

STYLE SHEET (term papers)

Plagiarism is not only handing in someone else's work as your own.
Even if you merely forget to insert a citation or reference, you commit plagiarism!
You must give credit any time you make use of other people's writings or ideas in quotations, paraphrases or when simply referring to them.
You will find more information on the department's policy on plagiarism at
<http://www.uni-trier.de/index.php?id=10462>
Therefore, at the end of your paper, you should include the following statement and sign it:
„Hiermit versichere ich, dass ich die vorliegende Arbeit selbständig verfasst und keine anderen als die angegebenen Hilfsmittel benutzt habe. Aus fremden Quellen Übernommenes ist kenntlich gemacht.“
[Date] [Signature]

Structure

Every term paper consists of a cover page, a table of contents, an introduction, the main body text a conclusion and a list of references.

Cover page

The following items should appear on your cover page: university, department, course, instructor, winter/summer term and year, your name and student number (Immatrikulationsnummer), contact details (your e-mail address / phone no.) and the title of your paper., e.g.

Universität Trier
Englisches Seminar
English at Play
Dr. Werner Schäfer
WS 2010/11

Linguistic functions of humour

Julia Müller
0000001
j.müller@email.de
[phone no.]

Table of contents

The table of contents lists all sections of your paper in sequence (Arabic numerals), with page numbers. Start page numbering with your introduction.

e.g.

- | | |
|---------------------------------|---|
| 1. Introduction | 1 |
| 2. Simple and complex sentences | 2 |

2.1. Simple sentences	3
2.2. Complex sentences	4
2.3. Subordination vs. coordination	6
(...)	
3. Conclusion	12
4. References	13

Text

According to the Modulhandbücher, BA term are 6 pages long, BEd term papers should be 6 pages in LING 301 and LING 401/METH, and 12 pages in LING 501. For the 6-page papers aim at a word count of 1500-2500 words (and 5-7 pages).

Citations

Do not use foot- or endnotes for citation! Use in-line citations in "author- date" style: Your sentence (Author's last name Year of publication: page number(s)).

E.g.

As the Latin-based terms and definition for parts of speech do not apply for all English words, the notion of word classes was introduced instead (Crystal 1995: 206).

If the author's name appears in the text already, do not repeat it in the quotation,

e.g.

Crystal (1995: 206) explains why linguists prefer to use the term "word classes" rather than "parts of speech".

If you refer to a whole book or article in general, do not provide page numbers,

e.g.

Trask (1995) gives a very general overview of basic concepts in the study of language.

Quotations

Your quotation needs to correspond exactly to the original in spelling, punctuation and format. Reproduce words in *italics* and **bold print** as well as underlined items precisely as they appear in the text. You can mark changes to the original text by [square brackets]. Omitted parts of the original appear as [...]. If you want to add emphasis (bold print, italics or underlining) to the original indicate this by [my emphasis]. If you change the wording / spelling, put these changes in square brackets, e.g. [T]he for 'the'; [the respondents] for 'they'. Mark mistakes in the original by [sic].

Short quotations up to three lines are incorporated into the text, have to be put in quotation marks and are directly followed by the relevant citation,

e.g.

It is important to remember that "[t]he **attitudes** engendered or symbolized by a language are its social meaning." (Downes 1998: 65) [my emphasis]

Quotations that are longer than three lines should be set off from your text by beginning a new paragraph that is indented on the left and right margin by 1.25 cm each and single spaced. In this case, do not use quotation marks.

E.g.

According to Trudgill,

Traditional Dialects are what most people think of when they hear the term **dialect**. [...] They are most easily found, as far as England is concerned, in the more remote and peripheral rural areas of the country, although some urban areas of northern and western England still have many Traditional Dialect speakers. These dialects differ very considerably from Standard English, and from each other, and may be difficult for others to understand when they first encounter them. (Trudgill 2000: 5)

Paraphrasing and referring to a text

The amount of direct quotations in your text should be restricted to the most significant ones. More often you will have to paraphrase parts of your secondary sources or refer to them more generally. Be aware that both are ways of presenting ideas that are not yours and you always need to provide citations of your sources. If you do not provide citations, your paper will be considered **plagiarism** and you will fail the course. These citations have the same format as those used for quotations.

Remember that a “paraphrase” consists of your own words and does not retain any words or expressions of the original text except technical terms.

The following sentence is **plagiarism** of the first sentence in the quotation above:

When people hear the term dialect they mostly think of what Trudgill (2000²: 5) calls “Traditional Dialects”.

A possible correct paraphrase of this sentence would be, e.g.

In every-day usage, ‘dialect’ refers to what Trudgill calls “Traditional Dialects” (2000²: 5).

If you want to refer to the whole passage quoted above, you could write, e.g.

The term “Traditional Dialects” is often used to refer to the more rural varieties of spoken British English (Trudgill 2000: 5).

Footnotes / Endnotes

Do not use endnotes. Also try to avoid footnotes. Footnotes should only be used only for a side-thought that deviates from the main argument. and when something deviates from your argument, it is most probably not necessary.

They consist of a superscript reference number, which directly follows the text passage your footnote comments on and the correspondingly numbered footnote text. This text appears at the bottom of the same page as the reference number and it should be set in the same font style as the main body text at 9 or 10 pts. Your first footnote will be introduced by 1, the second by 2 etc., throughout your term paper. E.g.

The question whether this approach is useful for linguistic analysis remains a controversial issue.¹

¹ A thorough discussion of advantages and disadvantages can be found in ...

Format of linguistic examples

In general, linguistic **examples** are set in *italics*, e.g.

The words *writer* and *houses* consist of two morphemes each.

If more than one linguistic example is used in the text they should be consecutively numbered throughout the whole paper. The list numbers should be bracketed: (1), (2), etc.

'Single quotes' are used to express the **meaning** of a word or passage, as in translations, e.g.

In Germanic languages future tense is often expressed by modal verbs, as in English *will* or Swedish *ska* 'shall'. German, however, uses the lexical verb *werden* 'become'.

Phonemic transcriptions are enclosed by /slashes/, e.g. /teɪk/.

Phonetic transcriptions are enclosed by [square brackets], e.g. [t^heɪk].

{Curly brackets} are used to identify **morphemes**, e.g. {writ} {-er}.

<Angular brackets> indicate **graphemes**, use these if you want to refer explicitly to the spelling of a linguistic item, e.g.

Both <sun> and <son> are pronounced /sʌn/.

References

In your list of references include every secondary source you cited in your term paper. Sort the entries in alphabetical order by the authors' last names. It is most important to use a consistent format. This is a sample of a kind of format you could use (APA, Chicago or other styles would be examples of different kinds of format).

Articles:

Author (date) Title. *Journal*. Volume. Pages.

Author (date) Title. In Editors *Book*. Place: Publisher. Pages.

Books:

Author (date) *Title*. Place: Publisher.

Examples:

Italicize book titles and journal titles. Don't use quote marks. Eg:

Bobbs, B. B. (1993) A new theory of something or other. *Journal of Very Interesting Things*. 2, 4: 6-66.

Bobbs, B. B. & Dodds, D. D. (1994) *On Popps and his Populist Theories*. Oxford: Sellwell.

Dodds, D. D. & Bobbs, B. B. eds. (1994) *The Definitive Popps Reader: A Companion Volume*. Oxford: Sellwell.

Popps, P. P. (1995a) An article I think is interesting. In P. P. Popps *Some of My Most Interesting Work: A Collection*. London: Poppleton University Press. 99-199.

Popps, P. P. (1995b) Another short article on the same thing. *Journal of Repetitive Research*. 11, 1: 111-12.

World-wide-web pages

For material in the world-wide-web, the following format is usual:

Author (date) Title of Web-Page. <http://address>. (Date accessed.)

The date accessed is essential, because web-pages change frequently or vanish.

(Incidentally, this does not mean that they can no longer be found. The web is archived at <http://www.archive.org/web/web.php>.)

Citing world-wide-web pages can be difficult. Sometimes it is not clear who the author is. And often there is no page title. But try to find out and try to give the reader helpful information.