Style Sheet

Guidelines for Writing and Formatting
a Term Paper

Chair of English Linguistics

Chair of Applied English Linguistics

1. Form

1.1 Formatting

- Paper size: DIN A 4, simplex printing (one sided).
- Spacing: Use 1.5 line spacing and sufficient margins (3 cm to the left, 4 cm to the right and 2.5 cm on top and bottom).
- The text must be justified. Use a hyphenation program or hyphenate manually at the right-hand margin to avoid loose lines.
- The first paragraph after a heading is not indented; all other paragraphs begin with a 0.5 - 1 cm indent.
- Avoid leaving the first line of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page.
- Ideally, a paragraph should consist of at least three, maximally 10 sentences.
- Please use a setting of 11 pt Arial or 12 pt Times New Roman (or any other comparable font).
- Page count: the page count starts with the title page as number one, but is only visible from the first page of the main text. Consequently there are no page numbers on the title page or on the table of contents.
- Use *italics* for:
    - foreign words, e.g.: Greek *prãgma* means 'act'
    - highlighting and emphasis (e.g. Do *not* ignore this style sheet!)
    - words or sentences used as linguistic examples (metalinguistically) within the text, e.g.: In the sentence *It is interesting to see what he meant*, the verb *see* is used metaphorically for *understand*.
    - linguistic terms and concepts when first introduced (e.g.: Austin proposes a fundamental distinction between *constative* and *performative utterances.*)
    - titles of independent publications (books, journals, paintings but not articles in journals or edited volumes)
- Use 'single quotation marks' for:
    - translations, e.g. OE *fugol* 'bird'
    - quotations within quotations,
      e.g.: In Chaucer's *Tale of Melibee,* Prudence argues that "[…] of swiche wommen seith Salomon that 'it were bettre dwelle in desert than with a woman that is riotous'" (Chaucer, *Tale of Melibee*, 1087)
    - semantic meanings, e.g.: the adjecti*ve sesquipedalian* means 'having many syllables')
- Use "double quotation marks" for:
    - short verbatim quotations (shorter than 3 lines, see 1.2 Quoting)
    - titles of articles in journals, edited volumes, handbooks
- Use of respective brackets in linguistic description:

Phonology	Phone [l]	Phoneme /l/	Allophone [l], [ɫ]
Orthography	Graph <l>	Grapheme <l>	Allograph <l>, <L>, <l>
Morphology	Morph {for}	Morpheme {for}	Allomorph /fɔː/, /fə/

Table 1

1.2 Quoting

- Do not copy, copy-paste or translate texts (or fragments thereof), diagrams, drawings etc. from printed or internet sources without giving the appropriate reference. Plagiarism is intellectual theft! (see 4. General Guidelines: *Eidesstattliche Versicherung*)
- Reformulated and paraphrased ideas must also be indicated by giving the reference. However, do not insert a reference after each sentence – not to mention after each sentence – just to be on the safe side.
- Always try to quote from the original source. If there is an English original that you can get hold of, do not quote from a translated version.

- **Quotations are not supposed to substitute but to enhance your own arguments or elaborations**. Do not speak through others' voices. Use your own words.
- Do not string quotations together but integrate them into your writing (and comment on them).
- **Use quotations sparingly!**
- Adapt the quoted text to make it fit into your text. Any changes or omissions have to be marked with square brackets, e.g.:
    (1) Crystal is definitely right when he states that "[t]he difficult part […] lies in the range of opinions about the purpose of e-mail as a communicative medium" (2006: 99).
- Insert '[*sic*]' when you want to indicate that your quote appears exactly as in the original source (in case of curious spelling, diction, grammar, logic etc.), e.g.
    (2) In 1970, the Department for Tourism and Economic Development published a booklet titled *The Businessmans'* [*sic*] *guide to Jerusalem.*
    (3) Jyotika Virdi speaks of "The cinematic imagiNation" [*sic*] with regard to Indian films as social history.
- Any insertions you make are to be enclosed in square brackets: e.g. [emphasis mine].
- Quotations are followed by a short text reference as in ex. (1). Do not put the reference in a footnote. Footnotes are reserved for additional information or further reading recommendations only.
- Short verbatim quotations (less than 3 lines) – like the one in ex. (1) – are enclosed in double quotation marks and embedded in the text. Longer quotations are separated from the text, indented, and **without quotation marks**; for such block quotations you can also choose a smaller font size and single line spacing.
    (4) The claim that monolingualism is the norm is wrong, not least because

    > all humans possess the capacity to learn several languages. An adequate theory of language competence, use and acquisition must be able to account for this, treating multilingualism, rather than monolingualism, as the default cause.

    (Hammarberg 2010: 92)

1.3 Examples, Tables and Figures
- Examples should be numbered sequentially with Arabic numerals in parentheses (e.g.: (1), (2)) and indented. Align all examples in the version submitted, with spaces or tabs.
- Tables and figures should be numbered consecutively and provided with concise captions indicating the source of a figure or table, e.g. (Paradis 2004: 197)
- All tables and figures should be referenced in the text (e.g.: … see Figure 5). Avoid relative indicators such as "see the table below", or "in this table".

2. Structure
- A term paper must contain the following parts: a title page, a list of abbreviations (if appropriate), a table of contents, an introduction, a main part (in empirical papers: method section, results section, and discussion), a conclusion.
- In an introductory seminar (*Proseminar*), the term paper should comprise 3800-4200 words, i.e. **10 to 20 pages**, in an advanced seminar (*Hauptseminar*) 6000-8000 words, i.e. **20 to 30 pages**.
- Note that bachelor theses usually comprise **30 pages**, master theses between **70 and 90 pages,** *Zulassungsarbeiten* **min. 40 pages** (regarding the **Alte Studienordnung**, compare: *Magisterarbeiten* comprise 80 pages, *Zulassungsarbeiten* 60 pages.)
- Build your paper around **a concise and specific thesis statement**. Provide ample arguments to support, defend or dispute your thesis.
- Do some critical thinking and question your sources. You may not necessarily agree with everything you read. State explicitly how your views differ (and on what grounds).
- Do not just describe and report what you have read, do not simply sum up your sources. A term paper has to include some of your own original research and assessments.

- Use what you have learned in the seminar and make use of your linguistic knowledge (i.e., the 'linguistic toolkit' you have acquired).

2.1 Title Page
The title page should give the following information (see Example 1)
- On the top left:
  The name of the university, the name of the chair/*Lehrstuhl*, the title and year of the seminar, the name of the lecturer.
- In the *center*:
  Title (and subtitle) of the paper
- On the bottom right:
  Your name, your degree programme and (major as well as minor) subjects, the semester you were in when you took the seminar, your contact details and the date at which you submitted your paper. E.g.:

Universität Augsburg
Philologisch-Historische Fakultät
Name des Lehrstuhls
Semester
Seminar
DozentIn

Title of the paper

Winnie Pooh
Bärengasse 3
080888 Hundertackerwald

E-mail: winniepooh@acker.de
Anglistik/Amerikanistik und Waldwirtschaft
4. Semester

Example 1

2.2 List of Abbreviations
In case you use many specific abbreviations in your paper, you might want to include a list of them. Do not include standard abbreviations that are either familiar to anyone, such as 'e.g.', or require discussion

2.3 Table of Contents
- The table of contents lists all the headings of chapters and subchapters of your paper with the corresponding page numbers (see Example 2).
- In titles and headings, lexical words (nouns, verbs, adjectives, etc.) are capitalized.
- Please make sure that you use the very same headings in the table of contents as in the text. Check again before submitting your paper, especially if you made any last-minute changes to your headings.
- Do not mix up Roman and Arabic numerals. Stick to one style, preferably to Arabic numerals.
- Do not use dots after the last number of the second and third section (1. = correct, 1.2 = correct, 1.2.3 = correct, 1.2. = wrong)
- Do not subdivide chapters if you only have one subdivision, i.e. if you divide section 3.2 any further, you must at least have section 3.2.1 and section 3.2.2.
- Avoid more than three structural levels (like 3.2.2.1).
- Do not state "page" or "p." in front of the page number. Just put down the plain number.
- Do not use inclusive page numbers. Only state the page number where a section starts.

Table of Contents

Example 2

2.4 Introduction

There are many different ways of introducing your term paper. But the bottom line is to specify *what* you are going to analyze, *how* and *why*: *what* refers to the object of your study, *how* to the approach, theory and method chosen (including the data/corpus used) and *why* to the main research questions and the reason *why* this is worth analyzing (*Erkenntnis-interesse*).

2.5 Main part

The main part typically consists of several chapters (and maybe subchapters) elaborating on the hypothesis stated in the introduction and the different aspects related to it. The exact structure varies with topic. Please see your lecturer in his/her office hour to discuss the specific structure of your paper.

2.6 Conclusion

The conclusion of a term paper typically has two main functions. First, it is meant to briefly (!) sum up the main results of the paper and second, it is the right place to give a final judgment on these results. You may also decide to pick one or more of the following ways to conclude your paper:

- Review your initial thesis statement and relate it to your results (possibly in multiple steps).
- State if and why your thesis statement has been proven completely, partly, or not at all.
- Consider the relevance of your results and whether you can make any suggestions on the basis of your thesis.
- Embed your findings in a wider context of (past or future) (linguistic) research.
- State some issues you were not able to deal with in your analysis but which might be of further interest in a future study.

2.7 Bibliography/References

- The purpose of bibliography (and citations) is to enable readers to find and peruse unambiguously the very same source material that the author has used, without undue further searching. Remember this when citing and compiling your references used.
- In the bibliography (also called 'References'), you list all the works you have referred to in your paper in alphabetical order of the authors' (or editors') last names. In case the author's name is not available, use the title of your source as the sorting key.
- A reference typically includes the author's full name, the year of publication, the title, the place of publication, the name of the publisher and, if it is an article in a journal or edited volume, the page numbers. Whatever style you use for formatting your references, it must have a consistent format (see Table 2 for examples).
- If you used primary sources as well as secondary sources, you have to list them separately.
- Please note: Title and subtitle are separated by a full stop (.) – If, however, title or subtitle include a semicolon, this has to be adopted in the bibliographical reference.
- Also note that the words in English titles (and subtitles) should be capitalized, i.e. all words – except definite/indefinite articles, the conjunctions *and* and *or*, *not* and the infinitive marker *to* – are capitalized. First and last words are always capitalized, as well as longer prepositions (e.g. *between, around, beyond* etc.). Quotations in titles, however, should be transcribed exactly as they are in the original source.

	In the text	**In the bibliography**
Monograph (1 author)	(Bednarek 2006: 45-47)	Bednarek, Monika. 2006. *Evaluation in Media Discourse. Analysis of a Newspaper Corpus*. London/New York: Continuum.
Monograph (2 -3 authors)	(Hachmeister/Rager 2005: 69)	Hachmeister, Lutz & Günther Rager. 2005. *Wer beherrscht die Medien? Jahrbuch 2005: Die 50 größten Medienkonzerne der Welt*. München: Beck.
Editor (of a work of which an article was quoted)	--	Bublitz, Wolfram & Axel Hübler (eds.). 2007. *Metapragmatics in Use*. Amsterdam: Benjamins.
Work with 3 or more authors / an edited volume	(Bublitz et al. 1999)	Bublitz, Wolfram, Uta Lenk & Eija Ventola (eds.). 1999. *Coherence in Spoken and Written Discourse: How to Create It and How to Describe It*. Amsterdam: Benjamins.
Article in an edited volume	(Maier 2011: 75)	Maier, Robert M. 2011. "Towards a Psycholinguistic Model of Translation Processes: Directionality in Natural Translation." In: Blasco Mayor, María Jesús & María Amparo Jimenez Ivars (eds.). *Interpreting Naturally. A Tribute to Brian Harris*. Bern et al.: Lang, 67-102.
Article in a research journal	(Hoffmann and Eisenlauer 2008: 14)	Hoffmann, Christian & Volker Eisenlauer. 2008. "The Metapragmatics of Remediated Text Design." *Information Design Journal,* 16/1. 1-18.
Article in non-academic journals	(Foroohar 2011: 7)	Foroohar, Rana. 2011. "The End of Europe." *Time* Aug 11. 5-11.
Electronically published article (URL)	(Rickets 2011)	Rickets, Wendell. 2011. "Please Mind the Gap: Defending English Against 'Passive' Translation." URL: http://aiic.net/ViewPage.cfm/article2770.htm (last accessed November 7, 2011).
Electronically published article linked to digital object identifier (DOI)	(Kornack/Rakic 2001)	Kornack, David R. & Pasko Rakic. 2001. Cell Proliferation Without Neurogenesis in Adult Primate Neocortex. *Science* 294, 2127-2130, DOI: 10.1126/science.1065467.

| Reference website | | International Corpus of English. URL: http://ice-corpora.net/ice/ (last accessed November 9, 2011). |
| Reference software | | Boersma, Paul & David Weenink. 2007. Praat. Doing Phonetics by Computer (Version 4.6.32). URL: http://www.praat.org (last accessed February 23, 2011). |

<div align="right">Table 2</div>

If you should also use *primary sources*, i.e. actual source material from e.g. a Middle English text or any recording of written or spoken text you are analyzing, the following guidelines apply:

Text edition	(Bede, [731] 1992: 86)	Bede [731]. 1992. *Ecclesiastical History of the English People.* Ed. Bertram Colgrave. Oxford: Clarendon Press.
Edition of complete works of an author	(Chaucer, CT, KT 2001ff.)	Chaucer, Geoffrey [1387-1400].*The Canterbury Tales.* In: *The Riverside Chaucer.* Ed. Larry D. Benson. Boston, MA: Houghton Mifflin. 1987. 3rd ed.
		or:
		Benson, Larry D. (ed.). ^{3}1987. *The Riverside Chaucer.* Boston: Houghton Mifflin.
Anonymous author	(*Beowulf*, 72)	*Beowulf: With the Finnesburg Fragment.* Ed. C. L. Wrenn & W. F. Bolton. Exeter: University of Exeter Press. ^{5}1996.
Movie / TV series etc.	(*When Harry met Sally,* 0:12:23*) (*hour – minute –second)	*When Harry Met Sally.* 1989. Dir. Rob Reiner. With Billy Crystal, Meg Ryan. MGM Home Entertainment GmbH. DVD.

<div align="right">Table 3</div>

2.8 Appendix
In case you have **many** images, tables or transcripts, audio files or video files to be used in your paper, include them in an appendix section. You can use a CD-ROM if you have a vast number of files to attach. Usually, you use Roman numerals to number your appendices.

3. General Guidelines
- Spell-check your paper! Also, do not mix spelling standards, so stick to either British English or American English.
- Check your English for idiomaticity and appropriate style!
- Ask a native speaker to proof-read your work.
- Please use the form (*Deckblatt* Modulprüfung) available for download under *Allgemeine Downloads*. Fill in the blanks, sign it and include it as a cover sheet to your paper! It gives us important information as to your course of studies, the type of your work and the relevant module etc. As it is not part of your paper, it does not have a page number and does not need to be included in the table of contents.

- Hand in a print-version of your paper by the deadline prescribed by your lecturer.
- Please note that the sheets of your paper should be merely stapled together – do not hand in your work in plastic folders, filing strips etc. If your paper consists of too many sheets, simply put them in a sheet protector (*Klarsichthülle*).
- Also send an electronic version of your paper to sekretariat.aswa@phil.uni-augsburg.de (for papers in **"Applied Linguistics"/"Angewandte Sprachwissenschaft Anglistik"**) or to sekretariat.esw@phil.uni-augsburg.de (for papers in **"English Linguistics"/ "Englische Sprachwissenschaft"**). The e-mail should be labelled: "Hausarbeit, PS/HS [Title], [Lecturer's name]". Send the paper as **ONE** file (WORD-DOC, (Mac-User) RTF, OO-DOC, or PDF), file name: "[Your last name, first name]". If corpora were established as a part of the paper, they should be handed in on a separate CD-ROM.