Style Sheet

This style sheet applies to linguistics papers only. For other papers e.g. in literature, please see the style sheets from the different literary sections of our department.

1. General

a. All papers must be in English.
b. Use Times New Roman or Arial 12pt as font type.
c. Double-space entire paper.
d. Indent new paragraphs (1cm), do not use indents after headings, on a new page and after long (i.e. indented) citations.
e. Leave margins of 3.0 cm on all four sides of the paper.
f. Do not justify the right margin (do not use “Blockszatz”)
g. Use the following order and numbering of pages:
   2. Page 1: Universität des Saarlandes
      Fachrichtung 4.3 – Anglistik, Amerikanistik und anglophone Kulturen
      title of seminar
      professor or instructor
      semester
      title and subtitle of the paper
      date
      name
      matriculation number
      complete mailing address
      e-mail address
      telephone numbers
   3. Body of the work
   4. References, beginning on a new page
   5. Appendix, beginning on a new page: transcriptions and other data; transcription conventions
   6. Use explanatory footnotes (sparingly) or endnotes, beginning on a new page
h. Number all pages of the entire paper serially in the lower right corner.
i. Add an empty line between sections.
j. In general, make the appearance of the paper as simple as possible.
k. Please be sensitive to the social implications of language choice, and seek wording free of discriminatory overtones.

2. Titles and headings

a. Use Times New Roman or Arial respectively not only for the body of the text, but for all titles and headings as well. Do not use any special typefaces or type sizes; headings should be underlined or bold.
b. Capitalize only the first word and such words as the orthography of the language requires.
c. Place section headings on a line with the section (note that the subdivisions of papers are called sections not chapters), e.g.:

1. Introduction
2. The English sentence
   2.1 The nominal group
      2.1.1 Nominal premodification
      2.1.2 Nominal postmodification
   2.2 The verbal group
3. Conclusions
4. References
5. Appendix

3. Quotations and cited forms

a. Use double quotation marks (“…”), except for quotes within quotes. The second member of a pair of quotation marks must follow any other adjacent punctuation mark,
   e.g.: She writes, “This is false.” She asks, “Can a secret language exist?”
b. Indent long quotations (more than 3 lines) 1 cm on the left and right-hand side without quotation marks.
c. Indicate ellipsis by three periods, close set, with a blank space before and after:
   e.g.: like […] this.
d. Use quotation marks for all cited linguistic forms and examples in the text. As for quotes from your data, use quotation marks also. Do not forget to refer to the corresponding lines of your transcription if you quote from your data.
   e.g.: The word “baby” (l. 6) is a term of endearment.
e. Scare Quotes (= word or phrase from which writers wish to distance themselves because they consider it odd or inappropriate for some reason). Do not overuse scare quotes!
   e.g. so called “warm” colors./ They are unable to have a “normal” conversation.
f. Enclose transcriptions of particular phonetic phenomena either within (phonetic) square brackets or within (phonemic) slashes: the suffix [s], the word /rek/. Do not italicize or underscore bracketed transcriptions.
   e.g.: An instance of pronunciation different from Standard English would be the word “saved”, which he pronounces as ['saivd].
g. Use angle brackets for specific reference to graphemes:
   e.g.: The letter < q >. The plural marker <s>.
h. Use single quotation marks for glosses and meanings:
   e.g.: The word equus means 'horse', not 'cart'. Latin ovis 'sheep' is a noun.
i. Use italics for words of foreign origin and when introducing technical terms.
   e.g.: Latin ovis 'sheep' is a noun.
      The definition of intercomprehension is…
4. Quoting authors in the text

a. Within the text, give only a brief citation in parentheses consisting of the author's surname, the year of publication, and page number(s) where relevant. Note that the period follows the parentheses! e.g.:
   - (Rice 1989) or (Yip 1991: 75-6).
   - He states that this is one of the universal patterns in western societies regarding forms of address (Fasold 1990: 29).
   - In order for the remark to count as a tease, the addressee must be present (Boxer and Cortés-Conde 1997: 279).

b. If a cited publication has more than three authors, use the surname of the first author, followed by et al.
   e.g.: Chamizo et al. (1994) analyze this phenomenon from a different perspective.

c. If the author's name is part of the text, proceed as follows:
   Rice (1989: 167) comments Tannen’s (1993) theory...

d. With quotes that are not “word for word” quotes, but rather summaries of what an author has stated elsewhere, proceed as follows:
   e.g.: Gumperz (1981) states that the …

e. Use italics if you quote titles of books or articles within the text.
   e.g.: In this Cours de linguistique générale, de Saussure states that…

f. Do not use endnotes or footnotes for quotations only.

5. Footnotes/endnotes

a. Use either footnotes OR endnotes.

b. Keep footnotes/endnotes to a minimum, use only explanatory footnotes/endnotes

c. Type all notes as footnotes/endnotes, double spaced, font size 10, footnotes on the bottom of the respective page, endnotes following the entire text.

d. Number all notes serially throughout the paper.

e. The note reference number in the body of the text is a raised numeral (e.g.¹). Place note numbers at the ends of sentences wherever possible, after all punctuation marks.

f. Make each note a separate paragraph, beginning with its reference number, raised above the line and not followed by any punctuation mark.

6. References

At the end of the paper provide a full bibliography, double spaced, beginning on a separate page with the heading ‘References.’ Only refer to works cited in the text. Cite only peer-reviewed sources and/or your data.

a. Arrange the entries alphabetically by surnames of authors, with each entry as a separate hanging indented paragraph (1cm). (= hängender Einzug)

b. List multiple works by the same author in ascending chronological order (starting with the oldest).

c. Use suffixed letters a, b, c, etc. to distinguish more than one item published by a single author in the same year (use the same letters also in the text).
d. If you quote more than one work by the same author, substitute four hyphens followed by a full stop for the author’s name. If there is more than one author, replace his/her name with four hyphens, followed by a semicolon and the names of the other authors.

  e.g.:


e. Do not replace given names with initials unless the person normally uses initials:
    e.g. Halliday, M.A.K., but Lehiste, Ilse.

f. Use a middle name or initial only if the author normally does so:
    e.g. Heath, Shirley Brice; Oehrle, Richard T.

g. If the article/book is by more than 3 authors, use the name of the first author followed by et al.
h. The names of authors are separated by semicolons, not commas (see below).
i. A colon in the title is followed by capital letters,
    e.g.: “You’ll think we’re always bitching”: The functions of cooperativity and competition in women’s gossip.

j. Each entry should contain the following elements in the order and punctuation given:
   (first) author's surname, given name(s) or initial(s); given name and surname of other authors. Put the word “and” in front of the last author’s name. Add the year of publication, separated by full stops before and after, as well as the full Title: Subtitle of the work.
   - For a journal article add: Full name of the journal and volume number, inclusive page numbers for the entire article.
   - For an article in a book add: Title of the book, ed. by full name(s) of editor(s), inclusive page numbers. Place of publication: Publisher.
   - For books and monographs, italicize title and subtitle and add: the edition, volume or part number (if applicable) and series title (if any). Place of publication: Publisher.

k. Italicize book titles and journal names.
l. Place quotations and titles within titles in double quotation marks.
    e.g.: Why “American Idol” is destroying the United States.
m. For internet sources: see below.
7. Examples

Monographs:


Edited Volumes:


Works consisting of more than one volume:

Several volumes with different titles:

Adapted from the Style Sheet of the Linguistic Society of America
Articles in linguistic journals:


Articles in edited volumes:


Publications that appeared in the same year:


Title / quotation within a title:


Published Dissertation:


Unpublished dissertation:

Monograph / article that has not appeared yet:


Papers in conference proceedings:


Papers/posters presented at a conference (unpublished):


Editions other than the 1st one:


Adapted from the Style Sheet of the Linguistic Society of America
Reprints:


Translations:


Mailing Lists & Newsgroups:


[http://listserv.linguistlist.org/cgi-bin/wa?A2=ind9712&L=funknet&P=R34&D=0](06.08.2003)


Websites:


[http://www.phon.ucl.ac.uk/home/estuary/haenni1999.pdf](06.08.2003)
If author name or publishing year not available proceed as follows:

An electric language: An introduction to the socio-linguistics of the internet.

[http://www.oxy.edu/~scholl/writings/term.html] (01.03.2000) [no author, no publishing year]

Nunberg, Geoff. The field of linguistics: An overview. [http://www.lsadc.org/flxoverview.html] (06.08.2003) [no publishing year]

Online magazines:

Gajjala, Radhika. 1998. There are no last words online. Cybersociology 4.

[http://www.socio.demon.co.uk/magazine/] (21.05.2001) [no publishing year]


Dictionaries:


Entries in a dictionary:


Corpora:


Rissanen, Matti; Merja Kytö; Leena Kahlas-Tarkka; Matti Kilpiö; Saara Nevanlinna; Irma Taavitsainen; Terttu Nevalainen; and Helena Raumolin-Brunberg. 1991. *The Helsinki Corpus of English Texts.* Helsinki: Department of Modern Languages, University of Helsinki.

Films and videos:


For online or streaming films and videos use website quotation rules:


Newspaper articles:


Manuscripts or manuscript facsimiles:

*MS Junius 29.* Oxford: The Bodleian Libraries. [no author, no publishing year]