Stylesheet for Term Papers and Theses

Guidelines for Students of English Linguistics

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1 Formats, layout, style, and their implementation[1]

Document formats are an essential, media-dependent properties of written language, and are used for expressive, persuasive, poetic purposes as well as representational purposes. Mastery of the "text grammars" on which formats are based is a hallmark of the competent language scholar and language student.

The main objective of using well-defined formats, including page layout and paragraph, line and character styles, is to present your work optimally for yourself and your readers. It is necessary to use styles in any kind of professional media work, whether with traditional publishing or for use

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[1] Many thanks to Jolanta Bachan, Thorsten Trippel, Pat Skorge and Vivian Gramley for their very helpful input, and to our students for asking the relevant questions.

on the web or other digital media.

These stylesheet instructions are intended for students of linguistics, and are related to those of the Linguistic Association of America ("LSA stylesheet", see References), adapted to meet local conventions and word processing requirements. Not all technical details of the word processing procedures can be covered here; details will be treated in class, or can be discussed with your instructors and tutors. A previous version is listed in the References (Gut and Gibbon 2001).

The stylesheet instructions are not primarily intended for students of literature, though many of the features are the same. Literary scholars use slightly different conventions, especially for bibliographies, based on the instructions of the Modern Language Association ("MLA stylesheet", see References). Students of literature will find Eco (1977) useful.

The present document uses somewhat different conventions from those which it describes, since this document is neither a term paper or thesis but a report, and is designed for double-sided printing. However, it may be used with minor modifications as a template for creating various document types. The instructions are partly form-based (e.g. "Character styles") and partly function based (e.g. "References"), with some deliberate repetition.

The media for which the paper or thesis is intended co-determine the formatting properties - the medium is part of the message, and media can be automatically converted into other formats, if professionally formatted, for example by using *styles* in OpenOffice, MS-Word or similar word-processing applications[2]. See also Gibbon (2007):

This document was composed using OpenOffice Version 2.0.2 and is distributed for convenient reference in OpenOffice Text (ODT), MS Word DOC and Adobe PDF formats. The Times Roman font is used in this paper (in general a Unicode font is recommended, however; for papers containing phonetic symbols, the free SIL Gentium Roman font is recommended).

2   Overview of recommended procedure

There are as many scholarly work strategies as there are scholars. There are also many books about how to write papers and theses, as well as recommentations on the internet. The following brief overview is an account of a generic approach which experience has shown is very suitable for efficient work in linguistics:

1. Brainstorming period: develop and discuss initial ideas; collect a bibliography and take notes on it, discussions, note-taking, mind-maps and any other techiques you have learned in order to organise your thoughts and to work out "the thesis of your thesis".
2. Planning period:
    1. Design the structure of your document, for which there are fairly common standards (not necessarily with these headings), e.g.
        1. Introduction (state the your goals, the "thesis of the thesis", the problem, what you will not treat, the background and the structure of the paper).
        2. State of the Art (overview of what has previously been done, its achievements and limitations).
        3. Method (data collection from a corpus or by experiment, qualitative or quantitative empirical analysis, formal modelling).
        4. Results (summary of results, often with tables and figures).
        5. Discussion (your interpretation of the results).
        6. Conclusion (summarising and stating what you have achieved or not achieved, what needs to be done in the future, what possible applications there are).
        7. References / bibliography.

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2   Or in LATEX, if you wish.

8. Appendices (interview sheets, comprehensive tables with results).
9. CD-ROM with recordings and copies of documents, including the term paper or thesis (consult your supervisor about whether this is required).
2. Design your project plan, possibly with a bar chart (tasks x time-line), listing tasks and the times during which they need to be performed.
3. Research and writing period.
1. As far as possible, write up your research as you go. Implement the outline skeleton of your document as early as possible using a word processor, defining the appropriate styles at the outset.
2. Include your bibliography; this can be revised as needed.
3. Make regular backups on digital media and keep separate copies, including printed copies, of each major version of your document (or its parts, for a larger document), with sensibly descriptive filenames, and consecutive filename numbering for each version.
4. Write your document as you work - not simply at the end! Include an automatically inserted table of contents to help to retain an overview (and also to help your supervisor obtain a quick overview). If you need to re-structure, this is not a problem if you use a word processor.
5. There should be a "red thread" of coherent argumentation from beginning to end.Include several revision cycles, and leave time for a thorough revision cycle at the end:
4. Discuss your progress regularly with your supervisor.

3   Implementation: file identification, printing and binding

The medium is part of the message (or the massage, as Marshall McLuhan pointed out), and may effect structure and content of your document.

Give your file a specific and interpretable filename if you are giving it to someone else, such as *MyName_Title_VersionNumber.pdf*, not a general name such as *document.pdf* or *article.pdf*.

Do not use spaces in filenames; this may cause problems if the files are put on the internet. Instead, use underscores, no spaces, medial capitals.

Keep copies and backups of your manuscript in three formats, in addition to the formats which you submit:
1. Printed paper version.
2. Adobe PDF version.
3. Original editable version in MS-Word or OpenOffice-ODT or equivalent formats.

Term papers and theses should be printed on one side of the paper.

Use good quality A4 printing paper.

Term papers should not be bound, but stapled, punched or put into plastic covers.

Theses should be bound (lumbeck glued spine, spiral etc. with card outside covers).

The title page can optionally be duplicated on the front cover of a thesis.

For archiving and future reference (e.g. if you need a recommendation at some future time) give your supervisor a digital version of your thesis and the material used for it (interview forms, recordings etc.).

4   Styles: text objects and their rendering properties

A typical word processor provides a "text grammar" ("document type definition") for defining the "text constituents" or "text objects" from which documents are constructed. Typical text objects in scientific papers are PAGE, PARAGRAPH, LINE, CHARACTER, TABLE, FIGURE.

Each of these objects has its own selection of rendering properties; a particular selection of these rendering properties is known as a STYLE, and the entire set of styles for a document is known as a STYLESHEET.

4.1 Page properties

Do not use the "Default" or "Standard" page style.

Define separate page format styles to define page properties for different parts of the document, e.g. for the TITLE PAGE (no header or footer), the FRONT MATTER (with Roman page numbering), the MAIN TEXT (with header or footer and Arabic numbering).

For a long piece of work, such as a thesis or a book, define different styles with different headings for each chapter.

For each page style, define A4 paper size, with one-sided printing, and page margins as follows:

1. Define margins of 1 inch (2.54 cm) on the top, outside and bottom edges of the paper.
2. However, for documents which are to be bound, define the margin next to the binding with 1.5 inches (3.81cm). This will be the left edge for one-sided printing.
3. In exceptional cases where double-sided printing is used, note that the binding edge alternates: pm odd numbered pages the left edge, on even numbered pages the right edge.

Define page numbering as follows (in other document types, such as novels, you may find different numbering conventions):

1. For term papers: Arabic numbering throughout.
2. For theses:
   1. First page / title page: same as front matter, but no header or footer (and therefore no page numbering)
   2. Front matter (title page, table of contents pages, lists of tables and figures pages, in this order): header or footer with Roman numbering, starting from page number "i" (including title page, though the number is not printed on the title page).
   3. Text: from the first section or chapter, Arabic numbering, starting from 1.
   4. Back matter (bibliography, indices, appendices): continues the text numbering.

The title page layout will depend on whether you are submitting a thesis or a term paper.

The Table of Contents and the List of Figures and List of Tables must be inserted automatically.

The page footer or header (not on the title page) for one-sided printing should contain the author's name on the left, the page number in the centre, and the running title (repeated in the page header or footer, if necessary abbreviated from the main title) on the right. In order to create reliable header formatting, create a 3-column table in the footer or the header with with invisible borders for this purpose, and appropriate column alignment.

The footer or header should not appear on the title page.

4.2 Paragraph (including heading) properties

Do not use the "Default/Standard" or "Heading" styles; these are used to define basic properties of all paragraphs in the manuscript. For the main paragraph text, use "Text body", "Text body indent", "Text body" (or create a new style "Text body noindent"), and for section headings use explicit heading hierarchy levels, such as "Heading 1", "Heading 2", etc.

Define paragraph and line spaces as properties of paragraph styles; do not use "empty lines" (actually "empty paragraphs").

The first line of the first paragraph of a section or subsection should not be indented and should use a "Text body" or "Text body noindent" style without indentation of the first line.

Optionally, in an English language paper the subsequent paragraphs in a section or subsection

should be indented 1cm and should use a "Text body indent" style. If the paragraphs are not indented, the paragraph spacing property should be set to 0.05 cm. Otherwise, use 0cm paragraph spacing.

Define paragraph spacing properties as 1.0cm before section headings and 0.5cm after section headings.

Use outline numbering such as 1, 1.1, 1.3, ... 3, 3.1, 3.3, ...

For long quotations (e.g. more than 3 lines), use a "Quotation" style with 1cm left and right indenting (for short quotations, see character formatting), with no quotation marks. If a quotation contains an error by its author, do not correct it, but follow the error with [sic] (Latin 'thus').

4.3   Line properties

Use 1.5 line spacing (2.0 for submission to British or US institutions).

Use justified lines.

For hyphenation at line-breaks, make sure that the appropriate language specification is used for your document.

4.4   Character properties

Avoid unusual fonts and use a Times Roman font such as Times New Roman or a related standard serif font (unless you are actually illustrating fonts or need artwork for other purposes).

For manuscripts using IPA symbols, use the SIL Gentium Unicode Roman font (or equivalent).

For the body of the, use 12pt character size, for section headings 14pt, for footnotes 11pt.

For the first occurrence of a defined technical term, use small capitals.

To emphasise a word, use small capitals; optionally, for loanwords etc., use italics or single quotes.

For linguistic examples in the text, use italics; for definitions use single quotes '...', for morphological examples use { ... }, for phonological (e.g. phonemic, dictionary, broad) transcriptions use / ... / and for detailed phonetic (allophonic, narrow) transcriptions use [...] as delimiters. For example: German *Schafe* {schaf}+{e}'sheep (pl)'

For short quotations, use double inverted commas (for long quotations, see paragraph formatting).

For references to the literature (see the examples near the end of this paper), when referring to the authors use the following formats: Crystal (1982:27), Gibbon and Fernandes (2005), Sudhoff et al. (2006:294). When referring to the publication use formats such as these: (Crystal 1982:27), (Gibbon and Fernandes 2005), (Sudhoff et al. 2006:294). Note the different conventions for two authors and more than two authors.

For computer code, web page source code, email addresses, etc., use an equidistant font such as Courier, generally in a slightly smaller font size than the regular characters.

Indicate ellipsis by three periods, with a blank space before and after, like ". . ."

Use a comma before the last member of a series of three or more coordinate elements: A, B, and C; X, Y, or Z. Do not use a comma after the expressions "e.g." and "i.e.".

5   Special text objects

5.1   Table of contents, list of tables, list of figures

Insert the table of contents ("TOC") and the lists of tables and figures automatically, using the insert function provided by the word processor. This saves time and ensures accurate page numbering.

Update the TOC and the lists of tables and figures after each document editing session.

5.2 Tables

Use appropriate "Table Heading" and "Table Contents" format styles and create a table caption ᴀʙᴏᴠᴇ the table. Do not use formulations such as "... shown in the following table:" but create automatic cross-references to numbered tables, using capital initial letters (e.g. see Table 1).

Table 1: Cognates.

English	*Latin*	*French*	*German*
table	tabula	table	Tafel
wine	vinum	vin	Wein

Use tables ᴡɪᴛʜ ɪɴᴠɪsɪʙʟᴇ ʙᴏʀᴅᴇʀs for linguistic Interlinear Glossed Text (IGT). Ensure that the table has the "no split" property. In this case, it is not necessary to use table captions.

In	einem	Dokument	werden	Formatvorlagen	verwendet
in	*INDEF+DAT +MASC*	*document*	*PASS+3+PERS+ PRET*	*style+PL*	*use+PERFPART*

5.3 Figures, graphics, photographs

Do not draw graphics lines and shapes directly into the text.

Prepare a graphics object separately (e.g. using *OpenOffice Draw*) and import or copy it into the manuscript as a figure.

Include the figure in black and white, unless there are good reasons for using colour.

Anchor the figure to a character (other options are possible, but less easy to format), and create a figure caption ʙᴇʟᴏᴡ the figure.

Figure 1: Colloquium outing 2007. From left: Julia, Catharine, Steffi, Radek, Thorsten, Julianna with lost umbrella, Andreas, Arne Sa'da, Jola, Ilona, Dafydd.

Do not use formulations such as "... shown in the following figure:" Create automatic cross-references to numbered figures, using capital initial letters (e.g. see Figure 1).

5.4 Inline and non-inline examples: lists, language examples, formulae

Create lists using numbering or bullet styles (usually available on a toobar); numbers and bullets should not be entered by hand.

Define short inline language examples with italics (see character properties).

Use consecutive numbering and separate paragraphs for language examples which are not inline, using a numbering style, and treat formulae like non-inline language examples.

5.5 Data: recordings, tables

Use tables and visualisations of recordings in the text as required in order to make a point.

Include complete collections of relevant tables and other materials in an appendix.

5.6 Example References

5.7 Conventions

When referring to the authors use Crystal (1982:27), Gibbon and Fernandes (2005), Sudhoff et al. (2006:294), and when referring to the publication use (Crystal 1982:27), (Gibbon and Fernandes 2005), (Sudhoff et al. 2006:294). Note the different conventions for two and more than two authors.

In the list of references, use hanging paragraphs.

There are two common conventions for distinguishing between articles and books in bibliographies:

1. Article titles in quotes, books in plain text.
2. Article titles in plain text, book titles in italics (used in this paper).

There are also several conventions used in referring to the year, either with brackets (used in this paper) or without.

Select one of each of these, and be consistent in using them.

5.8 Examples

Crystal, David (ed.). 1982. *Linguistic controversies: essays in linguistic theory and practice*, London: Edward Arnold.

Sudhoff, Stefan, Denisa Lenertová, Roland Meyer, Sandra Pappert, Petra Augurzky, Ina Mleinek, Nicole Richter & Johannes Schließer (eds.). 2006. *Methods in empirical prosody research*. Berlin: Walter de Gruyter, 281-309.

Gibbon, Dafydd & Flaviane Romani Fernandes. 2005. Annotation-mining for rhythm model comparison in Brazilian Portuguese. *Proc. Interspeech/Eurospeech* 2006, 329-3292.

Williams, Briony. 1985. Pitch and duration in Welsh stress perception: the implications for intonation. *Journal of Phonetics*, 13, 381-406.

Williams, Briony. 1999a. A Welsh speech database: preliminary results. *Proc. Eurospeech 99*, Budapest, Hungary.

Williams, Briony. 1999b. The phonetic manifestation of stress in Welsh. In: van der Hulst, Harry (ed.), *Word prosodic systems in the languages of Europe*. Berlin: Mouton de Gruyter.

6 References

Eco, Umberto. 1977. Wie man eine wissenschaftliche Abschlußarbeit schreibt. Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften. Heldelberg: UTB (C. F. Müller Verlag).

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Anon. n.y., accessed 2007-07-07. Language style sheet. http://www.lsadc.org/info/pubs-lang-

style.cfm. Linguistic Society of America.

Gut, Ulrike and Dafydd Gibbon. 2001, accessed 2007-07-07. How to Write a Linguistics Term Paper (Schriftliche Hausarbeit).
http://www.spectrum.uni-bielefeld.de/Classes/StyleSheets/Hausarbeit.html

Anon. n.y., accessed 2007-07-07. http://owl.english.purdue.edu/owl/resource/557/01/. Purdue University English Department.