin (2008), p. 156</p> <p>2 See Whittaker (2007) for examples including Panasonic and Sony.</p>

¹ The data given here and in the following sections are given for the purposes of illustration only.

6. Web pages

In quoting data or information from a Web page, its web page address or URL should be indicated.

Example

<http://www.cbr.cam.ac.uk/people/whittaker.htm> (May 15, 2008)

7. Figures, Tables

Figures, tables, etc. should be numbered, like Figure 1, Figure 2...or Table 1, Table 2.... These numbers should be followed by the titles of figures or tables.

8. Bibliographic Entries

The bibliography should list the sources used or examined in your MA thesis.

- A) Give the name(s) of the authors(s) in alphabetical order, the date of publication, the title of work (book or article), the place of publication and the name of the publisher (with a colon between them), each ending with a period.
- B) If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first.
- C) In quoting a work in Japanese, give its title translated into English and add “(in Japanese)” at the end.

Example

Bibliography

Anders, George. 2006a. “Amazon, Ebay Announce Acquisitions, Alliances for Online-Auction Businesses.” *Wall Street Journal*, 13 April.

---. 2006b. “Investors in Ebay Inc. Worry about Costs.” *Wall Street Journal*, 27 October.

Barrell, Ry, and Nigel Pain. 1997. “Foreign Direct Investment, Technological Change and Growth within Europe.” *Economic Journal*, Vol. 107, No. 445.

Gillespie, Paula, and Neal Lerner. 2000. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn.

Henley, Patricia. 1999. *The Hummingbird House*. Denver: MacMurray.

Ieko, Kyouichi. 1999. *Innovation of Japanese-Style Marketing*. Tokyo: Yuhikaku (in Japanese).

Palmer, William J. 1997. *Dickens and New Historicism*. New York: St. Martin's.

---. 1993. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP.

9. Style Manual

Kate L. Turabian. 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 6th Edition. Chicago: The University of Chicago Press

Joseph Gibaldi. 2003. *MLA Handbook for Writers of Research Papers*, 6th Edition. New York: Modern Language Association of America.