

# Unified style sheet for papers and theses in English Linguistics

## University of Freiburg

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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). Include the abbreviated corpus name, the file ID (if available), or the most precise URL in case of web examples. Any other meta-information about the example is put in brackets after the example. For highlighting words in examples (such as keywords-in-context), use bolding.

- (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)
- (3) This example contains **a keyword** of interest. (s-23, female, 65, African American)

Non-English examples are presented as follows:

- (4) *Original language in italics.*

Word-for-word gloss with correct alignment.

‘Idiomatic translation in single quotation marks.’

A longer example from transcribed data contains a title after the number, followed by relevant meta-information. Transcription conventions vary by the purpose of analysis. Choose a consistent set of transcription conventions and include these as an Appendix.

- (5) “I can speak good language”

(O is a young adult, male asylum seeker from Nigeria, A is the interviewer)

O: I never to (.) go to school.

A: ok.

O: BUT (.) I can speak good language=

A: =mhm mhm s=

O: =I can speak good language.

## **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.

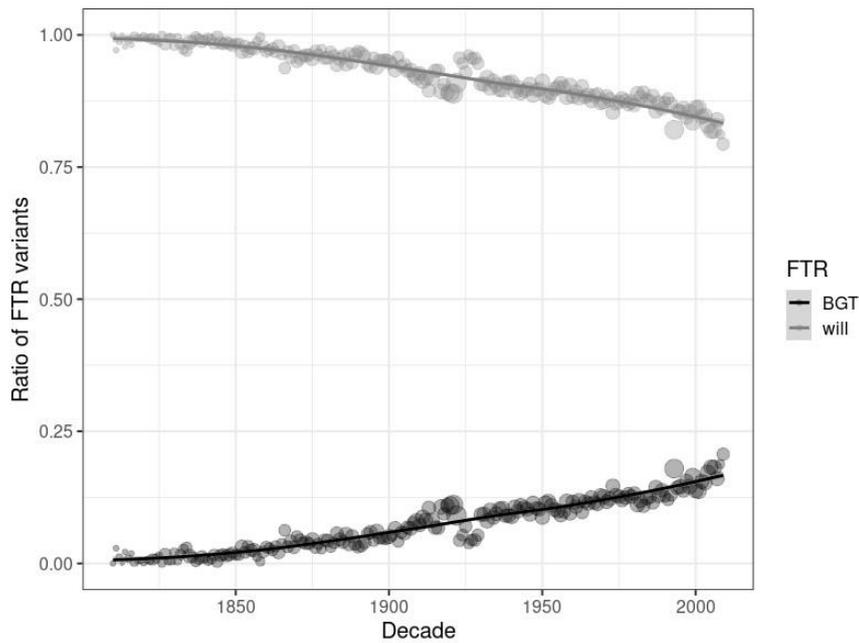


Figure 1. Ratio of *will* and BE *going to* as expressions of future-time reference across 200 years of American English.

Table 1. Participants in this study.

	Young (18–29)		Middle-aged (30–49)		Older (50+)	
	Female	Male	Female	Male	Female	Male
Rural	4	5	5	5	5	3
Urban	6	4	5	4	3	3

## 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<sup>1</sup> or after the final punctuation of the relevant sentence without a space.<sup>2</sup> The text in the footnote is size 10 and single-spaced. Do not use endnotes.

<sup>1</sup> Footnote directly after the word.

<sup>2</sup> Footnote after final punctuation.

## 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. (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)

The following more specific conventions apply to citations:

- When referring to a work in its entirety, page numbers may be omitted.

- If the source does not include page numbers, include whichever information is most useful to identify the relevant passage within the larger source (e.g. time stamps for a video, subheadings for a blog post, etc.).
- If there are three or more authors, give only the first author's name, followed by "et al.". Example: (Hinrichs et al. 2015: 809)
- When the author is mentioned in the running text, omit their name from the citation. Example: As Sebba (2007: 44–45) points out
- Citation information is always given in full. Do not use "ibid.".
- Use an ampersand (&) for citation of works by two authors within parentheses. Example: (Bauman & Briggs 2003: 125)
- When referring to works by two authors in the running text, use "and" instead of the ampersand. Example: According to Bauman and Briggs (2003: 125)
- When citing multiple authors in one in-line reference, separate their works by a semicolon. Example: As has been pointed out in the sociolinguistic literature (Lavandera 1978; Dines 1980; Buchstaller 2009; Pichler 2010), variation at the discourse-pragmatic level is difficult to operationalize in fully accountable terms.
- When citing multiple works by the same author, use the author's name once only and give the year of publication for each source, separated by a comma. Example: This study uses the method of multi-dimensional analysis (Biber 1989, 1995, 2014).
- When citing two or more works by the same author(s) published in the same year, use lowercase alphabetical indices to differentiate between these, using "a" for the work first mentioned in the text of the paper, "b" for the next work, and so on. Example: BE *going to* is comparatively more frequent in spoken than in written English (Mair 1997a) and in informal rather than formal registers (Mair 1997b).
- For direct quotes, when the author is not mentioned as part of the running text, the source information immediately follows the quote. Example: The English passive alternation has been referred to as "one of the most active grammatical changes taking place in English" (Weiner & Labov 1983: 43).

- For direct quotes, when the author is mentioned as part of the running text, the source information immediately follows the mention of the author, whose name is then omitted from the citation itself.

Example: According to Irvine and Gal (2000: 38), the semiotic process of erasure “renders some persons or activities (or sociolinguistic phenomena) invisible”.

## 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>

Specifically:

- References start on a fresh page, immediately after the main body of the text.
- The References section contains all sources used in the running text of the paper and only these sources.
- No differentiation is made between primary and secondary sources.
- Entries are included in ascending alphabetical order of (first) authors’ last names (i.e. starting with “A” and ending with “Z”).
- Publications by the same author are ordered by their year of publication, starting with the most recent. Joint publications are listed below single-authored publications by the same (first) author.
- There are no lines or blank spaces for repeated names of authors — the names are always typed as in the first entry.
- The first names of all the authors and editors are given in full. This convention must be followed consistently throughout with the exception for those authors who are known to use initials only (e.g. R. M. W. Dixon, S. J. Hannahs).
- A full-stop separates author name(s) and the year of the publication.
- If an entry is longer than one line, the second and subsequent lines are indented (“hanging indent”).
- In the case of joint authors or editors, list the names in full in the main entry (do not use

“et al.”) and use the ampersand (&), not the word *and*, before the final name.

- Use a long hyphen (en-dash) in number spans (e.g. 1985–1991, 134–162).
- Avoid abbreviations in the case of journal titles (e.g. *English Language and Linguistics*, NOT: *ELL*) but citations from conference proceedings that include the meeting’s or the society’s acronym are ok. US state names are given using the standard two-letter abbreviation (e.g. MA, NOT: Mass.). Examples follow below.

All entries in the References section contain, in this order, the name(s) of the author(s), the year of publication, and the title of the source. Depending on the kind of publication, additional information is required. The following are the conventions for specific kinds of publication, along with examples.

### **Books**

- Include the place of publication, followed by a colon and the name of the publisher.
- In case of a second, third, etc. edition, include information about the edition after the title, separated by a comma and in regular font.
- If the entry is for one volume from a multi-volume work, volume information is included after the title.
- If a book is published in two places simultaneously, indicate both, separated by a dash.
- If a book is published in three or more places, use the first place of publication listed, followed by “et al.”.
- For edited volumes, include the names of all editors as if they were authors, followed by “(ed.)” in case of a single editor or “(eds.)” in case of several editors.

Labov, William. 1972. *Sociolinguistic patterns*. Philadelphia: University of Pennsylvania Press.

McArthur, Tom. 1998. *The English languages*. Cambridge/New York: Cambridge University Press.

Mair, Christian. 2022. *English linguistics: An introduction*. 4<sup>th</sup> edn. Tübingen: Narr Francke Attempto.

Narrog, Heiko & Bernd Heine. 2021. *Grammaticalization*. Oxford: Oxford University Press.  
Collins, Peter (ed.). 2015. *Grammatical change in English world-wide*. Amsterdam/Philadelphia: John Benjamins.

Lacoste, Veronique, Jakob Leimgruber & Thiemo Breyer (eds.). 2014. *Indexing authenticity: Sociolinguistic perspectives*. Berlin: Mouton de Gruyter.

Kiparsky, Paul & Gilbert Youmans (eds.). 1989. *Phonetics and phonology*, vol. 1: *Rhythm and meter*. San Diego, CA: Academic Press.

### **Contributions in edited volumes, proceedings, etc.**

- Include information about the publication the source is a part of. This is usually the names of the editors, the title of the larger publication, the page range within that publication for the source, as well as information about place and publisher.
- Information about the larger publication is always given in its entirety.
- If the publication does not include pages (see the third example below) or editors (the fourth example), this information can be omitted from the entry.

Peters, Pam. 2009. Australian English as a regional epicentre. In Thomas Hoffmann & Lucia Siebers (eds.), *World Englishes – Problems, properties and prospects: Selected papers from the 13<sup>th</sup> IAWC Conference*. Amsterdam/Philadelphia: John Benjamins, 107–124.

Faraclas, Nicholas G. 2013. Nigerian Pidgin. In Susanne Michaelis, Philippe Maurer, Martin Haspelmath & Magnus Huber (eds.), *The survey of pidgin and creole languages: English-based and Dutch-based languages*, vol. 1. Oxford: Oxford University Press, 176–183.

Gardner, Sheena. 2008. Integrating ethnographic, multidimensional, corpus linguistic and systemic functional approaches to genre description: An illustration through university history and engineering assignments. In Erich Steiner & Stella Neumann (eds.), *Proceedings of the 19<sup>th</sup> European Systemic Functional Linguistics Conference and Workshop*. Saarbrücken: Universität des Saarlandes.

Derczynski, Leon, Alan Ritter, Sam Clark & Kalina Bontcheva. 2013. Twitter part-of-speech tagging for all: Overcoming sparse and noisy data. *Proceedings of the International Conference on Recent Advances in Natural Language Processing*, 198–206.

### **Journal articles**

- After the article title, include the journal title in italics and with title casing (content words capitalised), followed by the volume and issue of the journal, with the issue

number in parentheses immediately after the volume number. This information is followed by a comma and the page range of the article.

- Note that some journals only have a volume structure, with no further subdivision into issues. In this case, simply give the volume of the journal.
- Some online journals do not have a traditional volume structure with consecutively numbered pages. In such cases, the article itself usually includes information about how to appropriately cite it. Use this information as given and, if possible, include a URL to the paper itself.

Biber, Douglas. 2012. Register as a predictor of linguistic variation. *Corpus Linguistics & Linguistic Theory* 8(1), 9–37.

Schützler, Ole. 2020. *Although*-constructions in varieties of English. *World Englishes* 39(3), 443–461.

Schwarz, Sarah. 2017. “Like getting nibbled to death by a duck”: Grammaticalization of the GET-passive in the TIME Magazine Corpus. *English World-Wide* 38(3), 305–335.

Szmrecsanyi, Benedikt, Jason Grafmiller & Laura Rosseel. 2019. Variation-based distance and similarity modeling: A case study in World Englishes. *Frontiers in Artificial Intelligence* 2(23). <https://www.frontiersin.org/articles/10.3389/frai.2019.00023/full>.

Herring, Susan C. 2007. A faceted classification scheme for computer-mediated discourse. *Language@Internet* 4, article 1. <https://nbn-resolving.de/urn:nbn:de:0009-7-7611>.

Hinrichs, Lars. 2015. Review article on Jan Blommaert, *Ethnography, superdiversity and linguistic landscapes: Chronicles of complexity*, 2013. *Journal of Sociolinguistics* 19(2), 260–265.

## **Theses**

- After the title, include the type of thesis and the degree-awarding institution.

Garley, Matthew E. 2012. *Crossing the lexicon: Anglicisms in the German hip hop community*. Ph.D. dissertation, University of Illinois at Urbana-Champaign.

Houston, Ann C. 1985. *Continuity and change in English morphology: The variable (ING)*. Ph.D. dissertation, University of Pennsylvania.

Brozovsky, Erica S. 2016. *Jim and Uncle Remus: Stereotypicity versus authenticity in representations of blackness in the Gilded Age*. M.A. thesis, The University of Texas at Austin.

### **Websites, blogs and other online material**

Ideally, online material should be associated with an individual author or group of authors just like any source. Where this is not possible, e.g. because the material is an anonymously posted entry to a larger website, choose an appropriate identifier in place of an author's name. If the date at which the content was created is clear, include it after the author's name. Otherwise, indicate "N.d." instead of precise date information. The title of the source itself is followed by a URL as well as an indication of when the material was last accessed.

Whitman, Neal. 2014. Why is the Word of the Year 'because'? Because. . . *Visual Thesaurus*.  
<https://www.visualthesaurus.com/cm/dictionary/why-is-the-word-of-the-year-becausebecause/> (accessed 14 March, 2016).

Viegas, Fernanda & Martin Wattenberg. 2010. PDF 2010. *YouTube*.  
<https://www.youtube.com/watch?v=zeVODwQAYT8> (accessed 16 February, 2023).

Carey, Stan. 2013. 'Because' has become a preposition, because grammar. *Sentence first*.  
<http://stancarey.wordpress.com/2013/11/13/because-has-become-a-prepositionbecause-grammar/> (accessed 14 March, 2016).

Naijalingo. N.d. *Naijalingo: The Nigerian Pidgin English dictionary*. <http://naijalingo.com/> (accessed 24 January, 2023). tazdkz. 2011. Jamaican man twangs for the TVJ news reporter. *YouTube*.

[www.youtube.com/watch?v=SgtprMGKnKg](http://www.youtube.com/watch?v=SgtprMGKnKg) (accessed 10 March, 2015).

### **Newspaper articles**

- After the title of the article, indicate the newspaper as well as the precise day of publication.
- If an online version of the article is available, include the URL.
- If page numbers are available, include these as well.
- If no individual author is identified, cite the newspaper itself as the author.

- Li Sui, Gwee. 2016. Politics and the Singlish language. *The New York Times*, 14 May, 2016.
- Nestruck, J. Kelly. 2022. Why aren't surtitles being used in more Canadian theatre? Invented in Toronto, these projected translations could make performances accessible to linguistic minorities. *Globe & Mail*, 22 October, 2022, R10.
- Computer Weekly News. 2022. Patent issued for techniques for generating natural language text customized to linguistic preferences of a user (USPTO 11501088). *Computer Weekly News*, 7 December, 2022, 6803. <https://link.gale.com/apps/doc/A728841591/ITOF?u=freiburg&sid=ebsco&xid=53c56045>.

### Corpora

- Any corpora used or mentioned in a paper are included in the references, with a web address where available and the date that you last accessed it.
- Corpora should be listed under the name of the compiler where possible. Titles of corpora are capitalised and italicised.
- If there is no source information for the corpus itself, the manual for the corpus may be cited.

Huber, Magnus, Magnus Nissel, Patrick Maiwald & Bianca Widlitzki. 2012. *The Old Bailey Corpus*. <https://www.clarin.eu/showcase/old-bailey-corpus-20-1720-1913> (accessed 1 July, 2015).

Davies, Mark. 2008–. *The Corpus of Contemporary American English*. <https://www.englishcorpora.org/coca> (accessed 1 July, 2015).

### Software

- Software often comes with explicit instructions about how to cite it.
- The general sequence of author, year, and title is to be maintained as far as possible, with an additional URL for the repository the software can be downloaded from (if it is downloadable software).
- At times, instead of an individual author, a corporation or a collective entity may be listed as author.
- Some software, such as Python, explicitly asks authors to cite the reference manual.

- R Core Team. 2023. R: A language and environment for statistical computing. Vienna, Austria: R Foundation for Statistical Computing. <https://www.R-project.org/> (accessed 16 February, 2023).
- Solt, Frederick & Yue Hu. 2018. dotwhisker: Dot-and-whisker plots of regression results. <https://CRAN.R-project.org/package=dotwhisker> (accessed 16 February, 2023).
- Van Rossum, Guido & Fred L. Drake. 2009. *Python 3 reference manual*. Scotts Valley, CA: CreateSpace.

### **Other material**

The list above should extensively cover everything that is typically cited in a linguistic research paper. Should you need to include more unusual sources — like court rulings, works of art on display at a museum, maps, etc. — look up the appropriate conventions in APA 7 citation style. Many university libraries provide extensive resources for APA 7, e.g.:

- <https://guides.library.uq.edu.au/referencing/apa7/>
- [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

### **12 Appendix**

- Any appendices are positioned after the References section and are included in the table of contents (un-numbered).
- Materials typically given in an appendix include additional graphs, figures, and tables, transcription conventions, coding guidelines, complex classification schemes, summary statistics, model output, questionnaires, interview protocols, etc.
- Different types of material should be put into separate numbered appendices.