

3 Style Sheet for Language and Linguistics

All work submitted to academic staff in Language and Linguistics should be formatted as described below. This format comes from the *Journal of Sociolinguistics*, one of the world's leading peer-reviewed journals which publishes a wide range of research in "sociocultural linguistics" (e.g., sociolinguistics, discourse studies, linguistic anthropology). Wherever possible or sensible, you should present your submissions in the same format and using the same style in which articles are published in this journal.

We recommend that you start by taking a careful look at one or two articles from the *Journal of Sociolinguistics* in order to familiarize yourself with the layout, style, etc. In doing so, you will recognize a few things:

- We are not expecting you to produce "camera-ready copy" – a version which looks exactly like a professionally typeset and published paper.
- Do note, however, that sans serif fonts are not used in most academic publishing; please use something equivalent to Times New Roman 12pt.
- In the final published version of a Journal of Sociolinguistics paper, justified margins are used for main text, but not reference lists. It is more usual, however, for a submitted manuscript (like your papers) to be prepared without justified margins.
- You will see that section headings are capitalized. Sub-headings are not capitalized but bolded and italicized. This is fine (but not essential) for your work too.
- When it comes to your thesis, the structure is of course different from a journal article, with a proper cover page, stand-alone abstract, table of content, etc. In this case, your document will obviously be formatted somewhat differently to a journal article.

3.1 Title page

Include the following information: your name and contact details, matriculation number, instructor's name, type of assessment (BA/MA seminar paper, independent study, BA/MA thesis), title, date of submission.

3.2 General

- Text: 1.5 line spacing, Times New Roman 12pt.
- Page: 2.5 cm margins on all sides.

- The first line of each paragraph is indented by 1.25 cm. Do not indent paragraphs after titles, subtitles or block quotations. Do not leave empty lines after each paragraph.
- Include page numbers.
- Use endnotes, not footnotes.
- Seminar papers and assignments must be handed in with the submission sheet which includes a plagiarism statement. This applies also to all work submitted electronically.
- Printing: talk to your supervisor about the format (paper/digital, etc.) in which to hand in your paper. For instance, check with your supervisor whether printing on both sides is an option or preference.
- For BA and MA theses, include a signed plagiarism declaration. A model plagiarism declaration can be found in the document “What is Plagiarism” in the Writing Academic Papers section of our website.

3.3 Extracts, Tables, Figures

Your essays/reports/theses may include extracts, tables and/or figures. (Note: images are labelled like graphs as “figures”.) The rules below should be followed:

- Extracts, tables, and figures should be self-contained and complement, not duplicate, information contained in the text.
- They should all have a numbered title which should be concise but comprehensive. Typically, the title for extracts and tables appears above the extract/table, while figures are labelled below the figure.
- The extract/table/figure itself, the text attached to the extract/table/figure (e.g. x and y axes of a graph), and key must be understandable without reference to the main text. See example figure below.
- All abbreviations must be defined.
- Include definitions of any symbols used and define/explain all abbreviations and units of measurement.
- If you use colour for your figures, remember that in some circumstances (e.g. if you submit it online to your teacher) it may ultimately be read in black and white. Please ensure that all such figures and images are legible even when read or viewed in black and white.

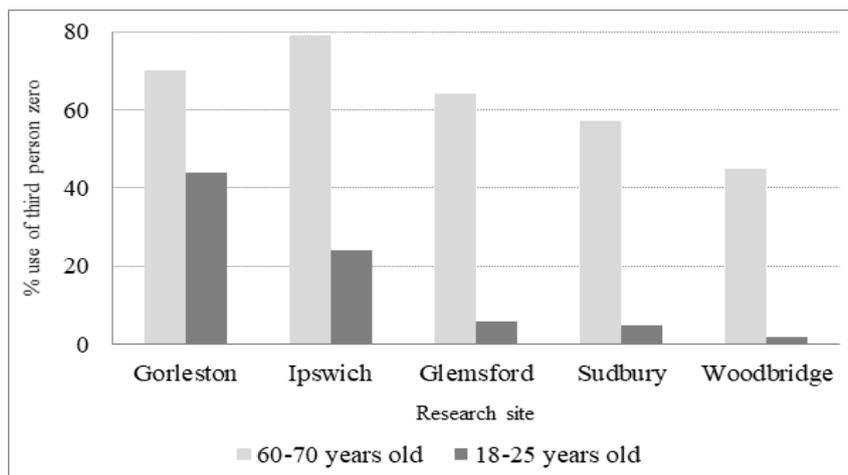


Figure 1: The use of third person present tense zero forms among younger and older speakers in five East Anglian towns and villages.

If you are doing discourse analysis and using extracts, you should find a paper from the *Journal of Sociolinguistics* and carefully follow the layout and formatting practices used (see example figure below).

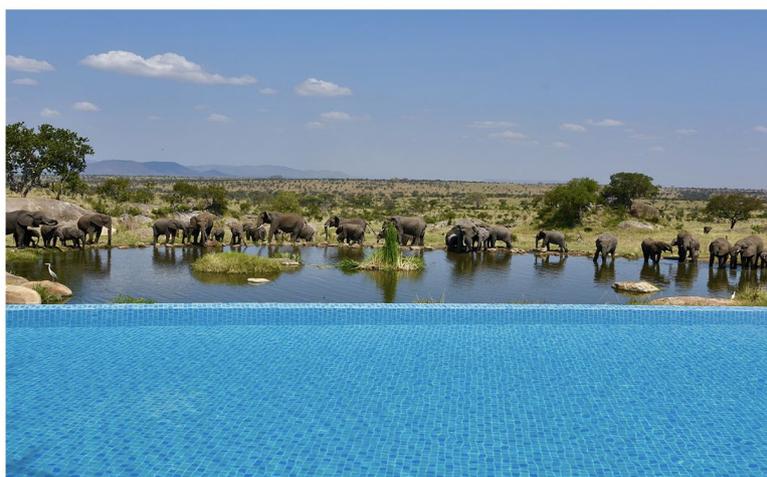


Figure 5. A 'best in the world' infinity pool in Tanzania. Reproduced with permission.

3.4 General Style Points

The following points provide general advice on formatting and style.

- *Quotes:* Use double quote marks for “quotations” and single quote marks within quotations. Always give the page number of reference for direct quotations. Translations or glosses should appear in double quotes.

- *Symbols/marks*: Ensure that phonetic or other non-orthographic symbols are clear, especially diacritic marks. We recommend Lucida Sans Unicode for the reproduction of symbols from the International Phonetic Alphabet.
- *Abbreviations*: In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially, use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- *Numbers*: numbers under 10 are spelled out, except for: measurements with a unit (8mmol/l); age (6 weeks old), or lists with other numbers (11 dogs, 9 cats, 4 gerbils).

3.5 Citations

As with the *Journal of Sociolinguistics*, we require that students follow the citation and referencing practices and formats adopted by the *American Psychological Association*: <https://apastyle.apa.org/>

This means:

- In-text citations should follow the author-date method whereby the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998).
- Page numbers are cited as e.g. Labov (1972, pp. 269-270). Use semicolons between each reference in a sequence of references by different authors.
- For works with up to five authors, use all authors' names on first citation: (Fishman, Ferguson and Das Gupta, 1968); then use et al. on subsequent citations: (Fishman et al. 1968).
- Same-author references appear in date order. Same-date references by the same author should be identified as: Labov 1972a, 1972b, 1972c, etc. Multiple-authored works follow all sole-authored works by the first author, in alphabetical order of second (and subsequent) authors.

3.6 References

The complete reference list of works you mentioned in your essay/report/thesis should appear alphabetically by name at the end of the paper. (Note: This section is called References not bibliography which is something different.) Please note that for journal

articles, issue numbers are not included unless each issue in the volume begins with page

1. Your reference list should follow these formats:

- Journal article
 - Heller, M. (2003). Globalization, the new economy, and the commodification of language and identity. *Journal of Sociolinguistics*, 7, 473-492.
 - Shelton, B. A., John, D., Gibbs, J. T., Huang, L. N., Ruble, D. N., Martin, C. L., ... Seltzer, M. M. (1996). The division of household labor. *Annual Review of Sociology*, 22, 299–322.
 - Note: for more than seven author names, list the first six with three dots and then the last author name.

- Book
 - Benor, S., Rose, M., Sharma, D., Sweetland, J., and Zhang, Q. (2002). *Gendered practices in language*. Stanford, CA: CSLI Publications.

- Chapter in Edited Book
 - Herbert, Robert K. (2002). The sociohistory of clicks in Southern Bantu. In R. Mesthrie (Ed.) *Language in South Africa*. (pp. 297-315). Cambridge, UK: Cambridge University Press.

- Unpublished paper presented at a meeting
 - Androutsopoulos, J. (2004). *Towards a typology of language contact in computer-mediated communication*. Paper presented to Sociolinguistics Symposium 15, University of Newcastle upon Tyne, UK.

- Unpublished thesis
 - Modan, G. (2000). *The struggle for neighborhood identity: Discursive constructions of community and place in a U.S. multi-ethnic neighborhood*. Unpublished thesis, Georgetown University, Washington, DC.

- Textbook
 - Winford, D. (2003). *An Introduction to Contact Linguistics*. Malden, MA and Oxford, UK: Blackwell Publishing.

- Internet Document
 - Norton, R. (2006, November 4). *How to train a cat to operate a light switch* [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZs>.