Guidelines for linguistics assignments: Linguistic examples and bibliographies

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1. Citing linguistic examples

When writing on linguistic subjects, it is useful to distinguish *object language* (the expressions you are talking about) from *metalanguage* (expressions you are using to talk about the object language expressions). Therefore, object language expressions are put in *italics* if you are using a computer (and underlined if hand-written). E.g.

> The verb *give* can take two NP complements (for instance as in *I gave Mary the book*) or a single NP and a *to*-PP (e.g. *I gave the book to Mary*).

A useful standard practice is to write linguistic examples on a separate line and provide them with numbers, which you can refer to in your text. Examples given in this form need not be written in italics, though they can be. An example is as follows:

> The sentences in (1) below illustrate the dative alternation in English. (1a) is an instance of the double object construction and (1b) instantiates the *to*-construction.
> (1)   a. John gave Mary a book.
> b. John gave a book to Mary.
> The structures in (1) seem to have an identical interpretation in which the agent *John* causes the indirect object in (1a) or the complement of *to* in (1b) to possess the book. Nevertheless, not all structures involving possession transfer are acceptable in the double object construction, cf. (2).
> (2)   *Francine donated the library a book.

Foreign language examples: Examples from languages other than English, French or German should be accompanied by a *literal gloss*, a word-for-word translation of each morpheme in the example, and an *idiomatic gloss*, indicating the overall meaning of the expression. Examples:

> (3)   Ne   arrivano   molti   [Italian]
> of.them   arrived   many
> 'Many of them arrived.'
> (4)   Taroo-ga   niku-o   koor-ase-ta   [Japanese]
> Taro-NOM   meat-ACC   freeze-CAUSE-PAST
> 'Taro froze the meat.'

In examples with words containing several grammatical morphemes, like (4) above, it is useful to abbreviate the name for the function of the morpheme in the literal gloss. In this case, a footnote or list of abbreviations should be provided indicating what the abbreviations stand for. (Thus, (4) would be provided with an indication that NOM stands for 'nominative' and ACC for 'accusative'.)

2. The citation of literature

When writing on linguistics, you should follow the instructions below on how to cite other sources. The guidelines describe standard practice within linguistics and various other sciences. (Literary research adopts other citation procedures, so students writing on literary topics should follow the institute's guidelines for citation procedures in this area.)

The full references for works cited are given in a bibliography (titled either 'References' or 'Bibliography') at the end of your text. They are cited in full neither in the text itself nor in footnotes/endnotes, contrary to what you find in some other disciplines or in older linguistics texts.

The bibliography includes all and only the sources referred to in the main text. It is not acceptable to write a text which does not refer to literature except in a bibliography at the end of the text. This comes close to plagiarism, since the reader will not know which ideas are yours and which ideas were taken from other sources. Unfortunately, many textbooks (including Fromkin/Rodman) set a bad example in this respect.

The points made in the last two paragraphs raise two questions, which we answer in the following sections.
(a)   What form should the bibliography take? (Answered in section 2.1 below)
(b)   How does one refer to a specific (part of a) source at some point in the main text? (See section 2.2)

2.1. Formatting the bibliography

2.1.1. Books

With books you must work out whether the person/people whose name(s) appear on the cover is/are the author(s) or the editor(s). In the latter case, there will be a hint on the cover indicating that the individual(s) named are editors (e.g. 'edited by Egbert Wurstbrodt'). Books of this type are called *edited volumes* or *edited books*. In these, the editors write an introduction to the book, and they may or may not write other articles/chapters in the book, but most of the articles/chapters are written by other people.

2.1.2. Authored books

Include the following information in the following order:
>   1. name of author(s);   2. date of publication;   3. book title (in italics);
>   4. place of publication;   5. publisher:

Examples:
Jucker, Andreas. 2002. *History of English and English Historical Linguistics*. Stuttgart: Klett.
Haegeman, Liliane & Guéron, Jacqueline. 1999. *English Grammar: A generative perspective*. Oxford: Blackwell.

2.1.3. Edited books

With edited books, the format is the same for other books, except one puts '(ed.)' (for a single editor) or '(eds.)' (for more than one editor) after the name of the editor. Examples:

Dehé, Nicole, Jackendoff, Ray, McIntyre, Andrew & Urban, Silke (eds.) 2002. *Verb–particle explorations*. Berlin: Mouton de Gruyter.
Zelinsky-Wibbelt, Cornelia (ed.) 1993. *The Semantics of Prepositions*. Berlin: Mouton de Gruyter.

2.1.4. Journal articles

Include the following items in the following order:
1. name of author(s);   2. year of publication;   3. title of article;
4. name of journal (*in italics*);   5. volume number (usually on 1st page of article);
6. page numbers of the article.

Examples:
McIntyre, Andrew. 2004. Event Paths, Conflation, Argument Structure and VP Shells. *Linguistics* 42: 523-571.
Neeleman, Ad & Weerman, Fred. 1993. The balance between syntax and morphology: Dutch particles and resultatives. *Natural Language and Linguistic Theory* 11: 433-475.

Note that the italics are used for the title of the journal, not that of the article. This is because the function of italics is to indicate the source you would look up in a library catalogue.

2.1.5. Articles in edited books

1. author's name;   2. date of publication;   3. title of article;   4. 'In'
5. name(s) of editor(s)   6. '(ed.)' (one editor) or '(eds.)' (for more than one editor);
7. title of book (in italics);   8. place of publication;   9. publisher;
10. page numbers of the article.

Examples

McIntyre, Andrew. 2006. The Interpretation of German datives and English *have*. In Daniel Hole, André Meinunger & Werner Abraham (eds.) *Datives and Other Cases*. Amsterdam: Benjamins. 185-211.

Wege, Barbara. 1991. On the lexical meaning of prepositions. In Gisa Rauh (ed.) *Approaches to Prepositions*. Tübingen: Narr. 275-296.

If you cite more than one chapter from the same edited book, you can cite the book as a separate item in the bibliography, and cite the chapter in the following abbreviated form. Here are two examples (which refer to the examples of edited volumes in section 2.1.3):

McIntyre, Andrew. 2006. The Interpretation of German datives and English *have*. In Hole et al. 2006: 185-211.

Wege, Barbara. 1991. On the lexical meaning of prepositions. In Rauh 1991. 275-296.

2.1.6. Sources from the internet

Although the internet is a useful way of gaining access to reliable, up-to-date material, it also provides a platform for people to spout abject nonsense on subjects about which they know nothing. Thus, be careful when using information from the internet. It is better not to trust anything said in a chat group. At present, it is better to treat information from Wikipedia with extreme caution.

There is no standard practice for citing websites. Here are some suggestions:

Chan, Joyce. 2007. *History of the English Language*. www.chass.utoronto.ca/~cpercy/hell/ (Accessed 16.4.2007)

International Dialects of English Archive. 2007. Dialects and accents of Australia. http://web.ku.edu/idea/australiaoceania/australia/australia.htm (Accessed 16.4.2007)

Sometimes it is unclear who the author of the website is, as in the second example.

It is a good idea to give the date on which the web page was accessed, since the website might be changed.

With addresses beginning with 'http://www...' it looks more professional if you leave out everything before 'www'. (The 'http://' part is added when 'www' is typed into the browser.)

If you type web addresses in some programmes (e.g. Word), the programme will automatically turn the addresses into hyperlinks, which looks bad in the printed version. This can be reversed if you type the 'undo' command. (This is Ctrl + Z in most programmes.)

2.1.7. The order of items in the bibliography

Citations are listed alphabetically by the author's/editors surname (which is always the first item in the bibliography entry (see above). If you cite more than one publication by the same author(s), order them by year. If you have more than one publication by the same author(s) from the same year, distinguish the publications using letters a, b, c etc (which you can choose arbitrarily). Examples:

Zeller, Jochen. 2001a. *Particle Verbs and Local Domains*. Amsterdam: John Benjamins.
Zeller, Jochen. 2001b. Prefixes as transitivisers. In Nicole Dehé and Anja Wanner (eds.) *Structural Aspects of Semantically Complex Verbs*. Berlin: Peter Lang. 1-34.
Zeller, Jochen. 2001c. How syntax restricts the lexicon: Particle verbs and internal arguments. *Linguistische Berichte* 188. 461-494.
Zeller, Jochen. 2002. Particle verbs are heads and phrases. Nicole Dehé, Ray Jackendoff, Andrew McIntyre and Silke Urban (eds.) *Verb particle explorations*. Berlin: Mouton de Gruyter. 233-267.

Note incidentally that the bibliography is easier to read if you use hanging indents (as in the above example) or bullet points to indicate the beginning of each entry/paragraph in the bibliography.

2.1.8. Variations

If you look at bibliographies in other publications in linguistics, you will see that there are minor differences in the formatting of bibliographies (e.g. the use of commas vs. full stops, the use of 'and' vs. 'and', and the use of the author/editor's full given name or just his/her initials). There is nothing wrong with following one of these alternative procedures, as long as you apply it consistently throughout your bibliography. However, you may find it easier to be consistent if you follow the guidelines given here.

2.2. Referring to an item in the bibliography

When you want to refer to an item in the bibliography in the main text, all you need do is cite the surname(s) of the author(s), the year of publication and (if you are referring only to a specific part of the work) the page numbers or section number. The following examples should be sufficient to indicate how this works. (The citations refer to the bibliographical items below them.)

Radford (1997, 2004a, 2004b) frequently makes use of unpronounced elements. For instance, Radford (2004b: 106) claims that the sentence *she wanted him to apologise* contains a silent complementiser which has an overt counterpart in *for* in sentences of the type *she wanted for him to apologise*, possible in some English varieties. He also argues (2004b: 113-117; 1997:95-101) for the existence of null determiners. Thus, the nouns in *Italians love opera* are claimed to be accompanied by phonetically empty determiners corresponding to overt determiners in French *Les Italiens adorent l'opera* (2004b: 114)...

Radford's (1997, 2004a, 2004b) textbooks on English syntax make frequent use of null elements....

We will now assess the merits of the assumption that bare NPs like those in *Italians love opera* are accompanied by null determiners (e.g. Radford 2004b: 114)...

Radford, A., 1997. *Syntactic theory and the structure of English*. Cambridge: Cambridge University Press.
Radford, Andrew. 2004a. *Minimalist Syntax: Exploring the structure of English*. Cambridge: Cambridge University Press.
Radford, Andrew. 2004b. *English Syntax: An Introduction*. Cambridge: Cambridge University Press.