

Style Sheet for Term Papers in English Linguistics

STRUCTURE	See template (<i>Formatvorlage</i>) for headings, sub-headings (p. 4) and general structure. Follow instructions given by teaching staff.
MARGINS	2.5 cm top and bottom 3.0 cm left and right
FONT	Arial, Calibri, Cambria, Noto, Times New Roman 12 pt (for longer examples/quotations: 10pt) Use <i>italics</i> for object language (i.e. examples), meta language (i.e. terminology) and foreign words.
SPACING	1.5 line spacing
PARAGRAPHS	Use paragraphs in your assignment; format by indenting the first line of each new paragraph (1 cm) and by using justified alignment (<i>Blocksatz</i>). No blank lines between paragraphs.
FIGURES & TABLES	Provide consecutively numbered captions for all figures and tables: Figure 1. Comparison of correct answers by language learners in grade 2 Table 1. Background on participants
FOOTNOTES	Footnotes are used for additional information (e.g., definitions, clarifications, etc.), <i>not</i> for references. Keep to a minimum.
QUOTING	We use the <u>author-date in-text</u> referencing system:
Short quotes	It is important to remember that a “distinction can be made between the transcription of phonemic transcripts and phonetic transcripts” (Mullany & Stockwell, 2010, p. 3).
Long quotes (> 3 lines)	Indent, no quotation marks: Regarding equivalence in translation it needs to be considered that a particular source text will have many different translation texts that can be called ‘equivalent’ to the source text in different ways depending on how similarity of message or function is interpreted; this will have to take into account varying pragmatic factors, the difference between the two language systems involved and so on. (House, 2009, pp. 29-30)

Paraphrases

Whenever other authors' ideas are paraphrased in new words, this is made explicit as an indirect form of quotation as follows:

Hampe (cf. 2011, p. 212) emphasizes that complex-transitive argument structures express a range of related meanings, not only those referred to as resultative.

Original source by Hampe (2011, p. 212):

The strong focus on expressions with resultative meanings has eclipsed a fact that is well-documented in major reference grammars, viz. that the cextr. patterns also code for a range of non-resultative meanings.

Secondary sources

Quotes included as quotes in another text:

Fraser (1990 in Leech 2014, p. 38) thinks that politeness involves "getting on with the task in hand in light of the terms and conditions of the CC".

Original source by Leech (2014, p. 38):

Politeness is not seen as "strategic" or "rhetorical" but simply as "getting on with the task in hand in light of terms and conditions of the CC" (Fraser 1990: 233). Politeness according to Fraser and Nolen is attributed to the speaker, [...]

REFERENCES

List all your references alphabetically in the following format, print the titles of journals, books and edited books in *italics*:

Journal articles

Hampe, B. (2011). Discovering constructions by means of collocation analysis: The English Denominative Construction. *Cognitive Linguistics* 22(2): 211-245.

Books (one author)

Leech, G. (2014). *The pragmatics of politeness*. Oxford: Oxford University Press.

(several authors)

Mullany, L. & Stockwell, P. (2010). *Introducing English language: A resource book for students*. London: Routledge.

Chapters in edited books

Schauer, G.A. (2010). Study abroad and its effect on speech act performance. In A. Martinez Flor and E. Uso Juan (Eds.) *Speech act performance: Theoretical, empirical and methodological issues* (pp. 91-108). Amsterdam: John Benjamins.

Inacceptable references

- Wikipedia articles
- lecture scripts and seminar materials
- general websites (unless otherwise instructed)
- general purpose dictionaries (for definition of linguistic terminology)
- popular science books and magazines

SUBMISSION

Follow instructions given by teaching staff.

Please make sure you include the confirmation of authorship which can be found in the template.