STYLE SHEET
Notes on Form and Structure of Written Scientific Papers

SECTIONS OF A “HAUSARBEIT” – SCIENTIFIC PAPER

• Apart from the main body of text, a Hausarbeit consists also of a cover page, a table of contents and a reference section (bibliography).
• The cover page contains information on the title of the seminar, name of instructor, term, as well as title of the paper and name of author, for example:

<table>
<thead>
<tr>
<th>Universitàt Bayreuth</th>
<th>Maria Müller</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Linguistics</td>
<td></td>
</tr>
<tr>
<td>PS Language Contact and Bilingualism</td>
<td></td>
</tr>
<tr>
<td>Prof. X</td>
<td></td>
</tr>
<tr>
<td>WS 2016/17</td>
<td></td>
</tr>
</tbody>
</table>

Code-Switching
Social Motivations and Linguistic Constraints

• The table of contents divides the work into several meaningful units/chapters and indicates where in the paper – on which page – they appear, for example:

<table>
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</thead>
<tbody>
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<td>2. Types of code-switching</td>
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<td>2.2. Intersentential code-switching</td>
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<td>2.3. Intrasentential code-switching</td>
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<td>6. References</td>
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</tbody>
</table>

• The main text of the paper is written in 1.5 line space. Footnotes, longer quotations and the references are written in single line space. Please leave a margin of 4 cm on the right side of the page for corrections. The length of the paper is given in words (3,000-4,000 words ≈ 10-15 pages; 7,500-8,500 words ≈ 20-25 pages).

FORM OF THE TEXT

• Customarily, the main part of the text is introduced by the section introduction and is concluded by a conclusion. The titles of the sections which are given in the table of contents appear also as headings in the main text. The headings are set off from the text before and after by one line each.
• Foreign words and examples are written in italics or underlined, for example:

Foreign words: The raison d'être for borrowing as a lexical expansion strategy is quite obvious.
Examples: Would you regard asleep, ill, wooden as prototypical adjectives?
          Girlfriend, earring or gas station are compound nouns.

• Translations of examples are marked by single quotation marks, for example:

| Lat. ovis ‘sheep’ is a noun |  |
• If several sentences are given as examples, they are given in numbered lists, for example:

(...) declaratives of the rather special kind that Austin called explicit performatives, i.e. sentences like

(1) I promise to pick you up at seven.
(2) I name this ship the “Queen Mary”.

• Language names which appear before linguistic examples can be abbreviated, for example:

E / Eng. (English), ME (Middle English), OE (Old English), G (German), JC (Jamaican Creole)

• Phonetic transcriptions are given in square brackets, phonemic transcriptions are marked by single strokes, for example:

| bead | [bi:d] | /bid/ |

QUOTES AND REFERENCES

• The sources of literal and non-literal passages taken from another work have to be cited in your text. The references of these sources are not given in footnotes but appear in the main text as shown below.

• Shorter quotes (a) are given in the text and marked by quotation marks; longer quotes (b) are set off from the current text by using single-spaced lines and by indenting the quoted passage (1-1.5 cm). There are no quotation marks in (b), except for marking dialogue or quotations in the quoted passage. Omissions in quotes are marked by dots in square brackets; other alterations made to the quoted passage are also marked by square brackets.

| a) According to Labov (1970:180) “there are no single-style speakers” and he claims that ... |

• Like in literal quotations, references of the source also have to be given if information is taken from a specific source and reproduced in a non-literal form. This is also done in the form of parenthetical documentation in the text (not in footnotes!), i.e. the reference (author; year of publication, page(s) if necessary) appear in round brackets in the current text (c-e). When citing multi-volume works, include the volume number followed by a colon, then page number, see (f).

| c) Gumperz (1976:35) suggests that there may be a general quantitative constraint on code-switching. |
| d) Many smaller languages are dying out due to the spread of a few world languages (see e.g. Cooper 1982 on the notion of language spread). |
| e) Di Sciullo et al. (1986) argue that the language government principle is universally applicable. |
| f) ... as Quintilian wrote in Institutio Oratoria (1:14-17) |

• BE AWARE THAT PLAGIARISM IS AN OFFENCE AND WILL LEAD TO THE REJECTION OF YOUR PAPER.

• Footnotes or endnotes are used only to include additional/more marginal information or information which would disturb the flow of information in the main text. Footnote numbers are inserted at the end of the sentence. The footnote text is single spaced and in smaller type than the main text.

1 They are numbered (Arabic numerals) and appear either at the bottom of the page – as shown here – or on a separate sheet at the end of your paper.
LIST OF REFERENCES

• All works which are referenced in your text have to be cited in your list of references, bibliography or works cited. This section is usually the last one in your paper – unless you have an appendix with a documentation of data. The list of references is characterised by the following features:
  - A reference consists of a) name and first name of author (or editor/s), b) year of publication, c) title, subtitle, etc., d) place of publication and publisher. Each part is concluded by a full stop. Page numbers are additionally given in articles which appear in journals or collected volumes.
  - All content words (i.e. not articles, prepositions and conjunctions) of titles of monographs and titles of journals are capitalised in the English titles; the first word in the title or subtitle is always capitalised.
  - Titles of monographs and titles of journals are given in italics; titles of articles are given in quotation marks and are not capitalised.
  - The second and all following lines of a reference are indented by approximately 1 – 1.5 cm.
  - The list of references appears in alphabetical order according to the last name of the authors or editors.
  - Customary abbreviations are used consistently either in German or English, i.e. Hg. for HerausgeberIn (Hgg. = more than one) or ed. for editor (eds. = more than one), Bd. for Band or vol. for volume. Page numbers of journal articles or chapters in volumes are given by numerals only (not S., p., pp. or the like).
  - Established publishers can be abbreviated in the list of references, for instance Oxford University Press can be given as Oxford UP, Routledge, Kegan & Paul als Routledge, etc.

Examples for references in the reference section (bibliography):

a) Single-authored monograph:


b) Books by more than one author:


c) Two or more works by one author:


d) Several publications from the same year:


e) Translation:

f) Collection of articles:


g) Article in a collection:

h) Several articles in the same collection (the reference of the collection also has to be given):


i) Introduction, foreword or preface:

j) Article in a journal:

k) Book review:

l) Article in a newspaper:

m) Multivolume work:
- Citing only one volume of a multivolume work

- Citing more than one volume of a multivolume work
n) Dictionaries:


o) Specialised electronic server:


p) Article in an electronic journal:


q) Online book:


r) Sound or video clip: