

Style sheet for term papers and theses¹

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1 Parts of the term paper

A term paper begins with the **title page**, which includes the following information: title of the term paper, seminar details (university, institute, seminar title and number, teacher, semester), personal details (name, matriculation number, e-mail address), date of submission.

The **table of contents** (called **Contents**) lists the sections and subsections (indented and preceded by their numbers), together with the page numbers (first page of section).

Term papers are subdivided into **numbered sections** (and possibly subsections), each of which has a heading. The numbering always begins with **1** (Section 1: **1.1**, **1.2**, Section 2: **2.1**, **2.2**, etc.), so that **0** never occurs in section numbering.

If a (sub-)section has (sub-)subsections, there must be minimally two of them, and they must be exhaustive. This means that all text in a chapter must belong to some section, all text within a section

¹ This style sheet is based on the *Generic Style Rules for Linguistics* (Dec 2014) by Martin Haspelmath (CC-BY, <https://www.eva.mpg.de/linguistics/past-research-resources/resources/generic-style-rules/>). Many thanks to Berit Johannsen for the modified version (slightly adapted for this version).

must belong to some subsection, and so on. A short introductory paragraph is allowed by way of exception.

Section headings do not end with a period, and have no special capitalization (see §3.1).

The last part is the alphabetic **list of bibliographical references** ([References](#)). For the style of references, see §8 below.

The last numbered section may be followed by several **optional sections** ([Sources](#),² [Abbreviations](#)), and by one or more sections called [Appendix](#) ([A](#), [B](#), etc.).

The last page of the term paper must contain the [Statement of academic honesty \(commonly not listed in the table of contents\)](#).³

2 Paragraph formatting

Use **1.5 line spacing**, **justified** text alignment and **indent** the paragraphs (except the first of each section). You can choose any common font (e.g. Times New Roman). The font size should be 12pt.

3 Text formatting

3.1 Capitalization

Sentences, proper names and titles/headings/captions start with a capital letter, but there is no special capitalization ("title case") within English titles/headings, neither in the term paper title nor in section headings or figure captions. Book titles in the references do not have special capitalization either (but English journal titles and series titles do, as these are treated as proper names). Thus, we have:

[1.1 Overview of the issues](#)
(NOT: *Overview of the Issues*)

[Figure 3. A schematic representation of the workflow](#)
(NOT: *A Schematic Representation of the Workflow*)

[Anderson, Gregory. 2006. *Auxiliary verb constructions*. Oxford: Oxford University Press.](#)
(NOT: *Auxiliary Verb Constructions*)

² This is, potentially, a list of the data sources used in an empirical paper (such as corpora, newspaper websites that were used as sources for constructing one's own corpus, etc.). Note that this is not the list of bibliographical references.

³ Available at <https://ifaa.uni-greifswald.de/studium/pruefungen/formulare-des-zpa/>.

3.2 Italics

Italics are used in the following cases:

- For all **object-language forms** (letters, words, phrases, sentences) that are cited within the text or in numbered examples (see §5), unless they are phonetic transcriptions or phonological representations in IPA.
- For **book** titles, **journal** titles, and **film** titles.
- When a **technical term** is referred to metalinguistically (in such contexts, English technical terms are thus treated like object-language forms), e.g.

the term *quotative* is not appropriate here

I call this construction *quotative*.

- For **emphasis** of a particular word that is not a technical term, e.g.

This is possible here, but *only* here.

- For **emphasis** within a **quotation**, with the indication [emphasis mine] / [emphasis in original] at the end of the quotation.

3.3 Boldface and other highlighting

Boldface can be used to draw the reader's attention to **particular aspects** of a linguistic example, whether given within the text or as a numbered example. An example are the pronouns *he* and *him* in (1) in §5 below.

Full caps and underlining are not normally used for highlighting. Exceptionally, underlining may be used to highlight a single letter in an example word, and in some other cases where other kinds of highlighting do not work.

3.4 Quotation marks

Double quotation marks are used for **direct quotations**, i.e., when a passage from another work is **cited** in the text, e.g.,

According to Takahashi (2009: 33), "quotatives were never used in subordinate clauses in Old Japanese".

Single quotation marks are used for **linguistic meanings**, e.g.

Latin *habere* 'have' is not cognate with Old English *hafian* 'have'.

and when a technical term or other expression is mentioned that the author does not want to adopt, e.g.

This is sometimes called 'pseudo-conservatism', but I will not use this term here, as it could lead to confusion.

Double quotation marks within quotes are converted to single quotation marks. **Note that quotes and references within quotes should be avoided.**

Quotations from other languages should be translated (inline if they are short, in a footnote if they are longer).

Ellipsis in a quotation is indicated by [...].

3.5 Abbreviations

Abbreviations should be introduced upon first use.

The similarities can easily be related to the fact that most English as a Lingua Franca (ELF) speakers have acquired English as an additional language and have thus also been subjected to the second language acquisition process. A difficulty particular to the linguistic description of ELF, however, is the...

Try to avoid introducing uncommon/new abbreviations. Only use abbreviations where beneficial for the reader, otherwise avoid them.

4 In-text citations

!!! Any passages and ideas taken from other works, such as direct or indirect quotations, summaries, paraphrases, translations and transcriptions must be adequately marked. The incorporation of material without formal reference is considered plagiarism. !!!

Published works are cited by including the **author-year** name of the work as an element in the primary text (as in the first example below), or by backgrounding it in parentheses (as in the second example below).

Thomason and Kaufman (1988: 276–280) point out that the northern dialects of English show more morphological innovations (and are morphologically more simple) than the southern English dialects.

The notation we use to represent this is borrowed from theories according to which ϕ -features occur in a so-called feature geometry (Gazdar & Pullum 1982).

The full bibliographical references corresponding to all citations are listed alphabetically at the end of the work. The author-year name consists of the author's surname and the publication year (with no comma between them), followed by page numbers. The page numbers may only be omitted if the citation concerns the entire work.

The page numbers follow the year after a colon and a space and are given with complete numbers (no digits dropped).

When there are **two authors**, the ampersand & (rather than *and*) is used when given in brackets, and when there are **more than two authors**, the author-year name includes only the first surname plus *et al.* (though the full list of authors may be given if this helps the reader).

Sperber and Wilson (1986)

Bannard et al. (2009) = Bannard, Lieven & Tomasello (2009)

When **multiple citations** are listed in parentheses, they are separated by semicolons, and they are normally listed in chronological order.

Speakers rely heavily on formulaic chunks or “prefabs” during speech comprehension and production (Pawley & Syder 1983; Sinclair 1991; Erman & Warren 2000; Bybee 2006; see Wray 2002 for a broader historical review).

When **multiple works** by the **same author** are cited, the author’s name need not be repeated, and the years are separated by semicolons.

While Hawkins (2004; 2014) has argued for a Minimize Domain principle of language performance, other authors have tried to explain the observed effects in purely grammatical terms.

Previous empirical studies report that object fronting in these languages occurs under the same contextual conditions for canonical transitive verbs and experiencer-object verbs (see Verhoeven 2008b; 2010a for Turkish and Chinese).

5 Numbered examples

A hallmark of many linguistics articles is the use of numbered examples. Unless they are from English (or more generally, the language of the article), they must be **glossed** and **translated**, as in (2). This also applies to Old English and Middle English. Glossing refers to the use of interlinear word-by-word or morpheme-by-morpheme translations, as described in detail in the Leipzig Glossing Rules.⁴

Example **numbers** are enclosed in **parentheses**. When there are multiple examples (“sub-examples”) under a single number, they are distinguished by the letters *a*, *b*, etc.

- (1) a. She saw him.
b. He saw her.

- (2) May I offer you a coffee?

Cross-references to examples use numbers in parentheses as well, but when a cross-reference occurs inside parentheses, the parentheses around the numbers can be omitted:

⁴ <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>

As shown in (6) and (8–11), this generalization extends to transitive constructions, but (29b) below constitutes an exception.

In all other environments, the stress is on the second syllable (see 15a–d).

Sources of linguistic examples are standardly given directly after the idiomatic translation, as in the following examples:

(3) Luganda

Maama a-wa-dde taata ssente.

Mother she.PRS-give-PRF father money

‘Mother has given father money.’ (Ssekiryango 2006: 67)

(4) Old English

ðonne he hæf-ð to god-um weorc-e ge-wun-ad,

when he.NOM have- to good-DAT work-DAT PTCP-accustom-PTCP
3SG.PRS

‘when he has got used to good work’ [DOE, CP: 11.65.12.412]

(5) Troy stood completely still when he saw the mother and baby. [BNC, FRE 2184]

When the source is not a bibliographical reference, but is the name of a text or corpus, as in (4) and (5), the source is given in square brackets. Detailed information about the sources is given either in a special **Sources** section at the end or included in the **References** section.

BNC = *The British National Corpus*, version 3 (BNC XML Edition). 2007. Distributed by Oxford University Computing Services on behalf of the BNC Consortium. (<http://www.natcorp.ox.ac.uk/>)

DOE = diPaolo Healey, Antoinette, Joan Holland, Ian McDougall & Peter Mielke. 2000. *The Dictionary of Old English Corpus in Electronic Form*. TEI-P3 conformant version, 2000 Release. Toronto: DOE Project 2000.

6 Tables and figures

Tables and figures are **numbered** consecutively (Table 1, Table 2; Figure 1, Figure 2, etc.). They must be mentioned in the running text and identified by their numbers (e.g., as shown in Table 3). They appear in the text as close as possible to the place where they are mentioned.

Each table and each figure has a **caption**. The caption precedes a table and follows a figure.

Tables generally have a top line and a bottom line plus a line below the column headers, e.g.

Table 3: Frequency of some English nouns (BNC)

	SG		PL	% OF SG
<i>person</i>	24,671	<i>persons</i>	4,034	86%
<i>house</i>	49,295	<i>houses</i>	9,840	83%
<i>hare</i>	488	<i>hares</i>	136	78%
<i>bear</i>	1,182	<i>bears</i>	611	65%
<i>feather</i>	487	<i>feathers</i>	810	38%

7 Footnotes

Footnotes are used for **additional comments** only, not for references.

The footnote reference number normally follows a period or a comma, though exceptionally it may follow an individual word. Footnote numbers start with 1.

8 List of references

The list of references at the end of an article has the heading **References**. The list only includes references that are **explicitly referred** to in the text (i.e., there are no entries in the references that cannot be found in the running text). The entries are listed **alphabetically**.

The list can be created manually, but the use of a reference management software is recommended (e.g. Zotero, Citavi, Endnote).

The formatting rules below follow the **2007 Unified Style Sheet for Linguistics**.⁵ This reference style is available in the reference management programs mentioned above.

8.1 Standard parts and standard reference types

A reference consists of the **standard parts** given in Table 1 (some of them are optional): author list, year, article title, editor list, publication title, volume number, issue number, series, page numbers, city, publisher. Nonstandard parts may follow in parentheses.

There are **four standard reference types**: journal article, book, article in edited book, thesis. Works that do not fit easily into these types should be assimilated to them to the extent this is possible. Different reference types make use of different parts, as shown in Table 1.

⁵ <https://clas.wayne.edu/linguistics/resources/style>

Table 1: Standard parts of bibliographical references

	author list.	year.	article title.	editor list,	<i>publica -tion title(.)</i>	volume number.	page numbers.	city:	pub- lisher.
journal article	*	*	*	*	*	*	*		
book	*	*			*			*	*
article in edited book	*	*	*	*	*		*	*	*
thesis	*	*			*			*	*

8.2 General formatting rules

- Article titles are printed in roman (non-italics), with no quotation marks around them.
- Publication titles (both book titles and journal titles) are printed in italics.
- Editors are followed by (ed.) or (eds.) (depending on the number of editors).
- The author list, the year number, the article title, the editor list, the volume number, the page numbers, and the publisher are followed by a period (as seen in Table 1). The city is followed by a colon.

8.3 Standard reference types

Here are examples of the four standard types of references: journal articles, books, articles in edited volume, and thesis:

- **Journal article**

De Smet, Hendrik. 2007. *For ... to*-infinitives as verbal complements in Late Modern and Present-Day English: Between motivation and change. *English Studies* 88(1). 67–94.

Hundt, Marianne. 2004. Animacy, agentivity, and the spread of the progressive in Modern English. *English Language and Linguistics* 8(1). 47–69.

- **Book** (whether authored or edited; see the first example for an edited volume; ed. = editor; eds. = editors)

Abraham, Werner (ed.). 2004. *Focus on Germanic typology*. Berlin: Akademie-Verlag.

Matthews, Peter. 1974. *Morphology*. Cambridge: Cambridge University Press.

Saxton, Matthew. 2010. *Child language: Acquisition and development*. Los Angeles: SAGE.

- **Article in edited volume**

Durkin, Philip. 2006. Loanword etymologies in the third edition of the OED: The benefits of the application of a consistent methodology for the scholarly user. In Ritt, Nikolaus (ed.), *Medieval English and its heritage: Structure, meaning and mechanisms of change*, 61–75. Frankfurt am Main: Lang.

- **Thesis** (university is treated as publisher, type of thesis/dissertation is mentioned in parentheses as a nonstandard part; anything but a PhD thesis should only be used with utter caution)

Yu, Alan C. L. 2003. *The morphology and phonology of infixation*. Berkeley: University of California. (Doctoral dissertation.)

Other kinds of publications should be treated like one of these to the extent that this is possible. For example, published conference papers can be treated like articles in edited volumes or like journal articles.

8.4 Author surnames and given names

The first author name always appears in the order “surname, given name” in the list of references. Further authors appear in the order “given name surname” and are separated by an ampersand. When there are more than two authors (or editors), only the last name is separated by an ampersand while the others are separated by a comma. No author name is omitted, i.e. *et al.* is not used in references.

Coleman, Linda & Paul Kay. 1981. Prototype semantics: The English word *lie*. *Language* 57(1). 26–44.

Bybee, Joan, William Pagliuca & Revere Perkins. 1994. *The evolution of grammar: Tense, aspect, and modality in the languages of the world*. Chicago: University of Chicago Press.

Leech, Geoffrey, Marianne Hundt, Christian Mair & Nicholas Smith. 2009. *Change in Contemporary English: A grammatical study*. Cambridge: Cambridge University Press.

8.5 Internet publications

Regular publications that are available online are not treated in a special way. No date of access needs to be given for DOIs (as those are permanent resources they do not change; giving a date of access is therefore not necessary). Do not provide names of repositories (e.g., *JStor*, *Academia*, *ResearchGate*); this is like giving the name and shelf number of the library where you found a book.

When citing a web resource that is not a regular scientific publication, this should be treated like a book, to the extent that this is possible, e.g.

The Middle English Compendium. 2001–2013. *The Middle English Dictionary*. Ann Arbor: University of Michigan. (<http://quod.lib.umich.edu/m/med/>) (Accessed 2014-12-20.)

Ruppenhofer, Josef, Michael Ellsworth, Miriam R. L. Petruck, Christopher R. Johnson & Jan Scheffczyk. 2010. *FrameNet II: Extended theory and practice*. Berkeley: International Computer Science Institute. (<https://framenet2.icsi.berkeley.edu/docs/r1.5/book.pdf>) (Accessed 2014-11-24.)

OED = *Oxford English Dictionary*. Oxford University Press. <https://www.oed.com/> (Accessed 2024-07-13.)

8.6 Miscellaneous

If two or more works by the **same author** from the same year are cited, lowercase letters **a**, **b**, **c** are added directly after the year to make each reference clearly identifiable, e.g.

Gries, Stefan Th. 2006a. Corpus-based methods and cognitive semantics: The many senses of to run. In Stefan Th. Gries & Anatol Stefanowitsch (eds.), *Corpora in cognitive linguistics: Corpus-based approaches to syntax and lexis*, 57–100. Berlin: De Gruyter.

Gries, Stefan Th. 2006b. Exploring variability within and between corpora: Some methodological considerations. *Corpora* 1(2). 109–151.

Gries, Stefan Th. 2006c. Some proposals towards a more rigorous corpus linguistics. *Zeitschrift für Anglistik und Amerikanistik* 54(2). 191–202.

Books may include a **volume number**, separated from the book title by a comma:

Rissanen, Matti. 1999. Syntax. In Lass, Roger (ed.), *Cambridge history of the English language*, vol. 3, 187–331. Cambridge: Cambridge University Press.

And there may be information about the **edition**, following the book title:

Croft, William. 2003. *Typology and universals*. 2nd edn. Cambridge: Cambridge University Press.

If a publisher is associated with **several cities**, only the first one needs to be given, e.g. **Berlin: De Gruyter Mouton**, or **Amsterdam: Benjamins**.

Other nonstandard types of information may follow the standard parts in parentheses, e.g.

Mayerthaler, Willi. 1988. *Morphological naturalness*. Ann Arbor: Karoma. (Translation of Mayerthaler 1981.)

9 AI & LLM Policy

Please take note of the AI and LLM policies announced in your courses. The use of these tools is not allowed for term papers in my classes or thesis under my supervision. In unclear cases, get in touch with your instructor to clarify.