

# English Linguistics: *Style Sheet for Seminar Papers*

*“Simplicity of form is never a poverty. It is a great virtue.”  
(Jan Tschichold)*

## 1. Formal conventions

### Length

Although by no means the most important issue when it comes to seminar papers, the question about the length of the work is often the first one asked. Depending on the degree course and the type of seminar, your paper should roughly have the following length:

Seminar papers	Words	Pages
Aufbaumodul Lehramter, B.A./B.Sc.	3.000–4.000	ca. 10–12
Vertiefungsmodul B.A.; Profile Module English Linguistics IV	3.500–4.500	ca. 13–15
Vertiefungsmodul Lehramt Gymnasium, Master Module English Linguistics, Profile Module English Linguistics I/II/III	4.500–6.000	ca. 15–20
Profile Module English Linguistics V	3.000–3.500	ca. 10–11

**Table 1: Length**

At the end of your term paper you should provide the exact number of words. Word processors can usually do an automatic word count for you. Title page, table of contents, the bibliography and appendices should be excluded from the word count.

Recommendations concerning the length of final theses (B.A., M.A., Lehramter) can be found on the institutional homepage in the subsection entitled “Studium”.

### Before you start

Before you actually start writing, you should familiarize yourself with the tools you are using. Modern word processors like *Microsoft Word* or *LibreOffice Writer* (and also typesetting tools like *LaTeX*) offer a multitude of functions that can assist you. Instead of setting formats like the typeface or the space between paragraphs by hand, you should make use of formatting styles (*Formatvorlagen*), which will not only ensure a consistent layout of your paper but also make it possible to generate the table of contents automatically. Once set up, you can re-use your formatting styles for all future papers (and with small changes also for papers in other subjects).

Various handbooks available at the University Library and the courses offered in cooperation with the IT Support (<https://www.uni-bamberg.de/its/dienstleistungen/kurse/computerkurse-fuer-studierende/>) can help familiarize you with basic and advanced functions of text processing software.

In order for your spell checker to work correctly, do not forget to set the language of your document to the language you actually use, e.g. “Englisch (Großbritannien)” or “Englisch (Vereinigte Staaten)”.

A backup strategy is also something you might want to consider before you begin writing. As convenient as saving everything to the local hard drive and additionally to a USB device may be, it is not really a backup. Save incrementally to at least two different external media so that you have at least one working copy in case something goes wrong. An online backup, for example to your student folder<sup>1</sup> on the university's file server, is a good alternative. For final theses a versioning system like *Subversion* (<https://subversion.apache.org>) can save you a lot of work.

## Title page

The first page of your paper is the title page, which is unnumbered and provides the following pieces of information (cf. also Figure 1):

- |                           |   |
|---------------------------|---|
| Top part of the page:     | <ul style="list-style-type: none"> <li>• Otto-Friedrich-Universität Bamberg</li> <li>• Lehrstuhl für Englische Sprachwissenschaft einschließlich Sprachgeschichte</li> <li>• type and title of seminar</li> <li>• module (<i>Modulzuordnung</i>) and ECTS points</li> <li>• name of the university teacher (with academic titles)</li> <li>• semester</li> </ul>                  |
| Central part of the page: | <ul style="list-style-type: none"> <li>• title of the seminar paper</li> </ul>  |
| Bottom part of the page:  | <ul style="list-style-type: none"> <li>• your name</li> <li>• your matriculation number (<i>Matrikelnummer</i>)</li> <li>• your subjects studied (with semester number) and course of study (e.g. <i>Lehramt Gymnasium</i>)</li> <li>• your postal address</li> <li>• your telephone number</li> <li>• your email address</li> <li>• the date of handing in your paper</li> </ul> |

<p>Otto-Friedrich-Universität Bamberg          Lehrstuhl für Englische Sprachwissenschaft einschließlich Sprachgeschichte          Hauptseminar: Absolutely fabulous aspects of the English language          Vertiefungsmodul (8 ECTS)          Dozent: Dr. John Sinclair          Wintersemester 2023/2024</p> <p style="text-align: center;"><i>We are being different:</i></p> <p style="text-align: center;"><b>The use of the progressive aspect in British and American English</b></p> <p>Jane Doe          Matrikelnummer: 4815162342          Englisch (4)/Geschichte (4), Lehramt Gymnasium          Große Britenstraße 15b, 96047 Bamberg          Telefon: (0 951) 555-1516          E-Mail: jane@doe.com</p> <p>15. April 2024</p>
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**Figure 1: Title page**

<sup>1</sup> See <https://www.uni-bamberg.de/its/dienstleistungen/dateidienste/studium/> for details.

## Page layout

The page size of your paper should be A4 (portrait), printed on one side only. Leave ample margins for comments and corrections (left and right at least 3 cm, top and bottom about 2.5 cm). Only serif fonts with a good legibility (e.g. Cambria, Century Schoolbook or Times New Roman) sized 11 to 12 points are suitable for your running text. Do not mix different typefaces in your paper.

The line spacing (*Zeilenabstand*) of your running text should be set to 1.5. Footnotes, longer quotations and bibliography (see below) should be single-spaced.

Your text should be justified on both sides (*Blocksatz*) and paragraphs should either have their first lines indented or have a small space of about 6 points between them. If you choose to indent the paragraphs, make sure that the first paragraph after a headline does not have such an indentation.

Each page (except for the title page and the table of contents) should have a page number. Note that in seminar papers and final theses new sections generally do not begin on a new page. Only the references section and the appendix are preceded by a page break (*Seitenumbruch*).

## Numbering

Use Arabic numerals for your headings (e.g. 2.3.4.). If you think you need more than four levels (e.g. 2.3.4.2.8.), you should consider revising the outline of your paper. A subsection should contain more than one idea expressed in a single paragraph. Each lower level should at least consist of two headings. Note that the references section and (optional) appendices are usually not numbered. A suggestion as to how the table of contents may look can be found in Figure 2.

Contents	
1. Introduction .....	1
2. The progressive aspect in Standard English grammar .....	2
3. Methodology .....	3
4. Results and discussion .....	4
4.1. The progressive aspect in American English .....	5
4.1.1. Written .....	6
4.1.2. Spoken .....	5
4.1.3. Non-standard dialects .....	5
4.2. The progressive aspect in British English .....	5
4.2.1. Written .....	5
4.2.2. Spoken .....	5
4.2.3. Non-standard dialects .....	6
5. Conclusion .....	6
References .....	6

Figure 2: Table of Contents

## 2. Typography

### *Italics and underlining*

Italics are usually used to highlight words you want to emphasize, indicate titles of books and foreign words or phrases. In linguistics they are also used to mark letters, words or sentences you present as linguistic evidence in the running text:

The word *cousin* still has the meaning ‘relative’ in Shakespeare’s *What You Will*.

Remember that only titles of independent works, i.e. monographs, collections and journals, are italicized. Titles of journal articles, book chapters and the like must not be set in italics. Do not overuse italics for emphasizing words. Syntactic and lexical means are often more suitable to express emphasis.

Unabbreviated names of linguistic corpora are also italicized. Their abbreviations, however, are not.

The *Corpus of Historical American English* (COHA) is a linguistic corpus. The COHA contains written texts that were published between 1820 and 2010.

If you have to italicize something within a stretch of italics, the type is normally switched back to roman type. Parentheses and brackets around italicized text should also be set in italics.

Some older style guides still suggest using underlining instead of italics. This goes back to the era of typewriters, which often could not produce italics – and is still useful in handwriting. As you will not be using a typewriter to produce your paper, there is absolutely no need for you to underline anything in your paper.

### *Linguistic examples*

Linguistic examples should be numbered consecutively throughout your paper and should be referred to in the text by means of these numbers. Please avoid vague references such as “as the examples below show”. Related examples can be subsumed under the same number and distinguished by adding a letter (e.g. (2) a.). Ungrammatical examples are marked by a small asterisk (\*). Examples of doubtful grammaticality can be marked by question marks.

Example (1) illustrates the basic type. Alternative structures involving subject-to-object raising and subject-to-subject raising are given in examples (2a) and (2b), respectively. Example (2c) borders on ungrammaticality and (2d) is clearly ungrammatical.

- (1) The authorities believed that the IRA planted the bomb.
- (2)
  - a. The IRA was believed by the authorities to have planted the bomb.
  - b. ? The IRA was believed to have planted the bomb by the authorities.
  - c. \* By the authorities it was believed the IRA to have planted the bomb.

It is possible to create a formatting style (*Formatvorlage*) for your examples, so that you do not have to keep track of numbering yourself.

## Quotation marks, apostrophes, hyphens and dashes

Use typographically correct (“round”) quotation marks in your paper. Opening and closing quotation marks in English thus look like a tiny 6 and a tiny 9 respectively (‘...’, “...”). Do not use the inch sign (") as a replacement for quotation marks.

Double quotation marks are used for shorter quotations. Single quotation marks are used for meanings, definitions and quotations within quotations.

The Old English verb *sellan* had the general meaning of ‘give’; Middle English *sellan*, however, was narrowed to ‘sell’, that is, ‘give for money’.

As Dewey (2020: 612) points out, “[o]ne emerging theme is the notion that we are entering an era that Blair (2015) describes as ‘post-native’, where a teacher’s first language background is unimportant and where nativeness no longer matters at all.”

Never use quotation marks for emphasis. A reader of your paper is likely to interpret this usage as irony. The apostrophe (') looks like a closing single quotation mark. On a German standard keyboard it is found on the same key as the hash or pound sign (#). Do not use accents (´ or `) as replacement for the apostrophe.

You should also distinguish between hyphens (-) and dashes (–). While hyphens are used to join words or syllables (e.g. *twenty-three*), dashes indicate parenthetical expressions – such as this one – and are also used for ranges of numerical values (e.g. “1980–2010”). Dashes used in parenthetical expressions are surrounded by spaces, those indicating a range are not.

## IPA characters

If you need to include IPA symbols, make sure to use an appropriate Unicode font that roughly matches the look of your running text. Many widely used character sets (such as Times New Roman or Cambria) now include all the standard IPA symbols needed for English transcription (Menu: Insert > Symbol). In addition, SIL International offers two standard typefaces (*Doulos SIL* and *Charis SIL*)<sup>2</sup> that provide well designed IPA symbols free of charge. Do not forget to enclose phonemic transcriptions in slashes /.../ and phonetic transcriptions in square brackets [...]. The website *Type IPA phonetic symbols* (<https://ipa.typeit.org/>) is a helpful on-line tool for selecting the appropriate IPA symbols.

## Tables and figures

Very often it is useful to include tables or figures in your paper. Remember that they do not speak for themselves, but describe what the reader should take away from them. Each instance should be labelled, e.g. “Table 1: Progressive aspect in American English”. Spell *Table* and *Figure* with capital letters when you refer to them in the text; e.g. “cf. Table 1”. Please avoid vague references, such as “in the table below” or “as the following figure shows”.

## Proofreading

Do not forget to thoroughly proofread your paper, or even better, have someone else proofread it

<sup>2</sup> Charis SIL: <http://software.sil.org/charis/>, Doulos SIL: <http://software.sil.org/doulos/>.

for you. Although spellcheckers have become quite good at what they do, they will never find all mistakes. Worse still, they might even produce mistakes (just think of automatic changes wrongly introduced into examples of non-standard or historical language).

Make sure not to leave any notes and comments only intended for yourself in the final version of the paper. Come up with a consistent scheme for marking such comments (e.g. colour-coding or special characters), search for and eliminate these marks before handing in your paper.

Even a well-researched paper will appear sloppy and amateurish if sprinkled with typos and grammar mistakes and will therefore annoy your supervisor. No written work is ever completely error-free, but you should make an effort to come as close to that ideal as you can.

### 3. Content

#### *General elements*

An academic paper always consists of these parts in this order: a title page, a table of contents, an introduction, the main part, a conclusion and finally an alphabetical list of the references you used. An empirical term paper, i.e. one involving systematic collection of (quantitative) language data, usually also involves a methodological part. In some cases you might need to add an appendix, which is usually the very last part of your paper.

Figure 3 gives an example of the typical structure of an empirical study. In case of a longer study (like a B.A. or M.A. thesis) involving several component studies, the sequence “(Methodology –) Results – Discussion” may also recur in each part.

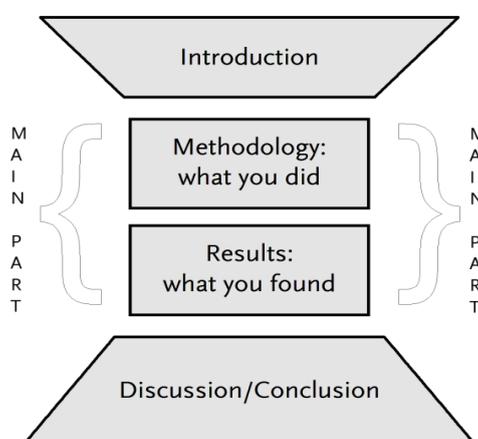


Figure 3: Typical structure of an empirical paper

#### *Introduction*

Every academic paper has an introduction. Its function is to guide the reader to the topic and give a brief outlook on what you will discuss and in which way you will approach the topic.

The introduction always includes the following:

- What is the main leading question you are going to answer in your paper? You should be able to summarize this question in one sentence.
- Which specific aspect(s) of your topic will you discuss?
- What is relevant and new in your approach to the topic, i.e. what is the problem that justifies

or prompts your leading question?

- What is your approach to answer this question? Outline shortly the main chapters of your paper and your line of argument.

In addition to these points, the introduction can also include:

- reasons why you have chosen that particular perspective on the topic,
- the method you will use and information on where your data come from.

## **Main sections**

The structure and content of the main part of your paper depends, of course, on your topic, but if your work is based on empirical data it will usually consist of a section about the methodology you used and one or more chapters in which you present and discuss the results. The discussion of the results may also take place in the conclusion, but methodology and results are always part of the central chapters of your paper.

Here are some guidelines as to what to include in the main chapters of your paper:

- *Discuss relevant previous research on your topic, focusing on up-to-date material.*  
Filter what is relevant to answering your leading research question. Quote the most important pieces of information, summarize different authors' arguments and express your own well-founded thoughts on them. Find inconsistencies and contradictions in the authors' arguments, and be critical with regard to what they claim (e.g. based on unconvincing evidence, logical gaps in their line of argument, too few data etc.). Order all these aspects into a coherent line of argument that your reader can follow.
- *Be coherent.*  
Make sure there is a logical link between paragraphs and chapters so that each follows logically from the previous one; use conjuncts such as *therefore, moreover, on the other hand*, etc.
- *Do not let data and quotations speak for themselves.*  
Both are only the means that help you to prove your point, so tell your reader to what extent they support your hypothesis and which conclusions you draw from them.
- *Chapter headings should always give an indication of your line of argument.*  
Do not use "Chapter 1" or "Main Part" and avoid using the title of your whole paper as a heading of a chapter: The title of the paper covers the complete work and not only one part of it. Chapter headings are short and precise; "precise" means that they should not promise more nor less than you actually deal with in the chapter, i.e. they should not be too general or cover only one aspect of what follows.
- *Be concise.*  
Discuss only what is relevant to your leading question(s) and do not get side-tracked by matters like biographical information about a linguist or funny anecdotes that happened during your data collection.

## **Conclusion**

The content part of the paper closes with a conclusion. It should include a summary of your most important results, the answer to the leading research question you raised in the introduction and, optionally, issues that have not been discussed and suggestions for future studies.

## 4. Citation and references

### General remarks

Knowing how and what to quote is one of the essential skills required when writing an academic paper. Failure to use references and citations correctly can result in charges of plagiarism and academic dishonesty. It is vital that you present correct and complete information on the sources you use. There are different ways to document quoted material. The method presented here is one of the most commonly used in linguistics and convenient both for the reader and the author of a paper. If you choose to use a different style of documentation, remember that you have to be consistent and precise, and you should check with your supervisor if this is acceptable.

### What to cite

Any sources used in your paper have to be presented in at least two places: 1) one or more short references within the running text and 2) the list of references at the end of the paper. Whenever you present an idea that is not your own and not common knowledge, you are expected to cite it in the text. All sources have to be indicated, not only direct quotations.

You should focus on citing up-to-date literature including journal articles for your seminar paper.

### Managing your literature collection

Whenever you cite a source you should immediately include it in your list of references. For shorter papers this can easily be done “by hand” in your word processor, but for longer papers this method can quickly become confusing. The university recommends the reference management software *Zotero*. Details can be found on the pages of the University Library (<https://www.uni-bamberg.de/ub/literaturverwaltung/>).

### How to cite

In linguistics, citation is generally stated as “Author (year: page)” in the text, rather than as a bibliographical entry in a footnote.

In pilot studies for the British National Corpus, for instance, Crowdy (1993: 261) reports that even though digital recorders produce high-quality recordings “under good recording conditions they were not significantly better than analogue recorders under the recording conditions likely to be encountered in [his] project [the British National Corpus; N.N.]”<sup>3</sup>

Hawkins (2003: 187) explains that “[s]ince *combination* was defined above as ‘two categories A and B are in a relation of combination iff they occur within the same syntactic mother phrase or maximal projection’ [...] [he will] refer to these as *combinatorial dependencies*.”<sup>4</sup>

<sup>3</sup> “N.N”. should be replaced by your initials to indicate that the changes in square brackets are yours.

<sup>4</sup> The technical expression “iff” means ‘if and only if’.

The lengths of subperiods were kept shorter in the later periods of the corpus “to include the crucial decades of the gradual formation of the fifteenth-century Chancery standard within one and the same period” (Rissanen 1992: 189).

The dynamics of the interlanguage are determined by the interplay of various learner-specific processes, strategies, and rules, which at one and the same time can be characterized as variable and as systematic (cf. Brown 1976b: 14).

In large, complex data settings, exploratory and interactive visualization tools play a critical role, as interacting with the data in real-time can improve research outcomes by enabling researchers to identify patterns, detect anomalies, and generate hypotheses (cf. Hilpert 2011; Rayson et al. 2016; Sarnat et al. 2017; Schlüter & Vetter 2020; Kavaz et al. 2021).

When quoting literally, as in the quote from Rissanen (1992) above, or when using the name of the author(s) as part of your own sentence, as in the quotes from Crowdy (1993) or Hawkins (2003), only the surname(s), publication year and page are needed. When rendering a paraphrase or summarizing other scholars’ results and ideas, the name, year and page number usually follow the sentence in brackets and are prefixed with the abbreviation “cf.” (Latin *confer* ‘compare’) before the name. Examples are provided by the references to Brown (1976b), Hilpert (2011) etc.

For citations with two or three authors, cite all author names (e.g. “Wray & Bloomer 2012” or “Joseph, Rice & Salmons 2007”). For citations with more than three authors, the abbreviation “et al.” (Latin *et alii* ‘and others’) should be used for all but the first author (e.g. “Quirk et al. 1985”). Always give all author names in the list of references. For citations that involve two or more works by the same author from the same year, add a lower-case letter directly after the year (e.g. “Smith 2002a, 2002b”). If you support your statement with more than one citation, the works are ordered by year of publication first, and by name second.

It is absolutely unacceptable in scholarly work to change the form or content of a quotation, e.g. to give a translation or add italics not present in the original work, without signposting the change. Additions or comments are inserted in square brackets and followed by your initials, as is illustrated by the quote from Crowdy (1993).

Changes in grammatical concord, e.g. changing the author’s “I” to “[he]”, and typographical adaptations, e.g. capitalization at the beginning of a quotation, are also indicated by using square brackets. Omissions within quotation marks are marked by three dots in square brackets “[...]”. If there is a mistake in the original text, you may add “[sic]” (Latin for *so* ‘this is the way I found it’) immediately after the error.

### **Shorter and longer quotations**

Shorter quotations within the text are marked by double quotation marks (see examples above). Longer quotations (three lines or more) begin in a new line, are single-spaced and indented either on the left or on both sides about 1.25 cm. Note that there should be no quotation marks around longer quotations.

Hawkins (1986: 66) formulates these observations as a general rule:

The basic grammatical relations, subject and direct object, are semantically more diverse in English than in German, in the following way: [...] [of the different arguments that predicates can take; N.N.], the subset of members that can be mapped onto the subject, or onto the direct object relation of German, is always a subset [...] of the corresponding English subset.

He names the greater ambiguity and vagueness of English surface forms as one primary reason for this contrast, and explains this as follows:

There is greater ambiguity (and/or vagueness) of surface forms in English, i.e. greater collapsing of semantic distinctions and of *different semantic types* onto *common surface forms*. The result is more of a one-to-one mapping between form and meaning in German, with distinct forms carrying distinct meanings to a greater extent [...] (Hawkins 1986: 122; emphasis N.N.)

### ***Quotations in other languages and indirect quotations***

If you quote in a language other than English, add a translation, using single quotation marks.

Generally you should avoid indirect ('second-hand') quotations, i.e. everything you quote should be checked against the original publication. In some cases (such as when the original is unavailable because it is too old or unpublished), indirect quotations are acceptable. An indirect quotation might look as follows:

The law of the increasing constituents demands that “von zwei Gliedern von verschiedenem Umfang steht das umfangreichere nach” ('of two constituents of different length, the longer one comes last'; Behaghel 1930: 86; quoted according to Arnold et al. 2000: 29).

In such cases, you have to include bibliographical details of both the original text (Behaghel 1930) and the text from which you are quoting (Arnold et al. 2000) in your list of references. The same is true if you merely name studies that are quoted in the literature, e.g. “Crawford (2009: 237) mentions many earlier studies about the subjunctive, for instance Övergaard (1995), Albakry & Crawford (2004) and Hundt (1998).”

### ***Introducing quotations***

Quotations should never be left to speak for themselves. Whenever you include a paraphrase, summary or direct quotation, you should introduce it to your reader using a signal phrase. A signal phrase usually states the name of the author, the year of publication and the page number if necessary and includes an appropriate verb. Examples are:

As Fillmore (1992: 39) observes, “...”

Biber (1993: 254) concludes that “...”

Kennedy (1996: 255) finds “...”

Hacker (2009: 486) lists several useful verbs for introducing quotations and paraphrases:

admit, agree, argue, assert, believe, claim, compare, confirm, contend, declare, deny, emphasize, insist, note, observe, point out, reason, refute, reject, report, respond, suggest, think, write

Remember that when you quote, it is a text you are quoting and not a person. This is also the reason why you generally use the present tense for introducing quotations, results and ideas from other sources. Phrases like “As the famous linguist Randolph Quirk wrote in his ground-breaking grammar ...” are unsuitable.

### **Corpora**

If you discuss individual examples that are taken from corpora, each example should be numbered consecutively and followed by the corpus name and the unique text identifier.

- (3) However, I believe this is but a drop in the ocean. (BNC GXG 4982)
- (4) The *proceeds* from such sales are a drop in the bucket. (COCA 4012269)

In the absence of unique text identifiers, add information that helps to pinpoint the exact location of the example in the corpus:

- (5) Are the rich people just going to keep those loaves to grow mold? (COHA non-fiction, 1998)

## **5. List of references**

At the end of the paper (and before a potential appendix) a complete alphabetical list of the sources used for your work must be given, ordered according to the last names of the authors. It begins on a new page and is entitled “References”. All books and articles referred to in the text must be listed and, vice versa, all those listed in the references must be referred to in the text. If you have used databases such as corpora, group your sources into databases and other sources. If you have used any AI tools, reference these in an additional group.

You should base your list of references on the suggestions in the *Unified style sheet for linguistics* (Joseph, Rice & Salmons 2007). *Zotero* can automatically produce a list of references according to this citation style.

Use indentation of the second and following lines (*hängender Einzug*) and avoid overformatting such as automatic list functions with bullet points.

If two references agree in author and year, the letters “a”, “b” etc. are added after the year both in the references in the text (see Section 4) and in the list of references to distinguish between them.

Typically, in publication titles and subtitles, only the first word and names should be capitalized. In titles of journals or book series (i.e. in titles that appear serially), all lexical words (nouns, verbs, adjectives and adverbs) should be capitalized.

In the academic tradition, source retrievability is vital, especially since the advent of AI writing tools. Therefore, above and beyond the *Unified style sheet for linguistics*, include a permanent unique document identifier whenever available. Ideally, this is a DOI ('digital object identifier'), which – unlike typical websites – is not subject to change. Therefore, a DOI does not require you to provide the date on which you last accessed the resource. For books that do not have a DOI, use the (e)ISBN ('International Standard Book Number'). If a source has multiple ISBNs, please use the one that refers to the medium you have used. If the publisher supplies an ISBN-10 and an ISBN-13, use the ISBN-13.

## 5.1. Databases

### Corpora

Citing corpora can be tricky because in most cases there is little bibliographical information available. Some online corpora provide this kind of information in a "how to cite" section in the documentation. In your list of references, also include the abbreviation of the corpus title as you have used it in your paper (see below). However, note that sometimes there are journal articles in which corpora are first introduced and which compilers prefer to have cited to receive credit for their resource.

If you access a corpus via an online interface, also include the access date as interfaces as well as corpora may change (and with them sometimes also the word counts!).

BNC: BNC Consortium. 2007. *The British National Corpus: XML Edition*. Oxford Text Archive. <http://hdl.handle.net/20.500.12024/2554> (18 September 2023).

COCA: Davies, Mark. 2008–. *The Corpus of Contemporary American English: > 1 billion words, 1990–2019*. <https://corpus.byu.edu/coca/> (18 September 2023).

## 5.2. Academic publications

### Monographs

Author. year. *Title[: Subtitle]*. [edition.] [number of volumes (if more than one).] [Series and series number.] Place: Publisher. DOI/ISBN

Dobson, E.J. 1985. *English pronunciation 1500–1700*. 2nd edn. 2 vols. Oxford: Oxford University Press. ISBN 9780198119319

Hogg, Richard & David Denison. 2012. *A history of the English language*. Cambridge: Cambridge University Press. <https://doi.org/10.1017/CBO9780511791154>

Schmid, Hans-Jörg. 2005. *Englische Morphologie und Wortbildung: Eine Einführung*. Grundlagen der Anglistik und Amerikanistik 25. Berlin: Erich Schmidt. ISBN 9783503079315

### Articles in collective volumes

You must refer to the article that you used in a collection of articles by quoting its author and title etc., and not by a wholesale reference to the whole collection.

Author. year. Title[: Subtitle]. In Editor[s] (ed[s].), *Collection Title*[: Series], pages. Place: Publisher. DOI/ISBN

Hawkins, John A. 2003. Why are zero-marked phrases close to their heads? In Günter Rohdenburg & Britta Mondorf (eds.), *Determinants of grammatical variation in English*. Topics in English Linguistics 43, 175–204. Berlin/New York: Mouton de Gruyter. <https://doi.org/10.1515/9783110900019.175>

Lehmann, Winfred P. 1972a. Proto-Germanic syntax. In Frans van Coetsem & Herbert L. Kufner (eds.), *Toward a grammar of Proto-Germanic*, 239–268. Tübingen: Niemeyer. <https://doi.org/10.1515/9783111549040.239>

Sabban, Annette. 1999. Vorwort. In Annette Sabban (ed.), *Phraseologie und Übersetzen: Phrasemata II*, 7–8. Bielefeld: Aisthesis. ISBN 3895282294

### Articles in journals

Author. year. Title[: Subtitle]. *Journal* volume(issue). pages. DOI

Calle-Martín, Javier. 2022. Spelling forms in competition: The case of *-ise* vs. *-ize*. *English Today* 38(3). 194–204. <https://doi.org/10.1017/S0266078421000092>

Lehmann, Winfred P. 1972b. Converging theories in linguistics. *Language* 48(2). 266–275. <https://doi.org/10.2307/412134>

## 5.3. Other sources

### Dictionaries

Most dictionaries are available either as an online resource or as a hardcopy and should be cited accordingly. Unless you have good reasons to do otherwise, it is preferable to include only the citation for the entire dictionary in your list of references and to refer to the individual entries in the running text. This should be done by using “s.v.” (Lat. *sub verbo* ‘under the word’ instead of a page number, e.g. “(cf. OED, s.v. *pen*, n.<sup>3</sup>)”.

Kjellmer, Göran. 1994. *A Dictionary of English collocations: Based on the Brown corpus*. 3 vols. Oxford: Clarendon Press. ISBN 0198239033

LEO: LEO Dictionary Team 2006–2023. *Englisch ↔ Deutsch Wörterbuch*. <https://dict.leo.org/englisch-deutsch/> (18 September 2023).

OED: *OED online*. Oxford University Press. <http://www.oed.com/> (18 September 2023).

### Online sources

Whenever available you should cite trustworthy, printed sources or equivalent electronic books or online journals. If you use online sources, make sure that the information presented there is reliable. Try to find the author, title and date of the source and make the entry in the list of references as precise and complete as possible. The last date given in the reference is the date on which you last accessed the site.

ELINET. 2023. Global Englishes teaching resources. <https://elinet.org.uk/resources/ge-teaching-resources> (18 September 2023).

Herman, Susan. 2023. When is it OK to write 'loosely'? You don't always need to keep it tight. (Quick & Dirty Tips™.) Macmillan Publishing Group, LLC. <https://www.quickanddirtytips.com/articles/when-is-it-ok-to-write-loosely/> (18 September 2023).

U.S. Census Bureau. 2010. Frequently occurring surnames from the 2010 census. [https://www.census.gov/topics/population/genealogy/data/2010\\_surnames.html](https://www.census.gov/topics/population/genealogy/data/2010_surnames.html) (18 September 2023).

### AI tools

AI tools, such as generative AI language models (e.g. ChatGPT), are basically software solutions that may aid in the process of academic writing and must be cited whenever used. Make sure that you include the version of the AI model (e.g. GPT-3.5 or GPT-4) and, if available, the date on which the tool received its last update (e.g. August 3 Version).

OpenAI. 2023. *ChatGPT* (GPT-3.5, August 3 Version). <https://chat.openai.com/chat>.

### Software

It becomes increasingly common to also cite software that has been used. In linguistics, this mostly refers to either concordance programs such as *AntConc* or scripting languages such as *R*. Make sure to cite the version of the program that you have actually used.

Anthony, Laurence. 2023. *AntConc* (Version 4.2.3). Tokyo: Waseda University.  
<https://www.laurenceanthony.net/software> (18 September 2023).

R Core Team. 2016. *R: A Language and Environment for Statistical Computing* (Version 3.3.2). <https://www.R-project.org> (18 September 2023).

## 6. Declaration of academic integrity

Attached to the paper, please submit the current version of the declaration that you find on <https://www.uni-bamberg.de/eng-ling/studium/haus-und-abschlussarbeiten/>. Note that your paper may be subjected to a software-supported, anonymized check for plagiarism.

## 7. References and further reading

Bauer, Laurie. 2007. *The linguistics student's handbook*. Edinburgh: Edinburgh University Press. ISBN 9780748627592

Glasman-Deal, Hilary. 2010. *Science research writing for non-native speakers of English*. London: Imperial College Press. ISBN 9781848163119

Hacker, Diana. 2009. *Rules for writers*. 6th edn. Boston/New York: Bedford/St. Martin's. ISBN 0312664818

Joseph, Brian, Keren Rice & Joe Salmons. 2007. *Unified stylesheet for linguistics*. [https://www.linguisticsociety.org/files/style-sheet\\_0.pdf](https://www.linguisticsociety.org/files/style-sheet_0.pdf) (18 September 2023).

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech & Jan Svartvik. 1985. *A comprehensive grammar of the English language*. London/New York: Longman. ISBN 0582965020

Wray, Alison & Aileen Bloomer. 2012. *Projects in linguistics and language studies*. 3rd edn. London: Hodder Education. ISBN 9781444145366