Universität Bielefeld
Anglistische Linguistik
September 2011

STYLE SHEET (term papers)

Every term paper consists of a cover page, a table of contents, an introduction, the main body text, a conclusion and a list of references.

Deadline
Term papers have to be handed in by
30 September (for courses attended in summer term) or
31 March (for courses attended in winter term),
unless your lecturer gives you different instructions.

Cover page
The following items should appear on your cover page: university, department, course, course number, instructor, winter/summer term and year, your name and student number (Immatrikulationsnummer), contact details (your e-mail address / phone no.) and the title of your paper. For example:

<div align="center">

Universität Bielefeld
Anglistische Linguistik
History of the English Language (232025)
Prof. Dr. Anne Schröder
WS 2011/12

Word Formation in Middle English

Anna Mester
123456789
anna.mester@uni-bielefeld.de

</div>

Table of contents
The table of contents lists all sections of your paper in sequence (Arabic numerals), with page numbers. Start page numbering with your introduction. For example:

1. Introduction
2. An introduction to Word formation   1
3. Word-formation in Middle English   3
   2.1. English before 1066   4
   2.2. Early Middle English   5
   2.3. Late Middle English   6
   [...]
3. Conclusion   12
4. References   13

Text
For your main body text use 1.5 line spacing, and a size 12 font, with a left margin of 3 cm and a right margin of 2.5-3 cm.

Citations
Do not use foot- or endnotes. Use in-line citations in "author-date" style: Your sentence (Author's last name Year of publication: page number(s)). For example:

> As the Latin-based terms and definitions for parts of speech do not apply for all English words, the notion of word classes was introduced instead (cf. Crystal 1995: 206).

If the author's name appears in the text already, do not repeat it in the quotation. For example:

> Crystal explains why linguists prefer to use the term "word classes" rather than "parts of speech" (1995: 206).

If you refer to a whole book or article in general do not provide page numbers. For example:

> Trask (1995) gives a very general overview of basic concepts in the study of language.

Quotations
Your quotation needs to correspond exactly to the original in spelling, punctuation and format. Reproduce words in *italic* and **bold** print as well as underlined items precisely as they appear in the text. You can mark changes to the original text by [square brackets]. Omitted parts of the original appear as […]. If you want to add emphasis (bold print, italics or underlining) to the original indicate this by [my emphasis]. If you change the wording/ spelling, put these changes in square brackets, e.g. [T]he for 'the'; [the respondents] for 'they'. Mark mistakes in the original by [*sic*].
Short quotations up to three lines are incorporated into the text, have to be put in quotation marks and are directly followed by the relevant citation. For example:

> It is important to remember that "[t]he **attitudes** engendered or symbolized by a language are its social meaning." (Downes 1998: 65) [my emphasis]

Quotations that are longer than three lines should be set off from your text by beginning a new paragraph that is indented on the left and right margin by 1.25 cm each and single spaced. In this case, do not use quotation marks. For example:

According to Trudgill,

> **Traditional Dialects** are what most people think of when they hear the term **dialect**. […] They are most easily found, as far as England is concerned, in the more remote and peripheral rural areas of the country, although some urban areas of northern and western England still have many Traditional Dialect speakers. These dialects differ very considerably from Standard English, and from each other, and may be difficult for others to understand when they first encounter them. (Trudgill 2000[2]: 5)

Paraphrasing and referring to a text

The amount of direct quotations in your text should be restricted to the most significant ones. More often you will have to paraphrase parts of your secondary sources or refer to them more generally. Be aware that both are ways of presenting ideas that are not yours and you always need to provide citations of your sources. If you do not provide citations, your paper will be considered an act of **plagiarism** and you will fail the course. These citations have the same format as those used for quotations.

Remember that a "paraphrase" consists of your own words and does not retain any words or expressions of the original text except technical term.

The following sentence is an example of **plagiarism** of the first sentence in the quotation above.

> When people hear the term dialect they mostly think of what Trudgill (2000^2: 5) calls "Traditional Dialects".

A possible correct paraphrase of this sentence would be, e.g.

> In every-day usage, 'dialect' refers to what Trudgill calls "Traditional Dialects" (2000^2: 5).

If you want to refer to the whole passage quoted above, you could write,

> The term "Traditional Dialects" is often used to refer to the more rural varieties of spoken British English (cf. Trudgill 2000^2: 5).

Footnotes/ Endnotes

Do not use endnotes. Footnotes should only be used for comments, cross-references and acknowledgements that are not part of your text. They consist of a superscript reference number, which directly follows the text passage your footnote comments on and the correspondingly numbered footnote text. This text appears at the bottom of the same page as the reference number and it should be set in the same font style as the main body text at 10 pts. Your first footnote will be introduced by 1, the second by 2, etc. throughout your term paper.

Format of linguistic examples

In general, linguistic **examples** are set in *italics*. For example:

> The words *savage* and *appointment* were both borrowed from French in Middle English.

If more than one linguistic example is used in the text they should be consecutively numbered throughout the whole paper. The list numbers should be bracketed: (1), (2), etc.

'Single quotes' are used to express the **meaning** of a word or passage, is in translations. For example:

> In Germanic languages future tense is often expressed by modal verbs, as in English *will* or Swedish *ska* 'shall'. German, however, uses the lexical verb *werden* 'become'.

Phonemic transcriptions are enclosed by /slashes/, e.g. /teɪk/.
Phonetic transcriptions are enclosed by [square brackets], e.g. [tʰeɪk].

{Curly brackets} are used to identify **morphemes**, e.g. {writ} {-er}.
<Angular brackets> indicate **graphemes**, use these if you want to refer explicitly to the spelling of a linguistic item, e.g. both <sun> and <son> are pronounced the same.

References
In your list of references include every secondary source you cited in your term paper. Sort the entries in alphabetical order by the author's last names. It is most important to use a consistent format. You will find examples for different kinds of entries below, but you may use a different format, as long as you do so consistently:

Books/ Monographs: Last name, first name. Year. *Title*. Place: Publisher.

> McArthur, Tom. 2003. *Oxford guide to World Englishes*. Oxford: Oxford University Press.

If a book (article, edited volume) has more than three authors, "*et al.*" follows the first author's name:

> Quirk, Randolph *et al*. 1985. *A comprehensive grammar of the English language*. London: Longman.

If your reference list contains more than one entry from the same author published in the same year, use small letters to differentiate.

> Sinclair, John. 2004a. *How to use corpora in language teaching*. Amsterdam: Benjamins.
> Sinclair, John. 2004b. *Trust the text: Language corpus and discourse*. London: Routledge.

Edited volumes
Follow the format for books and monograph and simply insert "ed." for one or "eds." for more than one author.

> Barcelona, Antonio, ed. 2000. *Metaphor and metonymy at the crossroads*. Berlin: Mouton de Gruyter.

Journal articles: Last name, first name. Year. Article title. *Journal title* Volume: Pages of article.

> Bailey, Richard W. 2002. Teaching sound change. *Journal of English Linguistics* 30: 310-317.

Book articles or chapters: Last name, first name. Year. Article title. "In" first name last name, ed(s). *Book title*. Place: Publisher. Pages of article.

> Langacker, Ronald W. 1988. Autonomy, agreement, and cognitive grammar. In Diane Brentari, Gary Larson and Lynn MacLeod, eds. *Agreement in grammatical theory*. Chicago: Chicago Linguistic Society. 147-180.

If more than one article/ chapter of one book appears in your reference list, the book should be listed independently, so that you can refer to this independent entry.

<u>Internet sources:</u> Title. URL: http://... Access date.

Oxford English Dictionary Online. URL: <u>http://www.oed.com</u>. Accessed September 9th, 2011.

Please note:

Plagiarism is not only handing in someone else's work as your own.
Even if you merely forget to insert a citation or reference, you commit plagiarism!
You must give credit any time you make use of other people's writings or ideas in quotations, paraphrases or when simply referring to them.