Guidelines for Citation and Referencing

There are various systems in use. The following <u>roughly</u> follows the APA guidelines and serves as a guideline for all written works submitted to courses in English linguistics at the IAA. Please note in particular the differences to the system used in literary and cultural studies (MLA).

I. In-text citations

In general, references are not given in footnotes, but in the running text. Author names are provided with year of publication (e.g. Crystal 2003) without an intervening comma and not spelt in capital letters (i.e. not CRYSTAL 2003). With up to two authors all of them are stated (e.g. Ford & Fox 2010, Croft & Cruse 2004), with more than two authors the abbreviation "et al." is used in the running text (e.g. Sacks et al. 1974); in the reference list, though, all authors are stated (see II.).

When you quote, you must provide the exact location of the passage quoted, i.e. page, section, chapter numbers, together with the author name and year of publication (e.g. Crystal 2003: 296, Smith 2009: 17-20, Quirk et al. 1985: section 15.1, Miller 2010: chap. 2). A paper/book should only be referred to in general, viz. without specific page/section/chapter numbers, when the relevant thoughts are distributed across the entire work.

a) Short quotations:

Enclose direct quotations in double inverted commas and provide the exact source in the immediate vicinity, e.g.:

Crystal (2003: 236) argues that the "origins of the written language lie in the spoken language".

Many scholars argue that the "origins of the written language lie in the spoken language" (Crystal 2003: 236).

b) Long quotations:

Quotations of three or more lines should be set off by the use of an indented margin, e.g.:

Crystal's (2003: 236) argumentation is the following:

> The origins of the written language lie in the spoken language, not the other way round. It is therefore one of life's ironies that traditionally in present-day education we do not learn about spoken language until well after we have learned the basic properties of the written language.

This position has been ...

c) Summary of ideas/ views

Ideas can be summarized. As with quotations, the author and the year of publication should be stated, preferably also page numbers to be able to trace the original, e.g.

Written language is a way of coding spoken language and it is the latter which we first acquire but the former that we typically relate to (cf. Crystal 2003: 236).

⇨ Be aware of the difference between providing a summary and minor paraphrasing (where you only make slight adjustments to the original words). The latter requires direct quotation or else runs the risk of being classified as plagiarism.

d) Citing from the Internet

Your in-text citation for an electronic source should follow the same guidelines as for other sources, i.e. be truthful to the original in terms of quoting (-> use quotation marks) and summarizing, provide the author (when unknown, the title) and year as well as the date of publication (if possible). In addition, provide a hint as to the kind of source, e.g.:

Peterson (2013, website) points out that Luther posted the 95 Theses on the door of the Wittenberg Castle Church in order to spur debate among the Christians.

What follows is an analysis of the video "How to cook a Christmas pudding" (2011, YouTube).

In the bibliography, however, it is important to provide complete information regarding the author, the title of the article/source, the original publication date (if possible. If not, just put *n.d.* = no date), the <URL> and the date of access (cf. II d).

e) Citing from secondary sources

Generally, you should avoid citing from secondary sources. If you still do so, make it clear that you have read about something elsewhere. E.g.:

Walt Whitman (1885) states that language is "not an abstract construction of the learned, or of dictionary makers, but is something arising out of the work, needs, ties, joys, affections, tastes of long generations of humanity" (:95, quoted in Mayer 2008: 11).

II. Bibliographical references

All works mentioned MUST be listed on a references page at the end of your paper. Do not list more references than those you actually used. The arrangement is in alphabetical order according to the author's surname and then year of publication, if need be, with small letters referring to several publication of an author in the same year. Single-author works precede works written in collaboration. The citation form must be consistent throughout the reference list and include author name, year of publication, title, place of publication and publisher.

a) Books

... are referenced according to the following general format:

Author(s) (Year). Title of book: Subtitle of book (if any). Place of publication: Publisher.

e.g.:

Nesselhauf, Nadja (2004). *Collocations in a Learner Corpus*. Amsterdam: John Benjamins.

Nesselhauf, Nadja (2005a). ...

Nesselhauf, Nadja (2005b). ...

Nesselhauf, Nadja & Mair, Christian (2005). ...

Nesselhauf, Nadja, Mair, Christian & Römer, Ute (2005). ...

b) Articles in journals

... are referenced according to the following general format:

Author(s) (Year). Title of article: Subtitle of article (if any). In: Title of Journal Edition, page numbers of article.

e.g.:

Rayson, Paul, Leech, Geoffrey & Hodges, Martin (1997). Social differentiation in the use of English vocabulary: Some analyses of the conversational component of the British National Corpus. In: *International Journal of Corpus Linguistics* 2, 120-132.

c) Articles in books

... are referenced according to the following general format:

Author(s) (Year). Title of article: Subtitle of article (if any). In: Author(s) (Ed(s).). Title of book: Subtitle of book (if any). Place of publication: Publisher, page numbers of article.

e.g.:

Aijmer, Karin (1997). *I think* - an English modal particle. In: Swan, T. & Westvik, O.J. (Eds.). *Modality in Germanic Languages. Historical and Cognitive Perspectives*. Berlin, New York: De Gruyter, 1-47.

d) Internet

- with known author

Peterson, Susan L. (n.d.). The Life of Martin Luther. Luther the Reformer (1517-1525). Retrieved from http://www.susanlynnpeterson.com/luther/reform.html (date of access: 2010, November 24).

- with unknown author

The Life of Martin Luther. Luther the Reformer (1517-1525). (n.d.). Retrieved from http://www.susanlynnpeterson.com/luther/reform.html (date of access: 2010, November 24).

e) Podcast/ YouTube

- with known author

Murphy, Brian (2008, September 19). Tips for a good profile piece. [YouTube]. Retrieved from
http://www.youtube.com/watch?v=cuA2VcdqB9k/ (date of access: 2011, April 7).

- with unknown author

How to cook a Christmas pudding. (2011). [YouTube]. Retrieved from
http://www.youtube.com/watch?v=cuA4VcpqB9k/ (date of access: 2013, December 18).

III. Tables and diagrams

Tables and diagrams must be numbered (if more than one) and titled. Their title should explain what they demonstrate, e.g.:
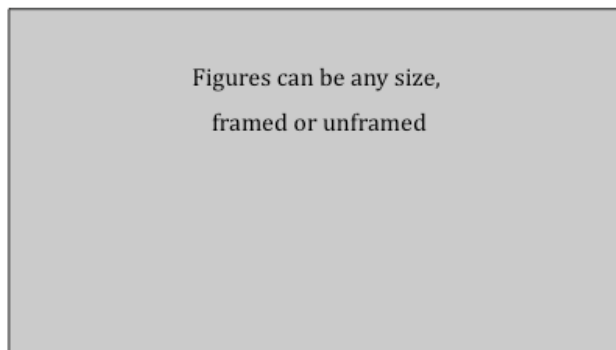
Figures can be any size,
framed or unframed

Fig. 1: Personal experience with DDL in the project

Refer to them in the text and explain what is depicted and why this is relevant for your assignment.

IV. Plagiarism

Plagiarism means that you appropriate someone else's ideas, writings or work and present them as your own. This will be sanctioned (see http://www.uni-potsdam.de/ambek/ ambek2011/1/Seite 7.pdf). You must always acknowledge all sources (see citation and bibliographical references).

If you have any questions, please talk to a member of academic staff.