Universität Bayreuth
English Linguistics

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:

Universität Bayreuth	Maria Müller
English Linguistics	
PS *Language Contact and Bilingualism*	
Prof. X	
WS 2016/17	
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:

- 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 <u>asleep</u>, <u>ill</u>, <u>wooden</u> 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 ...
>
> b) Beim Zitieren ist weiterhin folgendes zu beachten:
>
>> Da jedes Zitat irgendwie aus einem Zusammenhang genommen ist, muß darauf geachtet werden, daß es seinen ursprünglichen Sinn behält und daß nicht durch die Veränderung des Zusammenhangs oder durch unvollständiges Zitieren die Absicht des zitierten Autors verfälscht wird. [...] Man zitiere immer wörtlich. Respekt vor dem [zitierten] Text ist die erste Voraussetzung sauberen Arbeitens. Wörtlich zitieren heißt, einen Text bis auf die Schreibung und Interpunktion genau wiederzugeben. (Standop 1981:43)

- 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.[1] Footnote numbers are inserted at the end of the sentence. The footnote text is single spaced and in smaller type than the main text.

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[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:

Dayter, Daria. 2016. *Discursive Self in Microblogging – Speech Acts, Stories and Self Praise.* Amsterdam/Philadelphia: John Benjamins.

b) Books by more than one author:

Kachru, Yamuna and Cecil L. Nelson. 2006. *World Englishes in Asian Contexts*. Hong Kong: Hong Kong University Press.

Quirk, Randolph et al. 1985. *A Comprehensive Grammar of the English Language*. Harlow: Longman.

c) Two or more works by one author:

Cameron, Deborah. 2000. *Good to Talk? Living and Working in a Communication Culture*. London: Sage.

---- 2001. *Working with Spoken Discourse*. London: Sage.

---- 2012. *Verbal Hygiene*. 2nd edition. London/New York: Routledge.

d) 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.

e) Translation:

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

f) Collection of articles:

Mühleisen, Susanne and Bettina Migge, eds. 2005. *Politeness and Face in Caribbean Creoles.* Amsterdam/Philadelphia: John Benjamins.

Tupas, Ruanni, ed. 2015. *Unequal Englishes: The Politics of Englishes Today.* Basingstoke: palgrave macmillan.

g) Article in a collection:

Coulmas, Florian. 1989. "Function and status of written language in East Asia." In: Ammon, Ulrich, ed. *Status and Function of Languages and Language Varieties.* Berlin: de Gruyter. 216-242.

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

Mühleisen, Susanne. 2005. "Forms of address in English-lexicon Creoles: The presentation of selves and others in the Caribbean context." In: Mühleisen, Susanne and Bettina Migge, eds., 195-223.

Snow, Peter. 2005. "The use of 'bad' language as a politeness strategy in a Panamanian Creole village." In: Mühleisen, Susanne and Bettina Migge, eds., 23-43.

i) Introduction, foreword or preface:

Wee, Lionel, Robbie B. H. Goh and Lisa Lim. 2013. Preface. In: Wee, Lionel, Robbie B. H. Goh and Lisa Lim, eds. *The Politics of English – South Asia, Southeast Asia and the Asia Pacific.* Amsterdam/Philadelphia: Benjamins. vii-ix.

j) Article in a journal:

Bucholtz, Mary. 1999. "Why be normal? Language and identity practices in a community of nerd girls." *Language in Society* 28 (2): 203-225.

k) Book review:

Bauer, Laurie. 2017. Rev. of *Lexical Structures: Compounding and the Modules of Grammar*, by Heinz J. Giegerich. *Journal of Linguistics* 53(1): 217-222.

l) Article in a newspaper:

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

m) Multivolume work:

- Citing only one volume of a multivolume work

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

- Citing more than one volume of a multivolume work

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

n) Dictionaries:

Dictionary of Contemporary English (=DCE). 4th edition. London: Longman.

OED - Oxford English Dictionary. http://www.oed.com/ Date of access 25.04.2017.

 o) Specialised electronic server:

British National Corpus. http://info.ox.ac.uk/bnc/ Date of access 25.04.2017.

Ethnologue. http://www.ethnologue.com/ Date of access 15.04.2017.

p) Article in an electronic journal:

Herring, Susan C. 2007. "A faceted classification scheme for computer-mediated discourse." *Language@Internet* 4: 1-37, http://www.languageatinternet.org/articles/2007/761/ Date of access 25.04.2017.

q) Online book:

Werner, Valentin. 2014. *The Present Perfect in World Englishes: Charting Unity and Diversity*. http://opus4.kobv.de/opus4-bamberg/frontdoor/index/index/docId/6883/ Date of access 25.04.2017.

r) Sound or video clip:

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 25.04.2017.