

Formalities for course papers and theses in English linguistics

1. STRUCTURE OF THE PAPER (BASIC STRUCTURE):

- **Cover page** (see exemplary template on homepage)
- **Table of contents** (with page number, list each (sub)chapter)
- **Introduction** (Introduction to the topic, aim of work)
- **Background chapter** (relevant concepts/theories, research to date)
- **Main part** (detailed examination of the actual question, e.g. own study)
- **Discussion** (relate own findings to previous research/theories)
- **Concluding remarks** (brief summary of results, outlook)
- **Bibliography** (full bibliographical references of the literature mentioned in the text)
- **Appendix** (if useful)
- **Plagiarism declaration** (sign!)

2. LAYOUT OF THE PAPER:

- printed on one side
- Margins: about 2,5-3cm; the left edge can be slightly larger than the right one
- Line spacing:
 - Continuous text: 1,5;
 - Footnotes, Bibliography: 1,0
- Font size: 12pt
- Page numbers (bottom, centered) on every page except title page + plagiarism declaration

3. SOURCE REFERENCES IN THE TEXT

- Format at the end of a textual reference or paraphrase in your own words:
(Last name Year), e.g. **(Alexiadou 2002)**
- Electronic sources without author: Online source title and – if available – year
- Page number required for literal citations or for very close textual allegations
(see point 4. and also example on Formal sheet Plagiarism rules (IfLA)) !
- If possible integrated in the text flow, then as Last name (Year),
e.g. According to **Zerbian (2016)** ... or **Altmann & Kabak (2011)** describe...
- complete bibliographic listings only in the bibliography
- Sources not as footnotes!

4. LITERAL QUOTES:

- should be used very sparingly, better are paraphrases in own words (see point 3. top);
concrete example see *Formal sheet Plagiarism rules (IfLA)* on our homepage
- always include page numbers;
Format: in the **text flow Last name (Year:Page)** or after the citation (Last name Year:Page)
e.g. **Fischer (2004:490)** points out that “ ...CITATION...”.
or “ ...CITATION...” **(Fischer 2004:490)**.
- Punctuation, spelling, highlighted portions of the cited text must be taken without changes.
- Integrate up to three lines of length into the text and mark them there with quotation marks
- Citations that are longer than three lines are written in close lines and set off (without quotation marks, but definitely still with a reference that includes page numbers).
- Own additions that are relevant for the understanding are put in square brackets.
- If unimportant parts of a citation are omitted, an abbreviation must be inserted,
e.g.: [...]. The meaning of the statement cannot be changed by such omissions.

5. BIBLIOGRAPHY:

- most important: Uniformity! (there are different conventions)
- always alphabetically sorted by last name of (first) authors
- for reference works (e.g., dictionaries) the title applies
- in case of several works of a (first) author: chronological, but single publications before jointly authored literature (see example Zerbian below)
- in case of several works of a (first) author from one year: alphabetically by title (with declaration 'a' or 'b' after the year)
- First names: alternatively also possible as initial only (consistency is key)
- Highlight title of publication medium in italics (book/journal title)
- Sort online sources alphabetically with (no separate list)

Formatting examples for different types of sources:

- **Monograph** (self-authored book):
Alexiadou, Artemis. 2002. *Theoretical Approaches to Universals*. Amsterdam: John Benjamins.
- **Article in a journal**:
Fischer, Silke. 2004. Optimal Binding. *Natural Language & Linguistic Theory* 22, 481-526.
- **Chapter in anthology** (1 author):
Zerbian, Sabine. 2016. "Intonation in Sotho-Tswana". In: Laura J. Downing & Annie Riailand (eds.), *Intonation in African Tone Languages*. Berlin: Mouton de Gruyter, 393-433.
- **Chapter in anthology** (2 authors):
Altmann, Heidi & Baris Kabak. 2011. "Second language phonology". In: Bert Botma, Nancy C. Kula & Kuniya Nasukawa (eds.), *The Continuum Companion to Phonology*. London: Continuum, 298-319.
- **Webpage**:
Ministerium für Kultus, Jugend und Sport Baden Württemberg (2016). Bildungsplan Grundschule Englisch. Available at <http://www.bildungsplaene-bw.de/,Lde/LS/BP2016BW/ALLG/GS/E> [last access 27.05.2019].
- **Lexicon/Dictionary**:
Dictionary of Contemporary English. 1995. München: Langenscheidt-Longman.

6. COMPLETION TIME AND LENGTH:

- Seminar paper:
Dates and length depending on agreement with lecturer in the relevant seminar
- Thesis:
according to the PO, the exam should show "that the person to be examined is able to work independently on a task [...] according to scientific methods within a given period of time and to present the results appropriately"

Study program (Status 04.06.2019)	PO	ECTS	Completion time	Length (in pages)
B.A. <i>Lehramt Englisch</i>	2015, 2022	6	4 months	ca. 30
B.A. <i>Anglistik</i>	2018	12	4 months	ca. 50
M.Ed. <i>Englisch Lehramt</i>	2017,2022	15	6 months	ca. 60
<i>Lehramt Gymnasium</i>	GymPO	20	4 months	ca. 70
M.A. <i>EASEL</i>	2020	27	6 months	ca. 80
B.A. <i>Linguistik</i>	2016	12	3 months	ca. 40
M.Sc. <i>WiWi Lehramt</i> (HOH)	2016	18	3 months	ca. 65
M.A. <i>Digital Humanities</i>	2015	30	6 months	ca. 80
M.A. <i>Sprachtheorie/-vergleich</i>	2016	30	6 months	ca. 80