ENGLISH LINGUISTICS STYLE SHEET
Short Version

1. GENERAL INFORMATION

The references and conventions presented below are identical to the general stylesheet from the English Department, but focus on Linguistic sources and includes additional references specific to the Linguistic courses.

2. REFERENCES
The sections below contain the information a student of English Linguistics needs to know to incorporate sources into their essays and reference them properly.

2.1 Citations & quotations

The proper citing of a work, includes two pieces of information:

1. The in-text citation (in the body of the paper)

> One might argue that "[t]he question 'Why do we use language?' seems hardly to require an answer." (Crystal 1987: 10)

2. Bibliographic reference (in your reference list at the end of the paper)

> Crystal, David (1987). *The Cambridge Encyclopedia of Language*. Cambridge: CUP.

In the text, the details of the literature referred to are not indicated in full and are NOT indicated in a footnote. Instead, three pieces of information are given in brackets after the relevant passage: **(Author's surname Year of publication: Relevant page/s)**, e.g. (Channel 1988: 83-85). If an author's name is part of the running text, integrate it in a suitable way, e.g.:

> As Channel (1988: 83) points out, there is still much to learn about how vocabulary is learned in a second language.

Use initials or first names in the running text only when you need to distinguish two or more authors with identical last names.

Citations of books or articles by more than one author take the form (Fischer & Drescher 1996: 854) or (Jucker, Fritz & Lebsanft 1999: 38). Reprint editions are cited as follows: (Bloom & Gumperz 1986 [1972]: 66).

When using e-books, always try to find the version including page numbers. If only a version without page numbers is available (and no hard copy of the book is available in the library), provide the section or chapter number in the in-text citation.

2.2 Format of bibliographic references

Your research paper must include a reference list at the end. All references should be listed in alphabetic order.

2.2.1. Books

Template: for books:
Name, first name, ed./Hg. (year). *Title in Italics*. Series. Edition. Place: Publisher.

Ex.:

Görlach, Manfred (1974/1994). *Einführung in die englische Sprachgeschichte*. UTB 383. 3rd rev. ed.
Heidelberg: Quelle & Meyer.

With two or three authors:

McNally, Louise, and Christopher Kennedy. (2008). *Adjectives and Adverbs: Syntax, Semantics, and
Discourse*. Oxford: OUP.

The second (and third) authors are listed with first name first and last name second.

More than three authors:

Quirk, Randolph, et al. (1985). *A Comprehensive Grammar of the English Language.* London:
Longman.
[With a book with more than three authors, then name the first author and then et al. (= and
others)].

2.2.2. Journal Articles

Template for journal articles:
Name, first name (year). "Title of article in double quotation marks". *Journal Title in Italics* volume
number.Issue number: Pages [from-to].

Ex.:
Corder, S. Pit (1971). "Idiosyncratic Dialects and Error Analysis". *IRAL* 9.1: 147-160.

2.2.3. Edited Volumes

Template for edited volume:
Name, first name, ed(s). (year). *Book Title in Italics*. Publisher: Place of publication.

Ex.:
Cameron, Lynne, and Graham Low, eds. (1999). *Researching and applying metaphor*. Cambridge:
CUP.
NB: you usually do not quote the edited volume but the article in the edited volume (see section 4)

2.2.4. Article in an edited volume

Template for article in an edited volume:
Name, first name (year). "Title of article in double quotation marks". In: first name last name, ed(s).
Book Title in Italics. Publisher: Place of publication. pages [from – to].

Ex.:
Campbell, Robin, and Roger Wales (1970). "The Study of Language Acquisition". In: John Lyons, ed.
New Horizons in Linguistics. London: Penguin. 242-260.

2.2.5. Two publications from the same author in the same year:

Minsky, Jan. (1988a). *English consonants*. Cambridge: CUP.
Minsky, Jan. (1988b). *English vowels*. Cambridge: CUP.
*NB: the in-text reference (parenthetical note) would also include the a or b, i.e. (Minsky 1988a) or
(Minsky 1988b).*

2.2.6. Corpora

Corpus compilers usually indicate how they want a corpus to be cited in the handbook published with the corpus or on their webpage, like, for example, *The Corpus of Contemporary American English:*

Davies, Mark. (2008-) *The Corpus of Contemporary American English (COCA): 560 million words, 1990-present*. Available online at https://www.english-corpora.org/coca/.Short citations

If no official guidelines are available, try to provide as many details as possible, as in the following example:

Louvain Corpus of Native English Essays (LOCNESS). n.d. Centre for English Corpus Linguistics, Université Catholique de Louvain. http://www.fltr.ucl.ac.be/fltr/germ/etan/cecl/Cecl-Projects/Icle/locness1.htm (20 April 2009).

In general, for in-text citations or referring to corpora in the text of your paper, use their established abbreviations. In the case of *the Corpus of Contemporary American English* that would be COCA. Make sure that the first time you refer to the corpus, you spell out the full name in a footnote or in the text.

2.2.7. Internet

For obvious reasons, you should treat much information from the internet with caution. To reference sources available on the WWW, follow the nearest equivalent format for print sources, plus URL and date of access. When citing internet sources in the running text for which no author is available (cf. section 3.3), use exactly the same wording in the end-of-text references, i.e. the title of the web page, e.g. *Adslogans* (2013) or, if no title is available, the web page's URL. These are then put in place of the author. If there is no publication date available, use 'n.d.' in its place.

A Corpus of English Dialogues 1560-1760. 2006. Uppsala: Uppsala University. http://www.engelska.uu.se/Research/English_Language/Research_Areas/Electronic_Resource_Projects/A_Corpus_of_English_Dialogues/ (7 Oct. 2013).
Adslogans. 2013. "Slogan of the year 2012". http://www.adslogans.co.uk/site/pages/slogan-of-the-year.php (7 Oct. 2013).
Council of Europe. 2001. *Common European framework of reference for languages*. http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf (7 Oct. 2013).

2.2.8. Unpublished works:

Course handouts

Semino, Elena (1997). "Language, Style and Context." Unpublished course handout. Summer term 1997. Department of Linguistics and English Language: University of Lancaster.

Lectures

Bonesi, Elena (2011). "The Representation of the 1656-57 Plague in Rome and Naples." Paper presented at "The Language of Illness and Pain. Identity, Communication and the Clinical Encounter" (2-3 July 2011). Birkbeck College, University of London.

Unpublished dissertations and theses

Unger, Johann W. (2009). "The discursive construction of Scots". PhD thesis, Department of Linguistics and English Language, Lancaster University.

2.2.9. Textual data

If you are using published (or unpublished) texts for your data analysis, e.g. newspaper articles, speech transcripts, books, etc., whether individually or collectively (as a corpus), you should include details on these texts in the "References", too. Use the same style of representation as above, i.e. if you are analyzing a book, see 2.2.1, if you are using an article, see 2.2.2, if you are using WWW sources, see 2.2.7.

However, make sure you separate the entries for these texts from those that you use as sources. This can be done either by having a separate section called "Data" or by having a subsection of "References" called "Data". Note that linguistics does not distinguish between secondary and primary literature, but between sources (included in "References") and data (included in "Data").

For example:

References
Archer, Dawn**,** Andrew Wilson & Paul Rayson (2002). "Introduction to the USAS category system." University Centre for Computer Corpus Research on Language: Lancaster University. [Online] http://ucrel.lancs. ac.uk/ usas/usas%20guide.pdf (20 March 2012).
Bauer, Laurie (1983). *English Word-formation*. Cambridge: CUP.
   […]

Data
Behe, Michael (1996). *Darwin's Blackbox. The Biochemical Challenge to Evolution*. New York: The Free Press.
Behe, Michael J., William A. Dembski & Stephen C. Meyer, eds. (2000). S*cience and Evidence for Design in the Universe (Proceedings of the Wethersfield Institute)*. Ft. Collins, CO: Ignatius Press.
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