# APPENDIX Ι

**FORMATTING INSTRUCTIONS**

**Open University of Cyprus**

***Faculty* ………………………………**

**Postgraduate Programme of Study *Name of Programme in Italics***

# Master’s Dissertation



**Insert the Title of the Master’s Dissertation Using a Combination of Capital and Small Letters as in this Example**

**First and Last Name**

**Supervisor**

 **First and Last Name**

**Month Year**

**Open University of Cyprus Faculty ………………………….**

**Postgraduate Programme of Study *Name of Programme in Italics***

# Master Thesis

**Insert the Title of the Master’s Dissertation Using a Combination of Capital and Small Letters as in this Example**

**First and Last Name**

**Supervisor**

**Name Surname**

This Master’s Dissertation was submitted in partial fulfillment of the requirements for the award of the postgraduate title

 on ……………………………………..

by the Faculty of ………………………………………………….

of the Open University of Cyprus.

# Month Year

BLANC PAGE

# Summary

A one-page summary of the goal, the methods followed, and the results of the Master’s Dissertation, as these appear in the text of the Master’s Dissertation that follows.

# Acknowledgements

This section includes any acknowledgements that the author would like to express to persons who have provided assistance in the writing of the Master’s Dissertation.

# Contents

1 Title of Chapter 1

[1.1 Title of Section 1](#_TOC_250001)

[1.1.1 Title of Sub-section 2](#_TOC_250000)

**2 Title of Chapter** ……………………………………………………………….....

2.1 Title of Section ………………………………………………………………….......

2.1.1 Title of Sub-section ………………………………………………………………....

**3 Title of Chapter** ………………………………………………………………......

3.1 Title of Section ………………………………………………………………….......

3.1.1 Title of Sub-section ……………………………………………………………….....

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# Appendices

**Α Title of Appendix** …………………………………………………………....

Α.1 Title of Section ……………………………………………………………………..

Α.1.1 Title of Sub-section …………………………………………………………………

**Β Title of Appendix** ……………………………………………………………..

Β.1 Title of Section …………………………………………………..............................

Β.1.1 Title of Sub-section ……………………………………………………………….....

**Bibliographical references** ……………………………………………………………....

BLANC PAGE

# Chapter 1

# Title of Chapter

Each chapter begins on a new page and is numbered using sequential Arabic numerals after the word “Chapter”. The title is written using a combination of capital and small letters, as in the example above. The title is followed by three empty spaces and then the text.

Each paragraph begins at the start of the line, without leaving an empty space. Lines are aligned to the left and right. Paragraphs are separated by an empty line. After the last paragraph and before the next title there is an empty line.

# 1.1 Title of Section

Sections are numbered under the numbering of the chapters to which they belong. The titles of the sections and sub-sections after the number are aligned to the left.

It is not permitted to have two successive titles (of a chapter, section or sub-section) without any text between them.

# 1.1.1 Title of Sub-section

**Chapter 2**

**General Comments**

* 1. **Formatting**

For users of Microsoft Word or a compatible word processing software, it is recommended to use this sample as a basis. A quick formatting of the text can be achieved by choosing “styles” in Microsoft Word.

Users of other softwares should make every effort to follow, to the extent possible, the formatting of the text in this sample.

The size of the text for captions is 11pt, for the main text 12pt, for the titles of sub-sections 13pt, for the titles of sections 18pt, for the titles of chapters 30pt and for the numbering of the chapters 40pt. The size of the text on the front cover and the inside cover page are the same as in this sample. Line spacing is 1.5.

# 2.2. Typical Structure

The first chapter is titled “Introduction” and the last one “Epilogue”. The number and the titles of the rest of the chapters as well as the total number of pages of the text depend on the topic discussed in the Master’s Dissertation. Reference to this document can only be made using the phrase “Master’s Dissertation” and not terms such as “assignment” or “project” or others.

# 2.3. Pagination

The text is divided into parts and the pagination of each part is sequential. The part which includes all the chapters is numbered using Arabic numerals, starting with “1”. The part before the chapters is numbered using Latin numbers, starting with “i” for the inside cover page on which, however, the number does not appear.

# References

References to literature are made with the use of parentheses which contain the name of the author, followed by the year of publication and the page (Tsiplakou 2014: 38). In case of reference to multiple articles, the comma is used and the names of the authors of the articles appear in alphabetical order (Chomsky 1981: 42, Labov 1994: 318) or (Chomsky 1981: 42, Labov 1994: 318· see also Pappas 2014). All references in the text are recorded in the bibliographical references and, vice versa, whatever is recorded in the bibliographical references corresponds to at least one reference in the text.

# Examples

Data is presented as follows (if necessary), numbered in increasing order throughout the text and not per chapter:

1. a. *τεθαύμακεν Ξέρξης*

θαυμάζω.ΠΡΚ.3ΕΝ Ξέρξης.ΕΝ.ΟΝΟΜ

«Θαύμασε έντονα ο Ξέρξης»

1. *Μα όλα για μένα σφάλασι και πάσιν άνω - κάτω για με ξαναγεννήθηκεν η φύση των πραμάτω.*

# Diagrams, Figures and Tables

They are presented in black and white and are numbered in increasing order throughout the text and not per chapter. Each category is numbered separately, e.g.



**Diagram 7.** Use of the Present Perfect in the Cypriot dialect in correlation with the age of survey participants.

Past Simple Past Present Past Perfect Continuous

***ρ* = .536,**

# p < .0005

***ρ* = -.533,**

# p < .0005

***ρ* = -.502,**

# p < .0005

**Table 2.** Correlations between age and language variables (*Spearman’s rho and significance*). Statistically significant correlations are stated in bold letters.

# Printing

The text is printed on one side of the page only. Margins must allow space for binding on the left.

The page size is Α4. Margins are 2 cm on each side (top, bottom, left and right), with an additional 1 cm to the left for binding.

# Appendix Α

**Title of Appendix**

Appendices are numbered in Greek capital letters.

# Α.1 Title of Section

In case appendices have sections and sub-sections, these follow a numbering which corresponds to that of the chapters, but with reference to the letter of the appendix.

# Bibliography

Here follows an optional simple way of presenting the bibliography:

Surname, N., Surname, N., …. & Surname, N. (YEAR) Title of Article, using a Combination of Capital and Small Letters.

*Journal in which the Article was Published,* Volume/Issue No., Pages.

Surname, N., Surname, N., …. & Surname, N. (YEAR) Title of Article using a Combination of Capital and Small Letters. Surname, N., Surname, N., …. & Surname, N. (ed.) *Title of Collective Volume in which the Article was Published, using a Combination of Capital and Small Letters*, Pages. Location: Publisher.

Surname, N., Surname, N., …. & Surname, N. (YEAR) (ed.) *Title of Collective Volume using a Combination of Capital and Small Letters.* Location: Publisher.

Surname, N., Surname, N., …. & Surname, N. (YEAR) *Title of Book using a Combination of Capital and Small Letters.*

Location: Publisher.

Surname, N., Surname, N., …. & Surname, N. (YEAR) Title of Article using a Combination of Capital and Small Letters. [http://www.ouc.ac.cy/web/guest/home#](http://www.ouc.ac.cy/web/guest/home) [Access: Date. Month. Year]

Bibliographical references are presented in increasing order based on the surnames of the authors and, if necessary, the year of publication. In case of more than one references from the same author or team of authors, the most recent ones are presented first. In case of more than one references from the same author or team of authors with the same year of publication, they are additionally numbered a, b, c…, e.g. Pappa, P. (2013a), Pappa, P. (2013b) etc.

# APPENDIX ΙI

**PROCEDURES AND TIMELINES FOR THE SUBMISSION OF VARIOUS FORMS AND THE MASTER’S DISSERATION**

a. Upon the end of the academic semester preceding the commencement of the Master’s Dissertation: Submission of Form No. ΑΠΚΥ61 – Initial declaration of topic to the Academic Coordinator of the Programme of Study. The student has specified the scientific area and the topic in collaboration with the tenured or adjunct faculty member who will undertake the supervision.

b. Within the first month of the first semester of the Master’s Dissertation: Submission of Form No. ΑΠΚΥ62 - Final declaration of topic to the Academic Coordinator. The student has finalised the topic in collaboration with the tenured or adjunct faculty member who has undertaken the supervision and submits a summary and a work schedule. The Three-member Committee is appointed.

c. Within the first month of the second semester of the Master’s Dissertation: Submission of Form No. APKY157 - Interim Progress Report for Master’s Dissertation of 5000 - 6000 words.

d. At the beginning of the last month of the second semester of the Master’s: Submission of the Dissertation to both the e-learning platform of the Open University of Cyprus and the Three-member Examination Committee. The corrections and comments of the tenured or adjunct faculty member who has undertaken the supervision have been incorporated in the Dissertation.

e. By 15 December / 15 May: Defence of the Thesis.

f. By 30 December / 30 May: Final corrections and submission of the Master’s Dissertation in its final form to both the e-learning platform and the Library of the Open University of Cyprus.