

Institut für Anglistik und Amerikanistik
der Universität Wien

**STYLE SHEET
FOR PAPERS
IN
LINGUISTICS**

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1. Introduction

The purpose of these notes is to give you clear instructions on how to lay out a paper written as part of a linguistics course in this department. They will inform you about the formal requirements of such a paper, especially with regard to sections, quotations, and references. For your convenience, the format adopted for these notes reflects the one required for your paper (cf. e.g. the format of the headings, text or footnotes).

Apart from the formal criteria, there are a number of additional aspects of academic writing you should consider when writing papers in linguistics. You should try to write in a readable and accessible style, and make sure that your arguments are expressed coherently and concisely. Additional information on various aspects of academic writing is available in several books in the library (shelf mark SUY-65) and also for example on the following websites: www.uefap.co.uk (see also “Links” section), <http://owl.english.purdue.edu/>.

2. Preliminaries

2.1. Basic features

You should use **A4** paper and print on one side only. Make sure your page has sensible margins. About **2 to 3 cm** is an acceptable average for both the left and right margins.¹ To make the paper easier to read, use a line spacing of **1.5** (as used in this text). However, footnotes,² long quotations and the references should be single spaced. With the exception of tables, the main body of the text should be **left justified** or **fully justified**. Choose a common, legible font type e.g. **Arial**, **Times New Roman** (the font used here), font size **12** (for the body text). Finally, all pages should be **consecutively numbered**, beginning with the page which carries the introduction (i.e. not counting the title page or the table of contents page). The sections of the paper should be arranged in the following order: **title page**, **table of contents**, **main text**, **references**, **appendix** (if applicable).

Your paper may follow British or American English spelling and grammar conventions. However, once you have made your choice, be consistent. If your word-processor has a spell-checker, set it for either British or American English, and use it.

The length of your paper will normally be prescribed by the lecturer. Use the word-count on your computer to check that your paper is neither too long nor too short, and that the various

¹ For BA/MA/diploma theses and dissertations: remember to use double-page print-outs and to leave a 2.5 - 3 cm margin on the left/right for binding. Concerning the layout of the title page and further guidelines, refer to the ‘Leitfaden’ of the SSC of the Faculty of Philological and Cultural Sciences (<http://ssc-philkultur.univie.ac.at/>).

² Please use a 10 point font for footnotes.

sections are of appropriate lengths. If you use a word-processor, there should be no need for corrections by hand. If you do discover any errors after printing, correct them neatly in ink.

2.2. Title page

The title page should contain basic information about the (pro)seminar (title of the course, semester (e.g. WS 2008/09) and name of lecturer) as well as your name, your 'Matrikelnummer', your complete 'Studienkennzahlen' and your 'Studienplan'. The title of the paper is usually printed in a large font size (30-36) and may be fully centred (see e.g. the title page of these notes).

2.3. Table of contents

This page should carry the title 'Table of contents' at the top. Leave a few lines and then begin to list the contents: section titles on the left, the pages on which the sections begin on the right (see the Table of contents page of these notes for an example). The references and any appendices should also be included in the table of contents.

3. Features of the actual paper

3.1. Paragraphing

On the whole, the rule 'one idea, one paragraph' is worth sticking to. However, avoid very short paragraphs, especially those containing only one sentence. There are two methods of indicating that a new paragraph has begun. Either the first line of a new paragraph is indented (about one tab mark should do). Note that paragraphs beginning new sections or following quotations, examples or tables are not indented.

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Or the indentation is omitted; instead, the spacing after a paragraph should be **6 pt** larger than normal:

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3.2. Sectioning

To help organise your work, it is worth dividing it up into explicitly marked sections. This helps to make it obvious for the reader what you are dealing with at any moment in time and gives a very clear overall structure to your work. Sections are numbered, beginning with 1., which is normally the introduction. If you deem it necessary, any section can have sub-sections (e.g. 1.1.) and even sub-sub-sections (e.g. 1.1.1.). However, sub-sections are only useful if you are planning to deal with at least two aspects; i.e. only have a sub-section 1.1. if you are also going to have a sub-section 1.2. .

Each sub-(sub-)section focuses on a specific aspect of the topic indicated by the section title. In titles and headings, you should capitalise only the first letter of the first word and any other words that are normally capitalised in the respective language (e.g. proper nouns). The same applies to the table of contents. For an example of sectioning, look closely at these notes. They have been set out according to the above principles.

3.3. Citations and quotations

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, use this form: Channel (1988: 83) introduced the term...³

Citations of books or articles by more than one author take the form (Fischer & Drescher 1996: 854), (Jucker, Fritz & Lebsanft 1999: 38). When a citation refers to a work consisting of more than one volume, the form (1976, 1: 210) is used. Reprint editions are cited as follows: (Blom & Gumperz [1986]: 66) or, if it is important that the original date of publication is

³ Note that the page numbers given here only pertain to the passage of an article or a book to which reference is actually made; not to the entire work. Avoid global references such as (Chomsky 1965).

included in the text: (Blom & Gumperz 1972 [1986]: 66). Use initials or first names only when you need to distinguish two or more authors with identical last names.

When citing internet sources, the name of the author(s), the year of publication and the page numbers should be indicated. For example, Susanne Reiterer's article published in the online journal *VIEWS* may be cited as follows: (Reiterer 2002: 30). If no author, year of publication and/or page number(s) are available, use the URL followed by the date when you accessed the respective page: (<http://www.engelska.uu.se/corpus.html>, 15 March 2009).

Try to avoid citing titles indirectly via another source containing this citation. If required, these citations take the form (Horn & Lehnert 1954: 694, quoted in [or: referred to in, cited in] Fischer 1998: 39). In this case, **both** sources must be contained in the list of references.

Indirect quotations or paraphrases present the ideas or arguments of an author in your own words. In this case, it is important that you add the source from which you gained the respective information in brackets.

Based on these assumptions, Andersen (2001: 57f.) devised a diachronic model in which the development from lexical item to pragmatic marker is presented as a three-stage process.

OR

In order to account for variable meaning, three different approaches have been suggested – the homonymy or maximalist, the monosemy or minimalist and the polysemy approach (Mosegaard Hansen 1998: 239).

Verbatim (i.e. word-for-word) **quotations** can be integrated in two basic formats: if the quote is quite short (less than approx. 15 words/2 lines), it is included in the main body of the text and enclosed within double quotation marks, e.g.:

In a study of PDE written data, Stenström (1990: 259) notes that “commas in writing are never a sufficient guide to prosodic boundaries”.

If the quote is longer, it is presented as a separate paragraph, with each line indented about 2 cm from the left margin; the line spacing for the quote is single, and the quote is not enclosed in quotation marks, e.g.:

Among other things, Bakhtin (1952-53 [1986]: 95-96) develops the idea of the inherent *dialogicality* of language:

When constructing my utterance, I try to actively determine [the listener's] response. [...] When speaking I always take into account the apperceptive background of the addressee's perception of my speech [...] because all this will determine his active responsive understanding of my utterance.

Thus, Bakhtin describes the mechanism behind a speaker's design of an utterance (including choice of language variety) as a 'dialogue' with a listener's projected responses to the utterance.

All **direct quotations** should follow the original text exactly – in wording, spelling and punctuation. As already shown above, any additions or changes that you make should be indicated by square brackets [] (see e.g. the example below where *this* is, contrary to the original text, spelt with a lowercase <t>). Indicate omissions by ellipsis points in square brackets: [...]. If you should spot mistakes (e.g. typos) in the original text, you may add Latin [sic] in square brackets after the flawed construction in question.

According to Yule (1996: 19), “[t]his assumption may lead us to think that a name or proper noun [...] can only be used to identify one specific person”.

If you use quotations from languages other than English or German in the text, give the quote in the original language first and enclose the translation in square brackets, like in the following example taken from Illés (2001: 76).

Ahlqvist (1994: 31) examining Irish spelling states that

[b]aineann nósanna scríofa an tséimhithe go dlúth le nósanna scríofa na Laidine. Bhí *h* i ndiaidh *c*, *p*, agus *t* nádúrtha go maith, tosca na cairn chonsan sin a bheith coitianta sa Laidin [...] ach ó tharla gan a leithéid de litriú agus *gh*, *bh*, *dh*, agus *mh* a bheith sa teanga sin ar chor ar bith, cloíodh le *b*, *d*, *g*, *m* = /v, ð, ð̃, v/ de réir chóras Laidin na Breataine [the means of writing lenition is closely related to the writing habits of Latin. *H* after *c*, *p*, and *t* was natural enough, on account of those consonant clusters being common in Latin [...] but since spellings like *gh*, *bh*, *dh*, and *mh* happened not to be existent in that language at all, *b*, *d*, *g*, *m* = /v, ð, ð̃, v/ was adhered to, according to the system of British Latin].

During the Middle Irish period, mainly, the insertion of <h> after the consonant gradually became the general means of marking lenition, whereas nasalised consonants in spelling tended to be preceded by their voiced counterparts (and mutational offspring) in accordance with <g> > <ng>.

3.4. Footnotes

Footnotes are **not** used to indicate the source of citations (these are included in the running text – see section 3.3.). Use footnotes only when referring e.g. to further discussions of a topic or to include extra information. Number them consecutively throughout the text, and make sure that all punctuation marks as well as closing parentheses precede note numbers in the text.⁴

3.5. Punctuation, font conventions, abbreviations

Use “double quotation marks” for direct quotations; use ‘single quotation’ marks for ‘qualified’ words or phrases, or for quotations within quotations. Quotation marks go inside punctuation when only part of a sentence or the title of an article/a contribution to a book is quoted (see also section 3.3. or section 6.); unless the punctuation mark is part of the quotation. For example:

The German word *Tisch* means ‘table’, not ‘chair’.
In her article “The semantic status of discourse markers”, Mosegaard Hansen (1998: 235)...
Consequently, the text type drama has been described as “a stereotypically ‘oral’ register” (Biber & Finegan 1997: 260).
In a sentence like “Where is he?”,....

Use *italics* if you cite a word, phrase, or sentence as a linguistic **example** or as the object of discussion; do not use quotation marks for this purpose (note that linguistic examples which are separated from the body of the text have to be numbered and are no longer in italics; see section 3.6). Cited forms in a foreign language should be followed (at least when they first occur) by a gloss in single quotation marks. E.g.:

Lat. *ovis* ‘sheep’, *equus* ‘horse’, and *canis* ‘dog’ are nouns.

If you want to indicate **emphasis**, do this by using language wherever possible, rather than typographic features. If it has to be done typographically, please do not use italics but **bold** type.

Phonetic transcription should be placed between square brackets [] in IPA symbols. Phonemic examples should be placed between slashes / /.

There are two allophones of the English phoneme / l /: [l] and [ɫ].

⁴ For further information on footnotes, see also section 2.1. of this style sheet.

If your computer does not have IPA fonts,⁵ insert special (e.g. phonetic or phonemic) symbols and other special characters in the copy in ink. Make sure you draw diacritics over and under the letters in the exact position they are meant to occupy. If you leave blank space for inserting symbols by hand, it is better to leave more space than required rather than to leave too little.

Orthographic symbols are framed by angle brackets, like in the following example:

The letter <t> was omitted when...

Avoid using too many **abbreviations**; they often pose severe problems for readers not completely familiar with the language of a text. Where more than one abbreviation is acceptable, select one and use it consistently throughout the text. Abbreviations ending in a small letter have a full stop following them (e.g. OFr., Gk., Lat.), those ending in a capital letter do not (e.g. MHG, OCS, OE). Here are some abbreviations which are frequently used in linguistics papers:

- cf. For a more detailed account cf. Cole 1978.
- e.g. Any section can have sub-sections (e.g. 1.1.).
- i.e. Begin your list of references on a new page (i.e. the one after your conclusion).
- sic The latest school job page advertises “a wide range [sic] of 6th form courses”.
- s.v. For *spill the beans* see *Collins Cobuild English Dictionary* (Sinclair 1995: s.v. *bean*).

3.6. **Examples, tables and figures**

All linguistic examples must be consecutively numbered in the text (do not start numbering your examples anew with each new heading or subheading). Unlike linguistic examples in the running text (cf. section 3.5.), these numbered examples are not cited in italics. However, if you refer to them again within your text, do so in *italics*.

86. a. It is raining.

b. etc.

87. The sun is shining.

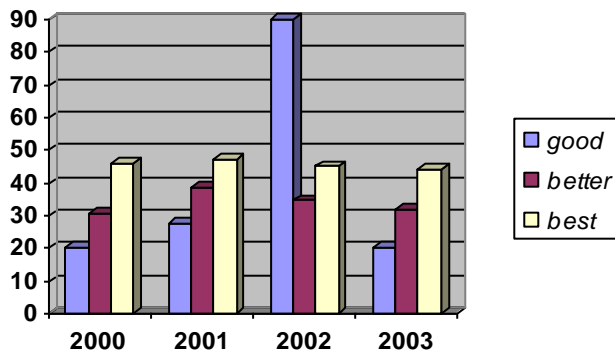
BUT

Considering an example like *the sun is shining*....

⁵ The most common IPA transcription symbols are available in the font type ‘Lucida Sans Unicode’, which is included in current versions of Microsoft Word. Many linguists also use a Unicode IPA font from SIL that is available for free at scripts.sil.org/DoulosSILfont. Note, however, that university computers do not have this font installed; for printing from these computers, you will thus need to use a pdf of your document.

If you include **tables** in your paper, label them ‘**Table**’, and give them an Arabic numeral and a caption (above the table). Other material such as photographs, images, charts, and line-drawings should be labelled ‘**Figure**’ and be properly numbered and captioned as well. Take care to refer to **all** examples, tables and figures in the text!

Figure 1 Distribution of the forms *good*, *better* and *best* in the *New York Times*



3.7. Plagiarism

Plagiarism (i.e. using another person’s ideas or phrasing, and representing them as your own without acknowledging it) is a serious offence. Please respect and obey the academic code of conduct (see also the respective university regulations published under http://www.univie.ac.at/mtbl02/2005_2006/2005_2006_112.pdf). Consult your lecturer in case of doubt.

4. Format of references

The references at the end of the manuscript give full citation details of the literature referred to in the text. Make sure that your list of references comprises all of the books/articles/etc. referred to in the running text of your paper and vice versa! Always begin your list of references on a new page (i.e. the one directly after your conclusion). The references are always ordered alphabetically and chronologically if there is more than one work by the same author. First names should be written out in full, i.e. try to avoid initials. If a reference stretches over more than one line, the second line should be indented as in the examples given below as well as in the list of references (see p. 15ff.).

4.1. Books

You must give five pieces of information: **Author/Editor, Year of publication, Title, Place of publication, and Publisher**. The author's/editor's surname is always the first piece of information and is followed by the author's/editor's first name. Next, the year of publication is indicated (if a work has not been published yet, add 'in press' or 'forthcoming'). The title must be written in *italics* and information on the edition used may be given in brackets after the title. The line spacing is single. Note that titles in languages other than English or German should be translated into the language of the text with the translation following the original title in square brackets.

Author's/Editor's surname, Author's/Editor's first name. (ed. [if applicable]). Year. Title. (edition [if applicable]). Place of publication: Publisher. E.g.:

<p>Aitchison, Jean. 2003. <i>Words in the mind</i>. (3rd edition). Oxford: Blackwell.</p> <p>Ahlqvist, Anders. 1994. "Litriú na Gaeilge [Irish orthography]". In McCone, Kim; McManus, Damian; Ó Háinle, Cathal; Williams, Nicholas; Breatnach, Liam (eds.). <i>Stair na Gaelige. In ómós do Pádraig Ó Fiannachta [The history of Irish. In honour of Pádraig Ó Fiannachta]</i>. Maigh Nuad/Maynooth: Roinn na Sean-Ghaeilge – Coláiste Phádraig, 23-59.</p> <p>Cole, Peter (ed.). 1978. <i>Syntax and semantics 9: pragmatics</i>. New York: Academic Press.</p> <p>Dumas, Bethany. In press. <i>Varieties of American English</i>. Oxford: Blackwell.</p> <p>Mey, Jacob (ed.). 1998. <i>Concise encyclopedia of pragmatics</i>. Amsterdam: Elsevier.</p> <p>Sinclair, John (ed.). 1995. <i>Collins Cobuild English dictionary</i>. (2nd edition). London: HarperCollins.</p> <p>Wardhaugh, Ronald. 1998. <i>An introduction to sociolinguistics</i>. (3rd edition). Oxford: Blackwell.</p>

If there is more than one author/editor, use the order given on the book, which may or may not be alphabetical, and separate them by a semicolon:

**Author's surname, Author's first name; 2nd author's surname, 2nd author's first name].
Year. Title. (edition [if applicable]). Place of publication: Publisher.**
**Editor's surname, Editor's first name; 2nd editor's surname, 2nd editor's first name].
(eds.). Year. Title. (edition [if applicable]). Place of publication: Publisher. E.g.:**

Brazil, David; Coulthard, Malcolm; Johns, Catherine. 1980. *Discourse intonation and language teaching*. London: Longman.

Cameron, Lynne; Low, Graham (eds.). 1999. *Researching and applying metaphor*. Cambridge: Cambridge University Press.

Culpeper, Jonathan; Kytö, Merja. Forthcoming. *Speech in writing: explorations in Early Modern English dialogues*. Cambridge: Cambridge University Press.

Nevalainen, Terttu; Raumolin-Brunberg, Helena (eds.). 1996. *Sociolinguistics and language history. Studies based on the Corpus of Early English Correspondence*. Amsterdam: Rodopi.⁶

Jucker, Andreas H.; Fritz, Gerd; Lebsanft, Franz (eds.). 1999. *Historical dialogue analysis*. Amsterdam: Benjamins.

If someone published more than one work in one year, order the books alphabetically according to title and add a letter to the year, starting with 'a'.⁷ E.g.:

Minsky, Jan. 1988a. *English consonants*. Cambridge: Cambridge University Press.

Minsky, Jan. 1988b. *English vowels*. Cambridge: Cambridge University Press.

MA and PhD theses are referred to as follows:

Edmondson, Willis. 1979. "A model for the analysis of spoken discourse". PhD thesis, Ruhr-University, Bochum.

Gudenus, Teresa. 1999. "Australian teen-agers' attitudes towards American, Australian and British English". MA thesis, University of Vienna.

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

Special cases include, for example, books which were translated, which were published posthumously (e.g. Austin), as well as books for which it may be important to indicate the date of first publication followed by the date of the edition used [in square brackets]:

Austin, John L. 1975. *How to do things with words*. (2nd edition, ed. by J. O. Urmson and Marina Sbisa). Cambridge, MA: Harvard University Press.

Bakhtin, Mikhail. 1963 [1984]. *Problems of Dostoevsky's poetics*. (ed. and transl. by Caryl Emerson). Minneapolis: University of Minnesota Press.

Blom, Jan-Petter; Gumperz, John J. 1972 [1986]. "Social meaning in linguistic structure: code-switching in Norway". In Gumperz, John J.; Hymes, Dell (eds.). *Directions in sociolinguistics: the ethnography of communication*. New York: Holt, Rinehart and Winston, 35-71.

Wittgenstein, Ludwig. 1953. *Philosophische Untersuchungen / Philosophical investigations*. (transl. by G. E. M. Anscombe). New York: Macmillan.

⁶ Note that when a published source which would normally be written in italics (e.g. a corpus) is mentioned in the title, it is not written in italics in this particular case.

⁷ In this case, you should cite these references accordingly in the text, i.e. as (Minsky 1998a) and (Minsky 1988b).

4.2. Articles

4.2.1. Articles in journals (including reviews)

List the following information in the following order:

Author's surname, author's first name[; 2nd author's surname, 2nd author's first name].

Year. "Title". *Journal/Periodical* Volume number(Issue number), Page/s.

For example:

- Aijmer, Karin. 2003. "Review of Andersen, Gisle. 2001. *Pragmatic markers and sociolinguistic variation*. Amsterdam: Benjamins". *Functions of Language* 10(1), 143-146.
- Fischer, Kerstin; Drescher, Martina. 1996. "Methods for the description of discourse particles: contrastive analysis". *Language Sciences* 18(3-4), 853-861.
- Fromkin, Victoria. 1971. "The non-anomalous nature of anomalous utterances". *Language* 47, 27-52.
- Hirschberg, Julia; Litman, Diane. 1993. "Empirical studies on the disambiguation of cue phrases". *Computational Linguistics* 19(3), 501-530.
- Nation, Paul. 1993a. "Predicting the context of texts". *The TESOLANZ Journal* 1, 37-46.
- Nation, Paul. 1993b. "Using dictionaries to estimate vocabulary size: essential, but rarely followed, procedures". *Language Testing* 10, 27-40.
- Reiterer, Susanne. 2002. "The neurocognition of second language acquisition: the influence of proficiency level on cortical brain activation patterns". *VIEWS* 11(1&2), 27-52. http://www.univie.at/Anglistik/ang_new/online_papers/views/Views11b.pdf (15 January 2003).

4.2.2. Articles/chapters in books

List the following information in the following manner:

Author's surname, author's first name[; 2nd author's surname, 2nd author's first name].

Year. "Title". In Editor's surname, editor's first name[; 2nd editor's surname, 2nd editor's first name]. (ed/s.). *Book Title*. [Volume – if applicable]. Place of publication: Publisher, Page/s.

For example:

- Channel, Joanna. 1988. "Psycholinguistic considerations in the study of L2 vocabulary acquisition". In Carter, Ronald; McCarthy, Michael (eds.). *Vocabulary and language teaching*. London: Longman, 83-96.
- Frege, Gottlob. 1952. "On sense and reference". In Geach, Peter T.; Black, Max (eds.). *Translations from the philosophical writings of Gottlob Frege*. Oxford: Blackwell, 56-78.
- Hartman, James W. 1985. "Guide to pronunciation". In Cassidy, Frederic G. (ed.). *DARE: Dictionary of American Regional English. Vol. 1: A-C*. Cambridge, MA: Belknap Press of Harvard University Press, xli-lxi.
- Kehler, Andrew. 2004. "Discourse coherence". In Horn, Laurence R.; Ward, Gregory (eds.). *The handbook of pragmatics*. Malden, MA: Blackwell, 241-265.
- Nevalainen, Terttu; Raumolin-Brunberg, Helena. 2000. "The changing role of London on the linguistic map of Tudor and Stuart English". In Kastovsky, Dieter; Mettinger, Arthur (eds.). *The history of English in a social context. A contribution to historical sociolinguistics*. Berlin: Mouton de Gruyter, 279-337.

4.2.3. Articles in newspapers and non-scientific sources

List the following information in the following manner:

**Author's surname, author's first name[; 2nd author's surname, 2nd author's first name].
Year. "Title". *Newspaper/Magazine*, Date/Month, Page/s.**

For electronic sources, add the URL and the date of access in brackets. For example:

Allen, Caffilene. 1994. "First they changed my name...: deep in Appalachia, education came with a price". <i>Ms.Magazine</i> , January/February, 9-10. Blount, Roy Jr. 1988. "My, how they kiss and talk". <i>TV Guide</i> , 2 July 1988, 26-29. Cooper, Helen; Cowell, Alan. 2009. "Obama sets new tone for European allies". <i>New York Times Electronic Edition</i> , 3 April 2009, http://www.nytimes.com/2009/04/04/world/europe/04nato.html?_r=1&hp (5 April 2009). Hodge, Tom. 1984. "East Tennesseans speak Appalachian". <i>New York Times</i> , 11 Jan. 1984, 41.

4.3. Corpora

Corpus compilers usually indicate in the handbook published with a corpus or on their webpage how they want the corpus to be cited, like, for example, the *Parsed Corpus of Early English Correspondence* (see the folder 'corpus_description' distributed with the corpus). In general, cite corpora by their established abbreviations.

Citation:

Please cite the corpus in the appropriate version as follows:

Parsed Corpus of Early English Correspondence, parsed version. 2006. Annotated by Ann Taylor, Arja Nurmi, Anthony Warner, Susan Pintzuk, and Terttu Nevalainen. Compiled by the CEEC Project Team. York: University of York and Helsinki: University of Helsinki. Distributed through the Oxford Text Archive.

Parsed Corpus of Early English Correspondence, tagged version. 2006. Annotated by Arja Nurmi, Ann Taylor, Anthony Warner, Susan Pintzuk, and Terttu Nevalainen. Compiled by the CEEC Project Team. York: University of York and Helsinki: University of Helsinki. Distributed through the Oxford Text Archive.

Parsed Corpus of Early English Correspondence, text version. 2006. Compiled by Terttu Nevalainen, Helena Raumolin-Brunberg, Jukka Keränen, Minna Nevala, Arja Nurmi and Minna Palander-Collin, with additional annotation by Ann Taylor. Helsinki: University of Helsinki and York: University of York. Distributed through the Oxford Text Archive.

For short reference in text, please cite any version of the corpus by the abbreviation PCEEC.

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

<i>Louvain corpus of Native English Essays</i> (LOCNESS). 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).

4.4. Internet and electronic resources

Bibliographic listings of electronic sources follow the format for print sources and are included in the alphabetic list of references. The basic formats for citing electronic sources are:

Author's surname, author's first name[; 2nd author's surname, 2nd author's first name]. Publication date [if applicable]. "Title of document". In editor's surname, editor's first name[; 2nd editor's surname, 2nd editor's first name] (eds.). *Title of complete work or site* [if applicable]. Version or File number [if applicable]. (Edition or revision [if applicable]). Place of publication: Publisher, Page/s [if any]. Access path (date of access).

4.4.1. The World Wide Web (WWW)

For obvious reasons, you should treat information from the WWW with caution. To cite files available on the WWW, follow the basic format given above. As mentioned in section 3.3, when citing WWW sources for which no author, year of publication and/or page number(s) are available in the running text, you should use the URL followed by the date when you accessed the respective page: (<http://www.engelska.uu.se/corpus.html>, 15 March 2009).

For example:

<p>Burka, Lauren P. 1993. "A hypertext history of multi-user dimensions". <i>MUD history</i>. http://www.utopia.com/talent/lpb/muddex/essay (2 Aug. 1996).</p> <p>Cooper, Helen; Cowell, Alan. 2009. "Obama sets new tone for European allies". <i>New York Times Electronic Edition</i>, 3 April 2009, http://www.nytimes.com/2009/04/04/world/europe/04nato.html?_r=1&hp (5 April 2009).</p> <p>Macafee, Caroline. 1996. "The case for Scots in the 2001 census". http://www.abdn.ac.uk/~enl038/case.htm (17 Feb. 2008).</p> <p>"Research project. A Corpus of English Dialogues 1560-1760". 2006. Uppsala: Uppsala University. http://www.engelska.uu.se/corpus.html (23 Sep. 2008).</p> <p>"Couric stumps Palin with supreme court question". http://www.youtube.com/watch?v=0rXmuhWrlj4 (28 April 2009).</p>
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4.4.2. Online and electronic reference sources

Reference sources in electronic format (e.g. dictionaries on CD-ROM) or online editions should be cited as follows. You may provide any previous print publication information (e.g. the print version of the *Handbook of pragmatics* was published in Amsterdam by Benjamins).

<p>Lenk, Uta. 2005. "Discourse markers". In Östman, Jan-Ola; Verschueren, Jef (eds.). <i>Handbook of pragmatics online</i>. Amsterdam: Benjamins. www.benjamins.com/online/hop (17 June 2006).</p> <p><i>The Oxford English dictionary. Online edition</i>. Oxford: Oxford University Press. www.oed.com (20 March 2009).</p> <p><i>The Oxford English dictionary computer file: on compact disc</i>. 1992. (2nd edition). Oxford: Oxford University Press.</p>

4.4.3. Software

Other electronic resources include software/computer programmes which you may use in linguistic analyses. For example:

Boersma, Paul; Weenik, David. 2007. "Praat: doing phonetics by computer". Version 5.1.04. <http://www.praat.org/> (5 Feb. 2009).
Scott, Mike. 2004-2006. *Oxford WordSmith Tools*. Version 4.0. Oxford: Oxford University Press.

4.5. Miscellaneous

Films may be cited as follows:

American Tongues. 1986. Video. Prod. and dir. by Andrew Kolker and Louis Alvarez. Center for New American Media.

Unpublished conference papers are referred to in the following way:

Preston, Dennis. 2006. "Variation in Language Perception". Paper presented at New Ways of Analyzing Variation (NWAY) 35, The Ohio State University, Columbus, 9-12 Nov. 2006.

5. Conclusion

If you are not sure how a paper for a particular course should be set out or if you have any further questions, **ask the lecturer in charge.**

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