

Linguistics Style Sheet

Guidelines for the Form and Structure of Written Academic Papers

1. Sections of a term paper (*Hausarbeit*)

- In addition to the **main** body of text, a term paper consists of the following elements, presented in this order: **cover page**, **table of contents**, **main text**, **reference section (References)** and **declaration of authorship**. An optional **appendix** may follow the declaration of authorship.

1.1. Cover page

- The **cover page** should provide the following information: the seminar title, the instructor's name, the semester, the title of the term paper and the student's name, ID number (*Matrikelnummer*), email address, course of study and number of semesters completed. For example:

University of Bayreuth English Linguistics [semester] [seminar title] [the instructor's title and name]	[title of your term paper]
	[your name] [your student ID number] [your bt e-mail address] [your course of study] [your current semester count]

1.2. Table of contents

- The **table of contents** should list all major sections and subsections of the paper and indicate the page number where each section begins. It should be generated automatically using Word's built-in feature. If your term paper contains an **appendix**, it must also be listed in the table of contents. For example:

Table of Contents	
1	Introduction2
2	Theoretical framework2
2.1.2
2.2.2
3	Methodology3
3.13
4	Analysis3
4.13
4.23
5	Discussion4
6	Conclusion4
	References5
	Declaration of authorship5
	Appendix6

1.3. List of figures and tables

- If your paper contains figures or tables, include a **List of Figures** and/or **List of Tables** immediately after the table of contents. These lists should be generated automatically using Word’s built-in feature. Each entry should include the figure or table number, its caption and the page number where it appears. For example:

List of Figures	
Figure 1	Classification and terminology of the building blocks of words.....2
Figure 2
Figure 3	...
List of Tables	
Table 1	List of the Adj + N compounds identified in the corpus.....18
Table 2	...
Table 3	...

2. Page layout

- The **main text** of the paper should be formatted with 1.5-line spacing set in a serif font (for example, Times New Roman, Cambria etc.) at 12 pt size. The text should be fully **justified** (*Blocksatz*).
- **Footnotes, longer quotations** and the **reference list** are single-spaced.
- Text **margins** are set to 3cm for the vertical margins (top and bottom) and 2.5 cm for the left margin. Leave a **right margin** of 4 cm for corrections.
- Include **page numbers** in the footer (bottom of the page).
- The **section titles** listed in the table of contents must also appear as **headings** in the main text. Only capitalise the first word in headings. Leave one blank line before and after each heading to separate it from the surrounding text. Apply bold formatting to all headings and do not use italics or underlining. Number headings according to the structure of your paper.

3. Linguistic conventions

- Use **italics** for **linguistic examples** (all **object-language forms** such as letters, words and sentences), **titles of books, journals and individual works and foreign words**. For example:
 - **Example:** *Girlfriend, earring or gas station* are compound nouns.
 - **Title:** The notes provide references to the relevant passages in the two volumes of *Towards a Cognitive Semantics* (Talmy 2000).
 - **Foreign word:** The *raison d'être* for borrowing as a lexical expansion strategy is quite obvious.
 - **Technical term (at first mention):** In morphology, the term *morpheme* refers to the smallest meaningful unit of language.
- Use **single quotation marks** for **meanings** of words or sentences, **quotes within quotes** and **translations**. For example:
 - **Meaning:** Latin *ovis* 'sheep' is a noun.
 - **Quote within quote:** According to the reviewer, "the author convincingly shows that 'language shapes thought', a claim that has long been debated."
 - **Translation:** The Latin expression *carpe diem* 'seize the day' is often used to encourage people to take advantage of the present moment.
- Use **double quotation marks** for **titles of journal articles or book chapters and poems**. For example:
 - **Journal article:** Goossens (1990) analyses in detail the interaction between metaphor and metonymy in linguistic action in his article "Metaphonymy: The Interaction of Metaphor and Metonymy in Expressions for Linguistic Action".
 - **Title of poems:** The theme of time and decay is central to Shakespeare's sonnet "Shall I compare thee to a summer's day?" (Sonnet 18).

- If you provide **several examples**, present them as a **numbered list**. 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”.
- You may **abbreviate language names** that precede linguistic examples. For example:
 - E/Eng.(English)
 - ME (Middle English)
 - OE (Old English)
 - G (German)
 - JC (Jamaican Creole) etc.
- Use **square brackets []** for **phonetic transcriptions** and **single slashes / /** for **phonemic transcriptions**. Use **IPA symbols** for transcriptions. For example:
 - *bead* [bi:d] /bi:d/
- Use **angle brackets** for references to **written symbols**. For example:
 - Old English ⟨p⟩ ‘thorn’ was retained but ultimately replaced by ⟨th⟩.

4. Tables and figures

- **Number** tables and figures consecutively (Table 1, Table 2; Figure 1, Figure 2 etc.). Each table and figure must **be referred to explicitly** in the running text. In the text, place them as close as possible to the place where they are mentioned.
- Each **table** has a **caption** that **precedes** the table. For example:

Table 1: Frequency of some English nouns (BNC)

	SG		PL
linguist	149	linguists	315
scholar	679	scholars	1103
student	7606	students	14492

- Each **figure** has a **caption** that **follows** the figure. For example:

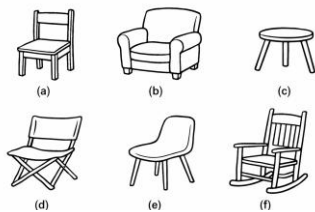


Figure 1: Drawings of chair-like objects

5. Cross-references in the text

- Use **capitalised names** for **cross-references** to chapters, tables or figures in the text. For example: More details are given in Chapter 2.

6. Citation and referencing

- Provide **in-text citations** for **all quoted and paraphrased material**. Do **not** use footnotes for source references; instead, include **parenthetical citations** in the main text. Do **not use** a comma between the author's name and the year of publication.

The **correct format** is: (author year of publication: page number/s)

For example:

- (Labov 1970: 180)
 - (Labov 1970: 180–185) Use an *en-dash* (–) for number ranges, without spaces.
 - (Dayter & Rüdiger 2022: 20) Use an ampersand (&) for two authors.
 - (Quirk et al. 1985: 45) Use et al. for the parenthetical citation if a work has more than two authors.
- **Short quotations** of up to three lines (a) should be **integrated into the text** and enclosed in **double quotation marks**. **Longer quotations** (c) should be **set off from the main text** as block quotations by single-spaced lines and indented by 1–1.5 cm. Do not use quotation marks for block quotations (c), except when marking dialogue or quotations within the quoted passage. Indicate **omissions** by three dots in square brackets [...] and mark any **alterations** with square brackets []. For example:

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

b) From a psychological perspective, "[t]he term 'emotion' may be one of the fuzziest concepts in all of the sciences" (Frijda & Scherer 2009: 142) and ...

c) Please note the following when including quotes:

Quoting can be effective when someone else's words are the focus of analysis or perfectly express an idea. Quotations are most effective in research-based writings when used selectively. Quote only words, phrases, lines, and passages that are particularly apt, and keep all quotations as brief as possible. Always explain the relevance of the quotation to your point. Your project should be about your own ideas, and quotations should help you explain or illustrate those ideas [...]. (Modern Language Association of America 2021: 100)

- As with direct quotations, you **must** also provide **references** when **paraphrasing** or **summarizing** material from a specific source (d–f). Include **source references in parentheses within the text**, **not** in footnotes, and add page numbers if necessary. For example:

- d) Gumperz (1976: 35) suggests that there may be a general quantitative constraint on code-switching.
- e) 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).
- f) Di Sciullo et al. (1986) argue that the language government principle is universally applicable.

Be aware that plagiarism is a serious academic offence and will result in the rejection of your paper.

7. Footnotes

- **Footnotes** or **endnotes** should only be used to provide **additional or marginal information** that would otherwise disrupt the flow of the main text.¹ They appear as consecutive superscript numbers in the text, usually following punctuation marks, unless they refer to a specific term that precedes a punctuation mark. The footnote text should be single-spaced and set in a smaller font size (10 pt) than the main text.

8. List of references

- All works cited in your text must be included in the **list of references**. This section follows the conclusion. Any appendix (e.g. containing data documentation) should come afterwards.
- Each reference includes:
 - **author's last name and first name** (or editor(s))
 - **year of publication**
 - **title and subtitle**
 - **place of publication** and **publisher**
- Each part ends with a **full stop**. **Page numbers** are provided for **articles** published in journals or edited volumes.
- In **titles of monographs and journals**, all **content words** (i.e. not articles, prepositions or conjunctions) are **capitalised**. The first word in the title or subtitle is always capitalised.
- **Titles of monographs and journals** are **italicised**; titles of **articles** are placed in **double quotation marks** and are not capitalised.

¹ They are numbered using 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.

- The second and all subsequent lines of a reference are **indented** by approximately 1–1.5 cm (“hanging indent”).
- The **list of references** is arranged in **alphabetical** order according to the author’s or editor’s last name. If you cite **multiple works** by the same author or editor, list them in **chronological order**.
- Where appropriate, you may **divide** the references section into **subsections** (e.g. Primary Sources, Secondary Sources, Corpora, Dictionaries, etc.).
- Customary **abbreviations** are **used consistently** in either German or English. For example: *Hg.* for HerausgeberIn (plural: *Hgg.*) or *ed.* for editor (plural: *eds.*), *Bd.* for Band or *vol.* for volume). **Page numbers** of journal articles or chapters in volumes are given as numerals only (**not** S., p., pp., etc.).
- **Established publishers** may be **abbreviated**. For example:
Oxford University Press → Oxford UP
Routledge, Kegan & Paul → Routledge

Examples of references:

1) Book by one author (monograph):

Mühleisen, Susanne. 2022. *Genre in World Englishes: Case Studies from the Caribbean*. Amsterdam/Philadelphia: John Benjamins.

1.1) Two or more works by one author:

Anchimbe, Eric A. 2012. *Language Contact in a Postcolonial Setting: The Linguistic and Social Context of English and Pidgin in Cameroon*. Boston/Berlin: De Gruyter Mouton.

---- 2013. *Language Policy and Identity Construction: The Dynamics of Cameroon’s Multilingualism*. Amsterdam/Philadelphia: John Benjamins.

---- 2018. *Offers and Offer Refusals: A Postcolonial Perspective on World Englishes*. Amsterdam/Philadelphia: John Benjamins.

1.2) Several publications from the same year:

Labov, William. 1972a. *Language in the Inner City*. Philadelphia: University of Pennsylvania Press.

---- 1972b. *Sociolinguistic Patterns*. Philadelphia: University of Pennsylvania Press.

2) Book by two authors:

Dayter, Daria and Sofia Rüdiger. 2022. *The Language of Pick-Up Artists: Online Discourses of the Seduction Industry*. New York/London: Routledge.

3) Book by more than two authors:

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech, and Jan Svartvik. 1985. *A Comprehensive Grammar of the English Language*. Harlow: Longman.

4) Online book:

Otundo, Billian K. 2017. *Attitudes Toward Kenyan English: Ethnically-Marked Pronunciation*. <https://eref.uni-bayreuth.de/id/eprint/39145/>. Date of access: 22 April 2024.

5) Multivolume work:

5.1) Citing only one volume of a multivolume work:

Kachru, Braj B. 2015. *Collected Works of Braj B. Kachru*. Vol. 2. London: Bloomsbury Academic.

5.2) Citing more than one volume of a multivolume work:

Kachru, Braj B. 2015. *Collected Works of Braj B. Kachru*. 3 vols. London: Bloomsbury Academic.

6) Edited book:

Kortmann, Bernd and Kerstin Lunkenheimer, eds. 2012. *The Mouton World Atlas of Variation in English*. Berlin: De Gruyter Mouton.

Rüdiger, Sofia and Susanne Mühleisen, eds. 2020. *Talking about Food: The Social and the Global in Eating Communities*. Amsterdam/Philadelphia: John Benjamins.

7) Chapter or other part of an edited book:

Ssemuuma, Jude. 2012. "Ugandan English". In Kortmann, Bernd and Kerstin Lunkenheimer, eds. *The Mouton World Atlas of Variation in English*. Berlin: De Gruyter Mouton. 475–482.

Bauer, Laurie. 2008. "English in New Zealand". In Burchfield, Robert, ed. *The Cambridge History of the English Language*. Vol. 5. Cambridge: Cambridge University Press. 382–429.

8) Journal article (from a journal with multiple issues per year):

Mühleisen, Susanne. 2010. "Postcolonial translation: Encounters across languages, cultures, and disciplines". *Zeitschrift für Anglistik und Amerikanistik* 58 (3): 257–280.

9) Article in an electronic journal:

Louro, Celeste R. and Glenys Collard. 2021. "Australian Aboriginal English: Linguistic and sociolinguistic perspectives". *Language and Linguistics Compass* 15 (5). <https://doi.org/10.1111/lnc3.12415>. Date of access: 22 April 2024.

10) Newspaper article:

Lobenstein, Caterina. 2013. "Schön Geschummelt". *Die Zeit*. 25 July, 2013: 28.

11) Book review:

Brato, Thorsten. 2016. Review of *A Sociophonetic Approach to Scottish Standard English*, by Ole Schützler. *English Language and Linguistics* 20 (2): 346–369.

12) Dissertation:

Kraus, Janina. 2017. *A Sociophonetic Study of the Urban Bahamian Creole Vowel System*. Ph.D. dissertation, LMU München.

13) Translation:

Calvet, Louis-Jean. 1978. *Die Sprachenfresser. Ein Versuch über Linguistik und Kolonialismus*. Translated by Peter Hagemester. Berlin: Arsenal.

14) Dictionary:

Longman Dictionary of Contemporary English (LDCE). Summers, Della, ed. 5th ed. London: Longman/Pearson. (= LDCE)

The Oxford English Dictionary. 2000–. Simpson, John A., ed. 3rd ed. Oxford: Oxford University Press. <<http://www.oed.com/>>. Date of access: 22 April 2024. (= OED)

When referring to a dictionary entry in your text, you can use an **abbreviation**. For example:

The verb *run* has more than 245 recorded meanings (OED Online, *run*, v.).

15) Introduction, foreword or preface:

Mühleisen, Susanne and Sofia Rüdiger. 2020. "Introduction". In Rüdiger, Sofia and Susanne Mühleisen, eds. *Talking about Food: The Social and the Global in Eating Communities*. Amsterdam/Philadelphia: John Benjamins. 1–12.

16) Website:

Weisser, Martin. 2022. "Software for Linguistics". https://martinweisser.org/ling_soft.html. Date of access: 22 April 2024.

17) Electronic server:

BNC = British National Corpus Consortium. 2007. *British National Corpus* (XML Edition). Oxford: Oxford University Computing Services. <http://www.natcorp.ox.ac.uk/>. Date of access: 22 April 2024.

18) Social media post:

Bayreuther Tagblatt [@bayreuthertagblatt]. "Wir waren mal wieder am Uni-Campus unterwegs". *TikTok*. April 12, 2024.

https://www.tiktok.com/@bayreuthertagblatt/video/7356904726081981729?is_from_webapp=1&sender_device=pc&web_id=7359579012983277089. Date of access: 22 April 2024.

19) Sound, song or podcast:

Adele. 2010. "Rolling in the Deep". Columbia Records. Spotify app. Date of access: 22 April 2024.

Africa Multiple Cluster of Excellence at University of Bayreuth. 2024. "Dr. Don Edward Walicek and Prof. Dr. Susanne Mühleisen on Language Practices of West Africa and the English of the Gold Coast during Colonial Times". *Reconfiguring African Studies*. Spotify app. Date of access: 22 April 2024.

20) Video clip or movie:

University of Michigan College of Literature, Science, and the Arts. *The Word on Language and Grammar with Anne Curzan*. <https://www.youtube.com/watch?v=si9F7sD-NAw/>. Date of access: 22 April 2024.

12 Years a Slave. Directed by Steve McQueen. Fox Searchlight Pictures, 2013.

Venom. Directed by Ruben Fleischer. Sony Pictures, 2018. Netflix app. Date of access: 22 April 2024.

21) Software:

Anthony, Laurence. 2024. *AntConc* (Version 4.3.1.). Tokyo: Waseda University.
<https://www.laurenceanthony.net/software/AntConc>.

22) AI tools:

OpenAI. 2025. *ChatGPT* (GPT-5.2, December 11 Version). <https://chat.openai.com/chat>.

9. Declaration of authorship

- The *Declaration of Authorship* **must be included** at the end of your paper as a separate section. **Copy** the declaration text **exactly** as shown and **adjust** the sentence on the use of a large language model as appropriate. Do not forget to **sign** the declaration.

I hereby declare that the attached text is the product of my own independent scholarly work, and that any use it makes, by quotation or paraphrase, of the intellectual property of others (including, but not limited to, work published in books, journals, encyclopedias, and on the internet) has been clearly and unmistakably indicated as such. A *Large Language Model* **was** **OR was not** used in the ideation process for this paper. Text and ideas are my own unless otherwise indicated. I have not used materials (including chatbots and AI-generated texts) other than those indicated, and this paper has not been previously submitted for examination purposes at any institution of education, nor published in any other form.