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

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

1   The structure

Page layout and fonts

- A4

- 3cm margins

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

- *Italics* for linguistic examples, technical terms, and non-English expressions; **bold** for emphasis

- New paragraph: 0.5cm indentation, not for first paragraphs

- 1.5 line spacing

- Page numbers: right bottom of the page, after table of contents
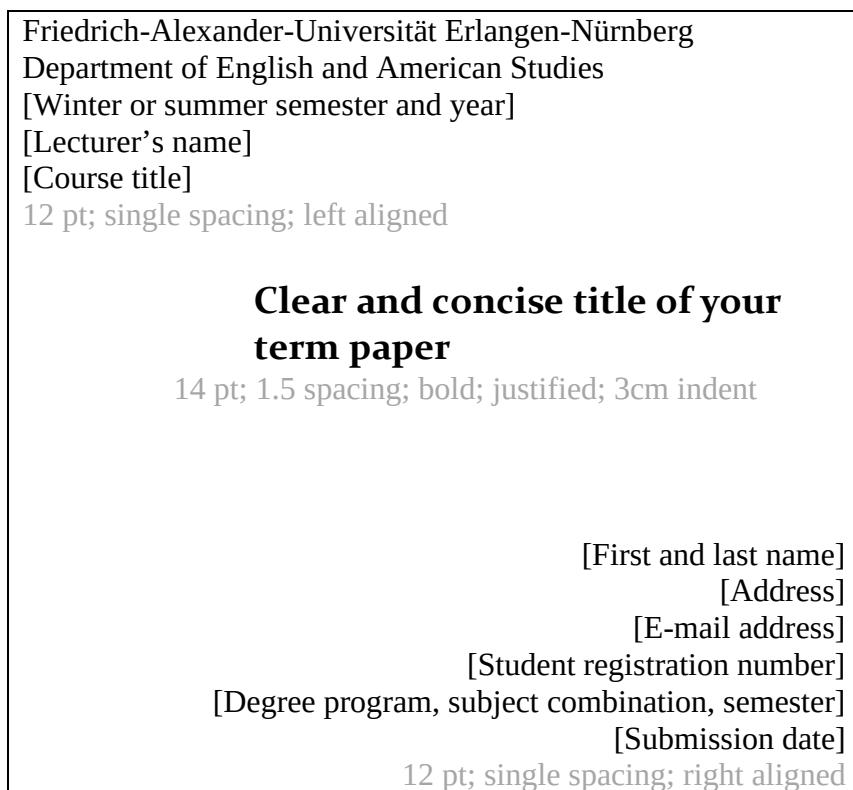
Title page

Follow the format presented in Figure 1.

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

Headings

Left flush, no capitalization, 12pt bold face. Use the following numbering system:

1 Heading section

1.1 Heading subsection level 1

1.1.1 Heading subsection level 2

References

Appendix

Tables and figures

- Tables & figures numbered consecutively

- Left aligned, no indentation

- Captions below the figures, above tables.

- Captions have the same font & font size as running-text but single spacing.

Linguistic examples

- Examples numbered consecutively

- Indented (0.5cm) and separated from the text by one empty line

- Cite the source

- Non-English examples are glossed and translated

- Longer examples contain a title and relevant meta-information.

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

(2)   *Hier ist ein   Beispielsatz.*

     here   is   an   example.sentence

     'This is an example sentence.'

(3)   "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.*

Footnotes

- Footnotes numbered consecutively

- Size 10, single spaced

2   Spelling and orthographic conventions

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

Spell out abbreviations on first mention & introduce in parenthesis. Further important punctuation conventions are summarized in Table 1.

Table 1: Orthographic conventions

Orthography	Use
single quotation marks	translation of non-English words or glosses of word meaning
double quotation	direct quotations in the running text
square brackets	for brackets within parentheses
en-dashes	page ranges and any other ranges
em-dashes	insertions
Oxford comma	before and in lists of three or more items

3   In-text citation

- Use format (author year: page number), e.g., (Goldberg 2006: 177)
- Author's name is omitted from the citation if in running text, e.g., Abbot-Smith and Behrens (2006)
- Do **not** use footnotes
- Only omit page numbers when the work is referred in its entirety

Multiple authors or multiple works

- Two authors: use ampersand (Bauman & Briggs 2003: 125)
- Four or more authors: First author's last name followed by et al. (Touvron et al. 2023)
- Multiple citations separated by semicolon, chronological ordering (Lavandera 1978; Dines 1980; Buchstaller 2009; Pichler 2010)
- Multiple works by the same author: separate years by comma (Biber 1989, 1995, 2014); if multiple from the same year use indices a, b, c, etc. (Mair 1997a, b)

Using quotations and paraphrases

- Avoid long quotes, mark omissions […] and typographical errors[*sic!*].
- Clearly indicate where your reference begins and where it ends.

- Pay very close attention to the academic credibility of sources.
- Avoid indirect quotations and only use texts that you have read yourself.

4   References

Every paper contains a section entitled "References". The conventions for the references section follow the Unified Style Sheet for Linguistics. 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.

- Justify with hanging indents
- Alphabetically ordered (ascending) by last name; then, if needed, chronological ordering.
- 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. The exceptions are:
  - use (ed.) for a single editor and (eds.) for multiple editors,
  - when citing a thesis, the type of thesis may be abbreviated, see Section **Error! Reference source not found.**,
  - when you cite from conference proceedings that include an acronym for the meeting or society's name.

For the full guide see the extended style sheet. Table 2 presents the most frequent formats.

Table 2: Format of references

Books	Last name, First name. Year. *Book title*. Place of publication: Publisher.
In series	Last name, First name. Year. *Book title* [Series Information]. Place of publication: Publisher.
edited volume	Last name, First name (ed.). Year. *Book title*. Place of publication: Publisher.
Multiple authors	Last name, First name & First name Last Name (eds.). Year. *Book title*. Place of publication: Publisher.
Journal article	Last name, First name. Year. Article title. *Journal Title Number*(Issue), page number range.

Contributions in edited volumes	Last name, First name. Year. Article title. In First name Last name (ed.), *Volume title.* Place of publication: Publisher, page number range.
Contributions in edited volumes proceedings	Last name, First name. Year. Article title. In First name Last name (ed.), *Proceedings Title.* Place of publication: Publisher, page number range
Theses	Last name, first name. Year. *Thesis title*. Degree awarding institute: Type of thesis.
Corpora	Last name, First name. Year. *Corpus Title.* URL (Date of access).
Software (incl. AI)	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).

5   Appendices

Any appendices follow the references. Different types of material should be put into separate numbered appendices.

6   Affidavit

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