

# Style Sheet for Seminar Papers

## Structure and Contents

The paper is to show (a) that you have understood the relevant literature, (b) that you are able to evaluate the relevant literature, (c) that you are able to carry out studies/analyses by yourself. The paper should basically consist of three parts: an **introductory part** (where you say what the concrete and limited[!] topic/hypothesis/question of your paper is, why you have chosen it, what the research literature says on the topic and what it doesn't, what is new in your paper and what the method will be that you are going to apply to get the new data/information/knowledge you are aiming for), a **main part** (where you carry out your own research, always respecting the relevant literature and trying to present your research in a readable, illustrative way), some sort of **conclusion** (where you summarize the main points of your research and/or where you may open new questions that could be answered with your results and/or where you relate your results to a more general question). At the end, you should place the **bibliography** and, if necessary, all **appendixes**. In addition, you will have to write an **abstract** (i.e. an core-version) of your paper (not longer than 1 p., containing at least the following elements: the question/hypothesis, relevant past research, your own method, the main results). Make sure that your **style** reflects the goal and addressee of your paper (e.g. don't use a journalistic style if you're writing an empirical study).

## Manuscript Form

I do not force you to use a specific system of manuscript form as long as you are consistent and use one of the usual systems. The following directions are mainly just one suggestion.

**Language.** Your paper can be in English or German (British English, American English, German German, Austrian German). But be consistent. If your paper is in English, your abstract has to be in German; if your paper is in German, the abstract has to be in English—**this is obligatory!**

**Quotations/Citations.** Brief quotations appear in “...” within the normal flow of the text; longer quotations should appear as a separate, indented block (possibly in “...”). The wording of quotations **must** be given as in the original; if you add or omit passages, these must be put in square brackets, e.g. “Frank [...] Sinatra” or “F[rancis] A[lbert] Sinatra.”

**Fonts and General Format.** 12 pt Times New Roman is the preferred basic font. In recent years it has become common to indent the first line of a paragraph. Single inverted commas are normally reserved for sememes, italics for linguistic material (object language), e.g. “The Italian word *ragazza* means ‘young female human,’ but it is not entirely identical with our *girl*.” Italics are also used for book-titles and titles of periodicals. Capitalization in English is used with headings and titles; here everything is capitalized save form words not longer than 7 letters. Leave a sufficiently wide margin for corrections on the right and on the bottom. Spacing: 1.5 or 2.

**References.** References in the text can be given in short form (e.g. Bammesberger 1996: 230), either in the text or in a footnote (use consecutive numbers, no stars etc.). All passages that do not show your own thoughts, no matter whether quoted or just summarized, **must** be marked that way. Full citation of literature referred to should appear in a bibliography at the end of your paper (with the heading *References*, or *Bibliography*). The following examples show one possible format:

- Bammesberger, Alfred (1996), “Gotisch *ansis* und urgermanisch \**ans(u)-*”, *Namenforschung* 31: 231-240.
- Bammesberger, Alfred (1998a), “Anmerkungen zum Baseler Epigramm”, in: Bammesberger 1998c: 121-126.
- Bammesberger, Alfred (1998b), “Etymologie: Litauisches”, in: Bammesberger 1998c: 297-304.
- Bammesberger, Alfred (ed.) (1998c), *Baltistik: Aufgaben und Methoden*, Heidelberg: Winter.
- Fill, Alwin (1995), “Contrastive Ecolinguistics: A New Field for Linguistic Ploughshares?”, in: Riehle, Wolfgang / Keiper, Hugo (eds.), *Anglistentag 1994 Graz*, [Proceedings of the Conference of the German Association of University Teachers of English 16], 501-512, Tübingen: Niemeyer.
- Grzega, Joachim (2003), “LdL in universitären Kursen: Ein hochschuldidaktischer Weg zur Vorbereitung auf die Wissensgesellschaft”, internet ms. <http://www.ldl.de/material/berichte/uni/uni.html>
- Grzega, Joachim (2004), “A Qualitative and Quantitative Presentation of the Forces for Lexemic Change in the History of English”, *Onomasiology Online* 5: 15-55. (<http://www.onomasiology.de>)
- Schwarz, Monika / Chur, Jeannette (1998), *Semantik: Ein Arbeitsbuch*, 2<sup>nd</sup> rev. ed., Tübingen: Narr.

Scholarly internet books and journal articles can be listed the same way (with URL in brackets); other websites should additionally include the date you last saw the page. Sometimes it might not always be possible to give all the usual information; you should at least give the URL and the date and time of the page version (short websites should preferably be attached to your paper as an appendix).