

DOCUMENTING LINGUISTICS STYLE

Overview of the Linguistics Format

Although the discipline of linguistics does not have a single style, the following has been adapted from the Unified Style Sheet for Linguistics and the Generic Style Rules for Linguistics (links at the bottom of this sheet).

Where is it used? – This style is used in Linguistics courses.

How does this style cite sources? – Linguistic papers use an author-date system.

Page numbers – Page numbers appear in the top right corner starting after the title page.

Title Page

Follow this format for title pages in linguistics. See the sample on the right for an example of how to space the various elements:

- Title of your assignment at the top, in bold, with only the first letter (and applicable proper nouns) capitalized
- Your full name
- A brief description of your paper (e.g., A term paper for) followed by the course code and name
- Over 4 lines, write: “Presented to / [Your professor’s name] / in partial fulfillment of the requirements for the degree of Bachelor of Arts at / [your institution name]
- Due date



Headings

Headings are encouraged in Linguistics papers. Use the numerical headings pictured on the right. All headings should be left-aligned, bold faced, use regular-style capitalization, and no period. Appendices do not require headings. Do not indent the first paragraph after a heading.

1. Linguistics
 - 1.1. Phonology
 - 1.1.1. Sounds in language one
 - 1.1.2. Sounds in language two
 - 1.2 Morphology
2. Conclusion
 - 2.1. Strengths
 - 2.2. Limitations

In-Text Citations

Every time you paraphrase, summarize, or quote someone’s ideas, you must credit the author(s). Direct quotations must be enclosed in quotation marks. Consider using signal phrases to introduce the author(s). If page numbers are not available, use sections (e.g. §3.3) or paragraph numbers.

<p style="text-align: center;"><u>Paraphrasing with a signal phrase:</u></p> <p>According to Hammers & Blanc (2000), one minor disadvantage of bilingualism is the vocabulary (93).</p>	<p style="text-align: center;"><u>Paraphrasing with a signal phrase:</u></p> <p>One minor disadvantage of bilingualism is the vocabulary (Hammers & Blanc 2000: 93).</p>
<p style="text-align: center;"><u>Quoting with a signal phrase:</u></p> <p>According to Adesope, Lavin, Thompson, and Ungerleider (2010), metalinguistic awareness is “the explicit awareness of linguistic forms and structures and an understanding of how these relate to and produce meaning” (209).</p>	<p style="text-align: center;"><u>Quoting with a signal phrase:</u></p> <p>Metalinguistic awareness is “the explicit awareness of linguistic forms and structures and an understanding of how these relate to and produce meaning” (Adesope, Lavin, Thompson, & Ungerleider 2010: 209).</p>

Once you have cited a source with three or more authors, you should shorten all subsequent in-text citations by citing the first author and adding ‘et al.’ after it.

<p style="text-align: center;"><u>First citation</u></p> <p>Bilinguals are more cognitively flexible in problem-solving, because they are able to choose between two languages (Adesope, Lavin, Thompson, & Ungerleider 2010: 211).</p>	<p style="text-align: center;"><u>Subsequent citations</u></p> <p>Attentional control is the ability to control to what target the person’s attention is put (Adesope et al. 2010: 211).</p>
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Block Quotations

For a quotation of 40 words or more, use block quotation formatting. Introduce the quotation with a signal phrase and colon. Forgo quotations, use single-space formatting, and indent the quoted material 1 inch from the left margin.

<p style="text-align: center;"><u>Block Quotation</u></p> <p>It has been explained that academic integrity comprises more than simply citing the source of your material:</p> <p style="padding-left: 40px;">Academic integrity calls for you to be faithful not only to the letter of the material you are drawing on but also to its spirit: you need to honour the intention of the original source. For example, if your source says that an event <i>may</i> have happened in a particular way, then it isn’t ethical to suggest that the source says the event <i>absolutely</i> happened that way. (Lunsford 2011: 291)</p>

References

List your sources on a new page at the end of your paper, titled “References.” Alphabetize it according to authors’ last names. If you have multiple sources by the same author, arrange them chronologically with the oldest source first. Start each entry at the left margin, leaving a blank space between each one. For entries that spill onto two or more lines, keep them single spaced and use a hanging indent of one-half inch.

- Full Names (Last name, First name):
 - For multiple authors, cite the first author “Last name, First name” and the other authors ‘First name Last name’.
- Year: Not in parentheses.
- Chapter/Article title: Not in italics or quotation marks. Only capitalize the first letter of the title, the first letter of a subtitle, or the first letter of proper nouns (e.g., names).
- *Book title*: In italics. Only capitalize the first letter of the title, the first letter of a subtitle, or the first letter of proper nouns (e.g., names). Make sure to include the editor(s) before the anthology title when citing a chapter in an anthology.
- Volume for books: Use the short form “vol.” followed by the number.
- Publication information. City: Company. Do not shorten phrases like “University Press.”
- *Journal Title*: In italics. Use Title-Style capitalization (capitalize the first letter of most words longer than three letters).
- Volume #(issue #): Used when citing journal articles. Do not include short forms or leave a space between them. The issue number goes in parentheses.
- If online, URL (or DOI) followed by (full date of access in parentheses).

Sample References

Book with 1 Author	Bialystok, Ellen. 2001. <i>Bilingualism in development: Language, literacy, and cognition</i> . Cambridge: Cambridge University Press.
Book with 2+ Authors	Chomsky, Noam & Morris Halle. 1968. <i>The sound pattern of English</i> . New York: Harper and Row.
eBook	Bialystok, Ellen. 2001. <i>Bilingualism in development: Language, literacy, and cognition</i> . Cambridge: Cambridge University Press. https://ebookcentral.proquest.com/lib/ (4 March 2018). (Include the date you accessed the source in brackets)
Edited Volume / Book in a Series	Gippert, Jost, Nikolaus P. Himmelmann & Ulrike Mosel (eds.). 2006. <i>Essentials of language documentation</i> (Trends in Linguistics, Studies and Monographs 178). Berlin & New York: Mouton de Gruyter. (If citing a series instead of a book, do not put the series title in italics)
Article or Chapter in an Edited Book / Anthology	Deshpande, Madhav M. 1992. Sanskrit. In William Bright (ed.), <i>International encyclopedia of linguistics</i> , vol. 3, 366-372. New York & Oxford: Oxford University Press.
Theses/Dissertations	Backstrom, Peter Charles. 1994. <i>A phonological reconstruction of Proto-Western Tibetan</i> . Arlington, TX: University of Texas at Arlington MA thesis. (Use University info for publishing info)
Published Conference Papers	Arsenault, Paul & Alexei Kochetov. 2011. Retroflex harmony in Kalasha: Agreement or spreading? In Suzi Lima, Kevin Mullin & Brian Smith (eds.), <i>Proceedings of the North East Linguistic Society</i> 39. 55-66. Amherst: GLSA. (Cite this like articles in edited volumes)
Unpublished Conference Papers	Arsenault, Paul & Alexei Kochetov. 2009. Retroflex (consonant) harmony in Kalasha. (Paper presented at the 83 rd annual meeting of the Linguistic Society of America, San Francisco, 8-11 January 2009). (Cite this like articles in edited volumes)
Journal Article (online)	Barac, Raluca, Ellen Bialystok, Dina C. Castro & Marta Sanchez. 2014. The cognitive development of young dual learners: A critical review. <i>Early Childhood Research Quarterly</i> 29(4). 699-714. https://www.sciencedirect.com/science/article (20 March 2018). (Include the date you accessed the source in brackets)
Other Online Resources	Native Languages of the Americas. 1998-2014. <i>Vocabulary in Native American languages: Salish words</i> . http://www.native-languages.org/salish_words.htm (2 December 2014) (Cite websites as close to books as much as possible)
Religious / Sacred Texts	IN-TEXT CITATION (Do not list sacred texts in your “References” list in Linguistics Papers. “...” (1 Cor. 13:1 <i>New International Version</i>) “...” (Joseph 12:69 <i>The Qur’an</i>)
Organization as Author	International Phonetic Association. 1999. <i>Handbook of the International Phonetic Association: A guide to the use of the International Phonetic Alphabet</i> . Canadian Linguistics Association. Cambridge: Cambridge University Press.

For more info, visit the Unified Style Sheet for Linguistics: https://www.linguisticsociety.org/sites/default/files/style-sheet_0.pdf, the Generic Style Rules for Linguistics: <https://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf>, or consult your professors.