Term paper guidelines

Structure (optional elements in green colour)

Title page:
• university, institute, class, semester, name of instructor
• title of paper
• name, matriculation number as well as postal and e-mail addresses of author

Table of contents (separate page):

Contents

1. Introduction	1
2. Background	2

(etc.)

Abbreviations
(separate page)

1.   Introduction
• topic
• background/context
• theory/major concept(s)
• definitions of key terms
• previous research
• aim(s) and rationale (e.g. research gap, problematic issue)
• importance or relevance of the current study
• data and method
• specific issue(s) to be addressed/research questions/hypotheses to be tested
• structure of the paper

2./x.   separate section(s) for details of background/context, theory/concept(s), previous research and/or data and method, specific heading as appropriate

2./x.   analysis/results – specific heading as appropriate
subsections:
2.1.   heading as appropriate
(etc.)
or further separate main sections for different parts of the analysis

3./x.   Discussion

3./x.   Conclusion
• summary of findings
• interpretation
• conclusions
• limitations
• further research needs
• implications
• recommendations

References

Appendix

The word count excludes title page, table of contents, references and appendix.

Format

• margins: left: 2,5 cm, right: 4 cm, top and bottom: 2,5 cm
• line spacing: 1,5
• font: Times New Roman, Arial, Calibri or similar, 12 pt

Tables and figures

Tables and figures are numbered consecutively throughout the paper (separate numbering for tables and figures) and provided with appropriate titles, which appear below the table/figure number and above the table/figure body in italic title case.

Table 1

Progressive Forms in ICE-India

[table]

Figure 1

Contractions in the TIME Corpus of American English

[figure]

Linguistic examples

Linguistic examples are numbered consecutively throughout the paper. Numbers appear in brackets and the text is indented and single-spaced. The source of the example is given in brackets.

Would is used to express tentativeness or politeness:

(1) and it makes it in a way far<,,> easier I'**d** say to be able to create because<,> you can't go off in all tangents or in every direction (ICE-GB S1A-002)

(2) Katrina, **would** you like to try this? (COCA 2010 SPOK CBS-Early)

Quotations and paraphrases

Make sure you avoid any form of plagiarism by appropriately documenting all quotations and paraphrases.

References to the sources of quotations and paraphrases are included in the text. Don't use footnotes simply to give bibliographical information. Footnotes may be used for additional comments to the main text, but should be used sparingly. In-text references consist of author, date and page number(s) and must follow APA style. The format is

(author, year, p. x)
(Schneider, 2007, p. 56)

Short quotations (fewer than 40 words) are incorporated into the text and marked by quotation marks.

> The language situation can be characterized as a Creole continuum in the sense that "[t]here is a complex pattern of variation conditioned by social and situational factors, in which the boundaries between creole and standard become quite blurred" (Winford, 1997, p. 258).

Longer quotations (more than 40 words) are set off from the text and marked by indenting and single spacing.

> The history of English and English-derived varieties in Jamaica begins in the seventeenth century:
>
>> After roughly 150 years of Spanish occupation, Jamaica came under British control in 1655. English became the language of prestige and power on the island, reflecting the social status of its users, while the emergent Creole was regarded as the fragmented language of a fragmented people. (Beckford Wassink, 1999, p. 58)

Square brackets are used to indicate changes to the text or added explanations. Omissions are indicated by spaced ellipsis points (three for omission within a sentence, four for omission between two sentences, where the first point indicates the sentence-final period).

>> A local judge summing up a case to the jury, a principal addressing his school, the language of experts on some panel discussion are all examples of Trinidadian English. This language employs the vocabulary and grammar of S.B.E. [Standard British English] but it uses some patterns of speech that are peculiar to us and quite unfamiliar to the ears of an English visitor. . . . The language that we speak will be the language that we teach and the language that we accept from our pupils. (Borely, n.d., pp. 2-3)

The following is an example of a paraphrase with in-text reference.

> In this situation, the average child grows up to school age being mainly exposed to some form of Creole, as exposure to Standard English is usually limited outside the school context (Youssef, 1996, pp. 3-4).

For further information consult APA (2020).

Reference list

The section "references" at the end of the paper lists all sources cited in the paper in APA style. Basic information and examples for some common types of sources are provided below. For further information consult APA (2020) and/or the APA style website (https://apastyle.apa.org/style-grammar-guidelines/references/examples).

Book

Last name of author, initial(s) of first name(s) of author. (date). *Title of book*. Publisher. https://doi.org/xxxx

(more than one author: see examples in section "Journal article" below)

Blommaert, J. (2010). *The sociolinguistics of globalization*. Cambridge University Press. https://doi.org/10.1017/CBO9780511845307

Garrett, P. (2010). *Attitudes to language.* Cambridge University Press. https://doi.org/10.1017/CBO9780511844713

Journal article

Last name of author, initial(s) of first name(s) of author. (date). Title of article. *Title of Journal, volume*(issue number), pages of article. https://doi.org/xxxx

Jowitt, D. (1994). The English of Nigerian newspapers. *English Today*, *10*(4), 23-28. https://doi.org/10.1017/S0266078400007859

Mair, C., Hundt, M., Leech, G., & Smith, N. (2002). Short term diachronic shifts in part-of-speech frequencies: A comparison of the tagged LOB and F-LOB corpora. *International Journal of Corpus Linguistics*, *7*(2), 245-264. https://doi.org/10.1075/ijcl.7.2.05mai

Tagliamonte, S., & D'Arcy, A. (2009). Peaks beyond phonology: Adolescence, incrementation, and language change. *Language, 85*(1), 58-108. https://doi.org/10.1353/lan.0.0084

Article in edited collection

Last name of author, initial(s) of first name(s) of author. (date). Title of article. In initial(s) of first name(s) of editor. last name of editor (Ed.), *Title of edited collection* (pp. pages of article). Publisher. https://doi.org/xxxx

(more than one editor: see examples)

Bayard, D. (2000). The cultural cringe revisited: Changes through time in Kiwi attitudes towards accents. In A. Bell & K. Kuiper (Eds.), *New Zealand English* (pp. 297–324). Benjamins. https://doi.org/10.1075/veaw.g25.16bay

Hackert, S. (2010). Of old and new Anglo-Saxons: The native speaker and nationalism in English-speaking countries. In C. Lange, U. Schäfer, & G. Wolf (Eds.), *Linguistics, ideology and the discourse of linguistic nationalism* (pp. 77-96). Peter Lang.

Nelson, G. (1996). The design of the corpus. In S. Greenbaum (Ed.), *Comparing English worldwide: The International Corpus of English* (pp. 27–53). Clarendon.

Social media

Name of author [@username]. (year, month day). *Content of the post up to the first 20 words* [Description of audiovisuals]. Social media site name. URL

APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs—and they're making a difference @washingtonpost* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/apaeducation/status/1012810490530140161

Webpages and websites

Last name of author, initial(s) of first name(s) of author. (year, month day). *Title*. Website Name. URL

Pigott, R. (2011, December 25). *Jamaica's patois Bible: The word of God in creole*. BBC. https://www.bbc.com/news/magazine-16285462

Note: Capitalize the first word as well as all nouns, pronouns, verbs, adjectives and adverbs in titles of journals. In titles of books, articles and internet material, capitalize only the first word (and proper names).

Further information on APA style

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

Note: For more reference examples of different types of works, see the APA style website (https://apastyle.apa.org/style-grammar-guidelines/references/examples).

Submission

A print version of the term paper must be submitted to the post box on the ground floor of the English Department, either personally or by post. Electronic submission (PDF as e-mail attachment) is accepted only from students who are abroad at the time, which should be explained in the e-mail.

Make sure to meet the deadline.