GUIDELINE:
TERM PAPERS AND THESES
IN ENGLISH LINGUISTICS

Taken from: *The Katzenjammer Kids (No. 12 – 1950)*

A. Setting the stage: basic technical invariants

1. Title page

The title page of your paper should contain the following information:

PS/HS *Title of Seminar*
Semester
Name of course instructor
Lehrstuhl für Englische Sprachwissenschaft
Universität Greifswald

Title of seminar paper

Student's first name and surname
Address
Matriculation no.
Study field and (if applicable) module
[e.g. LA Gym. Engl./Deutsch, Modul Linguistics III
　　　BA Anglistik/Amerikanistik, Modul *Varieties and Variability of English*
　　　Master Intercultural Linguistics, Modul *Linguistic variation and language change*]

Email address: mustermann@muster.org

2. Length of paper
- The expected length of your paper depends on the study programme you are enrolled in:
  - Bachelor and Master students as well as teacher-training candidates who got enrolled from the winter semester 2012/13 on must check the requirements in the study and exam regulations valid for them: **http://www.uni-greifswald.de/ studieren/pruefungen/ordnungen.html**.
  - Advanced teacher-training students, for whom the module system does not apply, should stick to the following guidelines: Papers based on a linguistic *Proseminar* should be 12-15 pages, papers based on a *Hauptseminar* 20-25 pages in length.

3. Page numbering
All pages must be numbered. Pagination starts on the first page of the main text only, i.e. the title page and the table of contents are <u>not</u> numbered.

4. Table of contents
The table of contents gives an overview of the structure of your paper. It is always printed on a separate page, i.e. the main text starts on a new page after the table of contents. Here is an example:
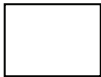
Checklist:

- ✓ Please make sure that the chapter headlines and page numbers given in the table of contents are identical to the ones which appear in the main text.
- ✓ Do not forget to sign and include the plagiarism form in your paper:
- ✓ **http://www.phil.uni-greifswald.de/fileadmin/mediapool/angl_amer/studium/ hausarbeiten/plagiarism-declaration.pdf**

General formatting Checklist:

- ✓ Font: preferably Times New Roman (or similar)
- ✓ Font size: 12, footnotes have font size 10
- ✓ Line spacing: 1.5, only footnotes are single-spaced
- ✓ Align your paper to the left and right margin ("Blocksatz").
- ✓ Left margin: 3 cm
- ✓ Right margin: 3 cm
- ✓ Please number examples you use in the text: (1), (2), (3), …
- ✓ If you use photos, tables or maps in your text, please number them as well and include a short descriptive line under the diagram, e.g. like this:

Map 1: British Dialects

- ✓ Decide on your English language reference system: British English (BrE) or American English (AmE)?

B. Get going: how to structure your paper

The main text of your paper starts on page 1. It should consist of an introduction, a main part and a conclusion.

- The **introduction** should briefly describe and contextualize the topic of your paper. You are expected to formulate a research question and to describe the aims of your paper. Also, you should explain briefly your descriptive and analytical methodology, and how your investigation is structured, i.e. what the contents of the individual chapters are and how they are linked.
  Agenda: outline contents and research methodologies of individual chapters as well as the read thread your paper follows.

- The **main part** of your paper is to offer an overview of the literature available on your topic and to discuss it critically. Ideally, you should not only present the state of research, but also embark on a project in which you collect and analyse some linguistic data yourself. Please talk about the design of your project well in advance with your course instructor. Project-centred papers should contain a section explaining the methodology used. Apart from that, you should clearly present your main results and show how they relate to the findings described in the literature available on the topic.

  Agenda: the main part is expectedly structured in a twofold manner:
  1. *__A theoretical part__ outlining and reflecting the chosen theoretical frameworks. Research hypotheses and analytical categories for the analytical part are to be abstracted from this first part (which can be subdivided into several chapters).*

  2. *__An analytical part (or practical part)__ which puts the analytical categories extracted from the first part to the test by analysing authentic (or concrete) language data. Your research hypotheses provide the critical framework and the research methodology for your analytical part.*
  Do not forget the interpretation of your analysis as an essential objective of the main part.

- In your **conclusion** you are supposed to summarize the main points of your paper. You may also name open questions or aspects you could not delve into or limitations of your own study project.
- If necessary, you may also make an **appendix** where you present further information (e.g. maps, statistics) or list your empirical data. It appears at the end of your paper. However, make sure that all the information which is necessary to understand your line of arguments should appear in the main text.

C. On the right track: adequate referencing (indicating the literature used – direct and indirect quotations)

6. Name-date system

In linguistics, the *name-date system* is used today for references. Here, all the information which is needed to identify your source is added in the main text, using brackets: the author, the date of the publication and the page numbers where the information you refer to is found. Detailed information on your sources appears in the bibliography (see section 9).

- If you quote other authors directly, i.e. word for word, your reference in the main text should look like this:

  According to (Görlach 2003: 1), an anglicism is "a word or idiom that is recognizably English in its form".

- When you quote indirectly, i.e. paraphrase other authors' thoughts, the author's name is preceded by 'cf.', as in the following example:

  Errors seem to be an indication of the native speaker's knowledge of word formation rules and morphology (cf. Fromkin & Rodman 1993: 147).

- If two or more texts you have consulted from one and the same author were published in the same year, they are distinguished by an a, b, …, which is added to the year, e.g.

  Fromkin (1988a) has shown that…. In another article, the author (Fromkin 1988b) came to the conclusion that …

- In your references in the main text, you should try to treat **internet sources** you used like any other source. That means the following:
  - If the author(s) of the online text is/are known, please use these data in your reference.
  - If institutions have set up the respective website, the name of the institution should be used in the reference. Similarly, if you refer to an online newspaper article whose author is not given, you should give the name of the medium. It makes sense to use abbreviations for longer institution names.
  - In cases where the above information is missing, the URL should be given in the main text.
  - If possible the date when the online publication was produced or last modified should be indicated. Otherwise, at least the date of last access to the website (DOA) should be given.
  - If page numbers are used in online publications (e.g. in downloadable PDF sources) they must also be included in the reference.

Checklist internet sources:

- ✓ watch out for reliable, or authoritative internet sources
- ✓ in academic contexts sources such as Wikipedia can serve as first orientation in the introduction, not as sources used in the main text

7. Marking changes in direct quotations

- Direct quotations have to follow the original text, keeping the author's use of italics or underlining.
- If you make optical changes, e.g. by using bold print for some terms in the quotation to guide the reader, this has to be indicated at the end of your quotation by including the formula [emphasis added].
- If the original quotation is shortened in your text, you must mark the parts which you have omitted by […].
- Specific characteristics of a source, e.g. wrong spelling, are taken over into your paper, but additionally marked by [sic].

8. Integration of direct quotations into the main text

Depending on their length, direct quotations are integrated into the main text in different forms:

- When you use **short quotations** (of up to 2 lines) double quotation marks mark them, e.g.

  According to Vygotsky (1962: 41), "thought and speech have different genetic roots". He claims that …

- When you use **longer quotations** (more than 3 lines) the quotation is indented (1 cm to the right) and separated from the preceding text by a blank line without quotation marks. Longer quotations should be single-spaced. Moreover, you may reduce the font size to 10. Consider the following example:

  The child's actions, Bühler tells us,

    > were exactly like those of the chimpanzee, so that this phase of child life could rather aptly be called the chimpanzoid age in our subject it corresponded to the 10th, 11th, and 12th months. (Bühler 1928: 46)

9. Footnotes

Additional pieces of information which are not relevant to the line of argument which you develop in the main text but which may deepen some points you are making there, should be put in footnotes. For footnotes, use font size 10.

10. Cases where special formatting is needed

- When you reflect on the form or the use of words or other linguistic items, they appear in italics, e.g.

  Put is an example of an irregular English verb.

When you explain the meaning of a word, the latter appears within single (not double!) quotation marks, e.g.

The word *groom* goes back to OE *guma* which means 'man'.

- Phonemic transcriptions are indicated by slashes /…/, phonetic ones, which are more precise, by square brackets […].

Checklist:

✓ You must indicate <u>all</u> the sources you have consulted for preparing your paper, including Internet sources. This is necessary when you quote directly, but also when you paraphrase other authors' thoughts using your own words (indirect quotations). If you do not lay open all your sources, you commit plagiarism, which is a serious academic offence (for further information see the plagiarism declaration mentioned in section 3).
✓ Slight variation from the rules given may be tolerated, if you use your deviations consistently. But: check beforehand with your instructor!

11. References

- The bibliography section, which comes at the end of your paper, lists ALL the sources you have used even though you may not have quoted from them directly.
- The bibliographical information is more detailed than the references in the main text. It includes – in this order – the name of the author(s), the year of publication, its title, the place of publication/journal and – if applicable – the publishing house and the page numbers.
- The bibliography is arranged alphabetically according to the names of the authors and/or editors (abbreviated by "eds."). If several publications of one and the same author have been used, they are ordered chronologically.
- If there are more than three authors or editors, you may indicate at least three of them and then add "et al." Cf. the example under point b. This abbreviation stands for Latin *et alii,* which means 'and others'.
- If there are several volumes in a series, indicate the one you used (see the example under point b.)
- The reference style depends on whether you refer to a monograph, an edited volume, an essay from a linguistic journal or to an internet source.

a. MONOGRAPHIES (= self-contained volumes)

Chomsky, Noam (1955): *The logical structure of linguistic theory.* Cambridge, Mass.: M. I.T. Library.

Fromkin, Victoria/Rodman, Robert (2008): *An Introduction to Language.* 8th edition. Boston: Thomas Wadsworth.

Romaine, Suzanne (1995): *Bilingualism.* Oxford/Malden, Mass.: Blackwell.

b. **EDITED VOLUMES**

Goebl, Hans, Nelde, Peter H., Stary, Zdenek et al., eds. (1996): *Kontaktlinguistik. Ein internationales Handbuch zeitgenössischer Forschung. Contact Linguistics. An International Handbook of Contemporary Research.* Vol. 1. Berlin/New York: de Gruyter.

Greenbaum, Sidney, ed. (1985): *The English Language Today.* Oxford: Pergamon.

Williamson, Juanita V., Burke, Virginia M., eds. (1971): *A Various Language: Perspective on American Dialects.* NY: Holt, Rinehart & Winston.

c. **JOURNAL ESSAYS**

Note: The page numbers appear in final position.

Andersen, Roger (1979): "Expanding Schumann's Pidginization Hypothesis". *Language Learning* 29: 105-119.

Bausch, K.-Richard, Kasper, Gabriele (1979): „Der Zweitspracherwerb: Möglichkeiten und Grenzen der ‚großen Hypothesen'". *Linguistische Berichte* 64: 3-35.

d. **ESSAYS FROM AN EDITED VOLUME**

Note: The page numbers appear in final position.

(1) Only one essay from the volume has been consulted:

Schumann, John (1978): "The Pidginisation Hypothesis". In: Hatch, Evelyn M., ed.: *Second Language Acquisition.* Rowley (Mass): Newbury House, 256-271.

(2) If several essays from one and the same edited volume have been studied, the title of the edited volume is listed separately. (The abbreviation *ed.* stands for *editor.*) Example:

Bloomfield, Morton W. (1985): "The Question of Correctness". In: Greenbaum, Sidney, ed. (1985): *The English Language Today*. Oxford: Pergamon, 72-79.

Greenbaum, Sidney, ed. (1985): *The English Language Today*. Oxford: Pergamon.

Penelope, Julia (1985): "Users and Abusers: On the Death of English". In: Greenbaum, Sidney, ed. (1985): *The English Language Today*. Oxford: Pergamon, 80-91.

(3) Several articles/books published by the same author in the same year must be distinguished both in the main text and in the bibliography:

Schumann, John (1978a): *The Pidginisation Process: A Model for Second Language Acquisition.* Rowley, Mass: Newbury House.

Schumann, John (1978b): "The Relationship of Pidginisation, Creolisation and Decreolisation to Second Language Acquisition." *Language Learning* 28: 367-279.

e. INTERNET SOURCES

As stated above, you should treat Internet sources like any other source, i.e. you ought to give the name of the author(s) or institution and year of publication or last date of modification (if available) plus the title of document. Additionally, the date of last access (DOA) should be indicated.

Gaelic Media Service (2006): "2005/06 Annual Report & Accounts." http://www.gms.org/ukcorporate /report/, DOA: 25.11.2012.

May, Stephen (2009): "Language Rights: Linking the Local and the Global." In: UNESCO: *Globalization and Language: Building On Our Rich Heritage.* Paris: UNESCO, 52-58. http://unesdoc unesco.org/images/0018/001831/183170e.pdf, DOA: 14.12.2012.

Guardian (2013): "Janet Yellen nominated by Obama to be head of US Federal Reserve". http://www.theguardian.com/business/2013/oct/09/obama-janet-yellen-us-federal-reserve, DOA: 09.10.2013.

Important: If the author/institution or the date of publication cannot be identified, the URL of the website and the DOA must be given as minimal information in the bibliography.

D. Letting go …
Final Checklist before you hand in your thesis:

- ✓ Check the orthography and grammar of your text: try to stick consistently to either BrE or AmE orthography and grammar. You do not have to follow the Americanisation practices by some word processing programmes – since we are in Europe you may follow BrE conventions!
- ✓ Allow enough time for proof reading!
- ✓ Is the text clearly written and structured? Consult friends or family in cases of doubt!
- ✓ Did you adequately embed your findings in the literature? Internet sources, e.g. from Wikipedia, should be used carefully. They cannot replace the usage of written academic sources (books, journal articles etc.).
- ✓ Make sure that the headlines used and the page numbers given in the table of contents are identical to those in the main text!
- ✓ Is the quotation style used consistently throughout your paper?
- ✓ Have all quotations been marked, all referential links been made explicit?
- ✓ Is your bibliography complete and consistent?
- ✓ Are all pages (except for the title page and the table of contents) numbered?
- ✓ Have you included the plagiarism form (cf. section 3 of the style sheet)?

E. You need a more extensive guideline?

Gibaldi, Joseph (2003): *MLA Handbook for Writers of Research Papers.* 6th edition. New York: Modern Language Association of America.

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