22 July 2015 / 28 October 2014

CITATION GUIDELINES

Dear Students,

The formal side of citation rules referring to the text of scientific papers including master's theses is quite simple. When it comes to the bibliography, it is more complex.
I recommend you to respect the following guidelines, developed by Dr. Anne Barron as former Assistant Professor in Applied Linguistics, English Department, at the University of Bonn[1] (now she is Professor of English Linguistics at the University of Lüneburg).

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3. Citation guidelines (i.e. referring to particular passages, books or authors in the text)

If you knowingly do not acknowledge other authors' thoughts, ideas or research, you can be accused of plagiarism.
It should be noted here that it is suggested here to only include **minimal citation details in the text** (i.e. authors' names, year of publication and page number(s), if relevant). For complete details, the reader is expected to consult the bibliography.

3.1 Quotations

Incorporating quotations **into the text**:

3.1.1 Quotations of less than three lines in length

should be placed in quotation marks and incorporated into the main text. The quotation details may or may not be included in the main text. An example where the reference details are included in the text is the following:

> As Meara (1994:32) comments: "Despite the huge amount of resources that the year abroad uses up, there is not a great deal of research on how effective it really is". This lack of research relates in particular to the development of pragmatic competence during a period of study abroad ...

Alternatively, the source may be given directly after the quotation, as in the following case:

> In contrast, politeness in pragmatics is concerned with "... ways in which the relational function in linguistic action is expressed" (Kasper 1994:3206). In other words, ...

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[1] The following, shortened text is taken from Barron, Anne/Strubel-Burgdorf, Susanne (2011), *Term paper guidelines.* 2nd edition. from www.iaak.uni-bonn.de/research-neu/copy_of_resources/termpaperguidelines-1.pdf, 27.10.2014.
The updated 3rd edition - also used here - is available at www.linguistics.uni-bonn.de/fileadmin/files/downloads/Term_paper_guidelines_BAEL_3rd_edition_2014.pdf, 22.07.2015. This new edition was published by BAEL (Bonn Applied English Linguistics), based on an earlier version by Anne Barron.

3.1.2 Quotations of three lines or more

should be **indented** left and, if desired, also right. A new line should be used for the quotation and the quotation given in single spacing (while the rest of your text should have 1.5 spacing). These quotations do not require quotation marks. The reference details may or may not be included in the main text. The font size is usually smaller than in the rest of your text (i.e., if it's normally 12, the longer quotations are in font size 11.)

Example:

> For the purpose of the present study, I will take as a working definition of pragmatics that proposed by Crystal (1985:240). He defines pragmatics as:
>
> > ... the study of LANGUAGE from the point of view of the users, especially of the choices they make, the CONSTRAINTS they encounter in using language in social interaction, and the effects their use of language has on the other participants in an act of communication (original emphasis).
>
> The reference to 'choices' and 'constraints' in this definition reflects ...

Alternatively, the reference may be given directly after the quotation, as in the following case:

> Grice argues that because speakers are rational individuals and share common goals, conversations are governed by a co-operative principle, which reads:
>
> > Make your conversational contribution such as is required, at the stage at which it occurs, by the accepted purpose or direction of the talk exchange in which you are engaged (Grice 1975:45).
>
> Associated with this principle are four maxims – the maxims of quantity, quality, relation and manner – which are observed in effective conversation....
>
> > **Also note**: you sometimes encounter an f following the page numbers given in an article / book. This means the page given plus that following; e.g. 3f = pages 3 + 4. It is more advisable to simply say, though, "Crystal (1999:3-4)".

3.2 Referencing in the text:

Whenever you quote someone (either word for word or their idea), you need to tell the reader who it is you're quoting. You need to give the reference in the text (and EVERYone, whose work you're citing, you need to mention in the text HAS to show up in your reference section).

One author:	Chandler (2001:23)
Two authors:	McQuarrie/Mick (1992:196)
More than two authors:	Schmidt et al. (1996:286)

3.2.1 Integrating references into the main text: There are a

number of possibilities here. Examples include:
> Crystal (2001:23) reports that ....

or
> As McQuarrie/Mick (1992:195f) state ...

or
> ... A further reason relating to the lack of concern with pragmatic issues in the foreign language classroom is that research on the teaching of L2 pragmatic competence is still in its infancy (cf. Tateyama et al. 1997:163, Kasper 2000c:383).

or

In the past years, many researchers (e.g. Crystal 2001:23) have commented on ...

3.2.2 Second-hand quoting/referencing

On no account should you include any quotations which you have not read yourself nor should you strictly speaking refer to other research which you have not consulted yourself. If the latter case cannot be avoided, you should note this in the text and **include both this reference and the original reference** in your bibliography.

For example:

You read a book/article by Janet Holmes (e.g. Holmes 1986) and you find an interesting quote from Malinowski (e.g. 1924) in there about phatic communion. You cannot find Malinowksi but want to get that quote in your paper. You could write something like:

This idea follows the "phatic communion" that Malinowski (1924, as cited in Holmes 1986) mentions in his research.

In such a case, you also have to put Malinowski's book/article in your reference section (you'll find that reference in Holmes then.)

….

3.6 Footnotes

Footnotes should **not** generally be **used for literature references** as this is very space-consuming and not reader-friendly. Instead, incorporate your references into the main text (cf. citation/referencing guidelines). Of course, if a number of researchers' findings are of relevance at a particular point in the text, including these in a footnote may be more reader friendly than including a long list in the main text. Use your intuition on this point.

Footnotes are **designed to enhance the reader-friendly nature of the text**. They are used to **give further information which is not directly relevant to the text** and which the reader does not have to read to understand the argument/discussion at hand.

….

2.9 Bibliography and bibliographical conventions

From the very beginning of a research project, you should be careful **to note all details of articles** gathered. …

The bibliography contains **ALL** references included in the paper. **References not included in the text** in any form are **NOT** included in the bibliography.

The key to a good bibliography is **consistency**. Choose a particular convention and stick to this. If you wish to include a full-stop after the date of publication, make sure you do this consistently; alternatively if you wish to put a comma after the date, do this in all cases.

What follows is **one possible format** which you may use for your bibliography. It follows linguistic conventions.

- In all types of references, the **authors' surnames** are given first, followed by their first names (either given in initials or as a full name).

- Following the names you note the **year of publication**.

- **Titles** of **edited books**, **monographs** and **journals** are given in italics and with capital letters of the content words.

- **Titles of articles** are neither in italics nor with capitalized letters. (Sometimes you find these in quotation marks. No matter how: Keep it consistent!)

- Details of the **publishing** house follow those of the **place** of publication.

- Take note of all commas, full-stops and formatting details (e.g. use of italics, etc.)

2.9.1 Monographs

Crystal, David (2001), *Language and the internet.* Cambridge: Cambridge University Press.

Holmes, Janet (2006), An *Introduction to Sociolinguistics*. 3rd edition. Harlow: Pearson/Longman.

N.B. (nota bene): You only give the number of the EDITION after edition 2 (not for the first edition). You DO NOT give a number of an imprint (since nothing changed after the first edition) and you give the date of the first publishing.

If you take for example John L. Austin's famous "How to do Things with Words": **-** It has been published for the first time in 1962

- Then again in 1972, 1975, 1999, ...

If the copy you use does not have any additional information in it (e.g., a new foreword or the like) you have to refer to the publishing year of the latest edition (in Austin's case: 1975, where a second edition was published).

A reference to Austin might look like the following examples:

Austin, John L. ([1975] 1999), *How to do Things with Words*. 2nd edition. Oxford: Oxford University Press.

Or:

Austin, John L. (1975), *How to do Things with Words*. 2nd edition. Oxford: Clarendon Press.

2.9.2 Edited volumes

Gass, S./Neu, J. (eds.) (1996), *Speech Acts across Cultures. Challenges to Communication in a Second Language.* Berlin/New York: Mouton de Gruyter.

N.B.: (**eds**.) is used when there is **more than one editor**; and (**ed**.) where there is **only one** editor. In German the abbreviation used is (Hrsg.) for Herausgeber.

2.9.3 Edited articles/Articles in an edited volume

Schmidt, R./Shimura, A./Wang, Z./Jeong, H. (1996), Suggestions to buy: Television commercials from the U.S., Japan, China, and Korea. In: Gass, S./Neu, J. (eds.) (1996), *Speech Acts across Cultures. Challenges to Communication in a Second Language.* Berlin/New York: Mouton de Gruyter: 285-316.

N.B.: If a number of articles from a particular edited volume are included in the bibliography, there is no need to list the edited volume each time. Instead the edited volume itself should be listed once and each reference from the volume in the following short format:

Gass, S./Neu, J. (eds.) (1996), *Speech Acts across Cultures. Challenges to Communication in a Second Language.* Berlin/New York: Mouton de Gruyter.

Schmidt, R./Shimura, A./Wang, Z./Jeong, H. (1996), Suggestions to buy: Television commercials from the U.S., Japan, China, and Korea. In: Gass, S./Neu, J. (eds.) (1996): 285-316.

2.9.4 Journal articles

McQuarrie, E.F./Mick, D.G. (1992), On resonance: A critical pluralistic inquiry into advertising rhetoric. *Journal of Consumer Research* 19, 180-197.

Staczek, J.J. (1993), The English language and the Gulf War: Corpus linguistics, variation, and word-formation. *World Englishes* 12, 1, 15-24.

N.B.: Numbers like 12 or 19 in these examples represent the volume of the journal ('Band') which usually refers to a specific year of the journal (so to speak the 'Jahrgang' of a journal). The number that sometimes follows this number is the number of the issue of that journal in that year. So: The journal World Englishes has been published in its 12th year in 1993, and the article we see above was published in the second issue that was printed that year.

This distinction helps you for example when you search journals online and you know exactly where you need to start looking. (They are usually subdivided by year and issue online.)

Also remember: If you download the PDF from the online site of, e.g., Journal of Pragmatics, you do not need to give the URL but just treat this article as if you read it in a printed version.

You should only give a URL or a DOI if the article you're citing has been published in a journal that is only published online. If a DOI (Digital Object Identifier) is given, use the DOI instead of the URL since it is more stable.

2.9.5 Electronic book

Chandler, D. (1994), *Semiotics for Beginners*. Retrieved from http://www.aber.ac.uk/media/Documents/S4B/, 23.05.2011.

N.B.: Always check the URLs again before you hand in your paper and see whether they still „work". If they do, you can give the latest date that you accessed that site (but be aware: maybe they changed the content of a site! So if you need to cite something specific from an important site, save this site and always give the date of this saved item).

2.9.6 Electronic journal articles

Watts, S. (2000) Teaching talk: Should students learn 'real German'? *German as a Foreign Language Journal [online] 1.* Retrieved from http://www.gfl-journal.com/, 23.05.2011.

Williams, H. (2012), Cohesion and pragmatic theory in second-language writing instruction. *Language and Linguistics Compass [online]* 6, 12, 768-776. doi: 10.1111/lnc3.12005, 10.04.2014.

These journals are an Online Journal and NOT published in print - also give DOI or URL (if no DOI is given).

2.9.7 Unpublished papers

Takahashi, S./DuFon, M.A. (1989), Cross-linguistic influence in indirectness: The case of English directives performed by native Japanese speakers. Unpublished paper, Department of English as a Second Language, University of Hawai'i at Manoa, Honolulu.

2.9.8 Unpublished theses/dissertations

Möhl, S. (1996), Alltagssituationen im interkulturellen Vergleich: Realisierung von Kritik und Ablehnung im Deutschen und Englischen. Unpublished MA thesis, University of Hamburg.

Walsh, R. (1995), Language development and the year abroad: A study of oral grammatical accuracy amongst adult learners of German as a foreign language. Unpublished PhD dissertation, University College Dublin.

2.9.10 Also note:

- Remember to follow **linguistic** rather than literature **conventions** (i.e. the year of publication should be placed after researchers' names rather than at the end of the reference).

- The bibliography should be arranged in **alphabetical order.**

- If you are referencing an **internet article with no year** given, include the abbreviation **n.y.** where the year of publication would normally be included (in brackets, if the above formatting conventions are adopted).

- **Page numbers** are not usually given for **internet sources/html documents** since the number of pages differs with different computers/printers.

- **a, b, c, ...:** If a number of articles in your bibliography were published by the same author in one particular year, these must be differentiated by the use of letters after the relevant year in the text as well as in your references, e.g., Crystal, D. (1999a), Crystal, D. (1999b). Which one is a, b, c etc. depends on the first letter of the title.

- **Abbreviations** may be given for **places** of **publication**. If used, they should be used consistently, e.g. Use "N.Y." for "New York" and "N.J." for "New Jersey", or just "New York" and "New Jersey" but do not use "N.Y." and "New Jersey".