

# Style Sheet (short version) for term papers in General Linguistics

**For more details, particularly if you are writing your thesis, please consult the more detailed *Style Guide* (March 2016)**

## I. General Information for Term Papers

### a) Structure and Format:

- Paper Size: A4 (see §2.1 of the Style Guide for more information)
- Font: use standard fonts, e.g. Times New Roman, Cambria, Palatino (see §3.1 of Style Guide)
- Line Spacing: 1.5 (running text) and single (footnotes, quotation paragraphs and list of references)
- Margins: left and right margins 3 cm; top and bottom margins 2.5 cm
- Page numbers: All pages except the title page, table of contents and the statement of authorship should display page numbers

### b) Title Page (see §2.3.1 Style Guide for more information):

- Top: University and department affiliation and Modul information
- Center: Title of paper, name and date of submission
- Bottom: Contact Information (Name, address, telephone number and E-mail)

### c) Table of Contents (see §2.3.2 of the Style Guide):

- Include all numbered section titles with the corresponding page numbers (the list of references does not receive a section number)
- Do not include the statement of authorship in the table of contents

### d) Length (see §1.1 of the Style Guide):

- BA Profilmodul 6-8 pages; BA Aufbaumodul 10-13 pages; BA Vertiefunsmodul 12-15 pages; MA Mastermodul 15-20 pages; Masters Thesis 50-70 pages

## II. Quotations, Quotation Marks and Italics (see §3 Style Guide on the very important topic of citations!!)

### a) Quotations:

- Both verbatim and paraphrased quotations must always be referenced in the running text.

### b) Double quotation marks:

- Used for all short verbatim quotations (less than four full lines) in the running text.

### c) Single quotation marks:

- Used exclusively for translations of object language words used as linguistic examples in the text (see 3.§4.2 Example (18) of the Style guide for more information).

### d) Long quotations (For more information on quotations and quotation marks see §3.4.2 of the Style Guide):

- Verbatim quotations longer than four full lines of text should be written as a separate paragraph. These quotations are not placed in quotation marks, but are indented 1 cm on either side, should be 10 point font and should be single spaced. The citation source immediately follows the quoted text.

e) Italics:

- Used in bibliographic entireties and as linguistic evidence in the text (see §3.1 of the Style Guide).

f) Citations (See §3.4.1 of the Style Guide for more information and examples)

- Surname(s) of author(s) year of publication: page number(s) - placed in parentheses after the quote.
- If a work has two authors then their names are separated by an ampersand (&).
- If a work has more than two authors, only the first is named followed by *et al.*
- If the Author(s) name(s) are used as a part of the sentence then only the year and page number(s) are parenthesized.
- When listing multiple works by the same author(s), their name(s) are only mentioned once, followed by the publication years, separated by commas (Ford & Bresnan 2013, 2015).

### III. Footnotes (See §3.6 of the Style Guide for more information and examples)

- a) Must be numbered continuously throughout the text.
- b) Each footnote must be affixed to the running text using a footnote mark. This is the footnotes reference number set in superscript.
- c) Place footnotes only after a full stop, semicolon or comma.
- d) Used for additional information or digressions that would otherwise interrupt the flow of your paper's argument, personal comments, etc.

### IV. Bibliography Format (For more information on bibliographic references see §2.3.3 and 4 of the Style Guide)

a) Monographs:

- Author name[s]. Year of publication. *Title of book* \*(*Series Number in series*). \*Edition. Publishing location: Publisher.

b) Articles in collections:

- Author name[s]. Year of publication. Title of article. Editor name[s] (ed[s]), *Title of edited volume*, Page range. \*Edition. Publishing location: Publisher.

c) Articles in journals:

- Author name[s]. Year of publication. Title of article. *Name of journal* Volume (Issue). Page range.

d) Web Content:

- Author name[s]. Year of creation of last update. Title of web page. (Full web address) (Accessed Date.)

### V. Statement of Authorship

b) The statement of authorship is the final page of your paper.

b) Content:

- Hiermit Erkläre ich, dass ich diese Arbeit selbständig verfasst und keine anderen als die angegebenen Quellen benutzt habe.
- Followed by your signature, full name and date.