

**Style Sheet for  
Linguistics Assignments  
in the Department of English and American Studies**



*Picture Credits: Colourbox*

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The purpose of this style sheet is to give students guidance on how to present, format and structure a paper (e.g., term paper, essay, thesis). Please carefully go through this style sheet and systematically adopt its conventions.

Note that papers in linguistics and literature/ cultural studies differ not only in terms of style (see 4. *Style/language*), but also in referencing formats (see 7. *Referencing*). This is the style sheet for assignments in the field of **linguistics**.

The following table provides an overview of the citation style required in each module.

Module	Course	Linguistics	MLA
2/3 (2 FBA) / 4 (B.Ed.)	3.1 / 4.1 Literatures in English		✓
	3.2 / 4.2 Varieties of English	✓	
	3.3 Anglophone Languages, Literatures, and/or Cultures		✓
	2.3 / 4.3 Writing Skills	depends on the topic	
5	5.2 Didactic Perspectives on Cultural Studies		✓
	5.3 Didactic Perspectives on Linguistics	✓	
	5.4 Didactic Perspectives on Literature		✓
4 (2 FBA) / 6 (B.Ed.)	4.1 / 6.2 Cultural Studies		✓
	4.2 / 6.3 Linguistics	✓	
	4.3 / 6.4 Teaching English	depends on the topic	
8	8.1 Linguistic Analysis for the Classroom	✓	
	8.2 Literary Analysis for the Classroom		✓
6 (IM) / 9 (RS+) / 11(Gym)	6.1 / 9.1 / 11.1 Media, Culture and Society 1		✓
	6.2 / 9.2 / 11.2 Media, Culture and Society 2		✓
	6.3 Media, Culture and Society 3		✓
7 (IM) / 12 (Gym)	7.1 / 12.1 Literature and Culture 1		✓
	7.2 / 12.2 Literature and Culture 2		✓
	7.3 Literature and Culture 3		✓
8 (IM) / 9 (RS+) / 13 (Gym)	8.1 / 9.2 / 13.1 Language and Culture 1	✓	
	8.2 / 9.2 / 13.2 Language and Culture 2	✓	
	8.3 Language and Culture 3	✓	
B.Ed. / M.Ed.	<i>Studienabschlussleistung</i>	depends on the topic	

Table 1: Overview citation styles by modules

Moreover, this style sheet is written in British English. Make sure to choose one variety, British or American English, and use it consistently in your own submission. To achieve this, set the language settings in your document (Microsoft Word allows you to choose between various different varieties for English). For some formatting aspects, you will find the respective keywords for the settings in Word in parenthesis.

## 1. Checklist

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Before you hand in your paper, please make sure it includes the following items:

- ✓ module cover sheet (can be downloaded from the [departmental webpage](#))
- ✓ title page (see 3. *Title page*)
- ✓ table of contents (does not apply to 1000-word essays)
- ✓ body of text (introduction, main part, conclusion)
- ✓ list of tables/graphs/images (if applicable)
- ✓ list of references
- ✓ non-plagiarism statement
- ✓ AI-declaration
- ✓ appendix (if applicable)

## 2. Presentation/formatting

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### ➤ **Presentation/format specifications**

- Staple together all pages except the module cover sheet.
- Times New Roman (12 pt) or Arial (11 pt) are suitable fonts for your text.
- Use 1.5 line spacing with the following margins:
  - left-hand, right-hand, and top margin of 2.5 cm
  - bottom margin of 2 cm
  - Make sure to check with your supervisor if they require other margins, e.g., a broader right-hand margin for corrections.
- Use justified orientations, i.e., justified margins (*Blocksatz*) with indentation for new paragraphs (1.25 cm) (*Absatz: Erste Zeile*).
  - In **American English**, you indent all first lines of paragraphs of a chapter.
  - In **British English**, you do not indent the first line of the paragraph at the beginning of the chapter, but ALL other first lines of paragraphs are indented.

### ➤ **Page numbers**

- Although the title page is the first page of your submission, the numbering/counting of pages starts with the table of contents or, if there is none, with the first page of text.
- If you have a table of contents page, it is counted as page no. 1 but the page number is not visible (*Kopf- und Fußzeile: Erste Seite anders*). The first visible page number is on your first page of text.
- Put the page numbers in the right bottom corner and use the same font

settings as for the rest of your document.

➤ **Paper title**

- Apart from articles, conjunctions and prepositions, all words should be capitalised in your paper title, i.e., all content words.
- Choose a paper title that reflects the content of your submission properly.
- Remember: A question is not a title.

➤ **Table of Contents**

Should you be writing a longer paper (i.e., term paper or thesis), please insert a *table of contents* after your title page. Please only state the page number on which a section starts, not its page range.

➤ **Headings/subheadings**

- In case you would like to subdivide your sections with headings, use Arabic numbers followed by a period to indicate the hierarchy, e.g., “3. Heading” and “3.1 Subheading 1” and “3.2 Subheading 2”. Please note: There is NO period at the end of subheading numbers.
- Every heading needs at least a short text, do not start a subchapter immediately below the chapter heading. Remember: One paragraph is not a subchapter.
- In case you want to subdivide a section, a minimum of two numbered headings is necessary (e.g., 1.1 must be followed by – at least – 1.2).
- Words in headings are not capitalised (except for the first word and proper nouns).

➤ **Figures**

- All tables, graphs, and images should be numbered to allow for easy in-text referencing, e.g.,
  - (cf. Fig. 1) / (cf. Figure 1) / (cf. Tab. 1) / (cf. Table 1)
- Select appropriate titles to clarify what is illustrated, e.g.,
  - *Figure 1: Critical brain regions implicated in memory and bilingual language control functions*
- You need to provide the source of the table/graph/image, or clarify that you created it yourself. The same rules as for regular in-text citation apply.
- Add a list of illustrations at the end of your paper, right before your *list of references*, which provides the full title of each figure and its respective page number within your submission.

## ➤ References

**All** in-text references have to be included in your list of references **on a separate page** at the end of the paper (see 7. Referencing). Make sure your reference list only includes works used for writing your essay/paper, i.e., which have been explicitly quoted or referenced.

Note that you are expected to refer to **different** referencing formats depending on the academic discipline you are writing a paper for, i.e., literature/cultural studies or linguistics. Make sure your list of references includes recent titles and is not too slim – check with your supervisor if there is a minimum number and/or type of sources to be used for your specific assignment.

### 3. Title page

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In addition to the filled-in and signed module cover sheet, your paper requires a title page that should be formatted in single spacing and clearly state the following information (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

- **Top left (left alignment):**
  - name of your university
  - name of the department
  - the term in which the course took place
  - module number
  - title of the seminar for which you are submitting (*not* the module title)
  - your instructor's name (if the course instructor is not the same as the person you are submitting to, provide both names, separated by a slash)
  - word count
  - date of submission
- **Middle (central alignment):**
  - title (and subtitle) of your paper
- **Bottom right (left alignment with indent of ~10cm):**
  - your full name
  - your matriculation number
  - name of your study programme
  - the semester you are currently in
  - your home address
  - university email address

University of Koblenz  
Department of English and American Studies  
SoSe 2026  
Module: M 6.1  
Course: Introduction to Magical Realism  
Instructor: Prof. Dr. Eliza Dolittle  
Word count: 1000  
Submission date: 04/03/2026

This Is My Brilliant Paper Title:  
And the Subtitle Is Even Better

Hermione Granger  
123456789  
B.Ed. English/History  
3rd Semester  
742 Evergreen Terrace  
London, UK  
granger@uni-koblenz.de

Figure 1: Sample title page

## 4. Style/language

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- Structure your text into logical paragraphs.
- Your text should be written in a formal style. Thus, colloquial language (e.g., *he is cool, so*, etc.) and contractions (e.g., *don't*) have to be avoided. Do not use "And...", "But...", or "Also,..." at the beginning of a sentence. Keep your wording clear and sophisticated.
- Try to avoid colons.
- If you are talking *about* a word, if you are using foreign language words, or if you present example sentences, use italics or inverted commas to clarify this, e.g.:
  - It is easier to understand that this is about the word *word* if *word* is in italics.
  - You cannot spell 'cat' without 'a'.
  - The *Lehrplan* states that.../The 'Lehrplan' states that.
  - The *longue durée* is the French Annales School approach to the study of history.
- Ideally, rather than saying *This paper argues*, you should simply state the argument without meta-commenting on the fact that you are arguing.

When it comes to style and language, there are certain aspects that are important to remember for papers in linguistics:

	<b>Linguistics</b>
<b>Personalisation</b>	Stick to third person. <i>The discussion focuses on...</i>
<b>Tenses</b>	Present tense, e.g., <i>The second chapter discusses...</i>
<b>Evaluation of sources</b>	Stay neutral and present the facts objectively.
<b>Providing researchers' names</b>	Use the last name to refer to researchers (if necessary). Do not use academic titles, e.g.,  <i>Pinker (1991) argues...</i>
<b>Providing researchers' background</b>	Stick to the names of researchers – their expertise/profession is implied by your decision to quote them, e.g., <i>Cavell argues...</i>
<b>Footnotes</b>	Try not to add footnotes and only use them if absolutely unavoidable, i.e., when important additional information has to be given which does not fit the running text.

Table 2: Key stylistic aspects in linguistic writing

## 5. Structure

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Please note that the structure of a paper may vary depending on its focus (theoretical, quantitative, qualitative, etc.). Please speak to your instructor about this.

### ➤ **Introduction**

- Briefly introduce your topic at the beginning of your paper by setting it against a wider background and pointing out its relevance.
- Clearly state your research question or give your thesis statement (**talk to your instructor about this!**) and outline your main argument.
- Present both your structure and its connection to your argument (in longer papers).
- Capture your reader's attention right from the start by constructing an introduction that entices readers to continue reading while maintaining a scientific focus.

### ➤ **Main part**

The main part of the paper should deal with the phenomenon in question (including theories, concepts, and contexts necessary to situate your argument). You have to make sure that your key points, i.e., your argument(s), are not only backed by facts (e.g., evidence from primary material) but also by appropriate examples or your own experimental results. Sources **must always be given** and citations should be well integrated into the text (see 7. *Referencing* for further information).

Find appropriate phrasings for the (sub)headings in your main part, i.e., headings that help your reader to find their way through your paper. Do not simply call it *Main part*.

### ➤ **Conclusion**

Give a short conclusion answering your research question (if applicable) and sum up argument and results without dully repeating them. Evaluate your findings. You may wish to include how your findings could be researched further and how they contribute to the academic discourse on your chosen topic.

## 6. Quotations

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### ➤ **Direct quotations**

- Only use direct quotations when they add to your argument, or when you cannot find a fitting paraphrase.
- If a direct quote is shorter than three lines, use English (!) quotation marks (“...”) and insert the quote into the running text (i.e., integrate it into the text) in a grammatically correct way.
- In case quotation marks appear within your direct quote, please convert these into inverted commas (‘...’).
- Longer direct quotes, i.e., direct quotes that consist of more than four lines of prose or three lines of verse, follow a specific format:
  - Indent such quotes and use 10pt/9pt font size (instead of 12pt/11pt) and single-spaced line spacing.
  - Indicate the source in parenthesis after the quote; your parenthetical citation should come after the closing punctuation mark.
  - Do **not** use quotation marks for indented quotes.
  - When quoting verse, maintain original line breaks.
- Use **square brackets** to indicate changes in a quote: Ellipsis dots in square brackets signal the omission of irrelevant or ungrammatical parts for the current context (see example 1). Elements within square brackets signal that these have been added to, e.g., ensure that the quote fits grammatically within your sentence (see example 2). These can also be combined if you are both leaving out characters and adding something (see example 3). Ellipses are not indicated at the very beginning or end of your quote.
  - **Original:** “The ability to use language to refer to the here and now, the past, the future, the hypothetical and the imaginary is at the core of all human endeavours and is a uniquely human faculty” (Vigliocco et al. 2009: 219).
  - **Example 1:** Vigliocco et al. (2009: 219) argue that “the ability to use language to refer to the here and now, the past, the future [...] is at the core of all human endeavours and is a uniquely human faculty.”
  - **Example 2:** “[T]he here and now, the past, the future, the hypothetical and the imaginary” (Vigliocco et al. 2009: 219) can be expressed linguistically. The ability to do so “is at the core of all human endeavours and is a uniquely human faculty” (Vigliocco et al. 2009: 219).
  - **Example 3:** Being able to not only refer to the past, present, and future, but also to hypothetical and imaginary events “is at the core of all human

endeavours and [is thus] a uniquely human faculty" (Vigliocco et al. 2009: 219).

- You do not alter quotes from American to British English spelling or vice versa but keep the original spelling.

➤ **Indirect quotations**

- When you paraphrase a source, i.e., you use your own (!) words to repeat, summarise, or otherwise express what has already been published, you quote indirectly.
- Add **cf.** before the author/s name/s if you quote them **indirectly**
- Pay special attention to the usage of truly alternative formulations for a paraphrase to avoid plagiarism. If you cannot find an appropriate paraphrase, quote directly instead.
  - **Original:** "The ability to use language to refer to the here and now, the past, the future, the hypothetical and the imaginary is at the core of all human endeavours and is a uniquely human faculty" (Vigliocco et al. 2009: 219).
  - **Example:** At the centre of human activity is the uniquely human capacity to employ language to refer beyond the immediate past and future, to include what could happen and what could be imagined (cf. Vigliocco et al. 2009: 219).

## 7. Referencing: Linguistics

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All in-text references should be listed alphabetically on a separate page at the end of your paper ("Works cited" or "List of references"). When writing a paper in linguistics, follow the *Unified Style Sheet for Linguistics* for referencing. These guidelines are summarised in the following, providing templates and instructions. If parts of templates are presented in grey font, this means that they are optional pieces of information which may not always be available.

- **Always (!)** provide a reference for **all** sources that you use.
- Direct quotes are provided in English quotation marks ("..."), indirect quotes are provided without quotation marks.
- Use **cf.** only for paraphrases, never for direct quotes

<b>Direct quotes</b>	Provide the reference directly behind the citation, right after the closing quotation marks.	The English th-sounds are articulated as dental sounds in RP "whereas those teaching American English from a Western US
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		perspective describe these sounds as interdental" (Ladefoged & Maddieson 1996: 143).
<b>Indirect quotes</b>	Provide the reference after the statement, before sentence final punctuation.  ! Use <b>cf.</b> in front of the author	While th-sounds are described as dental in RP, they are classified as interdental in a Western US context (cf. Ladefoged & Maddieson 1996: 143).
<b>Secondary (quoted-in) sources</b>	When the text you need is itself quoted in your source, add <b>qtd. in</b> in between the two references.	(Simpson 2011: 3 qtd. In Millhouse 2014: 5)  In this example, Milhouse is the author of the source you read, but the "qtd. in" tells your reader that the words are not Milhouse's own words, but a quote that Milhouse uses from Simpson.
<b>Film scenes</b>	Give the film title in parentheses together with the time (range) or use an appendix.	( <i>The Dark Knight</i> , 1:35:45 – 1:40:00)

Table 3: Referencing guidelines for different types of quotes and sources

## 7.1 In-text referencing

- For in-text references, state the author's/authors' last name(s) and the year of publication, followed by a colon and the relevant page number – all relevant information stands in parentheses, e.g., (Crystal 2012: 21), (Blevins & Blevins 2009: 11).

<b>One or two authors</b>	[direct quote] (LastNameA & LastNameB [year]: [page])	(Belmont 2010: 357) (Satpute & Lindquist 2021: 210)
<b>More than two authors</b>	Abbreviate by giving the first author followed by "et al." (= <i>et alii</i> , lat. <i>and others</i> ).  [direct quote] (LastNameA et al. [year]: [page])	(Dragojevic et al. 2016: 36)
<b>Name of author(s) named in sentence</b>	Only place the year of publication and the relevant page number in parenthesis.	As pointed out by Crystal (2008: 21), "...".

	<p>LastNameA and LastNameB ([year]: [page]) claims ....</p> <p>Please note that this should only be used when pointing out contrasting views of different authors or other contexts in which the author should be in the focus of your sentence. In all other cases, present the facts and then provide the source in parentheses.</p>	
<b>Different sources, same author, same year</b>	refer to them in both in-text citation and list of references as <i>a</i> and <i>b</i> . Assign <i>a</i> and <i>b</i> in the order of appearance in your text.	(Langacker 2008a: 45) and (Langacker 2008b: 60)

Table 4: Guidelines for in-text references with different author configurations

- Pay special attention to properly paraphrasing, i.e., using your own words to provide the content of the original source! Compare the following two examples:
  - Studies indicate that “[g]rammar is shaped by usage” (Dabrowska & Divjak 2015: 1). [= direct quote]
  - Studies indicate that grammatical structure emerges through language use (cf. Dabrowska & Divjak 2015: 1). [= indirect quote].

## 7.2 Reference list / works cited / bibliography

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- Reference lists are sorted alphabetically.
- The second and subsequent lines of a reference should be indented by 0.5 inch (1.27 cm) and all lines have justified orientations (*Blocksatz*).
  - hanging indentation (*Absatz: Hängend*) (0.5 inch/1.27cm)
- If your source was also published electronically,
  - insert the relevant DOI or link after stating the publisher (DOI/Link).
  - If available, use <https://doi.org/> in front of the DOI, otherwise provide a URL (without the https://) or permalink.
  - Make sure to provide the date the resource was last accessed in parentheses (DD Month, YYYY), e.g., (12 December, 2023).
- Use the following abbreviations throughout:
  - **edn. = edition**
  - **ed(s). = editor(s)**

- Pay special attention **to the capitalisations provided in the templates and examples below!** If not indicated otherwise, only proper nouns and the first word after sentence final punctuation (period, colon, question mark, exclamation mark) should be capitalised. Only in some cases, all content words of a title are capitalised, e.g., in *journal names*.

➤ **Names in general**

When citing sources in the list of references, always list all authors' names in full and do not abbreviate with *et al.*

**[AUTHOR]:**

- at the beginning of the entry
  - LastnameA, FirstnameA MN.A, FirstnameB MN.B. LastnameB, FirstnameC MN.C. LastnameC[, ...] & FirstnameZ MN.Z. LastnameZ  
→ Van Houten, Milhouse, Lisa Simpson, Seymour Skinner & Charles M. Burns
- in the middle of the entry
  - FirstnameA MN.A. LastnameA, FirstnameB MN.B. LastnameB, FirstnameC MN.C. LastnameC[, ...] & FirstnameZ MN.Z. LastnameZ  
→ Milhouse van Houten, Lisa Simpson, Seymour Skinner & Charles M. Burns

**[EDITOR]:**

- [author] (eds.)
- at the beginning of the entry
  - LastnameA, FirstnameA MN.A, FirstnameB MN.B. LastnameB, FirstnameC MN.C. LastnameC[, ...] & FirstnameZ MN.Z. LastnameZ (eds.)  
→ Houten, Milhouse van, Lisa Simpson, Seymour Skinner & Charles M. Burns (eds.)
- in the middle of the entry
  - FirstnameA MN.A. LastnameA, FirstnameB MN.B. LastnameB, FirstnameC MN.C. LastnameC[, ...] & FirstnameZ MN.Z. LastnameZ (eds.)  
→ Milhouse van Houten, Lisa Simpson, Seymour Skinner & Charles M. Burns (eds.)

➤ **Book (authored work)**

[AUTHOR]. YYYY. *Title of the book: Subtitle of the book*, X<sup>th</sup> edn. (Title of the Book Series, X). PlaceA & PlaceB: Publisher. DOI/LINK (D Month, YYYY).

[AUTHOR]. YYYY. *Title of the book: Subtitle of the book*, X<sup>th</sup> edn. (Title of the Collection, vol. X). PlaceA & PlaceB: Publisher. DOI/LINK (D Month, YYYY).

- The book title and subtitle are provided in italics.
- For the names of book series or collections, all content words are capitalised.

Examples:

Crystal, David. 2003. *English as a global language*, 2<sup>nd</sup> edn. Cambridge: CUP.  
[http://www.culturaldiplomacy.org/academy/pdf/research/books/nation\\_branding/English\\_As\\_A\\_Global\\_Language\\_-\\_David\\_Crystal.pdf](http://www.culturaldiplomacy.org/academy/pdf/research/books/nation_branding/English_As_A_Global_Language_-_David_Crystal.pdf) (14 April, 2015).

McEnery, Tony & Andrew Hardie. 2011. *Corpus linguistics: Method, theory and practice*. Cambridge: CUP.

Warren, Paul. 2012. *Introducing psycholinguistics*. Cambridge: CUP.

➤ **Book (edited work)**

[EDITOR]. YYYY. *Title of the book: Subtitle of the book* (Title of the Book Series X), X<sup>th</sup> edn. PlaceA & PlaceB: Publisher. DOI/LINK (D Month, YYYY).

[EDITOR]. YYYY. *Title of the book: Subtitle of the book* (Title of the Collection, vol. X), X<sup>th</sup> edn. PlaceA & PlaceB: Publisher. DOI/LINK (D Month, YYYY).

- This format is used to refer to the entire publication. If you are using specific parts of the publication, follow the template for *Contribution in an edited book*.
- The book title and subtitle are provided in italics.
- For the names of book series or collections, all content words are capitalised.

Examples:

Bergs, Alexander & Laurel J. Brinton (eds.). 2017. *Varieties of English* (The History of English, vol. 5). Berlin: De Gruyter Mouton.

Hickey, Raymond (ed.). 2010. *Varieties of English in writing: The written word as linguistic evidence*. Amsterdam: John Benjamins.

Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.

Seargeant, Philip & Joan Swan (eds.). 2012. *English in the world: History, diversity, change*. Abingdon: Routledge.

### ➤ **Contribution in an edited book**

[AUTHOR]. YYYY. Title of the contribution: Subtitle of the contribution. In [EDITOR], *Title of the book: Subtitle of the book* (Title of the Book Series X), Xth edn, [page]-[page]. PlaceA & PlaceB: Publisher. DOI/LINK (D Month, YYYY).

[AUTHOR]. YYYY. Title of the contribution: Subtitle of the contribution. In [EDITOR], *Title of the book: Subtitle of the book* (Title of the Collection, vol. X), Xth edn, [page]-[page]. PlaceA & PlaceB: Publisher. DOI/LINK (D Month, YYYY).

- Do not place article/chapter titles in quotation marks.
- Use "In" to allocate chapters to collections/edited volumes.
- Provide the full page range of the contribution.
- Make sure to separate the editor's name, the name of the collection and the page numbers of the article/chapter by commas.

#### Examples:

Romaine, Suzanne. 1999. Introduction. In Suzanne Romaine (ed.), *1776-1997* (The Cambridge History of the English Language, vol. 4), 1-56. Cambridge: Cambridge University Press.

Sharma, Devyani. 2017. English in India. In Alexander Bergs & Laurel J. Brinton (eds.), *Varieties of English* (The History of English, vol. 5), 311-329. Berlin: De Gruyter Mouton.

Yip, Virginia. 2013. Simultaneous language acquisition. In François Grosjean & Ping Li (eds.), *The psycholinguistics of bilingualism*, 119-144. Oxford: Wiley-Blackwell.

### ➤ **Journal article**

[AUTHOR]. YYYY. Title of the article: Subtitle of the article. *Name of the Journal* VOL(ISSUE). [page]-[page]. DOI (D Month, YYYY).

- Do not put article titles in quotation marks.
- For the name of the journal, all content words are capitalised and it is provided in italics.
- Volume and issue numbers are provided without further text and without a space in between, e.g., 42(3) (not *vol. 42, iss. 3*).
- Provide the full page range of the journal article.

### Examples:

Blevins, James P. 2006. Word-based morphology. *Journal of Linguistics* 42(3). 531-573.

Inkelas, Sharon. 2008. The dual theory of reduplication. *Linguistics* 46(2). 351-401.  
<http://www.reference-global.com/doi/pdf/10.1515/LING.2008.013> (10 June, 2008).

#### ➤ **Thesis/dissertation**

[AUTHOR]. YYYY. *Title of the thesis: Subtitle of the thesis*. City, State: Institution of dissertation.

### Example:

Kim, Yong-Jin. 1990. *Register variation in Korean: A corpus-based study*. Columbia, SC: University of South Carolina dissertation.

#### ➤ **On-line material**

[AUTHOR]. YYYY. Title of the publication: Subtitle of the publication. DOI/LINK (D Month, YYYY).

- Make sure to validate the quality of online material!

### Example:

Hickey, Raymond. 2015. *Studying varieties of English*. <https://www.uni-due.de/SVE/> (14 April, 2015).

#### ➤ **Dictionaries**

ABBREVIATION. *Name of the Dictionary*, X<sup>th</sup> edn. YYYY. PlaceA & PlaceB: Publisher.

ABBREVIATION. *Name of the Dictionary*, X<sup>th</sup> edn. YYYY. DOI/LINK (D Month, YYYY).

- In-text citations use the abbreviation (if provided) or the full name of the dictionary instead of [AUTHOR].
- Therefore, it is reasonable to use common abbreviations to enhance reading flow in your in-text citations, especially for long dictionary titles.
- In-text citations do not refer to page numbers, but to the search term in quotation marks, introduced by "s.v.".

### Examples:

*Oxford English Dictionary*, 2nd edn. 1989. Oxford: Oxford University Press.

→ in-text citation: (Oxford English Dictionary 1989: s.v. "term")

OED. *Oxford English Dictionary*, 2nd edn. 1989. Oxford: Oxford University Press.

→ in-text citation: (OED 1989: s.v. "term")

### ➤ **YouTube videos**

Name of the channel. YYYY. Title of the video. DOI/LINK (D Month, YYYY).

- In-text citation: (Name of the channel: timeframe)
- Add a transcript with the corresponding scene in the appendix.

#### Examples:

LastWeekTonight. 2018. Authoritarianism: Last week tonight with John Oliver.  
<https://www.youtube.com/watch?v=ximgPmJ9A5s> (30 November, 2018).

→ in-text citation: (LastWeekTonight: 00:18-01:23)

Mental Floss. 2017. 24 Facts about Koalas - mental\_floss List Show Ep. 522  
<https://www.youtube.com/watch?v=-oXybog2lul> (30 November, 2018).

→ in-text citation: (Mental Floss: 01:28-03:45)

### ➤ **Film & TV series**

*Film title*. YYYY (film release). Place, State: Production Company, YYYY (release of medium used). Medium.

*Series title*. YYYY. Season X, episode Y, Title of the episode. Place, State: Production Company. (=ABBREVIATION)

- For in-text citation of series, use the indicated abbreviations accompanied by the time frame you are looking at, e.g., (TCS02E02: 05:23-07:14)
- Add a transcript with the corresponding scene in the appendix.

#### Examples:

*Gravity*. 2013. Burbank, CA: Warner Bros. Pictures, 2014. Blu-ray Disc, 1080p HD.

*The Crown*. 2017. Season 2, episode 2, A company of men. Los Gatos, CA: Netflix.  
(=TCS02E02)

### ➤ **On-line editions of newspapers**

[AUTHOR]. YYYY. Title of the article: Subtitle of the article. *Title of the Newspaper*, DD Month, YYYY. DOI/LINK (DD Month, YYY).

- After the title of the newspaper, you indicate the exact date on which the article was published.

- After the link, you provide the date the resource was last accessed in parentheses.
- As online publications do not have page numbers, in-text citations contain only author(s) and year, e.g., (Edwards 2014)

Example:

Edwards. Katie. 2014. Shut yer face! I'm fed up being ridiculed for my regional accent in academia. The Telegraph, 09 December, 2014. <https://www.telegraph.co.uk/women/womens-life/11270980/British-universities-Im-fed-up-of-being-ridiculed-for-my-regional-accent.html> (30 November, 2018).

➤ **Social media content**

[AUTHOR] (account name). YYYY. Content/title of the post. *Platform*. DOI/LINK (D Month, YYYY).

- As posts do not have page numbers, in-text citations contain only author(s) and year, e.g., (Souza 2014).
- If you do not know the author's name, use their @handle.

Examples:

O'Brien, Conan (@ConanOBrien). 2015. In honor of Earth Day, I'm recycling my tweets. *Twitter*. <https://twitter.com/ConanOBrien/status/590940792967016448> (13 December, 2018).

Souza, Pete (@petesouza44). 2016. President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit. *Instagram*. <https://www.instagram.com/p/BDrmfXTtNct/> (13 December, 2018).

## 8. Examples

Type of source	List of references / works cited / bibliography	In-text
<b>Book</b> - one author	Warren, Paul. 2012. <i>Introducing psycholinguistics</i> . Cambridge: CUP.	[direct quote] (Paul 2012: 15) [indirect quote] (cf. Paul 2012: 15)
<b>Book</b> - two authors	Deleuze, Gilles, & Félix Guattari. 1987. <i>A thousand plateaus: Capitalism and schizophrenia</i> . Minneapolis, MN: University of Minnesota Press.	[direct quote] (Deleuze & Guattari 1987: 20) [indirect quote] (cf. Deleuze & Guattari 1987: 20)
<b>Book</b> - three or more authors	Gilman, Sander L., Helen King, Roy Porter, George S. Rosseau & Elaine Showalter. 1993. <i>Hysteria beyond Freud</i> . Berkeley & Los Angeles: University of California Press.	[direct quote] (Gilman et al. 1993: 55) [indirect quote] (cf. Gilman et al. 1993: 55)
<b>Edited book</b> - one editor	Hickey, Raymond (ed.). 2010. <i>Varieties of English in writing: The written word as linguistic evidence</i> . Amsterdam: John Benjamins.	[direct quote] (Hickey 2010: 120) [indirect quote] (cf. Hickey 2010: 120)
<b>Edited book</b> - two editors	Castle, Mort & Sam Weller (eds.). 2012. <i>Shadow show: All-new stories in celebration of Ray Bradbury</i> . New York: William Morrow.	[direct quote] (Mort & Wellers 2012: 80) [indirect quote] (cf. Mort & Wellers 2012: 80)
<b>Edited book</b> - three or more editors	Chomsky, Noam, Steven Pinker, Philip Johnson-Laird & George Lakoff (eds.). 2006. <i>Language and mind: An introduction to the philosophy of language and cognitive science</i> . Cambridge: CUP.	[direct quote] (Chomsky et al. 2006: 200) [indirect quote] (cf. Chomsky et al. 2006: 200)

<b>Contribution in an anthology/edited book</b>	Gordon, Elizabeth. 2010. Describing and complaining: Written evidence of early New Zealand English pronunciation. In Raymond Hickey (ed.), <i>Varieties of English in writing: The written word as linguistic evidence</i> , 349-364. Amsterdam: John Benjamins.	[direct quote] (Gordon 2010: 350) [indirect quote] (cf. Gordon 2010: 350)
<b>An introduction</b>	Romaine, Suzanne. 1999. Introduction. In Suzanne Romaine (ed.), <i>1776-1997 (The Cambridge History of the English Language, vol. 4)</i> , 1-56. Cambridge: Cambridge University Press.	[direct quote] (Romaine 1999: 200) [indirect quote] (cf. Romaine 1999: 200)
<b>Journal article</b>	Green, James A. 2021. 'Aren't you Maria?': The uncanny and the gothic in Silent Hill 2. <i>Gothic Studies</i> 23(1). 1-20. <a href="https://doi.org/10.3366/gothic.2021.0075">https://doi.org/10.3366/gothic.2021.0075</a> (22 June, 2023).	[direct quote] (Green 2021: 50) [indirect quote] (cf. Green 2021: 50)
<b>Page on a website</b>	Hickey, Raymond. <i>Studying varieties of English</i> , 2015, <a href="https://www.uni-due.de/SVE/">https://www.uni-due.de/SVE/</a> (14 June, 2015).	[direct quote] (Hickey 2015) [indirect quote] (cf. Hickey 2015)
<b>Thesis</b>	Wilson, Peggy L. 2011. <i>Pedagogical practices in the teaching of English language in secondary public schools in Parker County</i> . College Park, MD: University of Maryland dissertation.	[direct quote] (Wilson 2011: 65) [indirect quote] (cf. Wilson 2011: 65)

Table 5: Overview citation guidelines linguistics