Universität Trier

Style Guide for Language Papers and Presentations

This style guide has been created to help you cite sources and format citations in papers and presentations correctly for language classes. Please note that students should follow any additional guidance given outside of this style guide. Papers for other sections of the department (such as literature and linguistics) should follow style guidelines given there. The linguistics style guide can be found [here](#).

For work in language classes, please choose between either using the **MLA** (also used in many Lit papers) or the **APA** (similar to the linguistics style guide) documentation style. While both the MLA and APA give formatting information, please use the formatting requirements below where they differ from these styles. A general overview of paper format and citing sources will be presented here and if more information is needed, please consult the internet. The links below lead to official sites, but it is also possible to find information via Google (e.g. by Googling "how to cite X + MLA").

- [Official MLA site](#)
- [Official APA site](#)

Paper Format

1) Use standard **margin sizes**, e.g. 2.5 cm at the top, right and left, 2.0 cm at the bottom.

2) Your **font** should be legible & your font size 11 or 12 point (e.g. Calibri 11 or 12, Arial 11, Times New Roman 12).

3) Create a full **header** on the first page which includes (check with instructor guidelines!):

   a. Your name and student number (or just student number if instructor has chosen anonymous marking)

   b. Class name, date of semester, instructor name

   c. Other information as outlined by instructor such as day/time of class or group number, presentation topic, degree program, feedback method, variety of English used, etc.

   → For language classes, a separate title page is **not** necessary!

4) Use a shorter **running head** on the following pages which includes: your name (or your student number for anonymous marking).

5) **Page numbers** should be included at the bottom of the pages.

6) The **title** should be on the first page, centered at the top of the page. Use [title case](#) for the title of your paper.

7) Please use 1.5 **line spacing** for the main text.

8) Remember that a **paragraph** is one block of text with no new lines within it. In contrast, an **essay** is made up of several paragraphs, including an introduction and conclusion, and there should be

a visible division between the paragraphs through **indenting** the first line of each paragraph or leaving a line free between paragraphs.

9) You should not use section headings in paragraphs or essays. Only research papers, term papers and reports require section headings.

10) The **Works Cited** or **Sources** section should be at the end of your work. It can start immediately below the conclusion and need not be on the next page. Center the heading and label the section as Works Cited or Sources. Some instructors will request a **Works Cited** section where you are required to list the sources you have referred to within the final version of your work; in contrast, a list of **Sources** includes ALL the sources you read to inform your work whether you cite them in the text/the presentation or not. This will be required for presentations and may be required for some papers. Both should be listed in alphabetical order. Hanging indentation should be used.
→ Students should use academic sources in their work.

11) **Word count** and **citation style** chosen should be included at the end of the paper. Word count refers to the whole essay/report text: the introduction, body and conclusion as well as quotations and parenthetical citations used in the text. It excludes headers, title, Works Cited/Sources list, any end- or footnotes used for additional information, and any appendices or similar.

12) Include the following academic integretiy **affidavit** at the very end of your paper. It can be smaller font and single line spacing. If instructor is marking anonymously, add student number instead of signature:

I hereby declare that I have written this text independently and have not used any sources or aids other than those referenced. I have clearly marked any ideas taken directly or indirectly from external sources, and I agree that my work may be checked electronically for plagiarism or other forms of academic dishonesty. I confirm that this work has not been published, nor submitted in the same or a similar form for any other assessment.

I also confirm that I have only used text-based or content-generating AI tools (e.g. ChatGPT) in ways explicitly permitted by the lecturer. Any AI tools I employed are stated in full, with details of where and how they were used provided at the end of this paper. I confirm that AI tools were used solely to support my work, and that my own creative input constitutes the primary content throughout.

I take full responsibility for any machine-generated content I have chosen to include. I am aware that the use of AI writing tools does not guarantee the quality of the content or text.

[signature] [Last NAME, First name, Student number] [Date]

13) Always make sure you are aware of your instructor's desired submission method and the deadline. Late papers may lose marks. Printed work should be stapled. Please avoid any sort of plastic folder or paper clip or folding of pages unless instructed to do so. For digital submission, check you have submitted the correct format (.pdf, .doc).

14) For **writing style**, remember to use impersonal, academic language and aim to provide an analysis, not just a summary of your sources.

Plagiarism & AI

A note on **plagiarism -** citing sources is about avoiding plagiarism to a certain extent. Remember that plagiarism is taking someone else's words and ideas and presenting them as your own. This includes:

- Taking something word for word, be it a sentence, a paragraph or more, from a source and not citing it

- Taking someone's ideas, such a paraphrasing the words of an author, and not citing a source

- Taking examples and statistics without citing a source

- Having pictures, tables, etc. on a presentation slide and not citing a source

- Taking the structure of a source and using it as your own structure without citing the source

This list is not exhaustive but should give you an idea of what needs to be attributed to the source if used in academic work. Plagiarism can lead to an automatic fail in a class.

Despite the importance of avoiding plagiarism, the reasons sources are cited in academia also include:

1. To show that we are not the only academic with these ideas, which gives support to our argument

2. To give our readers the chance to see the quotations in their original context

3. To give our readers the chance to return to the original authors to decide if they agree with our paraphrasing/interpretation or to see more details in the original than presented in our work

4. To give our readers the chance to deepen their knowledge by reading more sources on the subject

In addition to plagiarism, the use of **AI** in academic work (ChatGPT, DeepL and similar systems) is also problematic. Although AI will increasingly become part of our lives and it can be a useful tool to

assist with various aspects of our work life and research, many uses of AI constitute academic dishonesty (similar to plagiarism) and are therefore not allowed. This will help you understand when and how you can use AI without abusing it.

First, a good rule of thumb is: if you'd ask a friend to do the task for you, you can have AI do it. If asking a friend to do it would be cheating, don't ask the AI to do it. In more detail, this means you should see AI as something that can assist you, not something that does the work for you. Academic assignments are an opportunity for you to see and measure your learning and progress. This will be limited if you start relying on AI.

What can you use AI for?

- checking language for appropriate register, grammatical accuracy, and meaning
- finding alternative language and structures
- as a sounding board for your own ideas or understanding of material
- to summarize articles to help you identify which are relevant before you read them fully
- to translate papers in languages you don't read that may be useful for your research
- to provide support for how to structure your work
- to give pointers on writing better thesis statements, or other specific parts of your work

Do not use AI to:

- author any passages of papers or presentations, or even entire papers or presentations. It is possible to use AI to improve wording or phrasing of (parts of) your sentences, but be prepared to evidence your original attempts as proof of your authorship of the work
- translate whole papers or presentations you have written from another language into English
- do your critical thinking for you

Don't rely on AI to answer questions or queries accurately. You should always have enough knowledge of the topic you're writing about or the source you want help with to check whether AI has accurately represented the information. Essentially, you need to double check what AI has provided you with. Even when asking for help with language, AI may restructure a text so that the meaning of the revised text is not what you initially intended, so, again, proofread the work AI has done.

If you over-rely on AI then you will miss out on practicing the skills that you need for your studies and beyond, including how to respond to a question or prompt (as you have to in an exam), how to conduct research, how to write clear and concise answers (as you have to in exams), how to use your own style when you communicate, and how to collaborate with your peers.

Finally, always **save your AI chat logs**, ensuring you have evidence of your AI use in case there are questions.

Creating a Works Cited/Sources Section

This section should come at the end of any paper, handout or slide deck. See page 2 of this document for details on formatting this section.

MLA

Article on Website

Last name, First name. "Title of Article or Page." *Title of Website[1],* date published/uploaded or last

revised, web address or URL.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16

Aug. 2002, alistapart.com/article/writeliving.

Book by two authors

Last name, First name, and First name Last name. *Title of Book.* Publisher name, year of publication.

Mauk, David, and John Oakland. *American Civilization: An Introduction.* 5th ed. Routledge, 2009.

Journal Article in Database

Last Name, First name. "Title of Article." *Title of Journal,* volume number, issue number, year, page

range of article. *Database name,* stable link/doi or URL.

Mukherjea, Ananya. "My Vampire Boyfriend: Postfeminism, "Perfect" Masculinity, and the

Contemporary Appeal of Paranormal Romance." *Studies in Popular Culture*, vol. 33, no. 2,

2011, pp. 1-20. *JSTOR*, https://www.jstor.org/stable/23416381.

For further examples of citing different text types in the MLA, follow this link.

APA

Article on Website

Last name, First initial. (Year, Month Date). *Title of page*[2]. Site name. URL

Bernstein, M. (2002, August 16). *10 tips on writing the living web*. A list apart: for people who make

websites. alistapart.com/article/writeliving

Book by two authors

Last name, First initial., & Last name, First initial. (Year of publication). *Title of book*. Publisher Name.

DOI (if available)

Mauk, D., & Oakland, J. (2009). *American civilization: An introduction.* Routledge.

Journal Article in Database

Last name, First initial. (Year). Title of article. *Title of Journal, volume number*(issue number), pages.

DOI or stable URL

Mukherjea, A. (2011). My vampire boyfriend: Postfeminism, "perfect" masculinity, and the

contemporary appeal of paranormal romance. *Studies in Popular Culture, 33*(2), 1-20.

https://www.jstor.org/stable/23416381

For further examples of citing different text types in the APA, follow this link.

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[1] Use title case
[2] Only the first word of the title and proper nouns are capitalised in the reference list

In-Text Citation

In-text citation should be used on handouts, presentation slides and in papers. Remember everything taken from a source either as a paraphrase or summary (unless it is general/common knowledge) or direct quotation must be cited in text.

Format of In-Text Citations

In-text citation is done using brackets (parentheses) with the author's last name, page number and year (year for APA only). If there are no page numbers, leave them out in MLA, or use an alternative in APA such as paragraph number. When there is no author, whatever comes FIRST in the citation in the Sources or Works Cited section goes in the brackets (parentheses) (e.g. a short form of the title of the source). EVERY source cited in-text must be listed and easy to identify in the Works Cited/Sources section.

MLA

Source by one-two author(s)
(Last name page number(s)) or (Last name and Last name page number(s))

(Mukherjea 2) or (Mauk and Oakland 20)

Source with author and no page numbers
(Last name)

(Bernstein)

[Follow this link for more examples in MLA.](#)

APA

Source by one-two author(s)
(Last name, year, page(s)) or (Last name & Last name, year, page(s))

(Mukherjea, 2011, p. 2) or (Mauk & Oakland, 2009, p. 20)

Source with author and no page numbers
(Last name, year, paragraph)

(Bernstein, 2002, para. 3)

[Follow this link for more examples in APA.](#)

Differentiating Between a Quotation and a Paraphrase

Notice that the citation is the same, the only difference is quotations use quotation marks!

Quotation:

MLA: "There has been a long-standing myth that social classes do not exist in the United States" (Duncan and Goddard 134).

APA: "There has been a long-standing myth that social classes do not exist in the United States" (Duncan & Goddard, 2013, p. 134).

Paraphrase:

MLA: Although many believe that Americans all belong to the same social class, this is not actually the case (Duncan and Goddard 134).

APA: Although many believe that Americans all belong to the same social class, this is not actually the case (Duncan & Goddard, 2013, p. 134).

➔ Do NOT use "cf" or "see" to mark a paraphrase or quotation. Follow this link for more details.

➔ Use page numbers for both a quotation and a paraphrase unless:
   o The source has no page numbers
   o It is a summary of an entire article or book or chapter in a book
   o It is a summary of the plot of a work of fiction

When and How Much to Quote

When should you use a quote rather than a paraphrase?

- When the original has unique or striking wording
- To serve as a passage for analysis
- To provide further evidence of something already stated
- To define or clarify

➔ Particularly in the 2nd case, quotes may be long. Remember to start the quote on a new line, omit quote marks, use single line-spacing and indent the entire block if quotes are more than three or four lines. See section on punctuation for details.

How much can I quote?

- Rule of thumb: 10% or less of essay/report is fine
- 15% of essay/report is OK if analyzing text passages
- Over 20% of paper/essay is probably not OK

Integral vs. Non-Integral Citation

Notice how the citations change when the name is used in-text (integral) or not. More details about how to format authors' names and decide on which citation can be found here.

MLA: According to Crystal, "[a] language achieves a genuinely global status when it develops a special role that is recognized in every country" (3).

APA: According to Crystal (2003), "[a] language achieves a genuinely global status when it develops a special role that is recognized in every country" (p. 3).

-or-

MLA: "A language achieves a genuinely global status when it develops a special role that is recognized in every country" (Crystal 3).

APA: "A language achieves a genuinely global status when it develops a special role that is recognized in every country" (Crystal, 2003, p. 3).

Multi-Sentence Paraphrases

If you have a 2-3 sentence long paraphrase from one source, citing a source at the end of this paraphrase is not enough. As a rule of thumb, the citation of a paraphrase ends at the parentheses (brackets) and starts at the beginning of the same sentence. If you only put an in-text citation at the end of your multi-sentence paraphrase, you have not cited the first one or two sentences of your paraphrase. In order to show more than one sentence belongs to your in-text citation, you need to make it clear to your reader where the citation starts and ends. Here are examples of correct multi-sentence paraphrases.

Indirect Quotations and Paraphrases

This is quoting or paraphrasing something you didn't read which was quoted in a source you did read. It can be good to try to access the original, but if you cannot, please do as follows:

MLA: Historian Bernard Bailyn claimed that "Americans live remarkably close to their past" (qtd. in Duncan and Goddard 4).

APA: Historian Bernard Bailyn (1998, as cited in Duncan & Goddard, 2013, p.4) claimed that "Americans live remarkably close to their past".

Note: MLA and APA only require the citation for the work that is actually used and read (here only Duncan & Goddard's book). Some citation styles (like the linguistics style sheet) require both sources be included in the works cited section.

If your indirect citation includes work from two different sources, include both names in text, making it clear they are authors of two different works. Integral citation may work best:

MLA: Smith summarized the studies of both Johnson and Miller … (5).

APA: Smith (2020) summarized the studies of both Johnson (2010) and Miller (2009) …

If you need to use non-integral citation, make it clear that both Johnson and Miller are indirect citations by either adding "both as cited in" or (Johnson, 2010, as cited in Smith, 2020; Miller, 2009, as cited in Smith, 2020).

<u>Common or General Knowledge</u>

There is no need to cite common or general knowledge, but many students are confused about what this is. Here is the definition from OWL at Purdue:

> Generally speaking, you can regard something as common knowledge if you find the same information undocumented in at least five credible sources. Additionally, it might be common knowledge if … [it is] something that a person could easily find in general reference sources. But when in doubt, cite; if the citation turns out to be unnecessary, your teacher or editor will tell you. ("Is It Plagiarism")

Here are some concrete examples:

- *Virginia Woolf was born in 1882.* → common knowledge

- *Most people need a mortgage to buy their first house.* → <u>not</u> common knowledge: paraphrases with "most" refer to an actual number, so a source where the number was found needs to be cited.

- *The media influence society.* → <u>not</u> common knowledge: while this may generally be accepted, there is a lot of debate about how exactly the media influence society and to what extent. Cite a source for whose theory of this influence is being used in this particular work

→ At times, rephrasing with hedging language can also solve issues with needing to cite something generally accepted (e.g. *Many people <u>seem</u> to need a mortgage to buy their first house <u>in the US</u>* or *The media <u>is considered to</u> influence society <u>to some extent</u>,* which would not need a citation)

[More information on mechanics and punctuation can be found here.](#)

Citation for Presentations

For information on citing in presentations, including how to cite on slides/handouts and in-speech, and how to cite graphics and pictures, [please consult this document.](#)

Works Cited

"Is it Plagiarism Yet?" *OWL Purdue Online Writing Lab*. Purdue University. 2016.

   https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/is_i
   t_plagiarism.html. 12 Sept. 2016.

Bibliography

This document will not cover everything you may need to cite. If you have questions, look to additional sources to answer them.

MLA Citation

MLA Handbook. 9th ed. The Modern Language Association of America, 2021.

The Purdue Online Writing Lab at http://owl.english.purdue.edu/

APA Citation

Iida, Paul, et al. *The Concise APA Handook.* 2nd ed. Information Age Publishing, 2020.

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Bailey, Stephen. *Academic Writing: A Handbook for International Students.* Routledge, 2006.

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Savage, Alice, et al. *Effective Academic Writing.* OUP, 2006.

VanderMey, Randall, et al. *Research and Writing. The College Writer*. Houghton Mifflin Company,
   2004.

List of Linked Documents

These can all be found as links throughout the document above, so they can be accessed for more information. To allow easy overview of all information available from *Sprachpraxis*, the full list is given here (also with links).