Friedrich-Alexander-Universität Erlangen-Nürnberg
Department of English and American Studies

Unified style sheet for papers and theses in English linguistics – Extended version

Table of contents

1 The structure

A term paper in linguistics consists of the following sections (in this order):

- Title page
- Table of contents
- Introduction
- Main body
    - Theoretical background
    - Methodology
    - Analysis/results
- Conclusion
- References
- Appendices (if required)
- A signed affidavit

The introduction provides a clear and concise statement of your topic and the contents of your paper. Present the aim and research questions of your paper clearly. The reader should have a rough idea what the body of the paper is about. Typically, you lead into the topic and introduce it clearly. You introduce the linguistic phenomenon you are investigating and provide one or more examples. You list the research questions and corresponding hypotheses, provide general information about the methodology, and finally, you give an overview of what you are going to discuss per section.

The expected main body may vary, but in general it needs to include the following three sections: 1) the theoretical embedding or an overview of the existing literature, that is: what has been found out before? 2) a methodology section, in which you explain specifically how you will be going about answering your research question, and 3) your analysis in which you present and discuss the results of your study.

The conclusion should summarize the main point and findings of the study. The reader should know what they would learn if they read the entire paper, in other words: Provide all the spoilers. You may also discuss the implications of your study, and the limitations/directions for further work.

1.1 Page layout and fonts

Set the page size on **A4**, the text-margins to **3cm** for all margins (left, right, top, and bottom). Include page numbers in the footer (right bottom of the page), starting on the first page of the actual work, i.e., after the table of contents.

Indent the first line of every new paragraph 0.5cm, except for the first paragraph after headings, tables, and figures. Use 1.5 line spacing throughout, except for in footnotes, indented quotes, and figure & table captions, in which you will use single line spacing (1.0).

Use Times New Roman 12pt, Liberation Serif 12pt, or Computer Modern 10pt.

Use **bold** for headings and sparingly for emphasis.

Use *italics* only for words, phrases, and sentences that are treated as linguistic examples, non-English expressions, and technical terms at first mention.

1.2 Title page

Friedrich-Alexander-Universität Erlangen-Nürnberg
Department of English and American Studies
[Winter or summer semester and year]
[Lecturer's name]
[Course title]
12 pt; single spacing; left aligned

Clear and concise title of your term paper
14 pt; 1.5 spacing; bold; justified; 3cm indent

[First and last name]
[Address]
[E-mail address]
[Student registration number]
[Degree program, subject combination, semester]
[Submission date]
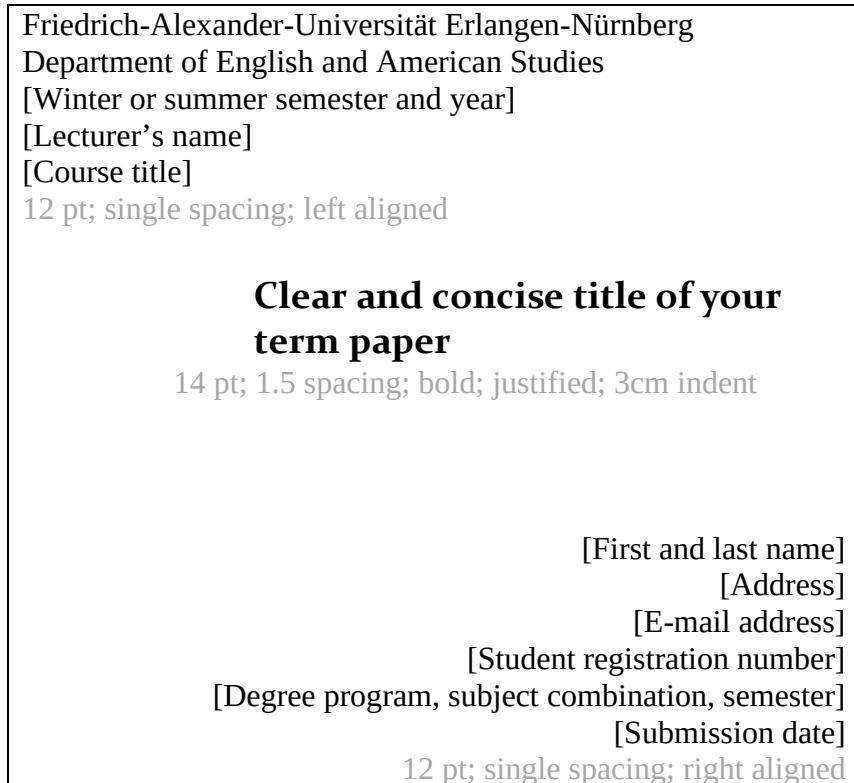12 pt; single spacing; right aligned

Figure 1: Title page layout

The title should state, as concisely as possible, the topic of the term paper. It does not typically take the form of a full sentence or a question. Choose the title carefully; it delimits exactly what you need to address in your term paper and what not.

On the title page, you report your title, the information relevant to identify the course for which you write the term paper, and your information. The layout of the title page is exemplified in Figure 1.

1.3   Headings

The text is divided sections and subsections with numbered headings. Do not go beyond a section depth of three levels.

Headings are not indented and separated from the text by one empty line (not by a page break!). Use the same font and size but put all headings in bold print. Use sentence capitalization in headings (only the first word is capitalized). For all headings in the file, use the following numbering system:

1 Heading section
1.1 Heading subsection level 1
1.1.1 Heading subsection level 2
References

Do not include the table of contents or the signed affidavit in the table of contents, although they do get an unnumbered header in the document. The references section and any appendices are not numbered either, but they are included in the table of contents.

1.4   Tables and figures

Tables and figures are numbered consecutively throughout the paper. Make sure that the figures and tables fit within the page margins.

Captions must be added and all tables and figures have to be referred to in the running text. Table captions appear above the table; figure captions appear below the figure. Use a 10pt font and single line spacing for captions.

Tables and figures have to be referred to in the running-text. Refer to figures and tables as Figure 1, Table 1, etc.

Any text in tables and figures should be left-aligned without indentation. Fonts may additionally be Arial, Helvetica, or Calibri. Any numbers may be right-aligned and should be represented as numbers (not letters). All text and numbers must be clearly readable.

1.5 Linguistic examples

Number examples consecutively throughout your paper. Examples are indented (0.5cm) and separated from the text by one empty line. Include references for corpus examples and other linguistic examples (e.g., from the web). Include the abbreviated corpus name, the file ID (if available), or the most precise URL in case of web examples. Any other meta-information about the example is put in brackets after the example. For highlighting key-words-in-context in examples, use bolding.

(1)   *This is a corpus example.* (ICE-CA, academicW2A-0.19)

(2)   *This is a web example.* (https://www.fau.de/, retrieved March 21st, 2025)

Non-English examples are presented with the example in the original language in italics, followed by word-for-word glosses that are correctly aligned to the original, and with an idiomatic translation in single quotation marks.

(3)   *Hier ist ein   Beispielsatz.*
      here is an   example.sentence
      'This is an example sentence.'

A longer example from transcribed data contains a title after the number, followed by relevant meta-information. Transcription conventions vary by the purpose of analysis. Choose a consistent set of transcription conventions and include these as an Appendix.

(4)   "Complement clause at issue" (Thompson 2002: 132)
         (Three people are talking about a photo collage on the wall.)
         TERRY: *I think **it's cool.***
         ABBIE: *it i=s cool.*
         MAUREEN: *it i=s great.*

1.6 Footnotes

Use footnotes sparingly. Do **not** use them for references, only for side remarks that are important but would disrupt the flow of the text. Footnotes are numbered consecutively throughout the paper. The footnote is placed either directly after the relevant word[1] or after the final punctuation of the relevant sentence without a space.[2] The text in the footnote is size 10 and single-spaced. Do not use endnotes.

2 Spelling and orthographic conventions

2.1 Spelling

Set the document language to English before you start writing. Use either British or American orthography. Be consistent!

2.2 Orthographic conventions

Full sentences are followed by a period; this includes captions and examples. If an example or caption is not a complete sentence, it is not followed by a period.

Abbreviations are spelled out on first mention and introduced in parentheses: the International Corpus of English (ICE).

When writing out numbers, spell out full numbers (integers) up to and including twenty, except in page numbers, tables, figures, or ranges in which only the lower number is twenty or lower. Use the comma as a separator for thousands, and the period for decimals (2,000 vs. 2.5).

Other important punctuation conventions are summarized in Table 1.

Table 1: Orthographic conventions

Orthography	Use	Example
single quotation marks	translation of non-English words	*cogito* 'I think'
	glosses of word meaning	*fomo* 'fear of missing out'
double quotation (Anglophone-style upper quote marks)	direct quotations in the running text	We said, "use them like this".
scare quotes	Don't use them.	

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[1] Footnote directly after the word.
[2] Footnote after final punctuation.

square brackets	for brackets within parentheses	(brackets within parentheses [square brackets])
en-dashes	page ranges and any other ranges	20–30-year-olds
em-dashes	insertions	— like this.
Oxford comma	before and in lists of three or more items	British, Nigerian, and Australian English

2.3 Style

The writing style should be analytical, clear, and concise. While the actual reader might be your lecturer, the implied reader is a well-informed academic peer group. Write accordingly.

Make sure the text is well-structured, coherent, and focusses on the issue at hand.

3 In-text citation

Use in-text citations of the format (author year: page numbers), both for direct quotes and paraphrased citations. Do **not** use footnotes. An example would be (Goldberg 2006: 177). **Always** cite your sources when you use other people's ideas and/or words in your paper. **Be precise** in the placement of the citation to avoid plagiarism or attributing ideas or words to the wrong people.

Note that when the author's name is omitted from the citation when is mentioned in the running text:

- Abbot-Smith and Behrens (2006) have argued …

For direct quotes, when the author is mentioned as part of the running text, the source information immediately follows the closing quotation marks. The name of the author is then omitted from the citation itself:

- According to Irvine & Gal, the semiotic process of erasure "renders some persons or activities (or sociolinguistic phenomena) invisible" (2000: 38).

When the author is not mentioned as part of the running text, the source information immediately follows a direct quote.

- The English passive alternation has been referred to as "one of the most active grammatical changes taking place in English" (Weiner & Labov 1983: 43).

3.1 Page numbers

When referring to a work in its entirety, page numbers may be omitted. Otherwise, always include the relevant page number or a page number range, for example (Goldberg 2006: 168–178). If the source does not include page numbers, include whichever information is most useful to identify the relevant passage within the larger source, for example time stamps or subheadings.

3.2 Multiple authors or multiple works

Use an ampersand (&) for citation of works by two authors. Example: (Bauman & Briggs 2003: 125). If there are four or more authors, give only the first author's name, followed by "et al.":

- (Touvron et al. 2023)

When citing multiple authors in one in-line reference, separate their works by a semicolon and order them chronologically:

- As has been pointed out in the sociolinguistic literature (Lavandera 1978; Dines 1980; Buchstaller 2009; Pichler 2010), variation at the discourse-pragmatic level is difficult to operationalize in fully accountable terms.

When citing multiple works by the same author, use the author's name once only and give the year of publication for each source, separated by a comma:

- This study uses the method of multi-dimensional analysis (Biber 1989, 1995, 2014).

When citing two or more works by the same author(s) published in the same year, use lowercase alphabetical indices to differentiate between these, using "a" for the work first mentioned in the text of the paper, "b" for the next work, and so on.

- *BE going to* is comparatively more frequent in spoken than in written English (Mair 1997a) and in informal rather than formal registers (Mair 1997b).

3.3 Using quotations and paraphrases

Avoid long quotes and do not string together a sequence of quotes — your readers are interested in how you assess the ideas of others, and in your own arguments. Any quotes and paraphrases should be introduced and contextualized. Direct quotations have to be reproduced to the letter and omissions are marked by […]. Typographical errors are not corrected, but are followed by [*sic!*] to indicate that the error occurred.

It is imperative that you clearly indicate where your reference begins and where it ends. If a whole paragraph is an extended paraphrase, it is **not** sufficient to add a citation in the end, because this will only identify the last sentence as a paragraph! For each sentence, it has to be clear whether it is your own idea, or someone else's.

Pay very close attention to the academic credibility of sources. Online sources often do not adhere to basic academic quality standards and you should be very careful in considering them. Do not use online sources if you cannot guarantee reliability. You may evaluate this by considering the background of the author of the online source; does this person have the relevant qualifications, or is the website produced and hosted by a well-established and renowned institute?

Avoid indirect quotations and only use texts that you have read yourself. It is only permissible to do so if a source is permanently unavailable – for example, the book is banned, or has been out of print for decades. The mere fact that it is not available online or in the university's library is not sufficient reason.

4 References

Every paper contains a section entitled "References" (not "Bibliography" or "List of sources", etc.) immediately following the body of the paper itself. This section is not numbered, but it is listed in the table of contents. The conventions for the references

section follows the Unified Style Sheet for Linguistics. It is advised to use a reference system to manage your references, for example Zotero (https://www.zotero.org/, accessed March 21st, 2025), for which the relevant style is available (e.g., https://www.zotero.org/styles?q=unified, accessed March 21st, 2025).

The references contain **all sources** used in the running text and captions of the paper, and only these sources. Do not treat primary and secondary sources differently. Important:

- References are justified as well but **hanging indents** are used, i.e., if an entry is longer than one line, the second and subsequent lines are indented (0.5cm). The first line is flushed left, i.e., not indented.
- The entries are alphabetically ordered in ascending order by the (first) author's last name. Publications by the same author are ordered chronologically. Joint publications follow single-authored publications by the same first author.
- References with more than one author or editor have reversed order of first and last name for all subsequent authors/editors: the first author is listed as Last name, First name; the second as First name Last Name.
- Avoid abbreviations in general. This entails the following:
  - Use full names (first and last name);
  - include the names of all authors and editors, even if there are more than four;
  - use the full name of journals; and
  - use the full name of publishers.

The exceptions are:
  - use (ed.) for a single editor and (eds.) for multiple editors,
  - when you cite a thesis, the type of thesis may be abbreviated, see Section 4.4,
  - when you cite from conference proceedings that include an acronym for the meeting or society's name.

4.1 Books

References to entire books follow the following format:

Last name, first name. Year. *Book title*. Place of publication: Publisher.

> Last name, first name. Year. *Book title* [Series Information]. Place of publication: Publisher.

For edited volumes, include the names of all editors as if they were authors, followed by "(ed.)" in case of a single editor or "(eds.)" in case of several editors. If there are multiple editions or volume, the used edition or volume is specified.

Books are regularly published as part of a series. In that case, the book series information is given between brackets, directly following the book title. The title of the book series has title casing (i.e., content words are capitalized).

Croft, William & David Alan Cruse. 2004. *Cognitive linguistics* (Cambridge Textbooks in Linguistics). Cambridge: Cambridge University Press.

Dąbrowska, Ewa & Dagmar Divjak (eds.). 2015. *Handbook of cognitive linguistics* (Handbücher zur Sprach- und Kommunikationswissenschaft [HSK] 39). Berlin: De Gruyter Mouton.

Kiparsky, Paul & Gilbert Youmans (eds.). 1989. *Phonetics and phonology*, vol. 1: *Rhythm and meter*. San Diego: Academic Press

Mair, Christian. 2022. *English linguistics: An introduction* (Narr Bachelor-wissen.de). 4th edition. Tübingen: Narr Francke Attempto.

Sommerer, Lotte. 2018. *Article emergence in Old English: A constructionalist perspective* (Topics in English Linguistics 99). Berlin: De Gruyter Mouton.

4.2 Journal articles

Journal articles follow the following format:

> Last name, First name. Year. Article title. *Journal Title Number*(Issue), page number range.

Pay attention that the journal title is in italics and has title casing (just like book series), while the article title is not in italics and has sentence casing.

Some journals have no issues, only numbers (also called volumes). In that case, only mention the volume number.

Some online journals do not have a traditional volume structure with consecutively numbered pages. In such cases, the article itself usually includes information about how to appropriately cite it. Use this information as given and, if possible, include a URL, preferably in the form of a DOI to the paper itself. If URLs provide issues with the alignment, insert a "no width optional break" where you want a line break within the URL.

Abbot-Smith, Kirsten & Heike Behrens. 2006. How known constructions influence the acquisition of other constructions: The German passive and future constructions. *Cognitive Science 30*(6), 995–1026.

Biber, Douglas. 2012. Register as a predictor of linguistic variation. *Corpus Linguistics & Linguistic Theory 8*(1), 9–37.

Herring, Susan. 2007. A faceted classification scheme for computer-mediated discourse. *Language@Internet 4,* 1. https://scholarworks.iu.edu/journals/index.php/li/article/view/37562.

Hinrichs, Lars. 2015. Review article on Jan Blommaert, Ethnography, superdiversity and linguistic landscapes: Chronicles of complexity, 2013. *Journal of Sociolinguistics 19*(2), 260–265.

Uhrig, Peter. 2020. Multimodal research in linguistics. *Zeitschrift für Anglistik und Amerikanistik 68*(4), 345–349.

Szmrecsanyi, Benedikt, Jason Grafmiller & Laura Rosseel. 2019. Variation-based distance and similarity modeling: A case study in World Englishes. *Frontiers in Artificial Intelligence 2*(23). https://doi.org/10.3389/frai.2019.00023.

4.3   Contributions in edited volumes and proceedings

References to contributions in edited volumes and proceedings, and the like follow the following format:

> Last name, First name. Year. Article title. In First name Last name (ed.), *Volume title.* Place of publication: Publisher, page number range.

> Last name, First name. Year. Article title. In First name Last name (ed.), *Proceedings Title.* Place of publication: Publisher, page number range.

Note that book titles follow sentence capitalization, but conference proceedings have, like journals, title casing.

Information about the larger publication is always given in its entirety, even if you cite other contributions or the entire work. Information may be omitted from the entry only if a publication actually does not include this.

Derczynski, Leon, Alan Ritter, Sam Clark & Kalina Bontcheva. 2013. Twitter part-of-speech tagging for all: Overcoming sparse and noisy data. *Proceedings of the International Conference on Recent Advances in Natural Language Processing,* 198–206.

Faraclas, Nicholas. 2013. Nigerian Pidgin. In Susanne Michaelis, Philippe Maurer, Martin Haspelmath & Magnus Huber (eds.), *The survey of pidgin and creole languages: English-based and Dutch-based languages,* vol. 1. Oxford: Oxford University Press, 176–183.

Gardner, Sheena. 2008. Integrating ethnographic, multidimensional, corpus linguistic and systemic functional approaches to genre description: An illustration through university history and engineering assignments. In Erich Steiner & Stella Neumann (eds.), *Proceedings of the 19th European Systemic Functional Linguistics Conference and Workshop*. Saarbrücken: Universität des Saarlandes.

Zehentner, Eva & Elizabeth Traugott. 2020. Constructional networks and the development of benefactive ditransitives in English. In Lotte Sommerer & Elena Smirnova (eds.), *Nodes and networks in diachronic construction grammar.* Amsterdam: John Benjamins, 167–212.

4.4 Theses

References to theses follow the following format:

Last name, First name. Year. *Thesis title*. Degree awarding institute: Type of thesis.

Brozovsky, Erica. 2016. *Jim and Uncle Remus: Stereotypicity versus authenticity in representations of blackness in the Gilded Age*. The University of Texas at Austin: M.A. thesis.

Garley, Matthew. 2012. *Crossing the lexicon: Anglicisms in the German hip hop community*. University of Illinois: Ph.D. dissertation.

4.5 Newspaper articles

References to newspaper articles follow the following format:

Last name, First name. Year. Article title. *Newspaper Title,* date of publication, page number range. URL.

The citation is very similar to journal articles. If there is no author known, use the newspaper title in the author field as well (yes, this means that this information is represented twice). Include the URL if the article has an online version.

Computer Weekly News. 2022. Patent issued for techniques for generating natural language text customized to linguistic preferences of a user (USPTO 11501088). *Computer Weekly News*, December 7th, 2022, 6803. https://link.gale.com/apps/doc/A728841591/ITOF?u=freiburg&sid=ebsco&xid=53c56045.

Li Sui, Gwee. 2016. Politics and the Singlish language. *The New York Times*, May 14th, 2016.

Nestruck, J. Kelly. 2022. Why aren't surtitles being used in more Canadian theatre? Invented in Toronto, these projected translations could make performances accessible to linguistic minorities. *Globe & Mail*, October 22nd, 2022, R10.

4.6 Websites, blogs, and other online material

Ideally, online material should be associated with an individual author or group of authors just like any source. Where this is not possible, e.g. because the material is an

anonymously posted entry to a larger website, choose an appropriate identifier in place of an author's name. Be, however, very careful with that kind of material — you will have to verify the reliability of such sources in another way.

If the date at which the content was created is clear, include it after the author's name. Otherwise, indicate "n.d." instead of precise date information. The title of the source itself is followed by a URL as well as an indication of when the material was last accessed.

4.7   Linguistic corpora

References to linguistic corpora follow the following format:

Last name, First name. Year. *Corpus Title.* URL (Date of access).

Any corpora used or mentioned in a paper are included in the references, with a web address where available and the date that you last accessed it. Corpora should be listed under the name of the compiler where possible. Titles of corpora are capitalized and italicized. If there is no source information for the corpus itself, the manual for the corpus may be cited.

If a corpus is compiled over multiple years, a range may be provided for the year. If it is still being compiled, the starting day plus an en-dash are provided in the year-field.

Davies, Mark. 2008–. *The Corpus of Contemporary American English.* https://www. englishcorpora.org/coca (accessed March 21st, 2015).

Huber, Magnus, Magnus Nissel, Patrick Maiwald & Bianca Widlitzki. 2012. *The Old Bailey Corpus.* https://www.clarin.eu/showcase/old-bailey-corpus-20-1720-1913 (accessed March 21st, 2015).

4.8   Software including AI

References to software follow the following format:

Last name, First name. Year. *Software*, version number. Place of publication: Publisher.

> Last name, First name. Year. *Software*. Place of publication: Publisher. URL (Date of access).

Note that software often comes with explicit instructions about how to cite it. Some software, such as Python, explicitly asks authors to cite the reference manual. Follow these instructions, but make sure that you follow the style sheet in the order and format of this information.

If you refer to downloadable software, provide the version and/or a URL for the repository the software can be downloaded from and the data of access. If you refer to non-downloadable software, you must include the URL and the date of access.

At times, instead of an individual author, a corporation or a collective entity may be listed as author. The place of publication and the publisher, or the institute at which it is published, is not always known. In those cases, you may leave out this information.

OpenAI. 2025. *ChatGPT* (version GPT-4-o-mini). OpenAI. https://chat.openai.com (accessed March 21st, 2025).

R Core Team. 2023. *R: A language and environment for statistical computing,* version 4.3.3. Vienna: R Foundation for Statistical Computing. https://www.R-project-org/.

Solt, Frederick & Yue Hu. 2018. *dotwhisker: Dot-and-whisker plots of regression results.* https://CRAN.R-project.org/package=dotwhisker (accessed February 16th, 2023).

Touvron, Hugo, Thibaut Lavril, Gautier Izacard, Xavier Martinet, Marie-Anne Lachaux, Timothée Lacroix, Baptiste Rozière, Naman Goyal, Eric Hambro, Faisal Azhar, Aurelien Rodriguez, Armand Joulin, Edouard Grave & Guillaume Lample. 2023. *LLaMA: Open and Efficient Foundation Language Models.* Meta AI. https://doi.org/10.48550/arXiv.2302.13971.

Van Rossum, Guido & Fred L. Drake. 2009. *Python 3 reference manual.* Scotts Valley: CreateSpace.

5 Appendices

Any appendices are positioned after the references section and are included in the table of contents (un-numbered). Note that different types of material should be put into separate numbered appendices.

Materials typically given in an appendix include additional examples, graphs, figures, and tables, transcription conventions, coding guidelines, complex classification schemes, prompts, summary statistics, model output, questionnaires, etc.

6   Affidavit

By signing the affidavit and attaching it to your paper, you declare that you made **a clear distinction between your own ideas and those of others** throughout your paper. Any words or ideas from others have to be properly attributed. The use of artificial intelligence is only allowed with specific prior authorization and with careful and proper sourcing and documentation. If you violate this code of practice, you are guilty of plagiarism and your paper will automatically receive a fail grade. **A single passage in your text is enough to constitute such an offence**.

The exact text and format of the affidavit can be found in Figure 2.

Affidavit

I hereby truthfully declare that

1) I wrote the submitted paper **independently** and without illicit assistance;

2) I did not use any materials other than those listed in the references and that all passages taken from these sources in full or in part have been marked as such and their origin has been cited individually in the text stating the version (edition and year of publication), the volume and page of the cited work, and in the case of Internet sources stating the complete URL and the date of access;

3) all use of Artificial Intelligence tools was carried out within the boundaries of the regulations set by the department (or, for assessments thatspecifically ask you to use AI tools, within the boundaries set up by the assessment brief). All such AI use is documented in the submitted paper;

4) I have listed all institutions, software, and persons that supported me in the preparation and production of the paper;

5) I have not submitted the paper to any other institution and that it has never been used for other purposes, neither in full nor in part.

I am aware that any violation of this declaration constitutes an act of willful deception and will result in a fail grade (nicht bestanden) and potential sanctions under §17 ABMStPO/Phil.

....
Place   Date   Signature

Figure 2: Text of the affidavit