

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 “Blocksatz”)
- g. Use the following order and numbering of pages:
 1. Cover page (“Deckblatt” <http://www.uni-saarland.de/fak4/norrick/misc/dbgen/default.htm>)
 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.
- i. In general, make the appearance of the paper as simple as possible.
- j. 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) 1cm 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.
- c. Number all notes serially throughout the paper.
- d. 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.
- e. 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.:

Coates, Jennifer. 1997a. Competing discourses of femininity. *Communicating gender in context*, ed. by Helga Kotthoff and Ruth Wodak, 285-313. Amsterdam: Benjamins.

----. 1997b. The construction of collaborative floor in women's friendly talk. *Conversation: Cognitive, communicative, and social perspectives*, ed. by Talmy Givón, 55-89. Amsterdam: Benjamins.

- 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:

Bell, Allan; and Peter Garrett. 1998. *Approaches to media discourse*. London: Blackwell.

Fasold, Ralph. 1984. *The sociolinguistics of society*. Oxford: Blackwell.

Levinson, Stephen C. 1983. *Pragmatics*. Cambridge: Cambridge University Press.

Edited Volumes:

Bergvall, Victoria L.; Janet M. Bing; and Alice Freed (eds.) 1996. *Rethinking language and gender research: Theory and practice*. London: Longman.

Cameron, Deborah (ed.) 1990. *The feminist critique of language: A reader*. London: Routledge.

Collins, John; and Ross Glover (eds.) 2002. *Collateral language: A user's guide to America's new war*. New York: New York University Press.

Sacks, Harvey. 1992. *Lectures on conversation, vol. 2*, ed. by Gail Jefferson. Oxford: Blackwell.

Works consisting of more than one volume:

Lyons, John. 1977. *Semantics*, 2 vols. Cambridge: Cambridge University Press.

Several volumes with different titles:

Grice, H. Paul. 1978. Further notes on logic and conversation. *Syntax and semantics, vol. 9: Pragmatics*, ed. by Peter Cole, 41-58. New York: Academic Press.

Articles in linguistic journals:

Chamizo, Pedro et al. 1994. Euphemism and dysphemism: Ambiguity and supposition.

Language and Discourse 2 (3). 78-92.

Guendouzi, Jackie. 2001. "You'll think we're always bitching": The functions of cooperativity and competition women's gossip. *Discourse Studies* 3. 29-51.

Hay, Jennifer. 2000. Functions of humor in conversations of men and women. *Journal of Pragmatics* 32. 709-742.

Holmes, Janet; and Miriam Meyerhoff. 1999. The community of practice: Theories and methodologies in language and gender research. *Language in Society* 28. 173-183.

Sacks, Harvey; Emmanuel Schegloff; and Gail Jefferson. 1974. A simplest systematics for the organization of turn-taking in conversation. *Language* 50. 696-735.

Articles in edited volumes:

Coates, Jennifer. 1999. Changing femininities: The talk of teenage girls. *Reinventing identities: The gendered self in discourse*, ed. by Mary Bucholtz; A.C. Liang; and Laurel A. Sutton, 123-144. Oxford: Oxford University Press.

----. 2000. Small talk and subversion: Female speakers backstage. *Small talk*, ed. by Justine Coupland, 241-263. Harlow: Pearson.

Pawley, Andrew; and Frances H. Syder. 1983. Two puzzles for linguistic theory: Nativelike selection and nativelike fluency. *Language and communication*, ed. by Jack C. Richards; and Richard W. Schmidt, 191- 226. New York: Longman.

Valentin, Paul. 1999. Unterem Phrasem das Zeichen. *Phraseme und typisierte Rede*, ed. by Nicole Fernandez Bravo; Irmtraud Behr; and Claire Rozier, 15-23. Tübingen: Stauffenburg.

Publications that appeared in the same year:

Coates, Jennifer. 1997a. Competing discourses of femininity. *Communicating gender in context*, ed. by Helga Kotthoff and Ruth Wodak, 285-313. Amsterdam: Benjamins.

----. 1997b. The construction of collaborative floor in women's friendly talk. *Conversation: Cognitive, communicative, and social perspectives*, ed. by Talmy Givón, 55-89. Amsterdam: Benjamins.

----. 1997c. Women's friendships, women's talk. *Gender and discourse*, ed. by Ruth Wodak, 245-262. London: Sage.

Title / quotation within a title:

Carlson, Lauri. 1984. "Well" in *dialogue games*. Amsterdam: John Benjamins.

Hardy, Donald E. 1991. Free indirect discourse, irony, and empathy in Flannery O'Connor's "Revelation". *Language and Literature* 16. 37-53.

Published Dissertation:

Lebeaux, David. 1988. *Language acquisition and the form of grammar*. Amherst: University of Massachusetts dissertation.

Poser, William. 1984. *The phonetics and phonology of tone and intonation in Japanese*. Cambridge, MA: MIT dissertation.

Unpublished dissertation:

Galbraith, Mary. 1989. *Subjectivity in the novel: A phenomenological and linguistic approach to the narration of childhood self*. Unpublished Ph.D. Dissertation. State University of New York at Buffalo.

Monograph / article that has not appeared yet:

Firth, Alan. forthcoming. *Trading discourse: The lore and language of international trade*. Oxford: Oxford University Press.

Schilling-Estes, Natalie. forthcoming. Investigating “self-conscious” speech: The performance register in Ocracoke English. *Language in Society*.

Papers in conference proceedings:

Saunders, Pamela A. 1995. Do old women tell secrets?: A linguistic analysis of gossip in the discourse of older women. *Cultural performances: Proceedings of the 3rd Berkeley Women and Gender Conference 1994*, ed. by Mary Bucholtz et al., 621-630. Berkeley, CA: Berkeley Women and Language Group.

Papers/posters presented at a conference (unpublished):

Guilefoyle, Eithne; and Mire Noonan. 1988. *Functional categories and language acquisition*. Paper presented at the 13th Boston University Conference on Language Development, Boston, MA.

Prince, Ellen. 1991. *Relative clauses, resumptive pronouns, and kind- sentences*. Paper presented at the annual meeting of the Linguistic Society of America, Chicago.

Zwart, Jan-Wouter. 1992. *Verb movement and complementizer agreement*. Paper presented at GLOW 15, Lisbon, Portugal.

Editions other than the 1st one:

Yule, George. 1996. *The study of language*, 2nd edition. Cambridge: Cambridge University Press.

Reprints:

Bateson, Gregory. 1954 (1972). A theory of play and fantasy. *Steps to an ecology of mind*, ed. by Gregory Bateson, 177-93. San Francisco: Chandler.

Legman, Gershon. 1968 (1982). *No laughing matter*. Bloomington: Indiana University Press.

Translations:

Freud, Sigmund. 1905 (1960). *Jokes and their relation to the unconscious*, trans. by James Strachey. New York: Norton. [German original: *Der Witz und seine Beziehung zum Unbewussten*. Vienna.]

Mailing Lists & Newsgroups:

Bilmes, Jack. 1999. Interaction and ethnography. *Languse*. [languse@sprog.auc.dk] (16.01.1999)

Lakoff, George. 1997. Conventional implicature? *Funknet*

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

(06.08.2003)

Murphy, Lynne. 1999. Summary: Language games. *LINGUIST List* 10.819.

[<http://www.ling.ed.ac.uk/linguist/issues/10/10-819.html>] (07.12.2002)

Websites:

Haenni, Ruedi. 1999. The case of Estuary English: supposed evidence and a perceptual approach.

[<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. There are no last words online. *Cybersociology* 4.

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

McHoul, Alec; and Mark Rapley. 2000. "Still on holidays Hank?": "Doing business" by

"having a chat". *M/C: A Journal of Media and Culture* 3. [<http://www.media-culture.org>]

Dictionaries:

Merriam-Webster Dictionary. [<http://www.merriam-webster.com>] (06.08.2013)

Longman Dictionary of Contemporary English, 7th edition. 2003. Harlow: Pearson.

Entries in a dictionary:

"linguistics." Merriam-Webster Dictionary. [<http://www.merriam-webster.com>] (06.08.2013)

"linguistics." *Longman Dictionary of Contemporary English*, 7th edition. 2003. Harlow: Pearson.

Corpora:

Davies, Mark. 2008-present. *The Corpus of Contemporary American English: 450 million words, 1990-present*. [<http://corpus.byu.edu/coca/>].

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:

Star Wars Episode IV: A New Hope. 1977. Lucas, George, dir. Twentieth Century Fox. Blu-Ray.

"The One Where Chandler Can't Cry." 2004. *Friends: The Complete Sixth Season*. Andrew Reich; and Ted Cohen, writs. Kevin Bright, dir. Warner Brothers. DVD.

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

Graceffa, Joey. *British vs. American accents!* YouTube video. 16.01.2012.

[<http://www.youtube.com/watch?v=Ua7nyAaf3pE>] (02.11.2013)

Newspaper articles:

Brubaker, Bill. Is Chris Christie the GOP's Bill Clinton? 02 November 2013. *Washington Post*

[<http://www.washingtonpost.com/politics>] (02.11.2013)

Manuscripts or manuscript facsimiles:

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