

Linguistic Paper Format Guidelines

General suggestions: spacing 1 or 1.5, font size 12, alignment justified, use numbered pages
1 standard page = 1800 characters (including spaces)

Your paper must include:

First page with the title of your paper/essay, your name, number of characters used (not including the Works Cited), term (e.g.: Summer 2019), name of the course (e.g.: Morphosyntax) and the table **Obligatory Basics** (scroll down) with checked slots.

Always include an introduction, the main body (can be divided into numbered subsections), conclusions (what you have found out) and works cited. In your Works Cited you can only use the literature that you actually used in your paper – that means quoted or specifically referred to, nothing else. Ideally, use MLA or Chicago style. I strongly suggest using *Zotero* program (free to download) that will do this for you and enable you to switch between different styles.

Example of Works Cited (a book, a chapter and an article in a magazine):

- Croft, W. 1990. *Typology and Universals*. Cambridge: Cambridge University Press.
- Franks, S., and N. Hornstein. 1992. "Secondary Predication in Russian and Proper Government of PRO." In *Control and Grammar*, edited by Richard K. Larson, Sabine Iatridou, Utpal Lahiri, and James Higginbotham, 1–50. Dordrecht: Springer.
- Heim, I., H. Lasnik, and R. May. 1991. "Reciprocity and Plurality." *Linguistic Inquiry* 22 (1): 63–101.

Always order your sources alphabetically. If you have multiple sources from one author order them according to the year of publication from the oldest to the newest one.

Quoting:

If you are referring to some article or book in your text use this: "Lorem ipsum dolor sit amet, consectetur adipiscing elit" (Black et al. 2011, 45). Or use: Black et al. (2011, 45) claim that "[l]orem ipsum dolor sit amet, consectetur adipiscing elit". If you are changing anything in the direct quote, like the capital letter at the beginning of the sentence, you need to indicate that by using square brackets.

When you quote other authors, it should not exceed 15% of your text and you should always clearly indicate which ideas are your own and which are taken from other sources (quotes shorter than 4 lines are in quotation marks, longer quotes are put into block format without quotation marks, indented, spacing 1 and the font size is 10. E.g.:

Not only do languages influence what we remember, but the structures of languages can make it easier or harder for us to learn new things. For instance, because the number words in some languages reveal the underlying base-10 structure more transparently than do the number words in English (there are no troublesome teens like 11 or 13 in Mandarin, for instance), kids learning those languages are able to learn the base-10 insight sooner. And depending on how many syllables the number words have, it will be easier or harder to keep a phone number in mind or to do mental calculation. (Boroditsky 2011, 65)

Paraphrasing:

Paraphrases are sentences or phrases that convey the same meaning using different wording. This is an example of a paraphrase of the long quote above:

According to Boroditsky (2001), our ability to use numbers and do number operations depends on the kind of language we use and on how complex and systematic the number words in the particular language are.

Examples and Glossing:

If you use examples, number them from 1 onwards (do not start from 1 again in the next subsection). This will enable you to refer back to your examples in the text (use “cross reference” for that in your MS Word document – “křížový odkaz” in Czech).

If you use examples from other languages than English (1), use **glosses** for those features that are important for your claims. If no features are important, use just word-for-word explanation. For example, if you want to show that in Czech, modal verbs can show past tense, indicate that. The second line of the example is a word for word translation, plus an explanation of the crucial features through indices. To ensure a word-for-word gloss, you can use a table (invisible when printed). The third line is a translation into good English.

1. *Petr musel pracovat celý den.*
Petr_{3SG} must_{3SG.PAST} work_{INF} all day
'Peter had to work all day.'

Language data must be differentiated from the text with *italics* (see the example above). Examples in text can be done like this: “In the Czech phrase *černou kávu* ‘black coffee’, the final *-ou* of the adjective is an accusative marker, but the English *black coffee* has no such case ending.” For the example (linguistic data) we used italics and for the translation into the language of the paper we used single quotation marks.

Emphasis

Important ideas/features can be stressed with **bold** or underlined fonts. Do not use italics for this purpose. It would be confusing as italics are reserved for the language data in general. Finally, always use **spellcheck**.

OBLIGATORY BASICS	✓ WHEN DONE
My paper is the right length	
My paper has an introduction and a conclusion	
The pages are numbered	
I included Works Cited in an alphabetical order and right format	
Everything in my Works Cited was referred to in my paper	
Every author I mention in the paper is included in the Works Cited	
All the ideas of other authors are acknowledged through an (author year, page) in-text reference, not a footnote!	
All my examples are numbered	
I used glosses for examples in other languages than English	
I used <i>italics</i> for data in the text	
I used spellcheck	

