

Guidelines for Written Papers

Table of Contents

| | |
|---|----|
| 1. Overview | 3 |
| 1.1. Where and how to hand in your paper..... | 3 |
| 1.2. What to hand in and what your paper consists of..... | 3 |
| 1.3. Layout..... | 3 |
| 1.4. Plagiarism..... | 3 |
| 2. References | 4 |
| 2.1. General information | 4 |
| 2.2. Citation templates for print and online sources ² | 4 |
| 2.3. In-text citation guidelines..... | 10 |
| 2.4. Final remarks..... | 11 |
| 3. Style/accuracy..... | 13 |
| 3.1. Academic English..... | 13 |
| 3.2. Use of “I” | 13 |
| 3.3. Readership..... | 13 |
| 3.4. Objectivity..... | 13 |
| 3.5. Paragraphing..... | 13 |
| 3.6. Vagueness..... | 13 |
| 3.7. Dictionary/encyclopaedia entries | 14 |
| 3.8. Numbers and percentages..... | 14 |
| 3.9. Abbreviations | 14 |
| 3.10. Spelling and punctuation | 14 |
| 3.11. Citing e-books and other sources found online | 14 |
| 3.12. Further recommendations..... | 14 |

1. Overview

1.1. Where and how to hand in your paper

- There is a **fixed deadline** which you will be told about in your courses. There are no exceptions!
- **Printed version:** to be handed in at the office of the secretary (Sekretariat, 5 E 14), or to be sent by post (date of postmark counts). There is no need for term papers to be bound. You can simply tack your pages together with a paperclip or put them in a folder.
- **Electronic version:** as word document and pdf **to your respective lecturer.**
 - Please send both documents as one file each (i.e., ONE pdf-file and ONE word document). Don't send appendices and forms separately but include them in the respective file.
 - Please label your files in the following way: "name of course_your last name_last name of lecturer".
- Make sure to confirm that you received [information about plagiarism](#) and sign your "[Selbstständigkeitserklärung](#)".
- Include the **confirmation of registration** from WueStudy.

1.2. What to hand in and what your paper consists of

Please make sure to hand in every component of your paper/portfolio/.... Note that you alone are responsible for the completeness of your paper and cannot rely on your lecturer getting back to you if there is something missing.

- a) Confirmation of registration from WueStudy
- b) Title page (see [template](#) on the homepage of the English department)
- c) Table of Contents
- d) Running text
- e) References (according to the *American Psychological Association Publication Manual* (7th ed.))
- f) Appendix
- g) Selbstständigkeitserklärung (see [template](#) on the homepage of the English department)

1.3. Layout

- margins: 2.5 cm at top and bottom and on both sides of the sheet
- spacing: 1.5 line spacing
- font: e.g., Times New Roman in 12 pt
- use justification (Blocksatz)
- number your pages (start with "1" on the first page of your written text; if you don't know how to do this in *Microsoft Word* or *Open Office* there is a number of tutorials on *YouTube*)
- use italics for words or phrases that you include as examples in the text, e.g., "The word *representation* is a noun."
- use footnotes only for additional information, not for your sources

1.4. Plagiarism

Plagiarism is a serious offence. If your term paper contains plagiarised material, you will fail the course. **Any form of plagiarism means you fail. No mercy.**

Please read the "[Merkblatt Plagiat](#)" for further information. You will have to confirm on your Selbstständigkeitserklärung (a) that you have read and understood the information on plagiarism and (b) that your term paper does not contain any plagiarised material. Without your signature your term paper will not be accepted.

2. References

The following guidelines are based on the recommendation by the *American Psychological Association* (APA). This is the style most commonly used in linguistics, but also in social sciences and psychology.

2.1. General information

From the beginning of your writing process, you should take notes of the sources you used for your paper. This is important, as it will prevent you from accidentally forgetting one of your sources.

You may use various techniques to keep track of your sources. The most important thing is that the technique works for you, whether it be a simple Word file in which you save your sources, or a more elaborate software. There are multiple ways to keep track of your sources using software designed for scientific writing:

- **Citavi** is a free software to manage your sources, but also helps you save, organize and store the sources on your computer. Additionally, you can use *Citavi* to search for sources online, create outlines of your paper and create time-tables and schedules for your working process. Consider trying this for your seminar paper. Once you get used to it, it can help make your writing process faster and more efficient.
- Another option (albeit with fewer functions) is using the ‘References’ function in **Microsoft Word**. You can download *Microsoft Word* for free via the *Studisoft* portal of the University of Würzburg. This allows you to enter all necessary information in a template. Once you are finished, simply choose the ‘Create reference list’ option, and Word will generate your sources for you in any format you wish.

If you are interested in learning about *Citavi*, or you want to learn the basics of *Citavi* fast, check out the homepage of the Library at the University of Würzburg. Apart from various resources (videos and handbooks), the library also hosts *Citavi* courses for beginners (usually monthly, takes about an hour, see the [library calendar](#))

Checklist:

- ✓ **Start collecting your references from the beginning.** Do not wait until the day before the deadline.
- ✓ **Include all works you have used.** Do not include works you have not used for direct or indirect citations.
- ✓ **Please use the *APA* (American Psychological Association) citation style** (see below for templates), 7th edition
- ✓ **Do not use footnotes or endnotes** for references.
- ✓ **Be consistent.** Check your references to make sure all of them follow the same conventions. If you are uncertain about the conventions you use, check with your lecturer.
- ✓ **Seek help early on.** The library offers a large variety of courses on correct citations and citation management.

2.2. Citation templates for print and online sources²

2.2.1. Monographs

Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. Publisher.

² The templates below have been adapted from *Publication Manual of the American Psychological Association* (7th ed.) (2019). Washington, D.C.: American Psychological Association. Supplements have been adapted from the APA Style Blog (<https://apastyle.apa.org/blog>).

Monographs are single works of research. For references, you thus simply include the full publication title – no individual chapters.

For example:

Eisenmann, M. (2019). *Teaching English: differentiation and individualisation*. utb.

2.2.2. Edited volumes

Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (Year). *Title of work*. Publisher.

Edited volumes are collections in which contributions by multiple authors are featured. Volumes can be edited by multiple editors: Use (Ed.) if there is only one editor, and (Eds.) if there is more than one editor.

For example:

Eisenmann, M., & Summer, T. (Eds.). (2017). *Basic Issues in EFL Teaching and Learning*. Winter.

2.2.3. Chapters in edited volumes

Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book: Capital letter also for subtitle* (pp. xxx-xxx). Publisher.

If you want to cite an individual article from an edited volume, you need to list the chapter's author and title, followed by the information on the edited volume.

For example:

Grimm, N. (2017). Digital Media: Promise for or Threat to Education?. In M. Eisenmann & T. Summer (Eds.), *Basic Issues in EFL Teaching and Learning* (pp. 229-240). Winter.

2.2.4. Journals and periodicals: Conventional and online only

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pp. xxx-xxx. <https://doi.org/xx.xxx/yyyy>

If a volume is published regularly, either online or in print, it is a journal/periodical. The style is similar to edited volumes, with one crucial difference: You do not add editor information in your references. In the template above, the URL is a placeholder for the DOI (or, if not provided, a link to the publication). Note that you do not need the DOI if the journal is also published/available in print – even when you read the online version! DOIs are necessary if the journal or article is online-exclusive!

For example:

Vogt, K. (2006). English at Work: Berufsbezogene Sprachkompetenzen mit Aufgaben fördern. *Der fremdsprachliche Unterricht Englisch, 40* (84), pp. 34-38.

2.2.5. Unpublished papers and theses

Author, A. A. (Year). *Title of doctoral dissertation or master's thesis* [Unpublished master's thesis/Unpublished doctoral dissertation]. Name of institution.

For unpublished monographs (e.g., an unpublished master's thesis or doctoral dissertation) you follow the general guidelines for monographs. Crucial difference: Instead of a publisher and the location, you list the university at which the thesis/paper was written. Make sure to state that this research is unpublished and state which type of academic text this is – an MA thesis, PhD thesis or a regular unpublished paper.

For example:

Köhne, S. (2005). *Didaktischer Ansatz für das Blended learning. Konzeption und Anwendung von educational patterns*. (Unpublished doctoral dissertation). University of Hohenheim.

2.2.6. Electronic books

Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. [eBook edition]
Publisher. <http://xxxxx.yy>

Use this template only if the monograph is online-exclusive and not available in print. For e-versions of print books (available, for example, via the University library), use the regular monograph-template.

For example:

Gardner, D. (2011). *Fostering Autonomy in Language Learning*.
https://www.researchgate.net/publication/259368185_Fostering_autonomy_in_language_learning

2.2.7. Full websites, articles and texts from a website

Citing individual articles from websites (e.g., an online newspaper article) is very similar to monographs. Here, you **do not insert links into your text** – instead, you cite author and date as you would for a print publication. The link only appears in your references:

Author, A. (year, month day). *Title of page*. Site name. <http://xxxxxxxxx>

For example:

Handke, U. (2018, February). *Fünf der besten Methoden zur Differenzierung*. The English Academy & At Work. <https://www.the-english-academy.de/fuenf-der-besten-methoden-zur-differenzierung-im-englischunterricht/>

A format description is only necessary if you are using an unusual format, for example lecture notes posted online.

If **no author** can be found, use this template:

Title of document [Format description] (year, month day). Retrieved from
<http://xxxxxxxxx>

For example:

Teen posed as doctor at West Palm Beach Hospital: police. (2015, January 16).

<http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html>

For in-text citations, use the title (shortened if necessary) and the date:

Political discourse on Twitter seems to be independent of recent political events (“Politics on Twitter”, 2015).

If you want to cite a **full website** in your text, it is sufficient to **insert the URL in brackets**, for example:

In order to investigate argumentation strategies on social media, a corpus of comments was extracted from *Instagram* (www.instagram.com).

Please make sure that your **URL is not a hyperlink** (blue and underlined) as this will be visible when you print your paper! If the URL appears to be a hyperlink, remove the link function and make sure that the font and size of the URL matches your text.

2.2.8. *Online encyclopaedias and dictionaries*

Author, A. (year). Entry name. In *Title of encyclopaedia/dictionary*. Publisher.
<http://xxxxxxxxxx>

Often encyclopaedias and dictionaries do not provide bylines (authors’ names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

For example:

Didactic. (n.d.). In *Oxford English Dictionary*. Oxford University Press.
<https://oed.com/view/Entry/357683?rskey=BIVH47&result=2&isAdvanced=false#eid>

For in-text citations without author, use the entry name and the date (if given). Do not insert the link into your text.

Please read the Style/accuracy section on “Dictionary/encyclopaedia entries” for important information!

2.2.9. *Songs*

Recording artist (Year of release). Title of song [Song]. On *title of album* [Medium of recording]. Label.

Make sure that you include both the songwriter and the artist when you are working with music. Additionally, it is important that you use names consistently. If you use the songwriter’s or artist’s real name in your references, make sure to also use this name for in-text citations. If you are using the songwriter’s or artist’s pseudonym in your references, then this is also what you should use in your text.

For example:

Dacus, L. (2018). Night Shift [Song]. On *Historian* [Album]. Matador Records.

An in-text citation would look like this:

In their song *Night Shift* (Dacus, 2018), various features are used that can be found in regional varieties of British English.

2.2.10. Film

Director, D. D. (Director). (Date of publication). *Title of motion picture* [Film].
Production company.

Use this template when you cite a full-length movie. If you need to include exact times of a sentence of the film, please make sure not to include commercial break times.

For example:

Tarantino, Q. (Director). (1994). *Pulp fiction* [Film]. Miramax.

2.2.11. TV series episode

Writer, W. W. (Writer), & Director, D. D. (Director). (Original air date). Title of episode (Season number, Episode number) [TV series episode]. In P. Executive Producer (Executive Producer), *Series title*. Production company(s).

When you are dealing with a TV series (and thus with multiple episodes), use the template above. Here, the medium is not relevant (Blu-ray or others) and does not need to be included. If you need to include exact times of a sentence of the episode in your paper, please make sure not to include commercial break times.

For example:

Kosh, A. (Writer & Director). (2019, September 25). One last con (Season 9, Episode 10) [TV series episode]. In D. Liman & D. Bartis (Executive Producers), *Suits*. Untitled Korsh Company; Universal Content Productions; Open 4 Business Productions.

2.2.12. Video from an online platform (e.g., YouTube)

Person or group who uploaded video. (Date of publication). *Title of Video* [Video].
Website host. <http://xxxxx>

For online videos, use the name of the video as the title. It is important here that you distinguish the actual name of the author from his or her screen name. If you cannot find a real name anywhere, simply use the screen name only.

For example:

Tasty. (2018, March 7). *7 recipes you can make in 5 minutes* [Video]. YouTube.
https://www.youtube.com/watch?v=9_5wHw6111o

2.2.13. Organisations

The organisations listed down below are merely examples and should therefore be taken as a guide. Other institutions will be cited accordingly. As soon as an author is listed on the respective subpages of an organisation, this author must be named.

2.2.13.1. KMK

Sekretariat der ständigen Konferenz der Länder in der Bundesrepublik Deutschland (KMK) (2012). *Beschlüsse der Kultusministerkonferenz Bildungsstandards für die erste Fremdsprache (Englisch/Französisch)*.
[https://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2012/2012_10_18-Bildungsstandards-Fortgef-FS-Abi.pdf; last accessed ...].

2.2.13.2. OECD

OECD. (2018). *Preparing our youth for an inclusive and sustainable world: The OECD PISA global competence framework*. [<https://www.oecd.org/education/Global-competency-for-an-inclusive-world.pdf>; last accessed].

2.2.13.3. Council of Europe

Council of Europe (2020). *Common European Framework of Reference for Languages: Learning, teaching, assessment – Companion volume*. Council of Europe Publishing, Strasbourg. [www.coe.int/lang-cefr; last accessed: ...].

2.2.14. Curriculums (e.g. LehrplanPlus)

Staatsinstitut für Schulqualität und Bildungsforschung (ISB) (2021), München. *Title of page*. [<https://www.lehrplanplus.bayern.de/...>; last accessed ...].

For example:

Staatsinstitut für Schulqualität und Bildungsforschung (ISB) (2021), München. *LehrplanPLUS Realschule. Fachprofil Moderne Fremdsprachen*. [https://www.lehrplanplus.bayern.de/fachprofil/realschule/englisch/auspraegung/moderne_fre_mdsprachen; last accessed ...].

Staatsinstitut für Schulqualität und Bildungsforschung (ISB) (2021), München. *LehrplanPLUS. Fachlehrpläne Englisch 8. Klasse, Grammatik, Kompetenzerwartungen und Inhalte*. [<https://www.lehrplanplus.bayern.de/fachlehrplan/gymnasium/8/englisch/1-fremdsprache>; last accessed ...].

An in-text citation would look like this:

One of the main goals of the curriculum is the development of pupils into open-minded and interculturally communicative people (ISB, *Fachprofil Englisch Realschule* 2021).

2.2.15. Textbooks (e.g. Green Line 1, Red Line 4)

Author, Author (Ed. Year). *Title*. Publisher.

For example:

Haß, Frank (Ed. 2019). *Red Line 3*. Klett.

2.3. In-text citation guidelines

Remember that you need to reference all sources you have used in your text – both for word-for-word citations as well as for any ideas, concepts or theories that are not your own. **If you do not reference the appropriate source, this is a case of plagiarism. Additionally, the mandatory (!) [Selbstständigkeitserklärung](#) is considered a legal document by which you declare (among other things) that you have correctly referenced all sources used. Thus, you may be held legally responsible if you fail to declare all your references correctly.**

2.3.1. In-text references

2.3.1.1. General

Your in-text references should include the following information:

- Last name of the author(s)
- Year of publication
- Page range

You should *not* include the following:

- Title of the publication
- First name of the author
- Location or publisher
- Links to online publications

The template for in-text references thus is:

(Author, date, p. page number)

When referring to a passage that stretches over several pages, use “pp.” instead of “p.” and give the page range.

In text, it would look like this:

The discussion of politics on Twitter has had “a fundamental effect on how we view modern political discourse” (Smith, 2002, p. 36).

Do not use the abbreviations “f.” / “ff.” to refer to subsequent pages from the same source. If you cite multiple pages, provide the exact page range, introduced with “pp.”. Note that if you are making reference to an entire book, article or other work, you only have to provide the author and year of publication and not the page number. Do not use “cf.” for indirect quotes. This abbreviation means “compare” and is used to indicate that the following source constitutes an alternative to the claim that you have just made.

2.3.1.2. In-text references with multiple authors

Stick to the following guidelines for in-text references with multiple authors:

- **Two authors:** Use both author names throughout the paper, e.g., (Eisenmann & Ludwig, 2013, p. 39)
- **Three or more authors:** The author list is abbreviated using "et al." throughout the paper, e.g., (Grimm et al., 2015, p. 174)

Important: You must include all authors in the reference list, even if you use “et al.” in the text!

2.3.2. Incorporation of direct quotations

2.3.2.1. Quotations less than three lines in length

Quotations must be put in quotation marks. Reference information either follows the direct quotation or can be (partially) included in the text.

2.3.2.2. Quotations more than three lines in length

If your direct quotations exceed three lines in total length, you must change the formatting of the quote according to the following guidelines:

- Indented on the left
- Do not use quotation marks (the formatting already makes clear that it is a quotation).

References may be included in the previous text or in brackets directly following the quotation as in the following examples:

2.3.3. Second-hand quoting/referencing

In general, you should read all sources yourself. Try to avoid quotations from authors you found in other publications. In some cases, this cannot be avoided, for example if the book has gone out of print and cannot be ordered in any way. In these cases, stick to the following guidelines:

([Author of unavailable source], date, as cited in [author of available source], date, p. page number)

In your reference list, you only list the secondary source, not the original one. In the example below, you would list Smith (2006), but not Roy (1926).

In text citations thus look like this:

- **In brackets:** (Caspari et al., 2008, as cited in Eisenmann, 2019, p. 25), if Caspari et al. is cited in Eisenmann, and you want to use Caspari et al.'s idea.
- **In text:** Caspari et al. (as cited in Eisenmann, 2019, p. 25) states that ...

2.4. Final remarks

The list above is not exhaustive, but keep in mind that every publication format can be cited using APA. If you encounter a publication format not described above, please try to develop a correct reference on the basis of the patterns described above first, and have your tutor or lecturer check it for correctness. You will also find help on the [APA Style Guide](#) and other online resources, e.g., [Online Writing Lab \(OWL\) at Purdue University](#).

3. Style/accuracy

3.1. Academic English

Academic English (or indeed academic German) involves the use of a broad range of appropriate vocabulary and a wide variety of relatively complex sentence structures – i.e., avoid overuse of high frequency vocabulary and repetitiveness. Colloquial language, which includes contractions, such as *don't* or *get*-passives (“The research team got a study done”), is not acceptable in academic writing. Your task is to communicate your ideas and results to your reader in a clear, explicit and straightforward manner. Your use of language should facilitate this aim. So, while it is important that you use high standard academic English, you need to make sure that the language you use helps to get your point across instead of concealing it. So, when in doubt, it is often better to form a number of shorter sentences (with fewer clauses) in place of that one page-long sentence you could have formed (which would have been so much more difficult to understand). There is a fine line between adequate complexity and showing off.

3.2. Use of “I”

When referring to yourself in the paper, you should try to avoid an overly use of “I”. While it is generally okay to use “I” when talking about research motivation and research methods (e.g., “I distributed the questionnaire to 30 informants”), you should favour passive constructions in the theoretical part as well as in the analysis section. Never use “we” in your paper if referring to yourself. You will find this frequently in volumes on linguistic research, but this is because many papers are co-authored, i.e., they have more than one author, and thus “we” refers to the whole research team.

3.3. Readership

Remember that you are writing a paper that will be read only by your lecturer (or by two or three at most when you are writing a BA or MA thesis). You are not writing a textbook, so you should not employ didactic techniques or witty humour. While you should phrase your thoughts as clearly as possible, you are not writing to teach. Be as factual as you can, and do not explicitly address any reader. In terms of content, the reader you should have in mind is a second-year student of linguistics – someone who knows the basic terms and concepts in linguistics but who needs you to explain the terms, concepts and theories relevant to your topic. Do not start leaving out vital explanations because your lecturer knows about these anyway. That would defeat the purpose of a term paper.

3.4. Objectivity

You need to be objective since this is what scientific writing is all about. In your conclusion, you are free to give your view on a topic/a certain argument as long as you can back your claims with conclusive and objective scientific evidence.

3.5. Paragraphing

Do not start a new paragraph for individual sentences. Instead, use paragraphs as a means to make your chain of thought and your line of argumentation visible, i.e., start a new paragraph whenever you introduce a new idea or concept.

3.6. Vagueness

Do not make vague statements, such as “it is a widely known fact” or “many clever people believe”. Make sure instead to mention sources. If something is “widely known”, someone must have written a paper or book chapter on it.

3.7. Dictionary/encyclopaedia entries

You do not have to indicate a reference to dictionary entries of words you looked up while writing; only definitions of terminology need to be referenced. However, when defining central terms or concepts, you should rather use glossaries than general dictionaries. In any case, when using an online dictionary or encyclopaedia, never insert the links to the entry into your text but use the template above.

3.8. Numbers and percentages

When including numbers in your paper, note that the numbers up to ten should be written out (e.g., "five magazines" but "20 newspapers"). Remember that in English the comma is used differently than in German (so, 20,5% in German would be 20.5% in English)!

3.9. Abbreviations

All abbreviations used have to be introduced, by first stating the full wording with the abbreviation in brackets, e.g., "American English (AmE)". If you are going to use a number of abbreviations, a list of these should be included on a separate page following the table of contents.

3.10. Spelling and punctuation

Ensure you have no spelling mistakes or typing errors in the paper. The spell checker included in word processing packages will be of some help. However, do not rely exclusively on spell checkers. Sometimes Word simply tries to incorporate language preferences of Microsoft (as an American company). Instead, read through your paper yourself or preferably ask someone else to read it through for you. Ensure in particular that all key terms and names of the authors are spelled correctly. Since you are writing your term paper in English, you may ask a native speaker to read your paper before submission. In that case, you need to add the line "proof-read by XY" onto your title page. Punctuation errors are also common. If unsure, consult a reference book. A search for blank spaces is also worthwhile, as these prove quite annoying to readers. This is easily done with a simple search (rather than searching for a word, search for two blank spaces).

3.11. Citing e-books and other sources found online

In times of digitisation, you will find many sources online that have also been published in print. You can, of course, access these works via platforms, such as Cambridge Core, JSTORE, Google Books, ResearchGate, Academia.edu, etc. However, it is not appropriate to provide links to these platforms in your reference list. Instead, you must find the original publication information of the monograph/chapter/journal article and cite the work as if you had access to the printed version. For sources that are only available online, have a look at the respective templates in the References section.

3.12. Further recommendations

If you have questions concerning the content of your paper, you should contact your lecturer. If you have general problems concerning the writing process, how to structure a paper, or if you are not sure about how to cite/reference sources, there is a number of options for you:

- "Tutorium Englische Sprachwissenschaft" (see WueStudy).
- The library also offers courses and workshops, including courses on computer programmes that can help you become more organised in the writing phase, e.g., *Citavi*.
- There are workshops offered by the Writing Center.