

Stylesheet: English Linguistics

Version 1.5 (February 3, 2020)

1 Referencing guidelines

1.1 Basics

Anything taken over from other authors needs to be referenced correctly, no matter whether it is other people's actual **wording** or their **thoughts**, no matter whether it is short or long. This applies to all kinds of written work – term papers, but also shorter essays, summaries etc.

1.2 In the main text

The system used in linguistics is **in-line referencing** according to the “Unified Style Sheet for Linguistics” (cf. 1.3), with references provided in round brackets in the text. Do not use footnotes for referencing. Note that the referencing system used in linguistics is different from MLA style.

(1) **Direct references** are used for word-for-word quotations from the literature. For example:

“Speakers choose among the available variants of all the available variables in order to locate themselves in a highly complex multi-dimensional space.” (HUDSON 1996: 147)

- Direct quotations must correspond exactly to the quoted text.
- Ellipses are marked by [...]. Do not start or end quotations with ellipses or overuse them.
- Additions are likewise placed in square brackets.
- If you find mistakes in the quoted text, do not correct them but highlight them by [sic].

(2) **Indirect references** are used when you paraphrase someone else's thoughts in your own words. They are indicated by “cf.”. Make sure to rephrase the original wording! For instance:

Middle class speakers differ strongly from upper class speakers in terms of the usage of postvocalic /r/ (cf. LABOV 1972: 169)

Paraphrased material needs to be referenced correctly. Merely listing the source in the bibliography is not sufficient!

As a rule, do not use “**second-hand quotations**”: When citing CHOMSKY (1965), read and verify your quotation in CHOMSKY's (1965) monograph. Do not rely on other peoples' quotations or summaries.

1.3 References

1.3.1 Independent publications

Publications which appear as a book are called **independent publications**.

- **Monographs**

Schneider, Edgar W. 2007. *Postcolonial English: Varieties around the World*. Cambridge: Cambridge University Press.

- **Collections of essays**

Hoffmann, Thomas & Graeme Trousdale (eds.). 2016. *The Oxford Handbook of Construction Grammar*. Oxford: Oxford University Press.

- **Several authors/editors**

Evans, Vyvyan & Melanie Green. 2006. *Cognitive Linguistics. An Introduction*. Edinburgh: Edinburgh University Press.

Mukherjee, Joybrato & Marianne Hundt (eds.). 2011. *Exploring Second-Language Varieties of English and Learner Englishes. Bridging a Paradigm Gap*. Amsterdam and New York: John Benjamins.

Mention all authors/editors, even if there are more than three of them:

Kortmann, Bernd, Kate Burridge, Rajend Mesthrie, Edgar W. Schneider & Clive Upton (eds.). 2004. *A Handbook of Varieties of English*. Berlin and New York: Mouton de Gruyter.

- **Revised, shortened, reprinted, second editions...:** Rev. ed. (revised edition) – Abr. ed. (abridged edition) – 2nd ed. (second edition) – 3rd ed. (third edition) etc.:

Schmid, Hans-Jörg. 2016. *English Morphology and Word-Formation: An Introduction*. 3rd rev. ed. Berlin: Schmidt.

Note that the titles of independent publications are **italicized** and receive **title case**: The first word and all other words are capitalized except for articles, prepositions of less than five letters and conjunctions.

1.3.2 Dependent publications

Publications which appear as parts of edited books, periodicals etc. are called **dependent publications**.

- **Essays in periodicals**

Rooy, Bertus van. 2010. Social and linguistic perspectives on variability in World Englishes. *World Englishes* 29(1). 3–20.

Yao, Xinyue & Peter Collins. 2012. The present perfect in World Englishes. *World Englishes* 31(3). 386–403.

Please note: When using articles taken from online versions of journals which are also available in print, there is no need to provide the URL of the online version.

- **Essays in edited volumes**

Östmann, Jan-Ola & Mirjam Fried. 2004. Construction Grammar: A thumbnail sketch. In Jan-Ola Östmann & Mirjam Fried (eds.), *Construction Grammar in a Cross-Language Perspective*, 11–86. Amsterdam and Philadelphia: John Benjamins.

- **Entries in encyclopaedias**

Stuurman, Frits. 1996. Descriptive Grammar and Formal Grammar. In Keith Brown & Jim Miller (eds.), *Concise Encyclopedia of Syntactic Theories*, 75–80. Pergamon.

Note that the titles of dependent publications are placed in double inverted commas and set in **normal sentence case**. The titles of the corresponding periodicals or edited volumes, in contrast, receive **title case** (cf. 1.3.1).

1.3.3 Special forms of publication

- **Unpublished texts, dissertations, MA and BA theses** are labelled as “MA thesis”, “BA thesis” or “Diss”.

Fink, Teresa Kathleen. 2005. *Attitudes Toward Languages in Nairobi*. Pittsburgh: Graduate Faculty of Arts and Sciences, University of Pittsburgh. MA thesis.

- **URLs**

Lakoff, George. 1990. Metaphor and War: The Metaphor System Used to Justify War in the Gulf. http://www2.iath.virginia.edu/sixties/HTML_docs/Texts/Scholarly/Lakoff_Gulf_Metaphor_1.html (15 January 2018).

This referencing style follows the ‘Unified Stylesheet for Linguistics’ available from https://www.linguisticsociety.org/sites/default/files/style-sheet_0.pdf.

1.4 Hints

- The bibliography at the end of the paper must be entitled “References” (not “Sources” or “Bibliography”).
- Everything cited in the main text needs to appear in the bibliography. Do not, however, include literature which you have only read but do not refer to otherwise.
- Make sure your references in the bibliography are absolutely correct. Avoid mistakes and typographical errors!
- First and last name of the first (or only) author are reversed to enable alphabetic ordering.
- Replace German abbreviations with English ones (replace “Hg.” with “ed.”, and “Bd.” with “vol.”)

1.4.1 How to create the list of references

- Creating the list of references by hand is **cumbersome and error-prone**.
- We recommend *Citavi* (available from the university) or *Zotero* (free of charge: <https://www.zotero.org/>), which will automatically create the list for you.
- Both *Citavi* and *Zotero* come with **templates for the “Unified Stylesheet for Linguistics”**.

2 Form

2.1 Basics

(1) Font:

- A common serif font, such as Times New Roman, Book Antiqua, Linux Libertine etc. (serif vs. sans-serif). Do not use eccentric or unusual typefaces.
- Font size 12
- Use **one single font** for the whole document – for the main text, but also for headlines, footnotes, page numbers, captions etc.

(2) Page format:

- A4 paper
- Typographic alignment: **full justification** (“Blocksatz”) **plus automatic hyphenation** – otherwise, full justification creates ugly large spaces between words.
- 2.5 cm for the left-hand margin; 3.5 cm for the right-hand margin; 2 cm for the top and bottom margins.
- line spacing: 1.5
- Consecutive pagination from the table of contents to the very last page.

(3) Paragraphs need to be indented.

2.2 Key elements of your paper

(1) Title page (see below) – The title page must contain the following items:

- title of the class
- the name of the teacher
- the title of your paper
- your name, address and matriculation number

<p>Catholic University of Eichstätt-Ingolstadt Department of English and American Studies Summer Term 2016 Seminar "Language Variation" Title, first name, last name of the course teacher.</p> <p style="text-align: center;">Title of your paper</p> <p>Max Mustermann Musterstraße 11 85072 Eichstätt max.mustermann@gmx.de Matr.-Nr. 123456 Subject (Subject) – Course X. semester</p>

Please note: Do not use **pictures, logos, colours or special fonts** or anything unusual on the title page. Keep it simple.

(2) **Table of contents**

- Arabic numerals: 1 – 1.1 – 1.2 – 1.2.1 etc. (note: no full stop after last numeral!)
- Make sure that your table of contents is formatted and indented correctly. Learn how to use an automatic table of content.

(3) **Main text**

(4) **Word count** The main text is immediately followed by a word count (excluding title page, table of contents and references). Note that the required lengths for term papers are...

- 4,000 words for a term paper in a BA-level class
- 6,000 words for a term paper in an MA-level class
- 25,000 words for a Bachelor's thesis
- 35,000 words for a Master's thesis

(5) **References**

- entitled "References" (not "Sources" or "Bibliography")!
- provides bibliographic references (cf. 1)

(6) **A plagiarism declaration** signed by you: "Ich habe die vorliegende Arbeit selbständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt."

2.3 Layout conventions

(1) **Direct quotations from the literature**

- **double inverted commas**
- E.g.: "speakers choose among the available variants of all the available variables in order to locate themselves in a highly complex multi-dimensional space" (HUDSON 1996: 147)
- **Quotations within quotations** are placed inside **single quotation marks**:
"Vennemann further proposes that isomorphism is maintained as far as possible, and re-established after its interruption by sound-change, by an 'innate principle of linguistic change' (Vennemann 1978: 259)" (McMahon 1994:91)

(2) **Prose quotations exceeding four lines**

- font size 10
- single spacing
- indented
- no inverted commas

(3) **Linguistic examples:**

- in italics (!);
- numbered; separated from main text; indentation 1cm

- Example:

(1) *wanna*

(2) *want to*

- If you use linguistic examples in the main text, they need to be italicized, too.
- Important: Do not use italics for any other purpose in linguistics. They are strictly reserved for examples.

(4) **Meaning paraphrases/translations:** In single inverted commas, as in: *udělal* ‘he did’

(5) Provide **interlinear glosses** of languages other than English or German:

(3) *Kdo hledá, najde.*
 whoever seek-3SG find-3SG
 ‘Seek and ye shall find.’

(6) **Transcription** Use correct brackets when transcribing!

- **Phonemic:** /træn'skrɪpʃən/
- **Phonetic:** [aɪ]

If IPA symbols are not available on your computer, you can download IPA fonts from <http://scripts.sil.org> (look, for example, for the font called “Doulos SIL”)

(7) **Orthographic spelling** is placed within angled brackets: *<mitupela>*

(8) **Footnotes** can be used for qualifying statements or expansions on the main text.

2.4 Hints

- Use a spellchecker.
- Use British or American spelling consistently! E.g. *centre* vs. *center*; *colour* vs. *color*; *apologize/apologise* vs. *apologize*; *travelled* vs. *traveled* etc.
- Format numbers according to English conventions (note the decimal and thousands separators!):
In 2011, 2.71 million Muslims lived in England and Wales, compared with 1.55 million in 2001. There were also 77,000 Muslims in Scotland and 3,800 in Northern Ireland.
- Note that English and German punctuation rules differ! For instance, you cannot use commas in order to separate basic clause elements like subject, verb or object, even if they are realized by a clause (in German, the comma is obligatory in such contexts!):

(4) **I know, that you are tired.*

(5) **It is perfectly natural, that men should go bald.*

If you are not sure about English punctuation, brush up on your knowledge, e.g. in the chapter on punctuation in QUIRK et al.'s *Comprehensive Grammar of the English Language*.

2.5 Some layout details worth watching out for

2.5.1 Dashes and hyphens

	Use	Example
-	hyphen	compounds, word separation
-	en dash	'to'; parentheses, comments etc.
		<i>world-weary</i>
		<i>1998–2005; pp. 13–199; The move – although widely expected – is an embarrassment to the French politician</i>

Wrong: **world–weary*; *599-602; **The move - although widely expected - is an embarrassment to the French politician.*

2.5.2 Quotation marks

- double quotation marks: “abc” (for direct quotations only; cf. above)
 - Note the format: 66 – 99
 - Wrong: “abc“ (66 – 66), ”abc” (99 – 99), „abc” (German), »abc«, «abc«
 - Example:
- single quotation marks: ‘abc’ (used for meaning paraphrases and for quotations within double quotation marks, cf. above):
 - note the format: 6 – 9
 - wrong: ’a’ (6 – 6), ‘a’ (9 – 9), »abc«

2.5.3 Apostrophes

- *John’s* (like a small 9)
- Do not use accents instead! **John’s*; **John’s*