Abridged style sheet for papers and theses in English Linguistics

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1 Spelling

Set the document language to English before you start writing. Use either British or American orthography. Be consistent!

2 Title page

The title page has to include your name, matriculation number, title of the paper, course title, term, and name of the course instructor. Use title-casing for your title of the paper, i.e. capitalise content words. Refer to the template for layout and formatting.

3 Titles and headings

The text is divided into sections and, if necessary, subsections, with numbered headings. Do not go beyond a section depth of three levels. Do not number the References section. These sections are listed in the table of contents. All headings, including section titles and the table of contents, begin flush left. Use the same font and size but put all headings in bold print. Only capitalise the first word in headings. For all headings in the file, please use the following numbering system:

1 Section heading

1.1 Subsection level 1 heading

1.1.1 Subsection level 2 heading

4 Page layout and margins

- Set the line spacing to 1.5 and fully justify your text ("Blocksatz").
- Text margins are set to 2.5cm for the horizontal margins (left and right), and 3cm for the vertical margins (top and bottom).
- Indent the first line of every new paragraph, but not after headings, tables, and figures.
- Include page numbers in the footer (bottom of the page). Page numbering starts on the first page of the actual work, after the table of contents.

5 Font, typeface, and orthographic conventions

- Use Times New Roman 12pt or Liberation Serif 12pt.
- *Italics* should exclusively be used for
    - words, phrases, and sentences (in the running text) treated as linguistic examples,
    - non-English expressions, and
    - technical terms at first mention.
- Single quotation marks are used for the translation of non-English words (e.g. *cogito* 'I think') and glosses of word meaning (e.g. *fomo* 'fear of missing out').
- Double quotation marks are exclusively used for direct quotations in the running text.
- Avoid scare quotes.
- Use anglophone-style upper quote marks ("like this").
- Do not use double round brackets (brackets within parentheses are [square brackets]).
- Use hyphens for hyphenated words.
- Use en-dashes for page ranges and any other ranges (e.g. 20–30-year-olds).
- Use em-dashes for insertions — like this.
- Spell out all numbers up to and including twenty.
- Following the anglophone system, the comma is used as a separator for thousands. The period is used as a decimal separator (2,000 vs. 2.5).
- Use the Oxford comma before *and* in lists of three or more items (e.g. British, Nigerian, and Australian English).
- Abbreviations are spelled out on first mention and introduced in parentheses: the International Corpus of English (ICE).

6 Examples

Number examples consecutively throughout your paper. Examples are indented and separated from the text by one empty line. Include references for corpus examples and other linguistic examples (e.g. from the web). Any other meta-information about the example is put in brackets after the example. For more details on specific types of examples and formatting and referencing examples, see Section 6 in the unabridged version.

(1) This is a corpus example. (academicW2A-019, ICE-CA)

(2) This is a web example. (https://www.theglobeandmail.com/opinion/, retrieved March 18, 2018)

7 Tables and figures

Tables and figures are numbered consecutively throughout the paper. Table captions appear above the table; figure captions appear below the figure. Use the same font and font size and single line spacing for captions. Refer to figures and tables in the running text as Figure 1, Table 1, etc.

Figure 1. Ratio of *will* and BE *going to* as expressions of future-time reference across 200 years of American English.

Table 1. Participants in this study.

8 Footnotes

Use footnotes sparingly. Do not use them for references but for side remarks that are important but would disrupt the flow of the text. Footnotes are numbered consecutively throughout the paper. The footnote is placed either directly after the relevant word[1] or after the final punctuation of the relevant sentence without a space.[2] The text in the footnote is size 10 and single-spaced. Do not use endnotes.

9 Quotations

- Short quotations (fewer than 60 words) appear in the running text and are enclosed in "double quotation marks".
- Longer quotations appear as a block; they are indented on both sides and separated from the text by one empty line. They are not enclosed within quotation marks. The reference follows the final punctuation (see Section 10 for details on citation).

    This is a very long quotation. This is a very long quotation. This is a very long quotation. This is a very long quotation. This is a very long quotation. This is a

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[1] Footnote directly after the word.
[2] Footnote after final punctuation.

very long quotation. This is a very long quotation. This is a very long quotation. This is a very long quotation. (Author year: page)

- All quotations follow the original text exactly in wording, spelling, and punctuation. Any additions by the author are indicated by [square brackets]. Indicate omissions by three ellipsis points within brackets [...].
- Use [*sic*] for passages including erroneous language. For instance: Be sure to spel [*sic*] every word correctly.
- All quotations in languages other than English are followed by a translation in square brackets.
- When you cite a full sentence that is not syntactically integrated into the running text, do the following: "Put the sentence-final punctuation within the quote." In all other cases, the sentence-final punctuation is "outside the quote".

10 Citation

For direct quotes as well as paraphrased citations, use in-line, "author-year" format, not footnotes. Example: (Smith 1992: 96–99)

11 References

Every paper contains a section entitled "References" (not "Bibliography" or "List of sources", etc.) immediately following the body of the paper itself. This section is not numbered, but it is listed in the table of contents. The conventions for the References section follow those of the journal *English Language and Linguistics*. For more information, see:

https://www.cambridge.org/core/journals/english-language-and-linguistics/information/author-instructions/preparing-your-materials#formatting-style

12 Appendix

- Any appendices are positioned after the References section and are included in the table of contents (un-numbered).

For details and examples on citation, references, and appendices, see the unabridged version.