

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



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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 and cultural studies* do not only differ in terms of style (see 4. *Style/Language*), but also regarding the referencing formats (see 7. *Referencing*). Additionally, please note that the formatting of this style sheet follows the guidelines that apply to *literature and cultural studies* whenever the two fields differ, e.g., regarding the capitalisation of headings.

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

1. Checklist

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

- ✓ module cover sheet (can be downloaded from the departmental webpage¹)
- ✓ 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
- ✓ appendix (if applicable)

2. Presentation/Formatting

➤ **Presentation**

Submissions should be presented in a neat manner. Make sure there are no stains on the hard copy of your submission and that all pages except the module cover sheet are stapled together.

¹<https://www.uni-koblenz.de/de/philologie-kulturwissenschaften/anglistik/anglistik-amerikanistik/studium/downloads>

➤ **Formatting**

- Times New Roman (12 pt) or Arial (11pt) 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 (*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 start indenting the first lines of paragraphs from the second paragraph of a chapter onwards.

➤ **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. Make sure to adjust the font automatically used by, e.g., Microsoft Word, to your document if applicable.

➤ **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 without being too long.
- 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”.
- 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, there must be a minimum of two numbered headings (e.g., 1.1 must be followed by – at least – 1.2).
- The capitalisation rules for (sub)headings differ between the two fields of study:
 - In literature and cultural studies, content words in headings need to be capitalised.
 - In linguistics, 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)
- Also, they should be given appropriate titles to clarify what they illustrate, e.g.,
 - *Figure 1: Critical Brain Regions Implicated in Memory and Bilingual Language Control Functions.* (in literature/cultural studies)
 - *Figure 1: Critical brain regions implicated in memory and bilingual language control functions.* (in linguistics)
- You need to provide the source of the table/graph/image, or clarify that you have 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 and cultural studies (see 7.1), or linguistics (see 7.2). 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

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 Figure 1).

- Top left (left alignment):
 - name of your university
 - name of the department
 - the semester in which the course/seminar 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
 - both your home and university email address

The figure shows a rectangular box representing a title page. The text is arranged as follows:

- Top Left (left alignment):**
 - University of Koblenz
 - Department of English and American Studies
 - WS 23/24
 - M 3.2
 - Varieties of English
 - Elizabeth Hoover-Fäna Krähappel
 - Word Count: 999
 - Submission Date: 04.03.2024
- Middle (central alignment):**
 - This Is a Brilliant Paper Title:**
 - And the Subtitle is Even Better**
- Bottom Right (left alignment with indent of ~10cm):**
 - Lisa Simpson
 - 123456789
 - ZF-BA English
 - 3rd semester
 - 742 Evergreen Terrace
 - Springfield, USA
 - simpson@uni-koblenz.de

Figure 1: Example Title Page

4. Style/Language

- 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. Keep your wording clear and sophisticated.
- Use correct grammar, spelling, and punctuation. Choose one variety of English (British or American) and stick to it throughout.
 - Pay special attention to required commas, such as those following *e.g.*, *i.e.*, *therefore*, or *moreover*.
- Be sure to use conjunctions and conjunctive adverbs properly. Do not just use these randomly because you feel you need to connect statements somehow and it 'sounds nice'. Only use them if they make logical sense, e.g.,
 - only use *but* if there really is a contradiction;
 - only use *thus/therefore* if there is a sense of causality.
- Use correct terminology throughout, even if that means that you need to repeat the same term multiple times. Especially in linguistics, do not try to find synonyms; they are often more vague or simply unidiomatic.
 - For example, *British English* should not be replaced by *the English spoken in England*, neither should *English* be referred to as *the English language*.
- Avoid unnecessary repetitions/tautologies that do not contain any new content value. Some phrasings might sound elegant on the surface but add nothing to your argument, e.g.,
 - With regard to the eminently important aspect of narrative perspective in this novel, it should by all means be noted that the narrator...
= The narrator...
 - The crucial and important aspect...
Crucial and *important* mean the same thing; it is enough to only use one of them.
- If you are talking *about* a word or if you are using foreign language words, 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 differ between literature and cultural studies and linguistics; hence, it is very important to remember the following:

	Literature/Cultural Studies	Linguistics
Personalisation	You may personalise, e.g., <i>I argue that...</i> Avoid awkward passive constructions, e.g., <i>It will be argued that...</i>	Stick to third person or passive constructions. <i>It can be argued that...</i>
Tenses	Future or present tense, e.g., <i>This essay will discuss/discusses...</i>	Present tense, e.g., <i>This essay discusses...</i>
Evaluation of sources	Only use evaluations if supported by evidence and necessary for the argument.	Stay neutral and present the facts objectively.
Providing researchers' names	Use the full name when first mentioning a researcher/writer. Do not use academic titles, e.g., <i>Steven Pinker (1991) argues...</i>	Use the last name to refer to researchers (if necessary). Do not use academic titles, e.g., <i>Pinker (1991) argues...</i>
Providing researchers' background	Only if important for the argument and then only the researcher's field of expertise, e.g., <i>The philosopher Stanley Cavell argues...</i>	Stick to the names of researchers – their expertise/profession is implied by your decision to quote them, e.g., <i>Cavell argues...</i>

Table 1: Main Stylistic Differences between Literature/Cultural Studies and Linguistics

5. Structure

➤ 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).
- In addition, it is imperative to capture your reader's attention right from the start. Construct an introduction that entices the reader to continue reading while maintaining a scientific focus.

➤ **Main Part**

The main part of the paper should deal with the phenomenon in question. 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. Sources **must always be given** and citations should be well integrated into the text (see 7. *Referencing* for further information).

Also, find appropriate phrasings for your (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 your main arguments 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

While there are differences concerning the style in which sources are provided in literature/cultural studies and linguistics (see 7. *Referencing*), the form in which quotations are presented, i.e., what other people have already stated/published, follows the same rules in both disciplines.

➤ **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 are 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 it; 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 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:** “nature works consciously to destroy the lives of the protagonists.” (Belmont 357).
 - **Example 1:** In disaster films, “nature works [...] to destroy the lives of the protagonists” (Belmont 357).
 - **Example 2:** In disaster films, nature is often depicted as “work[ing] consciously to destroy the lives of the protagonists” (Belmont 357).
 - **Example 3:** In disaster films, nature is often depicted as “work[ing ...] to destroy the lives of the protagonists” (Belmont 357).

In these examples, the source is given in an MLA format, which is used for literature and cultural studies. In linguistics, however, the correct citation format is: (Belmont 2010: 357) (see 7. *Referencing*).

- You do not alter quotes from American to British English spelling or vice versa, you just keep the original spelling.
 - The **square brackets** indicate the alteration of the quote.

➤ **Indirect Quotations**

- When you are paraphrasing a source, i.e., you are using your own (!) words to repeat, summarise, or otherwise use what has already been published, you quote *indirectly*.
- Pay special attention to truly use alternative formulations for a paraphrase to avoid plagiarism. If you cannot find an appropriate paraphrase, quote *directly* instead.
- Indirect quotes are not marked by quotation marks, but are followed by an indication of the source according to the in-text referencing guidelines (see 7.1.1 and 7.2.1).

7. Referencing

Please remember that different academic disciplines (i.e., literature and cultural studies or linguistics) do not use the same styles in referencing. While the *Modern Language Association (MLA) Style* (9th Ed.) is referred to in cultural studies and literature, the *Unified Style Sheet for Linguistics* is used in linguistics. For this reason, the Department of English and American Studies is strict when it comes to using the appropriate referencing format for each discipline. In this section, you are given the abridged versions of the above-mentioned styles. There are some general remarks on referencing that apply to both disciplines:

- **Always (!)** give reference for **all** sources that you use.
- Direct quotes are provided in English quotation marks (“...”), indirect quotes are provided without quotation marks.
- The sources of direct quotes are provided directly behind the citation, i.e., right after the closing quotation marks.
 - In disaster films, “nature works consciously to destroy the lives of the protagonists” (Belmont 357)/(Belmont 2010: 357)².
- The sources of indirect quotes (summaries or paraphrases) should also always be indicated after the statement, before sentence final punctuation.
 - In disaster movies, nature is often attributed agency and consciousness (Belmont 357)/(cf. Belmont 2010: 357)³.
- If you use a quote from a source which quotes from another source, you must add “qtd. in” to the in-text citation and provide both sources (both if you are quoting directly or indirectly):
 - (Simpson qtd. in Milhouse 5) (→ literature and cultural studies)
 - (Simpson 2011: 3 qtd. in Milhouse 2014: 5) (→ linguistics)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.
- If you quote or refer to a scene from a movie, please give the film title in brackets together with the time/time range: (*The Dark Knight*, 1:35: 45-1:40:00).

²in-text reference provided in both styles: literary and cultural studies/linguistics

³in-text reference provided in both styles: literary and cultural studies/linguistics

7.1 Cultural Studies and Literature

All in-text references should be listed alphabetically on a separate page at the end of your paper, titled either “Works Cited” or “List of References”. When writing a paper in cultural studies or literature, you should refer to the *Modern Language Association (MLA) Style* (9th Ed.). These guidelines are summarised in the following, providing templates and instructions. A full pdf of MLA 9 is provided, for example, by the University of Salamanca⁴. Further assistance can also be found at the *Purdue Online Writing Lab*⁵.

7.1.1 In-text Referencing

- For in-text references where the author is not mentioned in the sentence, state the author’s/authors’ last name(s) and the relevant page number in parenthesis, e.g.,
 - While “it’s a proven fact” (Smith 46), ...
Note that here, the contraction (*it’s*) is within a direct quote and should, therefore, be provided as such.
- If you mention the author of a source in a sentence, only place the relevant page number in parenthesis, e.g.,
 - As pointed out by Smith, “it’s a proven fact” (46) ...
- If you have more than one source by the same author, add a shortened title of the work, e.g.,
 - As pointed out by Smith, “it’s a proven fact” (*History of Quotes* 46) ...
- If a source has two authors, combine their last names with “and” in the order they appear in your *Works Cited*, e.g., (Barton and Campbell 22).
- If a source has three or more authors, list only the first author’s last name and replace the additional names with “et al.” (Barton et al. 22).
- If you cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon, e.g., (Barton 12; Campbell 22).
- Do not use ‘cf.’ (= confer/compare) after you paraphrased an argument by somebody else (= indirect quote). Use cf. to point to a source that can be compared, e.g., because it is similar to your own argument.

⁴https://bibliotecadefilologia.usal.es/MLA_Handbook_9ed_2021.pdf

⁵https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/index.html

7.1.2 Reference List

Sample references following the *Modern Language Association (MLA) Style* (9th Ed.) are given below (abridged version). The second and subsequent lines of a reference should be indented by 0.5 inch (1.27 cm) (*Absatz: Hängend*). For any sources or special cases not listed below, please refer to the *MLA Handbook* 9th Ed. and discuss any open questions with your supervisor. All entries are sorted alphabetically by the first content word or name that is listed.

➤ **General Format for any Citation**

Author. Title. Title of container (do not list container for standalone books, e.g., novels), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

- Capitalise each word in the titles of articles, books, etc, except for articles (*the, an*), prepositions, or conjunctions – unless one is the first word of the title or subtitle: *Gone with the Wind, The Art of War, There Is Nothing Left to Lose*.
- Use italics for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).

➤ **Page Numbers in General**

- If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your *Works Cited* page as “pp. 225-50”.
- If the excerpt is on one page, use “p.”, if it spans multiple pages, use “pp.” and a hyphen between the page numbers; remember that in your in-text citations, “pp.” is omitted.
- You should omit the first sets of repeated digits. In our example, the digit in the hundreds place is repeated between 225 and 250, so you omit the 2 from 250 in the citation: pp. 225-50).

➤ **Names in general**

- Generally, give the author's full name, including middle names (if applicable) or initials.
→ LastName, FirstName MiddleName
- While the first author's name is given in the format “LastName, FirstName MiddleName,” the second author's name appears as “FirstName MiddleName LastName.”

→ LastNameA, FirstNameA MiddleNameA and FirstNameB MiddleNameB
LastNameB

- Should a publication have three or more authors, give the first author's name followed by "et al."
→ LastNameA, FirstNameA MiddleNameA, et al.

➤ **Two (or More) Works by the Same Author**

- If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first.
- Alphabetise works by the first word in the title (ignoring articles like *A*, *An*, and *The*).
- When an author or collection editor appears both as the sole author/editor of a text and as the first author of a group, list solo-author/solo-editor entries first.

Examples:

Branch, Taylor. *Parting the Waters: America in the King Years 1954-1963*. Simon and Schuster, 1988.

---. *Pillar of Fire: America in the King Years 1963-1965*. Simon and Schuster, 1988.

Burke, Kenneth. *A Grammar of Motives*. [rest of citation]

---. *A Rhetoric of Motives*. [rest of citation]

Heller, Steven, editor. *The Education of an E-Designer*. [rest of citation]

Heller, Steven, and Karen Pomeroy. *Design Literacy: Understanding Graphic Design*. [rest of citation]

➤ **Book (Authored Work)**

LastName, FirstName MiddleName. *Title of the Book*. Publisher, YYYY.

LastNameA, FirstNameA, and FirstNameB LastNameB. *Title of the Book*. Publisher, YYYY.

LastNameA, FirstNameA, et al. *Title of the Book*. Publisher, YYYY.

- The first word of a title has to be capitalised as well as any content words.
- You may abbreviate the publisher's name, e.g., *Cambridge UP* for *Cambridge University Press* or *U of Pennsylvania P* for *University of Pennsylvania Press*.

- The city of publication should only be used if the book was published before 1900 or if the publisher has offices in more than one country. If you want to add the city of publication, place it between the title of the book and the publisher followed by a comma.
- Use "ed." as an abbreviation for edition (e.g., 3rd ed.).

Examples:

Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.

Crowley, Sharon and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed., Pearson, 2004.

Gilman, Sander, et al. *Hysteria beyond Freud*. U of California P, 1993.

➤ **Anthology or Edited Collection**

LastName, FirstName, editor. *Title of the Book*. Publisher, YYYY.

LastNameA, FirstNameA, and FirstNameB LastNameB, editors. *Title of the Book*. Publisher, YYYY.

LastNameA, FirstNameA, et al., editors. *Title of the Book*. Publisher, YYYY.

- To cite the entire anthology or collection, list by editor(s) followed by a comma and "editor. "/"editors.". The same rules as listed under *Names in general* apply:
 - To indicate one editor, place "editor." after the editor's name.
 - To indicate two editors, place "editors." after both editors' names.
 - Should an anthology have more than two editors, only give the first editor's name followed by "et al.," and "editors."
- This sort of entry is somewhat rare. If you are citing a particular piece within an anthology or collection (more common), see *Contribution in an Anthology/Essay Collection* below.

Examples:

McCallum, Rachelle, editor. *Frontier: A Collection of New Canadian Short Stories*. Expressions, 2008.

Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics*. Lawrence Erlbaum Associates, 2004.

Maruo-Schröder, Nicole, et al., editors. *Traveling Bodies: Interdisciplinary Perspectives on Traveling as an Embodied Practice*. Routledge, 2024.

➤ **Contribution in an Anthology/Essay Collection**

LastName, FirstName MiddleName. "Title of Essay." *Title of Collection*, edited by Editor's/Editors' Name(s), Publisher, YYYY, Page range of entry.

- Works may include an essay in an edited collection or anthology, or a chapter of a book.
- Give the title of a chapter/an article in an anthology in quotation marks.
- Place the title of the anthology in italics.
- Indicate the editor/s by placing "edited by" after the anthology's title.
- Give the name of the editor/s in a "FirstName Last Name" format.
- Add the page range of the entire entry.

Example:

Gossmann, Lionel. "History and Literature: Reproduction or Signification." *The Writing of History: Literary Form and Historical Understanding*, edited by Robert H. Canary and Henry Kozicki, U of Wisconsin P, 1978, pp. 3-39.

➤ **A Work Prepared by an Editor**

LastName, FirstName MiddleName. *Title of Work*, edited by Editor's Name(s), Publisher, YYYY.

- Cite the book as you normally would, but add the editor after the title with the label "edited by."

Example:

Brontë, Charlotte. *Jane Eyre*, edited by Margaret Smith, Oxford UP, 1998.

Brontë, Charlotte. *Jane Eyre*. 1847. Edited by Margaret Smith, Oxford UP, 1998.

➤ **An Introduction, Preface, Foreword, or Afterword**

LastName, FirstName MiddleName. Introduction/Preface/etc. *Title of Publication*, by Author of book, Publisher, YYYY, Page range.

- When citing an introduction, a preface, a foreword, or an afterword, write the name of the author(s) of the piece you are citing.
- Then give the name of the part being cited, which should not be italicised or enclosed in quotation marks; in italics, provide the name of the work and the name of the author of the introduction/preface/foreword/afterword.
- Finish the citation with the details of publication and page range.

- If the writer of the piece is different from the author of the complete work, then write the full name of the principal work's author after the word "by". If the writer of the piece and the complete work is the same, provide the full name at the beginning and only repeat the last name of the writer the second time.

Examples:

Davies, Stevie. Introduction. *Jane Eyre*, by Charlotte Brontë, Penguin, 2006, pp. xi-xlii.

Farrell, Thomas B. Introduction. *Norms of Rhetorical Culture*, by Farrell, Yale UP, 1993, pp. 1-13.

➤ **A Translated Book**

LastName, FirstName MiddleName (of author). *Title of the Book*. Translated by FirstName MiddleName LastName (of translator), Publisher, YYYY.

LastName, FirstName MiddleName (of translator), translator. *Title of the Book*. By FirstName MiddleName LastName (of author), Publisher, YYYY.

- If you want to emphasise the work rather than the translator, cite as you would any other book. Add "translated by" and follow with the name(s) of the translator(s) after the title of the book and before the publisher.
- If you want to focus on the translation, list the translator as the author. In place of the author's name, the translator's name appears. His or her name is followed by the label, "translator". If the author of the book does not appear in the title of the book, include the name, with a "by" after the title of the book and before the publisher. Note that this type of citation is less common and should only be used for papers or writing in which the translation plays a central role.

Examples:

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.

Howard, Richard, translator. *Madness and Civilization: A History of Insanity in the Age of Reason*. By Michel Foucault, Vintage-Random House, 1988.

➤ **A Republished Book**

LastName, FirstName MiddleName. *Title of the Book*. Original YYYY, Publisher, New YYYY.

- Books may be republished due to popularity without becoming a new edition. New editions are typically revisions of the original work.
- For books that originally appeared at an earlier date and that have been republished, insert the original publication date before the publisher.

Examples:

Butler, Judith. *Gender Trouble*. 1990. Routledge, 1999.

Brontë, Charlotte. *Jane Eyre*. 1847. Oxford UP, 1998.

Erdrich, Louise. *Love Medicine*. 1984. Perennial-Harper, 1993.

➤ **Book Published Electronically on a Website or Database**

LastName, FirstName MiddleName. *Title of the Website*. Publisher, YYYY, Name of Domain. Link.

- Indicate and italicise the title of the database or website (this includes *Google Books*).
- Use of DOI is preferred, but if you do not have it, use the URL instead. DOI (if available, precede it with "https://doi.org/"), otherwise a URL (without the *https://*) or permalink.

Example:

Kornblum, William. *At Sea in the City: New York from the Water's Edge*, Algonquin Books, 2002, NetLibrary. www.netlibrary.com/atseainthecity.

➤ **E-Book**

LastName, FirstName MiddleName. *Title of the Book*. E-book, Publisher, YYYY.

LastName, FirstName MiddleName. *Title of the Book*. Specific format type, Publisher, YYYY.

- If the e-book is formatted for a specific reader device or service, you can indicate this by treating this information the same way you would treat a physical book's edition.
- This means that you will have to replace "e-book" with "[App/Service] ed."

- When no page numbers are listed on an eBook, cite the chapter number instead in your in-text citation. If available, also provide the location of your citation.
 - Example 1: (Smith ch. 2)
 - Example 2: (Smith ch. 2, loc. 106)

Examples:

Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. E-book, American Psychological Association, 2007.

Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. Kindle ed., American Psychological Association, 2007.

➤ **Thesis/Dissertation**

LastName, FirstName MiddleName. *Submission Title*. Submission Date. University, YYYY. Type of Submission.

- Dissertations may be used as sources whether published or not.
- The main elements of a dissertation citation are the same as those for a book: author name(s), title (italicised), and publication date. Conclude with an indication of the document type (e.g., "PhD dissertation", "M.Ed. thesis").
- The degree-granting institution may be included before the document type (this is however not required).
- If the thesis was accessed through an online repository, include it as the second container after all the other elements.

Examples:

Bishop, Karen Lynn. *Documenting Institutional Identity: Strategic Writing in the IUPUI Comprehensive Campaign*. 2002. Purdue University, PhD dissertation.

Bile, Jeffrey. *Ecology, Feminism, and a Revised Critical Rhetoric: To-ward a Dialectical Partnership*. 2005. Ohio University, PhD dissertation.

Graban, Tarez Samra. *Towards a Feminine Ironic: Understanding Irony in the Oppositional Discourse of Women from the Early Modern and Modern Periods*. 2006. Purdue University, PhD Dissertation.

Farber, Alexander. *Vested Identities. Challenging Status, Gender and Sexuality through Clothing in Selected Medieval Texts*. 2016. University of Koblenz-Landau, M.Ed. Thesis.

Mitchell, Mark. *The Impact of Product Quality Reducing Events on the Value of Brand-Name Capital: Evidence from Airline Crashes and the 1982 Tylenol Poisonings*. 1987. PhD dissertation. *ProQuest Dissertations and Theses*.

➤ **Basic Style for Citations of Electronic Sources (incl. Online Databases)**

Author. "Title." Title of container (self-contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs and/or URL, DOI or permalink). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Location, Date Accessed (if applicable).

- There are some common features you should try to find before citing electronic sources in MLA style. Note that not every webpage will provide all of the following information; however, collect as much of the following information as possible:
 - Author and/or editor names (if available); last names first.
 - "Article name in quotation marks."
 - Title of the website, project, or book in italics.
 - Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
 - Publisher information, including the publisher's name and publishing date.
 - Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
 - Use of DOI is preferred, but if you do not have it, use the URL instead. DOI (if available, precede it with "https://doi.org/"), otherwise a URL (without the https://) or permalink.
 - Date you accessed the material (Date Accessed). While not required, saving this information it is highly recommended, especially when dealing with pages that change frequently or do not have a visible copyright date.

➤ **Article in an Online-Only Scholarly Journal**

LastName, FirstName MiddleName. "Title of the Article". *Title of the Journal*, vol. X, no. Z, YYYY, DOI/Link. Accessed DD Month YYYY.

- Some articles that appear in online-only journals do not have page numbers, which means that these cannot be indicated. If the journal you are citing appears exclusively in an online format (i.e., there is no corresponding print publication), indicate the URL or other location information.
- Place journal article titles in quotation marks and italicise the journal title.

- State the journal volume number after the journal title preceded by “vol.”.
- In the case that the journal also has an issue number, use a comma to separate it from the volume number and introduce it with “no” (e.g., vol. 6, no. 2).
- Provide the date of access.

Example:

Dolby, Nadine. “Research in Youth Culture and Policy: Current Conditions and Future Directions.” *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 30 November 2023.

➤ **Article in a Scholarly Journal That Also Appears in Print**

LastName, FirstName MiddleName. “Title of the Article”. *Title of the Journal*, vol. X, no. Y, YYYY, Page range. DOI/Link. Accessed DD Month YYYY.

- Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article.

Example:

Gedi, Noa, and Yigal Elam. “Collective Memory – What Is It?” *History & Memory*, vol. 8, no. 1, 1996, pp. 30-50, www.jstor.org/stable/25618696. Accessed 30 Nov. 2023.

➤ **Article from an online database**

LastName, FirstName MiddleName. “Title of the Article”. *Title of the Journal*, vol. X, no. Y, YYYY, Page range. *Name of Database*, DOI/Link.

- Place journal article titles in quotation marks.
- Italicise the journal title.
- State the journal volume number after the journal title preceded by “vol.”.
- In the case that the journal also has an issue number, use a comma to separate this from the volume number and introduce it with “no.” (e.g., vol. 8, no. 1).
- Italicise the name of the database (e.g., EEBO, ECCO, EBSCO Host, etc.).
- Provide the date of access if you wish.

Example:

Alonso, Alvaro, and Julio A. Camargo. “Toxicity of Nitrite to Three Species of Freshwater Invertebrates.” *Environmental Toxicology*, vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. *Wiley Online Library*, [http://doi: 10.1002/tox.20155](http://doi:10.1002/tox.20155).

➤ **Entire website**

LastName, FirstName MiddleName. *Title of the Website*, YYYY, Link. Accessed DD Month YYYY.

- Give the editor's, author's, or compiler's name, if available.
- Italicise the website title.
- Indicate who hosts the page.
- Indicate the date the resource was created (if available).
- Indicate the date the website was accessed.

Example:

Felluga, Dino. *Introductory Guide to Critical Theory*. Purdue U, 31 Jan. 2011, www.cla.purdue.edu/english/theory/. Accessed 10 May 2014.

➤ **Page on a website**

LastName, FirstName MiddleName. "Title of the Page." *Title of the Website*, Host of the Webpage, YYYY, Link. Accessed DD Month YYYY.

- Give the author's name, if available.
- Do not italicise the title of the page, but put it in quotation marks. Give the title of the entire webpage of which this document is a part in italics.
- Indicate who hosts the webpage (the *Center for Study of Language and Information* in the example below).
- Give the date you accessed the page.

Example:

Brennan, Andrew, and Yeuk-Sze Lo. "Environmental Ethics." *Stanford Encyclopedia of Philosophy*, Center for the Study of Language and Information, 3 June 2002, www.stanford.library.usyd.edu.au/archives/sum2010/entries/ethics-environmental/. Accessed 12 May 2009.

➤ **Film**

Film Title. Directed by FirstName MiddleName LastName. Production company, YYYY.

- Add the director (FirstName LastName format) and production company as well as the year in which the film was released. If you are using a streaming service, please add this information.

- If applicable: add information on the film version that you are using, e.g., theatre release or director's cut since these can differ significantly.
- You may add further information you wish to emphasise, such as the screenwriters' or actors' names between the director's name and the production company.
- To emphasise specific performers or directors, begin the citation with the name of the desired performer or director, followed by the appropriate title for that person.

Examples:

Ant-Man. Directed by Peyton Reed. Marvel Studios, 2015.

Lucas, George, director. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977.

Speed Racer. Directed by Lana Wachowski and Lilly Wachowski, performances by Emile Hirsch, Nicholas Elia, Susan Sarandon, Ariel Winter, and John Goodman, Warner Brothers, 2008.

➤ **Television Episodes**

"Episode title." *Series Title*, season X, episode Z, Production Company, DD Month YYYY (of first airing). Platform, Link.

"Episode title." *Series Title*, written by FirstName MiddleName LastName, directed by FirstName LastName, Production Company, YYYY.

LastName, FirstName MiddleName, creator. *Series Title*. Production Company, YYYY.

- Cite recorded television episodes like films. Begin with the episode name in quotation marks.
- If you are referring to a specific episode, give the episode title in quotation marks and indicate further information to find, e.g., a DVD publication of the entire season, or the specific link to the episode.
- If you are referring to an entire series, you list the creators first.

Examples:

"94 Meetings." *Parks and Recreation*, season 2, episode 21, NBC, 29 Apr. 2010. *Netflix*, www.netflix.com/watch/70152031.

Daniels, Greg and Michael Schur, creators. *Parks and Recreation*. Deedle-Dee Productions and Universal Media Studios, 2015.

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*, written by Andrew Reich and Ted Cohen, directed by Kevin Bright, Warner Brothers, 2004.

➤ **YouTube video**

"Video Title." *YouTube*, uploaded by UserName, YYYY, Link.

LastName, FirstName MiddleName. "Video Title." *YouTube*, uploaded by UserName, YYYY, Link.

- Put the title in quotation marks.
- Italicise the title of the website.
- Include the name of the person/user who uploaded the video. If the author of the video is not the same person who uploaded it, list the author's name (LastName, FirstName) at the beginning of the citation, followed by a period.
- List the date the video was uploaded.
- Provide the date of access if you wish.

Example:

"Hellzapoppin' Swing Dance Scene." *YouTube*, uploaded by Robgoldy, 6 July 2006, www.youtube.com/watch?v=mkdzy9bWW3E.

➤ **Images (including paintings, photographs, or sculptures)**

LastName, FirstName MiddleName. *Title of the Work*. YYYY. Owner of the Piece, City, DOI/Link. Accessed DD Month YYYY.

- Italicise the title and add the year in which the work was created.
- If this is known, name the institution or individual collector who owns the work, followed by the city in which the work is housed (unless the institution title already includes the city).
- Follow this initial entry with the name of the website and the date of access.
- Pay special attention to the reliability of the source, i.e., avoid Pinterest and use official websites of museums or universities, instead. In this case, Wikipedia can also be used.
- If the medium, materials and/or size (e.g., daguerreotype, oil on canvas, photograph) are important to the reference, you can include this info at the end of entry. However, it is not required – please consult your instructor.

Examples:

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. Museo Nacional del Prado, www.museodelprado.es/en/the-collection/artwork/the-family-of-carlos-iv/f47898fc-aa1c-48f6-a779-71759e417e74. Accessed 22 May 2006. Oil on Canvas. 280 cm x 336 cm.

Stieglitz, Alfred. *Lake George*. 1923. San Francisco Museum of Modern Art, San Francisco, <https://www.sfmoma.org/artwork/52.1803/>. Accessed 13 December 2023. Photograph/ Gelatin Silver Print. 7 5/8 x 9 5/8 in.

7.2 Linguistics

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*⁶ 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.

7.2.1 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 in parentheses, e.g., (Crystal 2012: 21), (Blevins & Blevins 2009: 11).
→ [direct quote] for 1-2 authors: (LastNameA & LastNameB [year]: [page]).
- If your source has more than two authors, abbreviate by giving the first author followed by "et al." (= *et alii*, lat. *and others*).
→ [direct quote] for 3+ authors: (LastNameA et al. [year]: [page]).
- If you mention the author of a source in a sentence, only place the year of publication and the relevant page number in parenthesis, e.g.,
 - As pointed out by Crystal (2008: 21), "...".
→ LastNameA and LastNameB claims ... ([year]: [page]).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.
- If you use more than one source from the same author(s) that were published in the same year, refer to them in both in-text citation and list of references as

⁶ <https://www.linguisticsociety.org/resource/unified-style-sheet>

a and *b*, e.g., (Langacker 2008a: 45) and (Langacker 2008b: 60). Assign *a* and *b* in the order of appearance in your text.

- If you do not quote an author directly, but instead paraphrase or summarise a source (that is, if you use an indirect quote), use “cf.” in front of the author.
 - [indirect quote] for 1-2 authors: (cf. LastNameA & LastNameB [year]: [page])
 - [indirect quote] for 3+ authors: (cf. LastNameA et al. [year]: [page])
- 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]

→ You can ask yourself the following questions to find the correct citation format:

1. Am I quoting directly or indirectly?

↳ directly

↳ use double quotation marks + the source in brackets

→ “these are the exact words of the original publication” ([author] [year]: [page]).

↳ indirectly

↳ paraphrase in your own words + put “cf.” in front of your source in brackets

→ Here, I am using my own words to present someone’s ideas (cf. [author] [year]: [page]).

7.2.2 Reference List

- 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 one author published more than one publication within the same year, distinguish between them in both in-text citation and reference list by adding *a* and *b* (etc.) to the publication year “YYYYa” and “YYYYb”. Otherwise, your reader cannot know which of the two publications you are referring to in your text.

- If your source was also published electronically,
 - insert the relevant DOI or link after stating the publisher (DOI/Link).
 - If available, precede DOI with "https://doi.org/", 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**

The following instructions apply to all references to names in your reference list and will be referred to as "[AUTHOR]" in the following sub-chapters.

- Names are usually provided in the regular order of *first name* (FirstName) followed by the abbreviated *middle name* (MN.) and *last name* (LastName).
 - FirstNameA MN.A LastNameA (for author A)
- Only for the first author who is mentioned in your reference list entry, the order is reversed, i.e., you first mention the last name, followed by the first and middle name. This is because the first author's last name is always mentioned in the in-text citation, the reader uses this name to find the publication in the list of references. All other names are provided in the regular order.
 - LastNameA, FirstNameA MN.A & FirstNameB MN.B LastNameB
- If there are multiple authors, all but the last author are separated with a comma, the last name is separated with an ampersand.
 - LastNameA, FirstNameA MN.A, FirstNameB MN.B LastNameB, FirstNameC MN.C LastNameC[, ...] & FirstNameZ MN.Z LastNameZ
- If a last name includes *von/van/de/etc.* in lower case, followed by a space, it is moved to the end of the author's name in your reference list and is, therefore, not mentioned in the in-text citation either.

→ reference list: Houten, Milhouse van. YYYY. ...

in-text citation: (Houten YYYY: [page])

- No additional information such as academic titles or professions are provided.
- Names are always provided in the same order as presented in the publication (not sorted alphabetically).
- Editors are provided in the same manner as authors, but you indicate their role by adding “(ed.)” for one editor or “(eds.)” for multiple editors after the names

This can be summarised in the following templates:

[AUTHOR]:

- at the beginning of the entry
 - LastnameA, FirstnameA MN.A, FirstnameB MN.B. LastnameB, FirstnameC MN.C. LastnameC[, ...] & FirstnameZ MN.Z. LastnameZ
→ Houten, Milhouse van, 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*, Xth 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*, Xth 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*, 2nd edn. Cambridge: CUP.
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), Xth 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), Xth 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 a comma.

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*, Xth edn. YYYY. PlaceA & PlaceB: Publisher.

ABBREVIATION. *Name of the Dictionary*, Xth 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 has been 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 for Comparison of Citation Styles

In the following table, you will find the same source referred to in both citation styles for the most common publication types. Remember, these are just different conventions to point to the same type of publication.

Type of Source	Literature/Cultural Studies	Linguistics
Book - one author	Warren, Paul. <i>Introducing Psycholinguistics</i> . Cambridge UP, 2012.	Warren, Paul. 2012. <i>Introducing psycholinguistics</i> . Cambridge: CUP.
Book - two authors	Deleuze, Gilles, and Félix Guattari. <i>A Thousand Plateaus: Capitalism and Schizophrenia</i> . Translated by Brian Massumi, U of Minnesota P, 1987.	Deleuze, Gilles, & Félix Guattari. 1987. <i>A thousand plateaus: Capitalism and schizophrenia</i> . Minneapolis, MN: University of Minnesota Press.
Book - three or more authors	Gilman, Sander, et al. <i>Hysteria beyond Freud</i> . U of California P, 1993.	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.
Edited book - one editor	Hickey, Raymond, editor. <i>Varieties of English in Writing: The Written Word as Linguistic Evidence</i> . John Benjamins, 2010.	Hickey, Raymond (ed.). 2010. <i>Varieties of English in writing: The written word as linguistic evidence</i> . Amsterdam: John Benjamins.
Edited book - two editors	Castle, Mort, and Sam Weller, editors. <i>Shadow Show: All-New Stories in Celebration of Ray Bradbury</i> . William Morrow, 2012.	Castle, Mort & Sam Weller (eds.). 2012. <i>Shadow show: All-new stories in celebration of Ray Bradbury</i> . New York: William Morrow.
Edited book - three or more editors	Chomsky, Noam, et al., editors. <i>Language and Mind: An Introduction to the Philosophy of Language and Cognitive Science</i> . Cambridge UP, 2006.	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.

Type of Source	Literature/Cultural Studies	Linguistics
Contribution in an anthology/edited book	Gordon, Elizabeth. "Describing and Complaining: Written Evidence of Early New Zealand English Pronunciation." <i>Varieties of English in Writing: The Written Word as Linguistic Evidence</i> , edited by Raymond Hickey, John Benjamins, 2010, pp. 349-364.	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.
An introduction	Romaine, Suzanne. Introduction. <i>1776-1997</i> , edited by Romaine, Cambridge U P, 1999, pp. 1-56.	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.
Journal article	Green, James Aaron. "'Aren't you Maria?': The Uncanny and the Gothic in Silent Hill 2." <i>Gothic Studies</i> , vol. 23, no. 1, 2021, pp. 1-20. https://doi.org/10.3366/gothic.2021.0075 . Accessed 22 June 2023.	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. https://doi.org/10.3366/gothic.2021.0075 (22 June, 2023).
Page on a website	Hickey, Raymond. <i>Studying Varieties of English</i> , 2015, https://www.uni-due.de/SVE/ , Accessed 14 June 2015.	Hickey, Raymond. <i>Studying varieties of English</i> , 2015, https://www.uni-due.de/SVE/ (14 June, 2015).
Thesis	Wilson, Peggy Lynn. <i>Pedagogical Practices in the Teaching of English Language in Secondary Public Schools in Parker County</i> . Dissertation, University of Maryland, 2011. UMI, 2012. AAT 3191783.	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.

Table 2: Comparison of Citation Styles