

Style Sheet for Language and Linguistics

The departmental style sheet follows the *Publication Manual of the American Psychological Association* (6th ed.). Only the basics are provided here. For further details, please consult the online version of the APA at the [Purdue Online Writing Lab](#).

In all cases of discrepancy this style sheet applies.

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, and date of submission.

2. General

- Text: 1.5 line spacing, Times New Roman 12pt (or other standard font and size).
- Page: 2.5 cm margins on all sides. Include page numbers.
- Contents: title page, table of contents, reference list. For BA and MA theses include an abstract of 150 to 250 words and a signed plagiarism declaration, which can be found on the ['Writing Academic Papers' page](#).
- First line of each paragraph indented by 1.25 cm. Do not indent paragraphs after titles, subtitles or block quotes, figures and tables.
- Use footnotes, not endnotes. Add footnotes in superscript after the phrase they refer to. The footnote comes after the punctuation mark. Footnotes are not intended for references, but should only be used for additional information.
- Seminar papers and assignments must be handed in with the submission sheet.
- Printing: Talk to your supervisor about the format in which to hand in your paper. For instance: Is double-sided printing an option/preference? Can large appendices be printed separately, or only handed in electronically (as a PDF via email, or on a CD)?

3. In-text citations

3.1. One author

Author, year of publication, page number(s)

When the parenthetical citation includes several elements, use commas as separators.

- Reference to entire work with signal phrase:
Jones (1998) argues that XYZ.
- Reference to entire work without signal phrase:
It is argued that XYZ (Jones, 1998).

- Reference to specific passage with signal phrase (omit quotation marks for paraphrases):
Jones (1998) argues that “XYZ” (p. 199).
- Reference to specific passage without signal phrase (omit quotation marks for paraphrases):
It is argued that “XYZ” (Jones, 1998, p. 199).

3.2. Two authors

Always mention both names.

- Use “and” in the signal phrase:
Wegener and Petty (1994) argue that XYZ.
- Use an ampersand “&” in the parenthetical citation:
It is argued that XYZ (Wegener & Petty, 1994).

3.3. Three to five authors

List all authors in the first reference, use “et al.” in subsequent references.

Kernis, Cornell, Sun, Berry, and Harlow (1993) argue that XYZ.
It is argued that XYZ (Kernis, Cornell, Sun, Berry, & Harlow, 1993).

3.4. Six or more authors

Always mention the first author’s name followed by “et al.”.

Harris et al. (2001) argue that XYZ.

3.5. Several works by the same author in the same year

Use lower-case letters (a, b, c, etc.) in every reference. Use the same letter for in-text references and corresponding entries in the reference list.

Berndt (1981a) argues that XYZ.

3.6. More than one reference in parentheses

Use semi-colons as separators.

(Berndt, 2002; Harlow, 1983)

3.7. Quote from several pages

When a quote stretches over several pages in the original, use “pp.”. Do not drop digits: no “pp. 198-9”.

Jones (1998) argues that “XYZ” (pp. 198-199).

3.8. Long quotations

Quotations that are 40 words or longer are presented as block quotes: begin on a new line, indent every line of the quote, omit quotation marks, and add the parenthetical citation after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

3.9. Quotes in quotes

Quotes in quotes need to be highlighted as such. Include both sources in the reference list.

Johnson argued that "XYZ" (as cited in Smith, 2003, p. 102).

3.10. Changes/additions

All changes and additions must be highlighted with square brackets.

Jan Harold Brunvand (2015), in an essay on urban legends, states, "some individuals [who retell urban legends] make a point of learning every rumor or tale" (p. 78).

3.11. Ellipsis/deletion

All ellipses/deletions must be highlighted with "...".

In an essay on urban legends, Jan Harold Brunvand (2015) notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (p. 78).

3.12. Quotations including emphases

Italicize (or underline) for emphasis, and highlight who it is that adds emphasis.

- Emphasis added by quoted author:

It is argued that "X Y Z" (Smith, 2003; emphasis in the original)

- Emphasis added by author of the present paper:

It is argued that "X Y Z" (Smith, 2003; emphasis added)

4. Reference list

4.1. General format

- *Order*: The works in the reference list are presented in alphabetical order.
- *Presentation*: All lines after the first line of each entry are indented ("hanging indentation").
- *Authors*: Authors' names are always inverted (last name first), and the first name(s) abbreviated.
- *Titles/subtitles*: Only capitalize the first word of the title and subtitle (and other nouns/names that are always capitalised, e.g. country names, weekdays, etc.).
- *Journal titles*: Capitalize all major words in journal titles (and maintain the punctuation and capitalization that is used by the journal)

ReCALL

(Not “RECALL”.)

Knowledge Management Research & Practice

(Not “and”.)

4.2. One author

Surname, abbreviated first name(s).

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

4.3. Two authors

Surname, abbreviated first name(s), & surname, abbreviated first name(s).

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

4.4. Three to seven authors

Surname, abbreviated first name(s), ... , & Surname, abbreviated first name(s).

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

4.5. Seven or more authors

Use an ellipsis (“ . . . ”) after the sixth author name, and then provide the last author's name.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . .
Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

4.6. Several works by the same author in the same year

List works in chronological order from earliest to most recent, and use lower-case letters (a, b, c, etc.). Use same letters for corresponding in-text references.

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

4.7. Several works by the same author, as sole author and as first author of a group

List one-author entries first. Note that in this case the earlier work is the second listed.

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

4.8. Articles

Provide the following (when available):

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66*, 1312-1329.

4.9. Books

Provide the following when available (for US publications, always also indicate the state, e.g.: "Washington, DC: ..."):

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

Field, F. (2011). *Bilingualism in the USA: The case of the Chicano-Latino community*. Amsterdam/Philadelphia, PA: John Benjamins.

4.10. Edited book (no author)

List the editors (in place of the authors), and add "(Ed.)" or "(Eds.)."

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

4.11. Edited book (with author(s))

List the author(s) as usual, and add the editors after the book title/subtitle.

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

4.12. Edition other than the first

Indicate the edition after the title/subtitle, but before the period.

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

5. Online sources

5.1. General format

Indicate the author, date, title (with format in brackets if necessary), and source (the URL). Note that the author's name can also be a company or other type of group author, or a screen name. If no author is available, substitute the title for the author. If no date is available use (n.d.). If other parts are missing, have a look at ["How to Cite Something You Found on a Website in APA Style"\(PDF\)](#).

Author, A. (year, Month day). Title of document [format description]. Retrieved from <http://xxx>

Freakonomics. (2010, October 29). E-ZPass is a life-save (literally) [Blog post]. Retrieved from <http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally/>

MSNBC. (2010, October 13). All 33 Chile miners freed in flawless rescue [News report]. Retrieved from http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/

5.2. Online photographs/pictures

Use the following format:

Photographer, A.A. (Photographer). (year, Month day). *Title of Photograph* [digital image]. Retrieved from <http://xxxx>

Taboada, M. (Photographer). (2016, November 8). *The Secret Lives of Mexican Nuns* [digital image]. Retrieved from <http://www.nationalgeographic.com/magazine/2016/11/photo-story-consecrated-mexico-monasteries/#/01-nun-plays-volleyball-in-convent.ngsversion.1476200720939.jpg>

5.3. Blog comments

Indicate the individual who made the comment, either real or screen name (whichever is shown), the date of the comment (not the date of the blog post!), “Re:” followed by the title of the blog, and the source (usually each comment has a unique URL. Click on the time stamp, this will change the URL in your browser to the specific URL of that comment, if no unique URL is available, use the URL of the blog post).

Mt2mt2. (2015, November 12). Re: A fast graph isomorphism algorithm [Blog comment]. Retrieved from <https://rjlipton.wordpress.com/2015/11/11/a-fast-graph-isomorphism-algorithm/#comment-72615>

5.4. YouTube videos

Provide the following (when available). If the user’s real name is not available, include only the screen name, without brackets. Note that video titles are italicized. In the text, cite the author’s name that appears outside of brackets: (Apsolon, 2011) or (Screen name, 2001).

Author, A. A. [Screen name]. (year, Month day). *Title of video* [Video file]. Retrieved from <http://xxxx>

Apsolon, M. [markapsolon]. (2011, September 9). *Real ghost girl caught on Video Tape 14* [Video file]. Retrieved from <http://www.youtube.com/watch?v=6nyGCbxD848>

Screen name. (Year, month day). *Title of video* [Video file]. Retrieved from <http://xxxx>

5.5. YouTube comments

See “Blog comments” above. Since the actual date is often not visible in YouTube comments (only says “3 hours ago”, “2 weeks ago” etc.), simply use the year of the publication. Note that, in contrast to the blog post, the video title is italicized.

49metal. (2016). Re: *Are you dating a psychopath?* [Video file]. Retrieved from <https://www.youtube.com/watch?v=cP5HIjA9hh4&lc=z13bu5ghznaawh0ez23ajz0gnquidx1z004>

5.6. Social media posts

Indicate author (or name of group) and screen name in brackets, the date of the post (or n.d. if unknown), the name of the page, or the content or caption of the post (up to the first 40 words) as the title, together with the description of the content form in square brackets (e.g. tweet, Facebook status update, video file, photograph). More info: [How to Cite Social Media in APA Style](#).

Author, A. [screen name]. (year, Month day). Title [format description]. Retrieved from <http://xxx>



Tyson, N. d. [neiltyson]. (2016, August 16). Just once. Just once. I want to see a TV commercial for a Truck where the announcer has a high pitch voice [Tweet]. Retrieved from <https://twitter.com/neiltyson/status/765712607940665344>



APA Style. (2016, October 6). Use numerals when talking about time: 2 decades, 1 year, 4 months, 6 weeks, 7 days, 10 hr, 3 min, 5 s, 0.22 ms #APAStyle [Facebook status update]. Retrieved from <https://www.facebook.com/APAStyle/posts/1552574861434595>

5.7. Message posted to an online forum or discussion group

Indicate author, date, the title of the thread (preceded by “Re:”), together with the source.

Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight-_how_can_cultural#comments

5.8. Data sets

Indicate where you have taken your raw data from. Use “retrieved from” if your data were provided by a website, use “available from” if they were from a general place that houses data sets on the site.

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [data file]. Retrieved from http://www.huduser.org/datasets/IL/IL08/in_fy2008.pdf