Style Sheet (short version) for term papers in General Linguistics

For more details, particularly if you are writing your thesis, please consult the more detailed Style Guide (March 2016)

I. General Information for Term Papers

a) Structure and Format:
   - **Paper Size**: A4 (see §2.1 of the Style Guide for more information)
   - **Font**: use standard fonts, e.g. Times New Roman, Cambria, Palatino (see §3.1 of Style Guide)
   - **Line Spacing**: 1.5 (running text) and single (footnotes, quotation paragraphs and list of references)
   - **Margins**: left and right margins 3 cm; top and bottom margins 2.5 cm
   - **Page numbers**: All pages except the title page, table of contents and the statement of authorship should display page numbers

b) Title Page (see §2.3.1 Style Guide for more information):
   - **Top**: University and department affiliation and Modul information
   - **Center**: Title of paper, name and date of submission
   - **Bottom**: Contact Information (Name, address, telephone number and E-mail)

c) Table of Contents (see §2.3.2 of the Style Guide):
   - Include all numbered section titles with the corresponding page numbers (the list of references does not receive a section number)
   - Do not include the statement of authorship in the table of contents

d) Length (see §1.1 of the Style Guide):
   - BA Profilmodul 6-8 pages; BA Aufbaumodul 10-13 pages; BA Vertiefungsmodule 12-15 pages; MA Mastermodul 15-20 pages; Masters Thesis 50-70 pages

II. Quotations, Quotation Marks and Italics (see §3 Style Guide on the very important topic of citations!!)

a) Quotations:
   - Both verbatim and paraphrased quotations must always be referenced in the running text.

b) Double quotation marks:
   - Used for all short verbatim quotations (less than four full lines) in the running text.

c) Single quotation marks:
   - Used exclusively for translations of object language words used as linguistic examples in the text (see 3.§4.2 Example (18) of the Style guide for more information).

d) Long quotations (For more information on quotations and quotation marks see §3.4.2 of the Style Guide):
   - Verbatim quotations longer than four full lines of text should be written as a separate paragraph. These quotations are not placed in quotation marks, but are indented 1 cm on either side, should be 10 point font and should be single spaced. The citation source immediately follows the quoted text.
e) Italics:
   - Used in bibliographic entireties and as linguistic evidence in the text (see §3.1 of the Style Guide).

f) Citations (See §3.4.1 of the Style Guide for more information and examples)
   - Surname(s) of author(s) year of publication: page number(s) - placed in parentheses after the quote.
   - If a work has two authors then their names are separated by an ampersand (&).
   - If a work has more than two authors, only the first is named followed by et al.
   - If the Author(s) name(s) are used as a part of the sentence then only the year and page number(s) are parenthesized.
   - When listing multiple works by the same author(s), their name(s) are only mentioned once, followed by the publication years, separated by commas (Ford & Bresnan 2013, 2015).

III. Footnotes (See §3.6 of the Style Guide for more information and examples)
   a) Must be numbered continuously throughout the text.
   b) Each footnote must be affixed to the running text using a footnote mark. This is the footnotes reference number set in superscript.
   c) Place footnotes only after a full stop, semicolon or comma.
   d) Used for additional information or digressions that would otherwise interrupt the flow of your paper’s argument, personal comments, etc.

IV. Bibliography Format (For more information on bibliographic references see §2.3.3 and 4 of the Style Guide)
   a) Monographs:
   b) Articles in collections:
      - Author name[s]. Year of publication. Title of article. Editor name[s] (ed[s]), Title of edited volume, Page range.
   c) Articles in journals:
      - Author name[s]. Year of publication. Title of article. Name of journal Volume (Issue). Page range.
   d) Web Content:
      - Author name[s]. Year of creation of last update. Title of web page. (Full web address) (Accessed Date.)

V. Statement of Authorship
   b) The statement of authorship is the final page of your paper.
   b) Content:
      - Hiermit Erkläre ich, dass ich diese Arbeit selbständig verfasst und keine anderen als die angegebenen Quellen benutzt habe.
      - Followed by your signature, full name and date.