

International Master in Sociolinguistics and Multilingualism

Stylesheet

Guidelines for Writing and
Layouting SoMu Research Papers

Table of Content

1. General Information.....	3
2. Research Resources.....	3
3. Settling on a Topic.....	3
4. Organizing the Paper.....	4
4.1 The Title Page.....	4
4.2 The Table of Contents.....	4
4.3 List of Tables and Figures.....	5
4.4 List of Abbreviations.....	5
4.5 The Introduction.....	5
4.6 The Main Body.....	5
4.7 The Conclusion.....	6
4.8 The References Section.....	6
4.8.1 Books and Articles.....	6
4.8.2 Internet Sources.....	8
4.8.3 Linguistic Corpora.....	8
4.9 Supporting Material.....	9
4.9.1 Appendices.....	9
4.9.2 Notes.....	10
5. Writing Process.....	10
5.1 Paragraphs.....	11
5.2 Technical Matters.....	11
6. Citations and References.....	11
7. Figures and Tables.....	12
8. Layout.....	13
9. Add and Sign the Following Text Passage.....	14
10. The Final Stage.....	14
11. Correction Symbols.....	15
Appendix A: Exam/thesis title page at JGU.....	i
Appendix B: Exam/thesis cover sheet at JGU:.....	ii
Appendix C: MA thesis title page at JGU.....	iii
Appendix D: Lithuanian title page at VMU.....	iv
Appendix E: Title page in English at VMU.....	v

1. General Information

The writing of term papers or MA thesis serves two goals:

- to increase students expertise in some particular substantive area of linguistics;
- to sharpen students' analytic skills in preparation for a professional career requiring academic training, such as finding, selecting and analysing relevant information and convincingly communicating conclusions.

The term paper or thesis serves to show that students are able to understand and critically evaluate linguistic articles, to contrast opposing views, to discuss methodology and results and to scrutinize reported results by means of actual language data.

Your paper will also be judged by such standards as neatness, grammar, and spelling. Papers containing a large number of printing errors, misspellings, formatting errors, etc. will be rejected.

As regards orthography, consult the *Oxford English Dictionary* (OED) for British English and *Webster's Third International Dictionary* for American English.

2. Research Resources

Do **not** quote Wikipedia or sources not subjected to careful editing by linguistic publishers and which do not adhere to the standard procedures of scientific publications. Start out by reading a textbook or general article on your subject.

When looking up technical terms, use reference works. Linguistic encyclopaedias and dictionaries are one type of resource, but learners' dictionaries are not an appropriate source.

3. Settling on a Topic

Students are asked to write a proposal in which they:

- suggest a topic related to the presentation or the seminar;
- propose a title (this title may NOT be identical to the title of the presentation, but you may zoom in on aspects related to the presentation, treat related issues, etc.);

- list the literature you intend to use. The literature chosen for the presentation can be part of the literature used in writing the seminar paper.

4. Organizing the Paper

Term papers should feature the following six parts: a title page, a table of contents, an introduction, a main body, a conclusion and a references section.

4.1 The Title Page

Name of the author, course title, semester, university, and date of submission.

At JGU,

- please use the format provided in Appendix A (term papers) or C (MA theses).
- note that your term papers must be submitted with the Exam Cover Sheet available in Appendix B.

At VMU, please use the format provided in Appendix D

4.2 The Table of Contents

Indicates the structure of the essay and provides the page references for each subsection.

Use the following format to indicate hierarchical relations between different headings:

1. Introduction
 - 1.1 Background
 - 1.2 Hypothesis, aim and scope
 - 1.3 Material and method
 - 1.3.1 Paulus Orosius and King Alfred
 - 1.3.2 Ælfric
 - 1.3.3 The translations
 - 1.3.4 Problems
 - 1.4 The clitic hypothesis
 - 1.4.1 Van Kemenade
 - 1.4.2 Discussion
 - 1.4.3 Conclusion

4.3 List of Tables and Figures

If your study is based on the analysis of linguistic data, it is often best to present your data in tables or in some other schematic form, such as graphs, charts, or diagrams. They should be listed as separate items with page references under the heading of List of Tables as the final item on the Contents page.

4.4 List of Abbreviations

Abbreviations which will be regularly used throughout a research paper should be listed with a key and placed before the first page of the main text. In this connection, the MHRA Style Book (1996: 19) stresses the following:

- Never begin a sentence with an abbreviation.
- The first use of an abbreviation should refer the reader to this list.

4.5 The Introduction

- informs the reader in concise terms what the subject of the paper is;
- summarizes the main insights into linguistic research discussed in the paper;
- describes the structure of your paper.

4.6 The Main Body

It should be logically organized and divided into sections designated by headings and subheadings. It includes all important information, explains its significance and shows whether you are able to view your data critically and to evaluate material in as informed a fashion as possible.

References in the text should be of the form Huddleston & Pullum (2002). For references with more than two authors only the first author's last name is mentioned, e.g. Quirk et al. (1985). For references with page numbers, use e.g. Givón (2002: 71). This indicates that your quotation is on page 71 in a book or article written in 2002 by a linguist called Givón.

4.7 The Conclusion

Sums up the main findings and presents possible conclusions; possibly also indicating further analyses that you think should be done in a follow-up study.

4.8 The References Section

Lists all works directly or indirectly referred to (e.g. Smith 1990: 2 cited in Miller 2006: 23) in the text in alphabetic order. Make sure that all references in the body of the text also appear in your list of works consulted.

4.8.1 Books and Articles

In the main parts of your paper, use short forms, such as Quirk et al. (1985: 33).

In the references section, name all authors:

Quirk, Randolph; Greenbaum, Sidney; Leech, Geoffrey and Jan Svartvik. 1985. *A Comprehensive Grammar of the English Language*. London: Longman.

References should be listed with hanging indent, as shown below. Pay meticulous attention to formatting, capitalization, etc. Titles of books and journals are put in italics, and titles of articles are placed within double quotes. Wherever possible, give the first names of authors and editors.

Use the following style for capitalization, punctuation, and order of elements in references; see *The Chicago Manual of Style*, chapter 16.

Bresnan, Joan. 1979. Bounded context parsability and learnability. Paper presented at the Workshop on Mathematics and Linguistics, Hampshire College, December 1979.
Chomsky, Noam. 1986a. *Barriers*. Cambridge, Mass.: MIT Press.
Chomsky, Noam. 1986b. *Knowledge of language*. New York: Praeger.
Emonds, Joseph. 1970. *Root and structure-preserving transformations*. Doctoral dissertation, MIT, Cambridge, Mass.

- Fraser, Bruce. 1973. On accounting for illocutionary forces. In *A festschrift for Morris Halle*, ed. Stephen R. Anderson and Paul Kiparsky, 287–307. New York: Holt, Rinehart and Winston.
- Freidin, Robert, ed. 1991. *Principles and parameters in comparative grammar*. Cambridge, Mass.: MIT Press.
- Hornstein, Norbert, and Amy Weinberg. 1990. The necessity of LF. *The Linguistic Review* 7:129–167.
- Hualde, José Ignacio. 1987. On Basque affricates. In *Proceedings of the West Coast Conference on Formal Linguistics 6*, 77–89. Stanford Linguistics Association, Stanford University, Stanford, Calif.
- Huang, C.-T. James, and C.-C. Jane Tang. 1989. The local nature of the long-distance reflexive in Chinese. In *Proceedings of NELS 19*, 191–206. GLSA, University of Massachusetts, Amherst.
- Liberman, Mark, and Alan Prince. 1977. Stress and linguistic rhythm. *Linguistic Inquiry* 8:249–336.
- Pullum, Geoffrey K. 1982. Syncategorematicity and English infinitival *to*. *Glossa* 8:109–120.
- Schein, Barry. 1981. Spirantization in Tigrinya. In *MIT working papers in linguistics* 3, 32–42. Department of Linguistics and Philosophy, MIT, Cambridge, Mass.
- Steriade, Donca. 1980. On the derivation of genitival relatives in Romance. Ms., MIT, Cambridge, Mass.
- Zaenen, Annie. 1979. Infinitival complements in Dutch. In *Papers from the Fifteenth Regional Meeting, Chicago Linguistic Society*, 378–389. Chicago Linguistic Society, University of Chicago, Chicago, Ill.
- Bolinger, Dwight (1977) *Meaning and Form*. (English Language Series 11.) London: Longman.
- Hawkins, John A. (2000) “The Relative Order of Prepositional Phrases in English: Going beyond Manner-Place-Time”. *Language Variation and Change* 11: 231–266.
- Huddleston, Rodney and Pullum, Geoffrey K. (2002) *The Cambridge Grammar of the English Language*. Cambridge: Cambridge University Press.
- Jespersen, Otto (1977) *Essentials of English Grammar*. London: George Allen and Unwin.
- Traugott, Elizabeth Closs (2004) “Exaptation and Grammaticalization”. In: Akimoto, Minoji (ed.) *Linguistic Studies Based on Corpora*, 133–156. Tokyo: Hituzi Syobo.

4.8.2 Internet Sources

Before citing scientific sources from the Internet, make sure that:

- the source is only available in the WWW — if it has also been published in print, use the print version;
- sources containing scientific information have undergone the same editing processes as is customary for printed publications. This will, for instance, be the case for most online journals, but not for all manuscripts posted on the web.

In order to cite an internet source, provide the corresponding URL and the date of retrieval:

Wallace, Gregory. “Obamacare’: The word that defined the health care debate”. CNN 25 June 2012. <http://edition.cnn.com/2012/06/25/politics/obamacare-word-debate/> (date of retrieval: 02 July 2012).

4.8.3 Linguistic Corpora

There is no fixed convention of how to cite linguistic corpora in the references. The following list exemplifies common practice:

Primary Sources/Corpora

American National Corpus (ANC) (2006) Second release. Linguistic Data Consortium.
ARCHER (A Representative Corpus of Historical English Registers) Described in Biber, Douglas et al. (1994) “ARCHER and its challenges: Compiling and exploring a Representative Corpus of Historical English Registers.” In: Fries, Udo et al. (eds.) *Creating and Using English Language Corpora. Papers from the Fourteenth International Conference on English Language Research on Computerized Corpora*, Zürich 1993, 1-13. Amsterdam: Rodopi.

Brown ICAME collection of English Language Corpora. Bergen: Norwegian Computing Centre for the Humanities 1961.

British National Corpus (BNC) (1995) BNC Consortium/Oxford University Computing Services.

Early American Fiction (2000) Chadwyck-Healey, Cambridge.

Early English Prose Fiction (1997) Chadwyck-Healey, Cambridge.

Early Twentieth Century Corpus. Selection of British and American writings by authors born between 1870–1896. Source: Project Gutenberg.

Eighteenth-Century Fiction (1996) Chadwyck-Healey, Cambridge.

F-LOB 1990s match of the Lancaster-Oslo-Bergen Corpus (University of Freiburg).

FROWN 1990s match of the BROWN Corpus (University of Freiburg).

Lancaster-Oslo/Bergen (LOB) ICAME collection of English Language Corpora (1961) Bergen: Norwegian Computing Centre for the Humanities.

Late Nineteenth Century Corpus. Selection of British and American writings by authors born between 1830–1869. Source: Project Gutenberg.

Mid Nineteenth Century Corpus. Selection of British and American writings by authors born between 1803–1828. Source: Project Gutenberg.

Nineteenth-Century Fiction 1999–2000 Chadwyck-Healey, Cambridge.

The Daily Mail and the Mail on Sunday on CD-ROM 1993–1997 Chadwyck-Healey, Cambridge.

The Daily Telegraph and Sunday Telegraph on CD-ROM 1991–1994 Chadwyck-Healey, Cambridge.

The Detroit Free Press on CD-ROM 1992–1995 [1992–1993: Dialog OnDisc. Dialog Information Services, Inc.; 1994–1995: Knight-Ridder Information, Inc.].

The Guardian (including *The Observer* 1994–1997) on CD-ROM 1990–1997 Chadwyck-Healey, Cambridge.

The Los Angeles Times on CD-ROM 1992–1995 [1992–1993: Dialog OnDisc. Dialog Information Services, Inc.; 1994–1995: Knight-Ridder Information, Inc.].

The Oxford English Dictionary 2 on CD-ROM 1994. Version 1.13. Oxford: Oxford University Press.

The Times and Sunday Times Compact Disk Edition (1990–1997) Chadwyck-Healey, Cambridge.

The Washington Times (incl. *Insight on the News*) (1990–92) Wayzata Technology.

4.9 Supporting Material

4.9.1 Appendices

Writers of theses are advised to introduce appendices for the material which is not directly relevant to the argumentation in the paper/thesis, such as:

- lists

- statistical data
- questionnaire forms
- copies of documents
- samples of texts under discussion
- transcribed material, etc.

If there are more than one, Appendices are numbered and given a title.

4.9.2 Notes

In a thesis, it is a standard practice to make all notes **endnotes**. As the name implies, endnotes are notes which appear after the text, i.e. they are placed at the end of chapters.

Footnotes appear at the bottom of pages. They are less common now and we suggest avoiding them in your writing. Footnotes, however, can be used in a shorter paper, for example, a term paper. If you have decided to use footnotes, follow these requirements:

- Begin footnotes four lines (two double spaces) below the text.
- Single-space footnotes, but double-space between them.

5. Writing Process

Essays which are shorter or longer than the recommended sizes will not be accepted. Word counts exclude the Contents and References sections.

Length of research papers

The length will vary from course to course.

Length of the MA final thesis:

Approx. 50 pages.

5.1 Paragraphs

Paragraphs over one page in length are usually too long; one-sentence paragraphs are too short. Each paragraph should have a topic sentence and several others that explain or develop that topic.

5.2 Technical Matters

Misspelled words or typographical errors make you appear uneducated, careless, or both. Check for orphans and widows. An orphan is a single line which appears at the bottom of one page, while the rest of the paragraph is on the next page. Avoid widow lines as well, i.e. the last line of a paragraph should not be placed on the next page.

6. Citations and References

Citations are mandatory

- in order to allow the reader to explore the subject further by consulting the works cited and
- to avoid plagiarism.

Using information without acknowledging it is plagiarism. **Plagiarism** is a serious offence that ruins marks or even academic careers.

Whenever the thoughts of others are quoted or paraphrased, the source must be explicitly cited. Use phrases such as “According to Smith (2006: 34) ...”, “Smith (2006: 34f.) argues ...”, “As Huddleston and Pullum (2002) outline ...”, or indicate if you paraphrase a passage rather than quoting verbatim use (cf. Smith 2006: 34ff.). A reference-in-text style is customarily used in linguistics. It provides the author’s name and the year of publication in the text and does not use footnotes for bibliographic references, e.g. Smith (1990: 22). The complete reference is then given in the references section that contains the documentation for all the sources cited.

Short quotations are enclosed in double quotes. Quotations exceeding two lines form a paragraph indented by 1 cm at the left and right margin. They are not enclosed in double quotes, line spacing is 1.2. If you omit parts of the quoted text passage, use three dots without brackets (...) to indicate that something has been omitted. Examples within the

running text are put in italics. Phonetic forms are enclosed in square brackets [], phonemes in slashes / / and morphemes in curly brackets { }. Translations or meanings are given in single quotes.

All additions to quotations not included in the original need to be placed in square brackets [], e.g. “In 1979 he [Givón] published *Syntax and Semantics*”.

Errors contained in the original are marked by [sic], e.g.:

(1) The director says in the programme he despairs of ‘a society that can mercilessly abandon the heroin [sic] of this play’. [*The Daily Mail* 1993].

Examples exceeding a phrase are separated from the running text and consecutively numbered. The number is given in parentheses: (1), (2), etc. Examples have to be indented.

7. Figures and Tables

- Plan your tables and figures so that they will fit onto one page without splitting them apart.
- Tables should not contain too much information; on the other hand, a table having only a few numbers is not justified.
- In the running text tables and figures should be placed as close to the relevant part of the text as possible.
- Tables and figures should be numbered consecutively. The number should be followed by a caption in headline style.
- You can use smaller typeface, e.g. 11-size script, to present your tables.
- Remember that you cannot just present your data in tables – they have to be properly described and analysed.
- It is customary to locate the number and legend above the table and under the figure.
- Reference to tables and figures in the running text is made either directly as part of a sentence, as in: ‘Table 5 below lists various groups of exceptions which have been widely discussed in the literature’, or indirectly, i.e. referring to them in brackets, as in: ‘(see also Table 3 above)’.
- Tables and figures should be put flush left and have an extra line space before and after them.
- Indicating the source of the table if the data in it is based on some previous research

See an example of a table below:

Table 5: Existential *be/būti*: dominant values and the corresponding semantic types of ES in English and Lithuanian

Semantic type of ES	Existential verb <i>BE/BŪTI</i>			Semantic type of ES
English	English	Dominant value of <i>be/būti</i>	Lithuanian	Lithuanian
I. Absolute use of <i>be/būti</i>				
Ontological	+	(1) to exist in life, to live	+	Type 1: Vital
Ontological	+	(2) to have place in the world of fact, to exist	+	Type 2: Ontological
Ontological	+	(3) existential formula there + be	+	Type 4: Pure existence
Ontological	+	(4) to come into existence, come about, happen, occur, take place	+	Type 6: Occurrence of events (emergence)
II. Locative model of existence				
Locative-existential	+	(5) to have or occupy a place	+	Type 3: Locative
(Existential- <i>have</i> device)	--	(6) to have	+	Type 5: Possessive
Locative occurrence	+	(7) occur, take place	+	Type 6: Punctual emergence
Presentative	+	(8) 'appearance on the scene'	+	Type 7: Presentative

8. Layout

- When printing, use one side of the paper only
- 1.5 line spacing and full OR left justification
- Font size corresponding to Times New Roman 12pt

- Margin of 4 cm on the left and at the top, 2 cm on the right and at the bottom
- If you use phonetic symbols, please use a freely available Unicode phonetic font such as Charis SIL or Doulos SIL. They can be downloaded at www.sil.org.
- New paragraphs are indented unless they occur immediately after a headline, indented citation or figure/table.
- Pages starting from the Introduction must be numbered, including the References. Table of Contents and Appendix (if the latter is used at all) are numbered separately in small Roman numbers.

9. Add and Sign the Following Text Passage

The student's statement on plagiarism

I, _____<your name>_____, have read the requirements for research papers in the MA programme Sociolinguistics and Multilingualism. I understand that plagiarism is wrong and that it can take different forms, some direct and some indirect. I also understand that plagiarism in an essay, project or thesis submitted to this programme will result in a greatly reduced mark or rejection of the paper entirely.

10. The Final Stage

It is advisable to put the paper aside for a few days and re-read it later. Looking at it with 'fresh eyes' helps to gain perspective. Use the spell checker (but not the spell checker) and hyphenation programs of your text processor and read the text again carefully before submitting the paper in printed form and **additionally as a doc/docx- or pdf-file** sent per e-mail. Please name the document as follows: surname first name title of term paper.pdf (e.g.: *Mustermann, Mira An Analysis of Do-Support.pdf*).

11. Correction Symbols

The following correction symbols are frequently used to highlight mistakes:

sp	spelling, graphemic error
p	punctuation: missing comma, colon, quotation marks, etc.
	punctuation mistakes can be more severe in case of restrictive relative clauses
m	morphological error
s	mistake related to syntax
MW	missing word
wo	word order
RO	Run-on Sentence
sem	semantics
colloc.	wrong collocation
prep.	wrong choice of preposition
BW	wrong choice of vocabulary/expression; better word is needed
pr OR st	pragmatics: style/register
compr	sentence is not comprehensible

Appendix A: Exam/thesis title page at JGU

Johannes Gutenberg University Mainz
International Master in Sociolinguistics and Multilingualism
Module: <xxx>
Seminar: <xxx>
Instructor: <xxx>



JOHANNES GUTENBERG
UNIVERSITÄT MAINZ

TITEL OF YOUR THESIS / SEMINAR PAPER, E.G.

FINNISH SPEAKERS IN SWEDEN: SUPPORT FOR LANGUAGE USE,
LANGUAGE MAINTENANCE AND EDUCATION

YOUR NAME


Mainz, 00.00.20xx

Your e-mail address
Your student number at JGU

Appendix B: Exam/thesis cover sheet at JGU:

You'll find this as a form to fill in under

www.sneb.uni-mainz.de/files/2014/09/somu-prufungsdeckblatt_engl.pdf

Johannes Gutenberg University Mainz (JGU) Fachbereich 05, Department of English and Linguistics Jakob-Welder-Weg 18, 55128 Mainz	 JOHANNES GUTENBERG UNIVERSITÄT MAINZ
Subject: Sociolinguistics and Multilingualism (SoMu)	
Degree (please tick a box)	
<input type="checkbox"/> B.A. major subject	<input type="checkbox"/> B.A. minor subject
<input type="checkbox"/> B.Ed.	<input type="checkbox"/> M.Ed.
<input type="checkbox"/> M.A.	<input type="checkbox"/> _____ (other)
This written exam is a	
<input type="checkbox"/> module exam	<input type="checkbox"/> course achievement
It is the	
<input type="checkbox"/> first attempt	<input type="checkbox"/> second attempt
It is a/n	
<input type="checkbox"/> exam	<input type="checkbox"/> paper, title: _____
First name: _____	Surname: _____
Address: _____ _____ _____	
Email (JGU account only): _____	
Matriculation number: _____	
Number of semesters in major: _____	
Module number: _____	
Module name: _____	
Course title: _____	
Course instructor: _____	
<input type="checkbox"/> Before taking this examination, I have registered in due form. (please tick the box)	
I have composed this exam/paper independently and have not used any other sources or supplies (incl. electronic media and online sources) than the ones mentioned. I am aware that it is an attempt of deception or a breach of regulations if this statement proves untrue. Sec. 13 para. 2-3 BAPO, sec. 19 para. 5 POLBA, sect. 19 para. 3 and sec. 9 Master PO, sect. 20 para. 3 and 4 BAPO as well as sec. 19 para. 3 and 4 POLBA, sec. 19 para. 3-5 Master PO then apply. I also assure that all information given above are true.	
Date: _____	Signature: _____

Appendix C: MA thesis title page at JGU

Thesis for obtaining the degree of
Master of Arts
submitted at the Faculty of Philosophy and Philology
at Johannes Gutenberg University Mainz

by

Name Surname

born on 00.00.19xx in City

20xx

<Title of Thesis>

Major Subject: International Master in Sociolinguistics and Multilingualism

First supervisor: academic title, <name>

Second supervisor: academic title, <name>

Appendix D: Lithuanian title page at VMU



VYTAUTO DIDŽIOJO UNIVERSITETAS¹
HUMANITARINIŲ MOKSLŲ FAKULTETAS²
LIETUVIŲ KALBOS KATEDRA³

Name Surname⁴

TITLE OF THE MA THESIS IN LITHUANIAN⁵

Magistro baigiamasis darbas⁶

Jungtinė magistro studijų programa „Sociolingvistika ir daugiakalbystė“, valstybinis kodas
628Q10001⁷
Lingvistikos studijų kryptis

Vadovė

8

(parašas) (data)

Apginta doc. dr. Rūta Eidukevičienė

(parašas) (data)

Kaunas, 2015

- 1 Times New Roman, 14 pt., all capital letters
2 Times New Roman, 12 pt., all capital letters
3 Times New Roman, 12 pt., all capital letters
4 Times New Roman, 14 pt.
5 Times New Roman, 14 pt., all caps in bold
6 Times New Roman, 14 pt
7 Times New Roman, 12 pt.
8 Times New Roman, 12 pt.

Appendix E: Title page in English at VMU

**SEMANTIC ANALYSIS OF CONNOTATIONS AND THEIR ROLE IN
INTERPRETING MEANING OF WORDS**

By Jūratė Juraitė

Department of Lithuanian Philology
Vytautas Magnus University
Master of Arts Thesis
Supervisor: Prof. Ineta Dabašinskienė
August 2015