Guidelines for citing and creating your bibliography

This handout summarizes the most important rules regarding citing and referring to literature in an academic paper or thesis submitted in the Linguistics Department. It also includes information on correctly formatting your bibliography according to the *Unified Style Sheet*[1] commonly used in linguistics. Please ask your lecturer whether you should follow the guidelines in this handout or whether s/he has other preferences. In the handout "Guidelines for Writing an Academic Paper" of the Department of Linguistics you will find general information on structuring, formulating, text formatting, and using literature when writing a term paper.

1. Citing

- Whenever possible, paraphrase in your own words rather than quote. Only use direct quotations when necessary. This is the case when
    - the exact formulation as used in the text is relevant.
    - there is no better way to phrase something (e.g. a definition).
- Quotations must have the precise wording of the original text. Word order and spelling must not be changed.
- Quotes must be put in quotation marks, except longer quotes that are indented left and right with single line spacing and in smaller font size.
- The sources of both quotes and paraphrases must be provided in the text.
- In linguistics, the source of your paraphrase or quote must be referenced in the text (some other disciplines use footnotes).
- The reference is put in brackets and contains last name(s) and year, e.g. *(Alexiadou 2014).*[2]
- In case the author's name is semantically a part of your text, only the year is put in brackets, e.g. *As Alexiadou (2014) illustrates...*
- When paraphrasing or quoting, clarify the relation between the cited text and your argumentation by using appropriate formulations, as in *As Alexiadou (2014) shows/asserts/claims*, etc.
- When direct quotes are used, the page or pages must be given, e.g. (*Alexiadou 2014:12*)
- When paraphrasing, pages should be given when referring to a specific part of the text. When you refer to the general idea that is put forth in an article or book, you do not need to specify pages.
- When your source has more than one author, give the names in the order used in the publication. Use the APA (American Psychological Association) style:
    - Two authors: (Müller & Mayer 2012) or Müller & Mayer (2012)
    - Three to five authors: at the first mention give all names, then abbreviate with *et al.*:
        - Mayer, Müller, Bauer, Schmid & Fischer (2012) (first mention)
        - Mayer et al. (2012) (rest of the text)

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[1] See https://www.linguisticsociety.org/resource/unified-style-sheet (06/13/2019).

[2] Italics are here used to label exemplary expressions. In their regular use in academic papers, these expressions should not be italicised.

- Six or more authors: always abbreviate with *et al.*
- When you write in German, the rules are slightly different for a source that has more than one author:
  - Three authors: always give all names (do not abbreviate with *et al.*).
  - You might use 'und' rather than '&'.
- If you use a reference that is itself a quote in a text (e.g. because you cannot obtain the original text), you must name both sources:
  - "...this is your quote..." (Lehmann 1985 as quoted in Haspelmath 1998:295)
  - In such cases, both references must appear in your bibliography.

Rules for quotes
- The syntax of the original must not be changed. The quote must be integrated in the text in such a way that the entire sentence remains well-formed.
  <u>Example:</u>
  - <u>Original:</u> According to my proposal, words and categories are the result of combining abstract roots with functional projections.
  - <u>Not acceptable:</u> Alexiadou (2001:20) points out that "according to her proposal, words and categories are the result of combining abstract roots with functional projections."
  - <u>Possible:</u> Alexiadou (2001:20) points out that in her proposal "words and categories..." or Alexiadou (2001:20) points out: "words and categories..."
- Omissions in quotes are marked with square brackets and dots ([...]), insertions are marked by putting them in square brackets ([ ]).
  - Example: As is pointed out in Alexiadou (2001:61), "ECM structures have been used as a strong argument against *Greed* because the XP raises overtly to its EPP position [...] which is not identifiable with its Case position".
- At the end of a quote, you can use the punctuation mark that the syntax requires (e.g. a full stop instead of a comma).
- At the beginning of a quote, you can use lower or upper case letters without putting them in square brackets (see example below, first word with upper case but not in the original).
- Inflection must not be changed without indicating a substitution in square brackets.
- Emphasis (e.g. bold print or italic) that does not appear in the original must be marked.
  - <u>Example:</u> "Words and categories are the result of combining *abstract roots* [emphasis added] with functional categories" as Alexiadou (2001:20) claims.
- If you want to identify a mistake (e.g. spelling mistake) that appears in the original quote, you can place [sic] after the mistake.
- Foreign-language quotes should be translated in a footnote. This might not be necessary if the quote is in English or e.g. in a Romance language when writing a paper in Romance linguistics - this should be clarified with the lecturer.
- Quotes that are not in the same language as the text should not be integrated in a sentence.
  - Not possible: Wie Alexiadou (2001) deutlich macht "words and categories...."
  - Possible: Alexiadou (2001) macht deutlich: "Words and categories are..."
- If in the original quote a word or phrase is emphasized by using quotation marks, the quotation marks of the original should be replaced with single quotation marks.

2. Bibliography

Each source that is used in your text must also appear in the bibliography (but not any other sources - do not list more sources in your bibliography than appear in the text). In order to be able to distinguish the different types of sources, there are clear guidelines as to how they must be given in your bibliography. In linguistics, the rules summarized in the Unified Style Sheet are generally applied, as illustrated in the following examples. It is very important to be consistent when using a certain bibliography style. For further details, please note the comments and explanations below.

Monograph

Format

Author(s). Year. *Book Title*. Place published: Publisher.

Examples

Blevins, Juliette. 2004. *Evolutionary phonology,* 2nd edn. Cambridge: Cambridge University Press.

Coetsem, Frans van. 2000. *A general and unified theory of the transmission process in language contact*. Heidelberg: Winter.

Alexiadou, Artemis, Hagit Borer & Florian Schäfer. 2014. *The syntax of roots and the roots of syntax*. Oxford: Oxford University Press.

Journal article

Format

Author(s). Year. Article Title. *Journal* Volume (Issue). Pages.

Examples

Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11. 191-200.

Iverson, Gregory K. 1989. On the category supralaryngeal. *Phonology* 6. 285-303.

Murray, Robert W. & Theo Vennemann. 1983. Sound change and syllable structure in Germanic phonology. *Language* 59(3). 514-528.

One article from an edited volume (no more than one article from the book, see note 7 below)

Format

Author(s). Year. Article Title. In Editor(s), *Book Title*, pages. Place published: Publisher.

Example

McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), *Phonological theory: The essential readings*, 238-288. Malden: Blackwell.

Edited volume (when citing more articles from one volume, see note 7 below)

Example

Goldsmith, John A. (ed.). 1999. *Phonological theory: The essential readings*. Malden: Blackwell.

Kiparsky, Paul. 1999. From cyclic phonology to lexical phonology. In John A. Goldsmith (ed.), 34-62.

McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), 238-288.

Proceedings (see note 9 below)

Format

Author(s). Year. Article Title. *Name of Conference (maybe Acronym)* maybe conference number. Pages.

Example

Casali, Roderic F. 1998. Predicting ATR activity. *Chicago Linguistic Society (CLS)* 34. 55-68.

Dissertations/theses

Format

Author. Year. *Title*. Place: University of XY dissertation.

Example

Yu, Alan C. L. 2003. *The morphology and phonology of infixation.* Berkeley: University of California dissertation.

Internet documents / webpages

Format

Author. Year. Title. Web address. (Date.)

Examples

Mayer, Jörg. 1995. Transcription of German intonation: The Stuttgart system. http://www.ims.uni-stuttgart.de/phonetik/joerg/labman/STGTsystem.html. (26.06.2020.)

Universität Konstanz. 2020. Linguistik: Master of Arts. https://www.uni-konstanz.de/studieren/vor-dem-studium/studienangebot/master/linguistik-ma/. (26.06.2020.)

Reference management software

A reference management software (RMS) is a very useful tool. It offers the possibility to manage sources and automatically create your bibliography. For members of the University of Konstanz, the university library provides free access to the following RMS: RefWorks, EndNote, and Citavi.

When using one of these programmes, the output style for the bibliography must be suitable for linguistics requirements. We suggest "LSA Linguistics Journal" with RefWorks, because this output style is equivalent to the Unified Style Sheet. When you use EndNote you can download the output style "Unified Style Sheet" from the Homepage of the Writing Centre of the Department of Linguistics.

Please consider the following suggestions even if you use an RMS. It may be the case that the database you use for finding and extracting your sources does not spell first names in full. Another problem that may come up is varying use of upper and lower case letters. In such cases, you have to change the details of your source in your RMS.

General Information

1. Your bibliography is ordered by the last name of the (first) author; if there is more than one reference from the same author(s), they must be ordered chronologically. If you cite several sources by the same author that also appeared in the same year, you have to differentiate them by adding letters (e.g. 1997a, 1997b...). This additional differentiation must also be used when citing these sources in the text. If the first author has published with different co-authors, the references are listed according to the first co-author's last name:

    Chomsky, Noam. 1957. *Syntactic structures*. The Hague: Mouton.

Chomsky, Noam. 2000a. *New horizons in the study of language and mind*. Cambridge: Cambridge University Press.

Chomsky, Noam. 2000b. Minimalist inquiries: The framework." In Robert Martin, David Michaels & Juan Uriagereka (eds), *Step by step: Essays in Minimalist Syntax in honor of Howard Lasnik*, 89-155. Cambridge: The MIT Press.

Chomsky, Noam & Ullin T. Place. 2000. The Chomsky-Place correspondence 1993-1994. *The Analysis of Verbal Behavior* 17. 7-38.

Chomsky, Noam & Marcel-Paul Schutzenberger. 1963. The algebraic theory of context-free languages. In Paul Braffort & David Hirshberg (eds.), *Computer programming and formal systems: Studies in logic*, 118-161. Amsterdam: North-Holland.

2. All names of authors and editors should be spelled in full; only exception: the full name does not appear on the publication:

Not like this...
McCarthy, J. J. & A. S. Prince. 1999. Prosodic morphology. In J. A. Goldsmith (ed.), *Phonological theory: The essential readings,* 238-288. Malden: Blackwell.

...but like this
McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), *Phonological theory: The essential readings*, 238-288. Malden: Blackwell.

3. Only the first author's name is given as "last name, first name". All co-authors' and also the editors' names when citing an article from an edited volume should be given as "first name last name":

Not like this...
McCarthy, John J. & Prince, Alan S. 1999. Prosodic morphology...
Dixon, R. M. W. & Aikhenvald, Alexandra Y. (eds.). 1999. *The Amazonian languages...*

...but like this
McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology....
Dixon, R. M. W. & Alexandra Y. Aikhenvald (eds.). 1999. *The Amazonian languages....*

4. When there are several references by one author you should not use a line but repeat the author's name:

Not like this...
Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11. 191-200.
_____ 1989. On the category supralaryngeal. *Phonology* 6. 285-303.

...but like this
Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11. 191-200.
Iverson, Gregory K. 1989. On the category supralaryngeal. *Phonology* 6. 285-303.

5. If there are name affixes like "von", "van", "de" etc. and if they are spelled with lower case letters, the author should be listed according to the first upper case letter element in her/his last name:

Not like this: *van Gelderen, Elly*   ...but like this: *Gelderen, Elly van*

6. Elements like "Jr.", "IV." etc. should be separated from the rest with a comma:

   Not like this: *Smith, Sean Jr.*   ...but like this: *Smith, Sean, Jr.*

7. If you cite only one article from an edited volume, all information is given in one reference (see example in the previous paragraph). If you cite more than one article from an edited volume, the reference is shortened and the edited volume is listed as a separate reference in your bibliography. In this case, the entry of the article only contains author, year, article title, names of the editor(s), and the pages. The edited volume is listed separately, like a monograph, so the entry contains the names of the editor(s), year, title of the book, place published, and publisher.

8. For proceedings, working papers etc., not all editors have to be listed as this information can be very hard to obtain.

9. For proceedings, the title of the conference and the acronym (in brackets) should be given. "Proceedings of the" and "Papers from the" should not appear in the entry. If the conference is held regularly, also give the number of the conference:

   Not like this...
   Casali, Roderic F. 1998. Predicting ATR activity. *Proceedings of the Chicago Linguistic Society (CLS)* 34. 55-68.

   ...but like this
   Casali, Roderic F. 1998. Predicting ATR activity. *Chicago Linguistic Society (CLS)* 34. 55-68.

10. When giving the name of the publisher, "Press", "Publisher", "Books", "Verlag" etc. should not be listed, unless it is a university press:

Not like this...	...but like this
Cambridge University	Cambridge University Press
John Benjamins Publishing Company	John Benjamins

    For publishers located in more than one place, only the first needs to be specified.[3]

11. When listing online publications of journal articles or conference proceedings, the URL or DOI can be added. A DOI is a permanent reference and should thus be preferred:

    Iverson, Gregory K. 1989. On the category supralaryngeal. *Phonology* 6. 285-303. http://journals.cambridge.org/abstract_S0952675700001032.
    Iverson, Gregory K. 1989. On the category supralaryngeal. *Phonology* 6. 285-303. DOI: 10.1017/S0952675700001032.

    When citing online material that can be expected to have a permanent reference (e.g. on the homepages of publishing companies or in KOPS), the date on which the webpage has been accessed need not be given. Page numbers may not apply in the case of online journals.

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[3] See *The Generic Style Rules for Linguistics*, https://www.eva.mpg.de/linguistics/past-research-resources/resources/generic-style-rules.html (25.02.2020).

12. When citing online material that cannot be expected to have a permanent reference (e.g. manuscripts on scholars' homepages or unpublished dissertations), the date on which the webpage has been accessed must also be given.

   Butt, Miriam. 1999. The Development of Linking Theory in LFG. URL: http://ling.uni-konstanz.de/pages/home/butt/main/papers/linking99-hnd2.ps. (24.09.2013.)

   When citing a webpage that does not supply authors, or a year or date on which last changes were made, the provider of the pages or providing institution and the access year are used.

13. Corpora often specify how they should be cited, e.g. CHILDES: According to the instructions "Introduction to the database", every text using the CHILDES database should cite the following book as a source:

   MacWhinney, Brian. 2000. *The CHILDES Project: Tools for analyzing talk*. 3rd Edition. Vol. 2: The Database. Mahwah: Lawrence Erlbaum Associates.

   Depending on the (sub-)corpus used, further publications should be cited additionally. These additional sources are found at the end of the respective descriptions of corpora for different languages.
   If the corpus does not specify directly how it should be cited, but you find a documentation or description of the corpus, use this as a source.
   Should neither of these two options be the case and you are dealing with an online corpus, the corpus should be included in the bibliography as a webpage. Ideally, one or several people are found as authors of the webpage, along with the last alteration date. This information can then be included in the bibliography entry in addition to the page title.
   If no author can be identified, the name of the corpus or a pertinent short form can be used.
   If no last alteration date is identifiable, use the date on which you last accessed the webpage as a date in your citation or bibliography.

14. Dictionaries (books and online) often do not specify authors, in which case the title or a short form can be used:

   Duden. 2015. *Das Fremdwörterbuch*, 11th edn. Mannheim: Duden.

15. The abbreviation for 'edition' in English should be "edn.", e.g. "2nd edn." in order to avoid confusing it with the abbreviation for editor, which is "ed.":

   Blevins, Juliette. 2004. *Evolutionary phonology,* 2nd edn. Cambridge: Cambridge University Press.

16. For English term papers only: Lower vs upper case letters should be used to differentiate different categories. In titles of journals, all lexical words should be spelled with upper case letters (e.g. *Journal of Linguistics*). In titles of books, articles or dissertations, only the first word, proper names and the first word after a colon are spelled with upper case letters (e.g. *Analysing sentences: An introduction to English syntax*). In titles of book series, all lexical words should be spelled with upper case letters, e.g. *Objects and other subjects: Grammatical functions, functional categories, and configurationality* (Studies in Natural Language and Linguistic Theory 52).

3. Support regarding questions on academic writing

The Writing Centre of the Department of Linguistics offers support with questions concerning the writing process, structuring of a term paper, citing, word processing / formatting, how to create your bibliography etc.

Appointments by arrangement
schreibberatung.ling@uni-konstanz.de
https://www.ling.uni-konstanz.de/en/ → Advising and Services → Writing centre