

The following information is presented as a guide to students taking *Linguistics* courses at the department. They are expected to follow these conventions in preparing papers to be submitted. It has been adapted in part from the Linguistic Society of America Style Sheet.

1. Use acid-free paper of standard size, A4.
2. Papers should be typewritten whenever convenient, on one side of the sheet, double-spaced throughout. Hand-written papers should be written as legibly as possible, on one side of the sheet only.
3. Leave at least 1-cm margins on all four sides.
4. Number the pages of the paper as bottom centre. Be sure to number all sheets handed in.
5. Make all corrections as neatly and unobtrusively as possible.
6. Do not use footnotes. If you wish to make references to an author's work, use the conventions outlined in 7 below. If you have a comment that is worthwhile, include it in the text. Otherwise leave it out.
7. Full citation of literature referred to should be given in a list of references at the end of the paper. Within the text, only a brief citation will be made, giving *the author's name, the year of publication and page numbers*, where relevant.

References should begin with the heading REFERENCES. Arrange the entries alphabetically by surnames of authors; multiple works by one author should be listed chronologically, with suffixed letter a, b, c, etc. to distinguish several items published in one year.

Each entry should contain the following elements:

- a. Author's surname, given name(s), co-authors if any (given name first), year of publication, title of work.
- b. In the case of journal articles, give the name of the journal, volume number and page numbers for the article as a whole.
- b. In the case of an article in a collection give the title of the collection, the editor's name and the page numbers of the article.
- d. For all monographs and books, state the edition, volume number or part number (if applicable), the series in which published (if any), the place of publication and the publisher's name.

Sample references:

Books

Author, A.Z. 1956. *Title of Book*. City. Publisher.

Author, A.Z.&X.Y. Anotherauthor(1978): *Title of Book*. City. Publisher.

Author, Zed 1967. *Title of Book*. City&Anothercity. Publisher&Another Publisher.

Author, A.Z. 1945. *Title of Book*. [Title of book in original language.] City.
Publisher.

Author, A.Z. 1917. *Title of Book*. (= Another Name for Book.) City. Publisher.

Author, Em 1963. *Title of Book*. 3rd edition. Volume 2 Part 2 City. Publisher.

Editor, A.B.(ed.) 1984. *Title of Book*. City. Publisher.

Editor, A.B.&Bee Another Editor(eds.) 1965. *Title of Book*. City. Publisher.

Author, A.Z. 1969. *Title of Book: Subtitle of Book*. City. Publisher.

Articles

Author, A.Z.1965. Article. *Journal* 3: 23-45.

Author, A.Z. 1967. Article. X.Y. Editor(ed.): *Title of Book*. City. Publisher pp. 44-198.

Author, A.Z.1977. Article. *Journal* 4:55-89. [reprinted in X.Y. Editor(ed.): *Title of Book*. City. Publisher. pp. 41-77.]

Author, A.Z.1972. Article. *Journal* 5:77-89. [revised in X.Y. Author. A.Z.: *Title of Book*. City. Publisher. 65-88.]

Theses (unpublished)

Author, A.Z.1977. Title of Thesis. Ph.D. thesis. University of Ex. University Microfilms International 233:44-506.

Articles (unpublished)

Author, A.Z.1974. Article. University of Ex. Department of Why. Manuscript.

Reviews

Reviewer, A.Z.1974. Review of Book by X.Y. Author. *Journal* 4:46-55.

Unauthored Reports

Name of Report 1978. City. Name of Publishing Agency.

Collection of papers by a single author edited by someone else

Author, X.Y.1976. *Title of Book* [edited by A.B. Editor] City. Publisher.

Translated Volume

Author, X.Y.1975. *Title of Book* [translated by A.B. Translator] City. Publisher.

Government Publications

Government Agency 1975. Title of Book. City. Publisher.

Atlas or encyclopedia

Nameofatlas 1976. City. Publisher.

Special Volumes of Journals taken up in whole by another author

Author, X.Y. 1981. *Name of Monograph*. [= Journal 6.4.]

8. The brief citations given in the text of the paper should take such forms as (Bloomfield 1933) or (Hockett 1964:240-241). Note that the page numbers are only for the passage to which the reference is made. Use initials for the author's names
9. only when necessary, e.g. to distinguish N. Chomsky and C. Chomsky within a single article. If the author's name is part of the text, use this form: 'Bloomfield (1933:264) introduced the term....'
Always refer in your list of references to the original date of publication of the work considered. Later editions, reprintings or revisions should also be included either when more easily accessible or referred to by you. If in the brief citation in your text you refer to other than the original edition, refer to the date of the original and use the following form: (Halliday 1976:201/1974). If you are referring to or quoting from a quotation, use the format: 'Bloomfield (In:Gleason 1965:345).....'
10. When quoting from a book or article, if the quote is no longer than a sentence, enclose in quotation marks and include in text, e.g.: Bloomfield commented as follows: "Quote quote quote."
If the quote is longer than a sentence, put a colon, drop two spaces, indent the whole quotation, and quote using single spacing.
11. When citing linguistic forms (examples of words, phrases, etc.) less than a sentence long, use *italics*, e.g.: 'The word *but* is a conjunction...'
When citing example sentences or texts, number the examples consecutively in your paper, drop two spaces, indent the whole example and cite the example. If the sentences in your text introducing the example has the example as a part of its structure do not use punctuation, e.g.:

This can be illustrated in

(23) This book was searched for.

If the sentence introducing the example is complete, use a colon, e.g.
This is illustrated in:

(23) This book was searched for.

If you use the words 'for example' punctuate as follows:
This can be illustrated with several verbs; for example

(23) This book was searched for.

Always begin a new sentence after citing the example even if the introducing sentence was incomplete.

12. If in your text you introduce a technical term or wish to draw special attention to a technical term, use *italics*.
13. If you wish to translate a foreign example in your text, or to gloss the sense of a native word you are using that maybe misinterpreted, use single quote marks; e.g. 'Thus Saussure's *langue* or 'competence' can be seen as ...'
14. Number all tables and figures consecutively in the paper and title as follows:
Table (Figure) 13: Modality and mood compared
15. If in your text you wish the reader to examine another author's work for clarification of your remarks, write: (cf. Author 1978:543).
16. Whenever you make use of another person's ideas, whether quoting directly or paraphrasing, you **MUST** cite that author's work or refer to it as personal communication (p.c.).
FAILURE TO DO SO IS PLAGIARISM, A VERY SERIOUS OFFENCE.
17. The Style Guide cannot cover everything that will arise. If you are forced to create conventions of your own make sure they are clear and that you use them consistently.

PREPARATION OF THESES

1. Binding

All theses must be typed double-spaced on A4 acid-free paper and professionally bound with hard covers. The title of the thesis, the author's name and the year of submission must be printed on the spine of the thesis. Three copies must be submitted.

2. Page numbering

Pages must be numbered consecutively in Arabic numerals from the first page of the first chapter. Pages preceding this page must be numbered consecutively from the title page in lower case roman numerals.

3. Title page

This is the first page of the thesis and displays the author's name, the title of the thesis, the degree for which it is being submitted, and the year of submission.

4. Abstract

This follows the title page, and consists of a one-page abstract of the contents of the thesis.

5. Preface

This follows the Abstract and includes comments by the Author relating to the preparation of the thesis. Personal acknowledgments and acknowledgment of published materials used in the thesis will be included here. Dedications should also be included in this section.

6. Table of Contents

This follows the Preface and lists the chapters and their sections and subsections (as necessary) along with their titles and the page number on which they begin.

7. List of Figures

This follows the Table of Contents, and gives the number, title and page reference for each figure used in the thesis. Photographs and maps included in the thesis shall be treated as figures.

8. List of Tables

This follows the List of Figures (if any) and gives the number, title and page reference for each table used in the thesis. Tables are distinguished from figures as follows: Tables are two-dimensional displays whose principle of organisation is that of rows and columns (e.g. results of statistical analysis where the results are given in numbers): Figures have some other organizing principle (e.g. system networks or tree diagrams).

9. Notational conventions, abbreviations

These follow the List of Tables and explain any special notational conventions used in the thesis. This section may be used to explain any opaque abbreviations used.

10. Chapter headings

Each chapter must be numbered in Arabic numerals, and must begin on a new page with the text beginning two lines below the chapter's title.

11. References

These begin on a new page, titled as with chapters and appendices.

12. Notes

Notes should be kept to the minimum. If used, they should be numbered consecutively in each chapter and listed under the heading Notes at the end of the thesis with single spacing used within notes and double spacing between notes.

13. Margins

Avoid the use of hyphens to keep the right margin even.