Marcin Kilarski

Przemysław Kaszubski

Agnieszka Kiełkiewicz-Janowiak

WA Stylesheet 1.5.1a

(Updated: 2 July 2021)

What's new in version 1.5.1 and ==1.5.1a== ?

1. **Updated Sections (1.2) and (2)**

   The description of the structure of a BA / MA thesis has been updated in compliance with AMU Rector's regulation 157 of 28 Nov. 2013 ("[Zarządzenie Nr 157/2013/2014 Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 28 listopada 2013 r. w sprawie zasad składania i archiwizacji prac dyplomowych z wykorzystaniem systemu Archiwum Prac Dyplomowych (APD) oraz wzoru oświadczenia o samodzielnym napisaniu pracy dyplomowej i zgodności wersji elektronicznej pracy dyplomowej z wersją drukowaną](#)").

2. **Modified reference types**

   In version 1.5.1 of the WA Stylesheet the following reference subtypes have been added or modified: articles in Internet journals (added notation regarding DOI addresses) (17.22 d).

3. ==**Removed "Oświadczenie" page**==

   ==In version 1.5.1a of the WA Stylesheet we have removed the "Oświadczenie" page from the list of obligatory parts of the diploma paper. This page contained the author's declaration of authenticity of the work and of the exact match between its printed form and the electronic version submitted to the APD system; the author could also agree for the work to be made available in the AMU Archive reading room and / or accessible to other APD users (offering limited protection of the author's and any third parties' property rights). These declarations and agreements are now made electronically inside the APD system when submitting the work.==

Contents

1. Introduction

1.1. This Stylesheet is required for all research papers, BA papers, MA theses and PhD dissertations written at WA UAM. In the case of research papers, BA papers and MA theses no part of the work will be accepted by the supervisor unless it follows this Stylesheet. A work which is incompatible with the Stylesheet will be rejected by the reviewer. On matters not directly resolved by the current version of the WA Stylesheet, please seek your supervisor's advice.

1.2. In accordance with the new (as of 1 Jan. 2014) AMU regulations concerning registration and submission of diploma papers, students are required to submit pdf versions of their finalized theses via the Archiwum Prac Dyplomowych (APD) website. Any additional files must be zipped together and also submitted to the APD system. More specific information for WA students is offered on this page.

1.3. The description of procedures is based on Microsoft Word 2000/2003. Comparable commands are used in other word processors, e.g. Writer in the OpenOffice / LibreOffice suite, MS Word 2010 and 2013 with the ribbon menu etc.

1.4. Authors of BA papers or MA theses may use the BA/MA Template (also called "WA Template"). A document template is a type of document that is pre-formatted, which means that the user does not have to format the margins, fonts or styles. Word processors typically have several built-in templates. To use the WA Template, simply download it (http://wa.amu.edu.pl/wa/stylesheet), save it as, e.g., "my_thesis.doc", and start typing in your own text in the fields provided. Please note that as of 1 Jan. 2014 an updated version 1.5.1 or later of the Template must be used which complies with the new AMU regulations concerning registration and submission of diploma papers.

1.5. For other guidelines on English academic writing, refer to the PNJA Writing Courses site on WA Moodle and the links offered there.

1.6. As of August 2012, support is provided for the desktop version of *EndNote* (not *EndNoteWeb*, which does not allow custom styles). *EndNote* users can visit the WA Stylesheet & Template Support site on WA Moodle for further information. In the Stylesheet document reference types and features supported in the *EndNote* custom style are marked with the *EndNote* logo or "*EndNote Users*" caption.

2.   Structure of a BA paper / MA thesis

2.1.   The structure of the thesis should follow the general order below:

a)   Title page, containing: the student's first name(s), surname and USOS number ("nu-mer albumu"); the English title of the thesis and its Polish translation*; the type of thesis, type of studies ("kierunek") and specialization completed ("specjalność"); the title, first name(s) and surname of the supervisor ("promotor"); the name of the faculty ("Wydział Anglistyki") and the full name of the university ("Uniwersytet im. Adama Mickiewicza w Poznaniu"); the calendar year in which the thesis was written and registered;

(* For theses written in Dutch, the main title should be in Dutch and the translated title in English.)

b)   "Summary" page(s), containing an English** summary ("extended abstract") of the work of about 400 words for a BA paper, or 500 words for an MA thesis;

c)   "Streszczenie" page(s), containing a Polish** summary of the work of about 300 words for a BA paper, or 400 words for an MA thesis;

(** For theses written in Dutch, the Polish "Streszczenie" should precede the English "Summary".)

d)   ~~"Oświadczenie" – the author's declaration of authenticity of the work and of the exact match between its printed form and the electronic version submitted to the APD system; the author may also agree for the work to be made available in the AMU Archive reading room and / or accessible to other APD users (offering limited protection of the author's and any third parties' property rights);~~

e)   Table of contents and other tables: List of tables, List of figures, List of abbreviations (if applicable);

f)   Introduction, thesis Chapters, Conclusion;

g)   References;

h)   Appendices (if any).

2.2.   Both the Table of contents and all the lists may be inserted and updated automatically. In order to add a table, choose **Insert** > **Index and Tables**, and then choose between **Table of Contents** and **Table of Figures**. Note that to enable this feature

all headings and captions must be defined as such. The tables should conform to the requirements for font size and paragraph specified below in sections (4) and (6); the style ('format') 'From template' ('Z biblioteki') is preferred among the available styles for tables and lists.

2.3. The word count is based on the Introduction, thesis Chapters and the Conclusion. Students should consult their supervisor for the expected number of words in their paper/thesis.

(See also http://wa.amu.edu.pl/wa/MA_wymagania.)

3. Page layout

3.1. A4 format; margins: 2.5 cm, with an additional margin for binding 1 cm

3.2. Page numbers appear at the bottom of the page and are right-justified. Pages are to be numbered consecutively throughout the work, starting with the title page, but without the page number on the title page.

3.3. No headers may be used.

4. Font

4.1. Size

a) for titles of chapters: Times New Roman 16

b) for the body of the paper, including the table of contents, lists (of figures, etc.), section headings, examples and references: Times New Roman 12

c) for tables and figures (including captions), block quotations and footnotes: Times New Roman 10

4.2. Special fonts

See section (11.6) on the use of special fonts with, e.g., phonetic symbols. If necessary, Courier, a fixed width font, may be used for, e.g., scripts or concordances, as in the following concordance of the lemma ORGANISM in the BNC Sampler Corpus, formatted

using Courier 8, with the key expressions marked in bold. If in doubt, please consult your supervisor.

```
1:    605: me `best" code on which all organisms have converged, or that all existing o
2:    640:  like that. The genes in an organism today have come from many different anc
3:     93:  rhythm, its effect upon an organism's behaviour, and its ability to adjustt
4:   1303: essful ways of constructing organisms it would surely have used those same m
5:    601: e last chapter: in existing organisms, proteins never arise except from a de
6:    200: tive purposes. Every living organism is thus constrained as a result of sele
7:    780: uld expect that many living organisms are successful exponents of chemical w
8:    798: more or less harmless micro-organisms, and indeed no organism was found mor
```

4.3. No other fonts may be used.

5.   Font style and quotation marks

The following font styles are used:

5.1. Italics

a)   for all linguistic examples (morphemes, words, phrases, sentences, etc.), but not when representing phrase/sentence structure (for examples see the WA Template)

b)   in titles (or abbreviations of titles) of: literary works (novels, collections of short stories, poetry volumes, etc.), dictionaries, encyclopedias, names of journals and periodicals (incl. internet journals), books (monographs, edited works, also in the e-book format), works of art, titles of web sites and blogs (but not individual web pages or entries), titles of computer programs and databases, titles of films and music albums (but not individual songs or tracks)

c)   for emphasis in quoted text (as in (8.4) below) and to highlight a particular term, e.g. "I would like now to distinguish between the use of the terms *code-switching* and *code-mixing*."

d)   Italics should not be used for common loanwords, e.g. "ad hoc", "vice versa", "Sprachgefühl".

5.2. Bold

a)   in chapter titles and section headings

b)   to emphasize a part of an example

5.3. Small capitals

a)   Small capitals are used in numbered examples for abbreviated grammatical catego-ries in a word-for-word or a morpheme-by-morpheme gloss (see example (4) be-low).

b)   Small capitals may also be used to refer to conceptual metaphors and image sche-mas in cognitive linguistics, e.g. LOVE IS JOURNEY, and for headwords of dictionary entries.

5.4. Superscript may only be used for footnote numbers and symbols such as "x^2" (none for "th", "nd" in ordinal numbers).

5.5. Underlining may not be used in the text.

5.6. Double quotation marks are used in quotations (8.1), in References (see (16) and (17)),

5.7. Single quotation marks are used in quotations within quotations (8.4), translation of examples (11.3), in References (16.7). In addition, single quotation marks may be used when the author wishes to distance himself/herself from the conventional meaning of a word or phrase in order to project an attitude, typically irony or sar-casm, e.g. "Everybody is a 'slave' to something.".

(Note: Avoid the use of single quotation marks to invoke a terminological use of a (com-mon) word or phrase, e.g. *"The term 'English phonetics' refers to the description of the sounds encountered in English as a world-wide language." Terminological senses may already be captured as special instances of quoting from a source (in which double quo-tation marks and citations may apply), e.g.:

… students and teachers in the "periphery" (Canagarajah 1993, 1999) are known to resist English teaching methods.

In yet other situations, terminological uses might be regarded as a type of emphasis, hence resolved with italics, cf. 5.1 c).

6. Paragraph

6.1. Indentation

The first line after a chapter title and a section heading should not be indented. Otherwise all subsequent paragraphs should be indented by 1.25 cm. The tab key (not the space bar) should be used to indent paragraphs; in the WA Template, the "IFA body text indent" style should be applied instead.

6.2. Line spacing

a)   1.5 for the body of the paper, table of contents, lists (of figures, etc.), examples and references
b)   1 (single) for tables, block quotations and footnotes

Line spacing is pre-formatted in the WA Template as "exactly 21 pt" for the body of the paper, table of contents, lists (of figures, etc.), examples and references, and as "exactly 12 pt" for tables, block quotations and footnotes.

6.3.   Numbered examples should be preceded and followed by a single blank line (note that examples which appear in lists are not separated by blank lines).

6.4. Alignment

All paragraphs are left- and right-justified, except for the References list, which should be left-justified.

7. Titles and headings

The thesis should be divided into chapters and sections with appropriate titles and headings respectively. Each chapter should begin on a new page.

7.1. Capitalization

Only the first word of the title or heading should be capitalized. In addition, capitals may only be used in words which are normally capitalized, e.g. proper nouns.

7.2. Punctuation

No full stop should be used following a title or a heading.

7.3. Chapter titles

Chapter titles should be formatted in bold type, Times New Roman font size 16. The spacing before and after a chapter title is pre-formatted in the WA Template (the space between the top margin and the chapter title should be set to 138 points, with a space of 44 points between the title and the main text). The chapter number and title appear in a single centred (not left-justified) line, with the number followed by a colon, e.g.

<div align="center">Chapter 1: Basic strategies in saving your sanity</div>

7.4. Section headings

Headings should be numbered and formatted with appropriate heading styles (starting flush left, with bold type and Times New Roman font size 12), e.g.

1.1. Section heading

1.1.1. Subsection heading

1.1.1.1. Subsection heading

The maximum of four levels of numbering may be used, as in "1.1.1.1". In justified cases other types of numbering may be used, for example lowercase letter numbering. Section headings should be preceded by two blank lines and followed by a single blank line. Section headings are pre-formatted in the WA Template.

Care should be taken to avoid widowed headings, i.e. headings which appear at the bottom of a page and are separated from the text of the following paragraph (widowed headings will not appear if proper headings styles are used).

8. Quotations

This section describes the formatting standards for quoting. Please note that quoting, especially from critical and secondary sources, is a citing technique which is often abused by students. Direct and indirect quotations should mainly be used to highlight and elaborate on the precise wording or content of a definition, statement etc., and accompanied by commentary. In order to integrate others' ideas into your argument, you should first consider paraphrasing, summarizing and generalizing / synthesizing information from multiple sources, as these techniques are more efficient and usually more ethical forms of source use (cf. section (9)).

Note the difference between a "quotation" and a "citation" (see section (9)). A citation is a formal acknowledgement to a source used, or "cited", in one's text, whether that source is quoted, summarized, paraphrased or simply pointed to.

Note the formal difference between a short (up to 50 words) quotation included in the text (a run-on quotation) and a longer quotation formatted separately (a block quotation).

8.1. Run-on quotations

Run-on quotations appear in double quotation marks. The closing quotation mark should follow the punctuation mark (usually a full stop) only if the text quoted is a statement and ends the sentence, e.g.:

According to Dixon (1979: 63), "[m]any languages which have an ergative morphology do not have ergative syntax."

If the text quoted is immediately followed by a non-integral citation, the final punctuation mark should come after the citation, e.g.:

"The process might be called an adoption, for a speaker does adopt elements from a second language into his own" (Haugen 1950: 211).

The punctuation mark should follow the closing quotation mark if the text quoted is a term or a short phrase rather than a statement, e.g.:

This relationship is captured by Canagarajah's (1993, 1999) concept of "periphery".

The punctuation mark (usually a comma) should follow the closing quotation mark, if the text quoted is followed by another part of the sentence, e.g.:

Contrary to Dixon's (1979: 63) observation that "[m]any languages which have an ergative morphology do not have ergative syntax", several contemporary studies challenge this assumption.

Both the opening and closing quotation mark should be raised, following the English convention (i.e. "ABC" and not „ABC").
In run-on quotations containing two (or possibly more) lines of verse, the ends of lines should be indicated by a slash sign surrounded by single spaces (" / "), e.g.:

… the Chorus of the Witches echoes, "Round, around, around, about, about / All ill come running in, all good keep out".

If you need to quote several (three or more) verses of poetry, it may be advisable to apply a block quotation retaining the original versification: follow your supervisor's recommendation.

8.2. Block quotations

Block quotations are used when the quoted material exceeds 50 words (for literary quotations, follow also your supervisor's advice). No quotation marks may be used. The quoted text should be formatted as follows:

a) indentation of the paragraph: 1.25 cm on both the left and the right side, with the first line starting flush left (i.e. not indented)
b) font: Times New Roman font size 10
c) line spacing: single

The quotation should be preceded and followed by a single blank line (Times New Roman 12). The citation follows the original text (including any full stop after the last sentence or possible ellipsis). The font and paragraph style of a block quotation are pre-formatted in the WA Template. Example:

> Any account of meaning in language must (a) be faithful to the facts as we observe them, and (b) must be as simple and generalizable as possible. If we approach meaning entirely from a pragmatic point of view, or entirely from a semantic point of view, these requirements are not met; however, if we approach meaning from a point of view which combines semantics and pragmatics, the result can be a satisfactory explanation in terms of these two criteria. (Leech 1983: 7)

The text that immediately follows a long quotation usually carries commentary and is thus unlikely to be indented, since quotations should rather not be used to conclude paragraphs. It is also common practice, especially in literary essays, to introduce longer quotations with a leading sentence ending with a colon.

In the unlikely event that more than one paragraph must be quoted in a block quotation, it is recommended that consecutive paragraphs be separated as in the original

text (typically an extra indentation or a wider line space of 1.5). Consistency in the once established format is required.

Block quotations from poems, plays or dialogues composed of multiple lines of text should retain the original division into lines, otherwise following the general font and line-spacing recommendation for block quotations.

On the formatting of linguistic examples, see section (11).

8.3. Translation

a) If the quoted text is in a language other than English, a translation should be provided in square brackets following the original. If the text is translated by the author of the work, this should be indicated by "[translation mine, AB]", where "AB" stands for the author's initials.

b) If all the translations in the text are made by the author of the work, this may be indicated only once by "All the translations from Polish sources are mine, AB" in a footnote after the first translation.

c) In BA papers and MA theses the English translation may be provided without the original; this should be indicated only once by "All the translations from Polish sources are mine, AB" in a footnote after the first translation.

d) The translation of a block quotation should be placed following the quotation, beginning flush left on a new line, in the same format as the quotation. The translation should be enclosed within square brackets.

8.4. Additions, omissions and changes in the quoted text

a) Additions by the author of the work within or after the quotation should be placed within square brackets, e.g. when a part of the quoted text is emphasized, this should be indicated by "[emphasis mine, AB]", where "AB" stands for the author's initials.

b) Omissions by the author should be indicated by ellipsis points with brackets, e.g. "formal properties of utterances which are determined by (…) knowing certain aspects of the communication act".

c) When the quoted sentence becomes part of the text, capitalization of the first letter of the original sentence should be adapted within square brackets:

According to Dixon (1979: 63), "[m]any languages which have an ergative morphology do not have ergative syntax."

d)   Anything quoted within should be placed in single quotation marks.

e)   Any other changes introduced to the quoted text MUST be acknowledged, e.g.

"The classificatory verbs are sensitive to *certain physical characteristics of their semantic themes* [emphasis mine, AB]" (Scancarelli 2005: 376).

The square brackets with the acknowledgement should be placed immediately after the excerpt they refer to. Emphasis encountered in the original text may be noted using "[emphasis in the original, AB]", placed immediately after the emphasized item.

f)   Mistakes in the source text must be reproduced and indicated by "[sic]" directly following the mistake.

9.   Citations

(*EndNote* users: Refer to the guides on the WA Stylesheet & Template Support site on Moodle for information on how best to insert and format various citation types with the program.)

9.1. Citations (or 'in-text citations') are used to refer the reader to the full information about another work which the author quotes from or paraphrases. This is why details such as the title of an article or a book, the publisher and the place of publication are only given at the end of the thesis in the References. The general citing standard adopted in the *WA Stylesheet* is the "author-year" standard (as opposed to footnoting or numbering, used in some other stylesheets).

9.2. Notice the different types of citations used for quoting, paraphrasing and referring:

a)   quoting

(Note: As cautioned in section 8 above, quoting is often abused by students and care should be taken not to overquote sources.)

Direct quotations:

According to Humbley (2002: 114), "English speakers typically perceive French speakers as stressing the final syllable of a word."
It appears that "ongoing linguistic changes may often be reflected in unusual patterns of social class differentiation" (Chambers and Trudgill 1980: 95).

In the first example, the cited author's name constitutes a part of the writer's sentence; such citations are called "integral citations". In the second example, the citation is deferred and placed entirely in parentheses as a referring label; this type of citation is called "non-integral". This distinction pertains to all forms of source use, not only quoting. The choice between the two forms of citing is not free: whereas integral citations tend to underscore the authority of the researcher(s) being cited, and may thus be a desirable form of citing for non-expert writers (also because it is easier to integrate such external information with one's own ideas), non-integral citations are less conspicuous allowing the writer and the reader to focus directly on the reported statement or data and to (almost) ignore the cited name. Special care should be taken to use non-integral citations unambiguously (see 9.2c).

In a citation, the author's name should be given together with the year and the page details (if applicable) rather than separately. Practice such as the following, or similar, is discouraged:

*According to Humbley, "English speakers typically perceive French speakers as stressing the final syllable of a word" (2002: 114).

(See also (9.17 d) on multiple citations to one source within a paragraph.)

Indirect quotations:

If, for some reason, it is impossible to get to the original quotation and the author wishes to quote it indirectly from another source, this should be indicated in the citation by "as quoted in", as in the example below. Both the original and the secondary source should appear in the References. Such quoting should be reduced to a minimum.

"[M]en speak vernacular more frequently, more consistently, and more genuinely than women" (Orton 1962: 15, as quoted in Talbot 1998: 21).

Quotations from works of literature should be followed by, in the case of prose works, the (abbreviated) title and page number(s), e.g. "(*WH*, 125-126)"; in the case of poems, the (abbreviated) title and the line number(s), e.g. "("Konkurs", 40)" ; and, in the case of plays, the (abbreviated) title and the numbers of the act, scene and lines (if applicable), e.g. "(*Temp.*, 4.1.123-127)". The full title of a literary work, i.e., *Wuthering Heights,* "Konkurs piękności męskiej"*, The Tempest,* should be given on first mention (see also (10.2), (12.2)).

b)   paraphrasing

Direct paraphrasing:

Givón (1979: 209) distinguishes the following phases of grammaticalization …

Indirect paraphrasing:

If, for some reason, it is impossible to get to the original source and the author is only able to refer to a mention of it in a later source, this should be indicated by "([original source], as cited in [later source])", as in the example below.

According to Stielau (1980, as cited in Heath 1984: 375), …

Note that both the original and the later source should appear in the References.

c)   referring

this aspect has been described in, e.g., Humbley (2002: 121-122)

only a brief overview will be given here (see also Humbley 2002: 120)

It is important to avoid attaching single non-integral citations ambiguously to general statements or to longer, complex arguments. In the example below it is impossible to determine whether Clement (1993) was the author of the reported idea or one of the investigators of the causes of illiteracy:

*The causes of illiteracy had been widely investigated (Clement 1993).

The following examples, depending on the writer's intention, do away with the ambiguity:

The causes of illiteracy had been widely investigated, as was noted by Clement (1993). The causes of illiteracy had been widely investigated (e.g. Ferrara 1990; Hyon 1994; Jones 1987).

Ambiguous citations should also be avoided at ends of paragraphs which combine the ideas of the thesis author with those borrowed from reported sources, e.g.:

*Fast speech is always connected. In addition, it is also natural, though it may be read or prepared beforehand (Sobkowiak 2001: 269).

The non-integral citation above does not indicate precisely which information has been drawn from the source: 1) that stated in both preceding sentences, 2) that given in the last sentence, or 3) that offered in the final concessive comment. Such ineffective citing should be corrected and perhaps converted into the integral format. Assuming that the first sentence communicates an obvious fact in no need of support, the cited source could be integrated into the second sentence thus:

Fast speech is always connected. In addition, as Sobkowiak (2001: 269) notes, it is also natural, though it may be read or prepared beforehand.

9.3. Global citations, i.e. citations without references to specific page(s), as in "Linguistic encyclopedias include, e.g., Bright (1992) …" should be used sparingly, preferably when reference is made to the work as a whole, rather than to particular views or arguments, etc.

9.4. When tables, figures or diagrams are taken or adapted from another source, this should be indicated by either "after" or "adapted from", respectively, e.g. "in Table 1 (after Corbett 2000b: 189)", "in Table 1 (adapted from Corbett 2000b: 189)".

9.5. First names or initials should not be used in the citation unless it is necessary to distinguish between two authors with the same surname, e.g. "According to J. M. Anderson (1973: 20), …".

9.6. If a publication has more than two authors, the surname of the first author should be used, followed by "et al." (without a comma preceding and with a full-stop following). The names of all the authors should be given in the References.

9.7. When more than one work is listed in the References for an author and the same year, the works should be distinguished by small roman letters (a, b, c, etc.), e.g. "see also Clyne (1987a, 1987b)". The same roman letter should be appended to the publication year in the References (cf. the listing in (18)). For publications with more than two authors which appeared in the same year and have the same first author (or the same initial authors) but different other authors, the citation should include as many surnames as necessary to make it unambiguous. In such cases roman letters a, b, etc. are not appended to the publication year. Example:

"(Petrides and Pérez-González et al. 2007; Petrides and Pita et al. 2007)"

(*EndNote* users: Refer to the guides on the WA Stylesheet & Template Support site on Moodle for information on how to manually adjust such cases.)

9.8. In citations the surnames with particles (such as "de", "van", "von") should be spelt out depending on the way they are listed in the References. Thus, if listed as "Humboldt, Wilhelm von. 1827.", the citation form will be "(Humboldt 1927)"; if listed as "Van Dijk, Teun. 1993.", the citation will be "(Van Dijk 1993)".

9.9. Citations of anonymous works are given with the title of the work and the edition date, e.g. "(*Sir Gawain and the Green Knight* [n.d.] 1972)", "(*WebCorp Live* 2011)", "("Hillary Rodham Clinton" 2011b)".

9.10. When referring for the first time to a recent edition of a literary work of the past, the year of the original publication (if known) should be given in square brackets, followed by the year of the edition used, e.g. "Shakespeare ([1623] 1999)". The same pattern should be used in the relevant bibliographic entry in the References. In the subsequent citations to the same work the date of the edition should be used, i.e. "Shakespeare (1999)" (in the case of integral citing). Note, however, that in historical reviews of literary periods references should be made to the original publications and their dates, rather than to recent editions.

9.11. When referring to a subsequent edition of a (non-literary) work, the year of the first publication (if known) may also be indicated for the sake of accuracy. It should then be given in square brackets, followed by the year of the edition used, e.g. "(Hudson [1980] 1996)". The year of the original publication should be given at least in the first citation of the work, and may be omitted in later citations.

9.12. If the year of the first publication is not known, other conventions should be used, e.g. "(*Poetics*, 21)", "(*Poetics*, 1458a 9-16)", as customary for a given text or text type. Citations of the form "(Aristotle 1996: 55)" are not acceptable. The convention used should be explained, e.g. in a footnote, when applied for the first time (cf. (10.2 c), (12.2)).

9.13. In grouped non-integral citations, i.e. those referring to multiple works and/or multiple authors, e.g. "(Meyerhoff 2004; Talbot 1998; Corbett 1991, 2000b)", it is sometimes customary to group them with accordance to a) chronology (if the citation illustrates a historical overview of some research), or b) alphabetically by the surname (e.g. if the citation simply gives the names of researchers publishing within a given time period). Often, however, also the importance and relevance of the name(s) or publication(s) are taken into account: the sequence from more to less important can generally be advised. Please seek your supervisor's advice on further details.

9.14. The date of publication of a reprint edition should follow the year of the original publication, given in square brackets, e.g. "Arnauld and Lancelot ([1660] 1975:

22)". The year of the original publication should be given at least in the first citation of the work, and may be omitted in later citations.

9.15. Citations of works without a date take the following form: "(Talmy [n.d.])" (non-integral citing), "Talmy ([n.d.]: 35)" (integral citation with a page cited), etc.

9.16. Citations of Internet sources

a) Citations of Internet sources consist of the author's surname (or the title of the document, if no author is given), followed by the year of publication (the same as the year of access, if no document-internal date is given; see also (16.13) below.

b) The site's URL may be given only when citing an entire Web site, or part of a Web site, rather than a specific document, e.g. "Being UNIX-based makes Mac OS X ideal for academic research (http://www.apple.com/education)." Note that the URL should also be listed in the References, either under the author or title of the site. For clarity, it might thus be preferable to cite authors / titles of websites rather than URLs.

c) Some Internet-only text sources, such as web pages, blog posts, online encyclopedia articles, online papers and magazines and even some online periodicals, do not provide hard-coded page numbers. Citations to such texts, even if quoted from, are given without the page number, e.g. "Power (2005)", "("Concordancer" 2011)".

d) Citations to dictionaries and dictionary entries depend on the role of dictionaries in the text. In (lexicographic) studies which cite various dictionaries as primary sources, citations may make use of italicized abbreviated titles (cf. 10.4), e.g. "(*MED*, 6)". (The first occurrence of the abbreviated title should be explained, e.g. in a parenthetical remark or footnote. Note also that a comma separates the abbreviated title and the page number if the publication year is not included in the citation.) For other studies, in which dictionaries and dictionary citations are few, an ordinary form of citing is usually preferable, e.g. "(Wells 1990: 23)" (when the author or editor is known) or "(*Oxford English Dictionary on CD-ROM* 1992)" (for dictionaries without indicated editors or authors). If needed, the title of the specific dictionary entry may be given in the sentence introducing, e.g., a quotation from this entry. In lexicographic studies alternative notation may be devised for reporting entries (on the supervisor's advice) and explained in a gloss, footnote etc. (See also section (11) on the formatting of examples.)

e) Citations to e-book versions of book publications (which may have independent ISBN numbers for such editions) should follow the usual format, except the page number should be replaced by the implemented screen numbering index if available, such as "Location" in the case of Kindle editions published by Amazon, e.g.: (Northedge 2005, loc. 2468).

f) Note: web sites and other Internet materials which do not come from journals or books should only be used and cited to supplement officially published scientific and scholarly sources.

9.17. Abbreviations and punctuation

a) A comma is used to separate citations by the same author, e.g. "cf. Jespersen (1922, 1924)", "(cf. Jespersen 1922, 1924)", while a semicolon is preferred to separate citations of works by different authors, especially in non-integral citations, e.g. "(cf. Greenberg 1966; Corbett 1991)" vs. "cf. Greenberg (1966), Corbett (1991)" (integral citing).

b) The abbreviation "f." stands for "the following page", e.g. "Lakoff (1987: 48f.)", while "ff." stands for "the following pages", e.g. "Heath (1984: 370ff.)".

c) "cf." (= compare) is used when the author wishes to refer to other relevant publications (e.g. a similar, or contrasting, discussion, arguments, examples, etc.) which, however, are not quoted or directly paraphrased in the text. "See also" may be used to refer to additional publications.

d) The abbreviations "ibid." and "op cit." may not be used.
(Note: When having to refer to the same source more than once in a paragraph, consider placing a general citation to it in a summarising topic sentence at the top of the paragraph. Consecutive sentences may contain summary-reminder phrases which may not require a full citing form, such as "Cieślicka also points out that …" etc. An alternative approach, especially common in experimental studies, is to summarize (all the relevant information from) a source and attach a non-integral citation at the end. Such practice is rather discouraged in theses, also because of the danger of citing ambiguously (cf. 9.2c).

e)   The names of two authors of a publication are separated by "and", e.g. "(Chambers and Trudgill 1980: 95)". Notice that if a publication has more than two authors, only the surname of the first author should be used, followed by "et al." (see 9.6).

f)   References to information obtained through personal communication, e.g. from a conversation, letter, email message or lecture, should be indicated by "p.c.", e.g. "… (Peter Trudgill, p.c.)" (non-integral citing), and "Peter Trudgill (p.c.) …" (integral citing). (Note that personal communications should be excluded from the final References list.)

g)   Citations to publications in press take the form: "Goodovsky (in press) ..." (integral citations), and "... (Goodovsky, in press)" (non-integral citations).

h)   Citations to works published in multiple volumes indicate the number of the volume after the publication year, e.g.: "Sacks (1992, 1: 27)" and "(Sacks 1992, 1: 27)".

(*EndNote* users: Some of the special punctuating conventions given above will not work automatically. Refer to the guides on the WA Stylesheet & Template Support site on Moodle).

10.   Abbreviations

10.1. Abbreviations of names of languages

a)   Such abbreviations may only be used when followed by an example, e.g. "the meaning of E *drink* has changed".

b)   A full stop is used when an abbreviation ends in a small letter, e.g. Lat., Rus.; thus no full stop is used in, e.g., E, OE, EModE.

c)   Abbreviations need not be used when examples are given only from one language.

10.2. Abbreviations of titles of literary works

a)   The titles of literary works which are frequently referred to may be abbreviated, e.g. *Wuthering Heights* as "*WH*", or *The French Lieutenant's Woman* as "*FLW*". Note

that the abbreviated title should appear in italics (similarly, abbreviations of other titles in sections (10.3) and (10.4) below).

b) Abbreviations of the titles of literary works thus include the first letters of the words constituting the title, except for functional words such as articles, etc. This is the case when the title is comprised of more than one word. In the case of one-word titles (again, excluding function words), e.g. *The Tempest,* the abbreviation may contain the first three or four letters of the title word followed by a full stop, e.g. "*Temp.*".

c) When the title of a literary work is referred to for the first time it should be given in full, e.g. *Wuthering Heights*, followed by the indication that its abbreviated form will be used on the remaining pages: "*Wuthering Heights* (henceforth *WH*)". Such an indication can be given in the text or in a footnote.

10.3. Abbreviations of titles of scholarly publications

The abbreviated title (i.e. a short form of the title) may be used when referring to a well-known publication (important to the current text), e.g. Chomsky's *Aspects*. The first mention should be accompanied by a citation, i.e. "(Chomsky 1965)".

10.4. Abbreviations of titles of dictionaries and names of corpora

Such titles or names may be abbreviated, e.g. *OED, BNC* (for *Oxford English Dictionary* and *British National Corpus*, respectively). An explanation should be provided with the first occurrence of the abbreviation, e.g. "examples have been taken from the *Oxford English Dictionary* (henceforth *OED*) … ". The abbreviation of a dictionary should also appear with its entry in the References (see section (17.3) below for some examples).

10.5. Abbreviations of frequently used terms

Abbreviations of frequently used terms may be used, e.g. "CS" for code-switching. An explanation should be provided with the first occurrence of the abbreviation, e.g. "Code-switching (henceforth CS) … ".

10.6. Punctuation in abbreviations

a)   "e.g." and "i.e." should be preceded by a comma, with no comma following, e.g. "marking an adequate representation, e.g. when ...", except when "e.g." is an insertion, as in "this aspect has been described in, e.g., Humbley (2002: 121-122)".

b)   For abbreviations used in citations see section (9.17) above.

11.   Examples

11.1. Font style

All linguistic examples should be given in italics (except when representing phrase/sentence structure). Examples may not be enclosed in quotation marks.

11.2. Numbering

Examples which are not included in the text of a paragraph should be numbered, with the number placed in parentheses. Tabs (not spaces) should be used to align the examples. Sets of related items may be listed together, and numbered with lowercase letters, as in the example below which shows two different types of classifying morphemes in English:

(1)   a.   *a slice of bread, a glass of water*
        b.   *a pile of books, a row of houses*
(2)   *strawberry, raspberry, blueberry*

a)   Examples should be numbered consecutively throughout the whole text. List numbering may be used in the editor to number the examples automatically. This allows adding and updating cross-references to examples. To enable it, choose **Format > Bullets and Numbering > Numbered**, or right-click and choose **Bullets and Numbering > Numbered**.

b)   The preceding and the following text should be separated from the example(s) by one blank line.

c) References to numbered examples should take the following form: "as in (1b) and (2)". See section (13.8) on inserting cross-references.

11.3. Translation

Examples from languages other than English must be translated and placed within single quotation marks; the closing quotation mark should precede punctuation marks, e.g. "such a semantic change occurred in P *kobieta* 'woman', and other examples".

In examples which are not included in the text of a paragraph a translation should be placed in the next line following the example, as shown below:

(3)   *Arma virumque cano*.
        'I sing about weapons and the man.'

If a word-for-word or a morpheme-by-morpheme gloss is necessary, it should be provided between the example and the translation:

(4)   *Arm-a*   *vir-um-que*   *can-o*
        weapon-NEUT.ACC.PL   man-MASC.ACC.SG-and   sing-1SG.PRES.IND
        'I sing about weapons and the man.'

a)   the glosses should be aligned with the original words with tabs
b)   morphemes in the original words and the glosses should be separated with hyphens
c)   periods should be used to separate abbreviations of grammatical categories
d)   roots should be glossed using lowercase letters, while small capitals should be used to gloss abbreviated grammatical categories
e)   all abbreviations used must be listed in the List of abbreviations

11.4. Transliteration

Examples from languages which do not use Latin script, e.g. Russian or Greek, must be transliterated. Note that this does not apply to Greek letters used as symbols, e.g. "χ^2".

The transliteration should conform to the ISO standard (see examples in pdf files at http://transliteration.eki.ee/).

11.5. Transcription

Phonetic or phonemic transcriptions should be enclosed in square brackets or slashes respectively.

11.6. Special characters

a)   for phonetic characters and diacritics: Doulos SIL (available in Mac, Linux and Windows versions at http://scripts.sil.org)

b)   for other special characters the **Insert > Symbol** function should be used; if in doubt, consult your supervisor

No characters or diacritics may be inserted by hand; if in doubt, please consult your supervisor.

11.7. Punctuation

Examples of morphemes and graphemes should be enclosed in braces and angle brackets respectively, e.g. "the morpheme {-er}", "the grapheme <þ>".

11.8. Discourse examples

Simple excerpts of dialogue should be numbered and formatted in the standard manner, with a possible citation to the source given in the leading sentence or at the end of the example and right-aligned, e.g.:

(5)   Mother: *Har du din nyckel?* 'Have you got your key?'
        Finn: *Jo, jag har den – hej, hej.* 'Yes, I've got it, goodbye.'
        Mother: *Hej då.* 'Bye, then.'
        Finn: [Now addressing his father] *Goodbye*.

Father: *Bye, Finn*.

<div align="right">(Harding-Esch and Riley 2003: 64)</div>

If the example contains a title or description, it may be given on the first line, e.g.:

(6)   English/Swedish code-switching, Finn (14 years) is just off to school:

Mother: *Har du din nyckel?* 'Have you got your key?'

Finn: *Jo, jag har den – hej, hej.* 'Yes, I've got it, goodbye.'

Mother: *Hej då.* 'Bye, then.'

Finn: [Now addressing his father] *Goodbye*.

Father: *Bye, Finn*.

<div align="right">(Harding-Esch and Riley 2003: 64)</div>

Annotated transcriptions of discourse examples should be numbered and formatted according to a convention selected for reasons of research aims and the type of data analysed, as agreed with the supervisor (e.g. Conversation Analysis convention). For instance, excerpts of dialogues can be transcribed depending on whether linguistic as well as paralinguistic and interactional aspects of data are considered (turn taking structure, pausing, overlapping speech, etc.). In the example below the following transcription symbols are used to indicate:

- turn numbers (rather than line numbers)

- names of participants

- pauses (.)

- onset of simultaneous speech //

- 'latching' (no gap, no overlap) =

(7)   1 Ed: that // guy

        2 Bryan: // it's like a speedo he wears a speedo to class (.) he's got incredibly skinny legs

        3 Ed: it's worse=

        4 Bryan: = you know

        5 Ed: you know like those shorts women volleyball players wear?

<div align="right">(Cameron 2001: 37)</div>

The choice of the selected convention and explanation of the symbols used should be given in the main text or a footnote accompanying the first example.

Once established, the same convention should be rigorously applied to all pertinent discourse examples.

(See also the example of the formatting of a vertically aligned concordance in (4.2).)

11.9. Literary examples

Literary excerpts used as examples, including dialogues, should follow the formatting recommendations for quoting (cf. section 8).

12.   Footnotes

12.1. The purpose of footnotes is to give a comment or additional information to the argument in the main text, and not to provide a citation of a source (cf. section (9) below).

12.2. Footnotes may be used to provide additional information about the works used, such as full title (see (10.2), (10.3)), edition used or translation of quotations (8.3)).

12.3. Acknowledgement footnote: an acknowledgement may only be made to express thanks for specific assistance, such as helping with data collection or suggesting an idea/solution. Such an acknowledgement should be included in an acknowledgement footnote on the page in question.

12.4. Footnotes appear at the bottom of the page and not at the end of the text (i.e. they are not endnotes).

12.5. Footnotes should be numbered consecutively throughout the text. To insert a footnote choose **Insert > Footnote** (examples of footnotes are provided in the WA Template). When a footnote number appears at the end of a sentence it should follow the punctuation mark.

12.6. The text of footnotes should be formatted as Times New Roman size 10, single spaced.

13. Tables, figures, diagrams and illustrations

13.1. All tables, figures, diagrams and illustrations should be numbered consecutively throughout the thesis and a complete list (e.g. List of tables) should be provided on the page(s) following the Table of contents. All should be provided with appropriate captions, consisting of a number and a concise description. Captions for tables appear above the table, while captions for figures, diagrams and illustrations appear below the figure/diagram/illustration. The captions should be centred.

13.2. Table 1 shows the judgements of three groups of native speakers of English (British, American and New Zealand) regarding the sentence *The audience were enjoying every minute of the show* (after Corbett 2000b: 189):

Table 1. Judgements on agreement with 'corporate' nouns in three varieties of English.

| | | variety | | |
		GB (N = 92)	US (N = 93)	NZ (N = 102)
	no correction	77.2	5.4	72.5
response (%)	*was enjoying*	15.2	90.3	20.6
	other response	7.6	4.3	6.9

Table 2 shows the paradigm of Russian *byl* 'was' (adapted from Corbett 2000b: 272):

Table 2. The paradigm of Russian *byl* 'was'.

	singular	plural
masculine	byl	byl-i
feminine	byl-a	byl-i
neuter	byl-o	byl-i

13.3. Fig. 1 is an example of a simple figure:
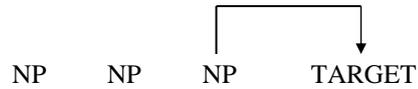

NP   NP   NP   TARGET

Fig. 1. Agreement with the nearest conjunct (after Corbett 2000b: 196).

13.4. The following are examples of types of illustrations: photograph, advertisement, comic strip, painting. Illustrations may be inserted into the document (choose **Insert > Figure**) or manually glued onto the page.

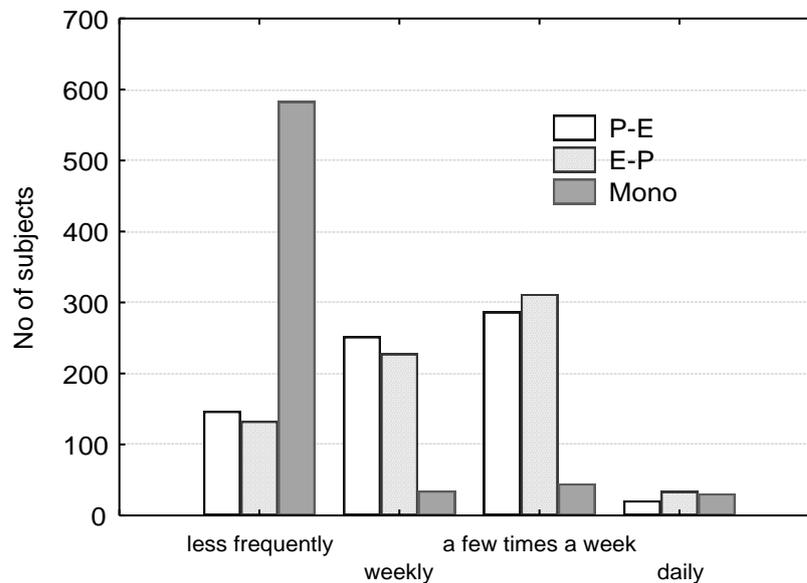13.5. Fig. 2 is an example of a simple diagram:

Fig. 2. Frequency of dictionary consultation (after Lew 2004: 81).

13.6. Formatting

a) Tables can be formatted manually; a simpler option, however, may be to use automatic formatting. In MS Word, choose **Table > Table AutoFormat ('Tabela > Autoformatowanie tabeli')** and apply a style, after having unchecked the "colour" ('kolor') option.

b) The above tables have been formatted as "Simple 1" ('Proste 1'). While other formatting styles may be used, framing should be used moderately whereas shading should be avoided. Please refer to sections (4) and (6) above for the use of fonts and

spacing in tables. The text in the sample table in the WA Template uses the style "IFA table text".

c)   Diagrams and charts may use colour when justified, but authors should make sure that all the important distinctions should be apparent in greyscale, i.e. visible also on a black-and-white printout.

d)   In tables numbers are centred and decimal-aligned, i.e. aligned on their decimal points, while text is left-justified (see examples in (13.2) above).

13.7. Captions

a)   Instead of adding the caption manually, it is a better idea to add it automatically. First, the caption must be formatted automatically in order to create the List of tables, and second, the table number is updated whenever the position of the table is changed.

b)   To add a caption to a table select the table and choose **Insert** > **Caption**. Type in the caption text, choose the type of label and specify the position (above the selected item). The caption above the sample table in the WA Template uses the style 'Caption' ('Legenda').

c)   Other options that can be used here include **AutoCaption**, which adds a caption for an item such as a table whenever it is inserted into the document, and **New Label**, which allows you to add custom labels, e.g. for illustrations or extracts.

13.8. Cross-references

a)   Cross-references can be used to refer to tables, figures, bookmarks, headings and other items in the text. As in captions, they are updated automatically whenever the referenced item changes its position.

b)   In order to add a (clickable) cross-reference, choose **Insert** > **Cross-reference**, and then select **Table** as the Reference type, **Only label and number** as Insert reference to, and finally choose the particular table in the list that you want to refer to. The cross-reference will take the following format: "**Table 1** shows the distribution of …" (To remove the blue colour and the underlining from the link, or any other automatically added formatting such as bold, apply an appropriate style to the

excerpt, as has been done here: "Table 1 shows the distribution of ...". It is also possible to pre-set the formatting of hyperlinks in most editing software; please refer to your documentation.)

14. Appendix

14.1. The appendix (appendices) follow the References; for the function and possible contents of the appendix consult the supervisor.

14.2. The pages of the appendix (appendices) are numbered consecutively.

14.3. Appendices are ordered using capital letters and may be given titles. The appendix (appendices) should be included in the Table of contents.

14.4. References to appendices should take the format as in: "The relevant data is provided in Appendix A, p. xx".

15. Orthography

Either British or American English should be chosen and used consistently, except in quotations, where the original spelling should be retained. It is absolutely essential that the spell checker and hyphenation options be used. To enable these options, the text should be marked as English (UK or US) in the language options (choose **Tools** > **Language > Set Language**). Parts of the text may also be marked as, e.g. Polish or German, depending on the language quoted. To enable the spell checker choose **Tools > Options > Spelling & Grammar**; for hyphenation choose **Tools > Language > Hyphenation** (it is turned on by default in the WA Template).

Note, however, that the spell checker should be used with caution, especially in the case of quoted text, as it may change spellings which are not listed in the program dictionary or convert British spelling when US spelling is adopted for the thesis. Also, it is advised that automatic language detection be turned off in your word processor, as the error rate tends to be high for languages other than English: for the hyphenation and spell-checking rules to work best in multi-lingual texts, mark any switches between languages manually.

16. References

See section (18) for a list of sample references.

(*EndNote* users: refer to the guides on the WA Stylesheet & Template Support site on Moodle for detailed information on the formatting of the references in an *EndNote* database library for compliance with the *WA Stylesheet* style for *EndNote*.)

16.1. Introduction

a) References should be arranged alphabetically, by surnames of the authors.

b) If no author/editor is given then references should be arranged alphabetically by the first word of the title, with the title followed by the date, as in the entry for the *Encyclopaedia Britannica* in the Sample references.

c) If the editor name is missing or unknown then the reference should be provided at the end, using the convention described in (16.14 b).

d) If primary and secondary sources are distinguished, they should be listed in separate sections, e.g. "Primary sources" and "Secondary sources" or "Other works". Also, if more sources of a specific kind are used in the work, they may be listed separately and given a specific label, e.g. "Dictionaries", "Corpora", "Song lyrics", etc.

16.2. Paragraph, fonts and special characters

a) Each entry forms a separate hanging indented paragraph.

b) For the use of fonts in titles see section (16.7) below.

c) Care should be taken to preserve all special characters in titles, e.g. acute and grave accents (á, à), umlauted vowels (ä, å).

Bammersberger, Alfred. 1972. "Altenglisch *hlæfþe*", *Zeitschrift für vergleichende Sprachforschung* 86: 307-311.

Flasdieck, Hermann M. 1937. "Ae. *dōn* und *ʒān*", *Anglia* 61: 43-64.

16.3. Authors' names

a) Full first names of authors should be given, unless the author normally uses initials, e.g. L. G. Alexander, M. A. K. Halliday, Nancy C. Dorian.

b) Historical names are given according to convention.

Aristotle. 1996. *Poetics*. (Translated by Malcolm Heath.) London: Penguin.

Beowulf. 1999. (Translated by Seamus Heaney.) London: Faber and Faber.

Chaucer, Geoffrey. 1987. *The Riverside Chaucer*. (3rd edition, edited by Larry D. Benson.) Oxford: Oxford University Press.

Fielding, Henry. 1969. *The history of Tom Jones*. (Edited by R. P. C. Mutter.) Harmondsworth: Penguin Books.

McEwan, Ian. 2002. *Atonement*. London: Vintage.

Shakespeare, William. [1623] 1999. *The Tempest*. (Edited by Virginia Mason Vaughan and Alden T. Vaughan. The Arden Shakespeare edition.) London: Thomas Nelson and Sons.

Sir Gawain and the Green Knight. [n.d.] 1972. (Edited by J. A. Burrow.) Harmondsworth: Penguin Books.

16.4. Several entries by the same author

a) Multiple works by the same author should be listed chronologically. The author's name appears with every item listed.

b) If several entry types are given for the same person, they should be listed in the following order: authored works, co-authored works (if first author), edited works, co-edited works (if first editor).

c) When more than one work is given for an author in the same year, they should be listed alphabetically by title and distinguished by small roman letters (a, b, c, etc.).

d) Care should be taken to maintain the same numbering in citations within the text, to avoid situations where, e.g., two items are given for an author in the References (e.g. Clyne 1987a, 1987b), while a citation in the text is made to "Clyne (1987)".

16.5. Entries with multiple authors

a) In entries with multiple authors, the authors' names should be listed in the following order: surname and first name of the first author, followed by the first name(s) and surname(s) of the other author(s).

b) Particular authors' names should be separated by "and" (with two authors), and a comma and "and" (with more than two authors), without a comma before the last name. A long dash (–) or an ampersand (&) may not be used.

c) Multiple works by exactly the same group of authors with the same name as the first author, should be listed chronologically.

Chambers, Jack K. and Peter Trudgill. 1980. *Dialectology*. Cambridge: Cambridge University Press.

Hale, Ken, Michael Krauss, Lucille J. Watahomigie, Akira Y. Yamamoto, Colette Craig, LaVerne Masayesva Jeanne and Nora C. England. 1992. "Endangered languages", *Language* 68, 1: 1-42.

McEnery, Tony and Costas Gabrielatos. 2004. "English corpus linguistics", in: Bas Aarts and April McMahon (eds.), *The handbook of English linguistics*. Malden: Blackwell Publishing, 33-71.

McEnery, Tony and Andrew Wilson. 2001. *Corpus linguistics: An introduction*. (2nd edition.) Edinburgh: Edinburgh University Press.

McEnery, Tony, Richard Xiao and Yukio Tono. 2006. *Corpus-based language studies: An advanced resource book*. Abington: Routledge.

d) All the names of the authors should be given in the References, even if a citation is given in the text of a publication with more than two authors (with "et al.").

16.6. Alphabetization

a) The listing and alphabetization of surnames with particles (such as "van", "von", "de la", etc.) should be guided by the most frequent usage of a given surname. (See also 9.8 on the usage of such particles in citations.)

b) Abbreviations should be alphabetized as if they were spelled out, e.g. "St." alphabetized as "Saint".

c) "Mc" and "Mac" should be listed (under M) as if they were spelled "Mac".

d) Historical names are alphabetized under the first name, e.g. Martin of Dacia, John of Salisbury.

e) Diacritics are generally ignored for the purpose of alphabetization. In the event of names differing only in a diacritical letter, the item without the diacritic should be listed first (e.g. "Matek, Roman" should be listed before "Mątek, Roman", "Latek, Zbigniew" before "Łątek, Zbigniew" etc.).

(*EndNote* users: please note that some rules for the alphabetic ordering of References are not supported by *EndNote* automatically. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

16.7. Titles

a) Titles of books, journals, periodicals and films appear in italics.

b) Book titles should be given in italics. Within book titles linguistic examples, quoted terms, phrases, utterances and titles of literary works appear in single quotation marks.

Bitterling, Klaus (ed.). 1998. *Of shrifte and penance: The ME prose translation of 'Le Manuel des Péchés'*. Heidelberg: Winter.

Holmqvist, Erik O. 1922. *On the history of the English present inflections, particularly '-th' and '-s'*. Heidelberg: Winter.

Kytö, Merja. 1991. *Variation and diachrony, with Early American English in focus: Studies on 'can/may' and 'shall/will'*. Frankfurt am Main: Peter Lang.

Mugglestone, Lynda. 1995. *'Talking proper': The rise of accent as social symbol*. Oxford: Clarendon Press.

c) Titles of articles appear in double quotation marks. Within titles of articles italics should be used for linguistic examples (e.g. morphemes, words, phrases) or titles of other works (but only those works which exist physically on their own, e.g. books). Single quotation marks should be used for examples of utterances and other examples of discourse within article titles.

Krygier, Marcin. 1994. "The strong verb system in the *Peterborough Chronicle*", *Studia Anglica Posnaniensia* 28: 49-69.

Lass, Roger. 1997. "Arse longa, vita brevis: Last words on 'harmful homophony'", *Studia Anglica Posnaniensia* 32: 21-32.

Rissanen, Matti. 1985. "Periphrastic *do* in affirmative statements in Early American English", *Journal of English Linguistics* 18: 163-183.

Tieken-Boon van Ostade, Ingrid. 1985. "'I will be drowned and no man shall save me': The conventional rules for *shall* and *will* in eighteenth-century English grammars", *English Studies* 2: 123-142.

Wierzbicka, Anna. 1982. "Why can you *have a drink* when you can't **have an eat*?", *Language* 58, 4: 753-799.

d)   Titles of poems or short stories should be given in double quotation marks.

Mansfield, Katherine. [1820] 1962a. "Bliss", in: Katherine Mansfield, *Bliss and other stories*. Harmondsworth: Penguin Books, 95-110.

Mansfield, Katherine. [1820] 1962b. "The escape", in: Katherine Mansfield, *Bliss and other stories*. Harmondsworth: Penguin Books, 212-219.

Szymborska, Wisława. 2004. "Konkurs piękności męskiej" [Bodybuilders' contest], in: Wisława Szymborska, *Wiersze wybrane* [Selected poems]. Kraków: Wydawnictwo a5, 91.

e)   Titles of book reviews, book notices, review articles without independent titles, obituaries, works in preparation, unpublished dissertations and theses, manuscripts, papers presented at conferences etc., and several types of Internet sources (e.g. course materials or personal pages) are given in a plain font, without quotation marks or italics. For details, review section (17).

16.8. Capitalization

a)   In book and article titles capital letters should be used as in a regular sentence (with only the first word and proper nouns capitalized). Consult the supervisor for the

capitalization in titles of literary works. On the capitalization of translated titles, see (16.11c).

b) Titles of the following types of references should be capitalized as in the original and not in the "as-in-a-sentence" format: titles of book series, works of art (including music albums, but not individual pieces in a collection), web sites (including blog titles, but not individual web pages or entries), online multimedia, podcast series, (online) databases, (some) dictionaries (especially those commonly abbreviated, e.g. *Oxford English Dictionary*), corpora and computer programs. (On abbreviated titles, see sections (10.3) and (10.4)).

c) Names of institutions or conferences included in the title should be capitalized, e.g.

Ahlqvist, Anders (ed.). 1982. *Papers from the 5th International Conference on Historical Linguistics*. Amsterdam: John Benjamins.

d) A capital letter must follow a full stop or a colon.

Lakoff, George. 1987. *Women, fire and dangerous things: What categories reveal about the mind*. Chicago: University of Chicago Press.

e) Names of journals should be capitalized, with the exception of words that are not normally capitalized in a given language, e.g. "Language in Society", "Język a Kultura", "Zeitschrift für Deutsche Philologie".

16.9. Abbreviations

a) Abbreviations should not be used for the names of publishers, e.g. "Cambridge University Press" instead of "CUP", unless an abbreviation is a part of the publisher's name, e.g. "MIT Press".

b)   Abbreviations of names of US states should take the form of, e.g., "MA" instead of "Mass." for Massachusetts.

c)   The ampersand (&) may only be used when it is a part of a publisher's name, as given on the title page, e.g. "Simon & Schuster".

d)   On abbreviated titles of works, see sections (10.3) and (10.4).

16.10. Punctuation

a)   Subtitles in titles of books and articles are preceded by a colon, with a capital letter following the colon. If in the original publication there is a full stop between the title and the subtitle, it should be replaced with a colon.

b)   For the use of quotation marks in titles see section (16.7) above.

c)   If the title of an entry given in italics (e.g. book) or in a plain font without italics or quotation marks (e.g. thesis, web page) ends with a question mark or exclamation mark, the full stop that standardly follows the title should not be used, e.g.:

Ryfa, Joanna. 2003. Estuary English: A controversial issue? [Unpublished post-graduate diploma paper, Adam Mickiewicz University, Poznań.].

d)   If more than one publisher is given, the items are separated by "and", e.g. "John Benjamins and Adam Mickiewicz University Press"; if more than one place of publication is given in the publication, only the first place should be given, i.e. "Amsterdam" and not "Amsterdam and Philadelphia".

e)   Page numbers are written in full, e.g. "341-349". A short hyphen (-), without spaces around, and not a long dash (–), should be used.

f)   Each entry should end with a full stop.

16.11. Translation

a)   Titles of publications in languages other than English, French, German and Latin should be translated, with the translation following the original title and given in square brackets, e.g.

Mańczak-Wohlfeld, Elżbieta. 1988. "Liczba mnoga zapożyczeń angielskich" [The plural of English loanwords], *Poradnik Językowy* 7: 512-514.

Mańczak-Wohlfeld, Elżbieta. 1995. *Tendencje rozwojowe współczesnych zapożyczeń angielskich w języku polskim* [Developments in contemporary English borrowings in Polish]. Kraków: Uniwersytet Jagielloński.

Translated titles are always capitalized "as in a sentence", even if the original title does not follow this rule (e.g. literary works, works or art or internet web sites – cf. 16.8 b)

b)   titles of parallel-text editions

Szymborska, Wisława. 1997. *Nic dwa razy: Wybór wierszy / Nothing twice: Selected poems*. (Selected and translated by Stanisław Barańczak and Clare Cavanagh.) Kraków: Wydawnictwo Literackie.

c)   translated publications

de Beaugrande, Robert-Alain and Wolfgang Ulrich Dressler. 1990. *Wstęp do lingwistyki tekstu* [Introduction to text linguistics]. (Translated by Aleksander Szwedek.) Warszawa: Państwowe Wydawnictwo Naukowe.

Eco, Umberto. 1983. *The name of the rose*. (Translated by William Weaver.) San Diego: Harcourt Brace.

The title of the original publication may be given in square brackets following the title of the translation.

d)   The place of publication and the name of the publisher are given in the same language as they appear in the original publication, e.g.

Kopcewicz, Andrzej and Marta Sienicka. 1983. *Historia literatury Stanów Zjednoczonych w zarysie: Wiek XVII-XIX* [An outline history of the literature of the United States: 17th-19th centuries]. Warszawa: Państwowe Wydawnictwo Naukowe.

Rajnik, Eugeniusz. 1999. *Gramatyka języka duńskiego* [Danish grammar]. Poznań: Wydawnictwo Uniwersytetu im. Adama Mickiewicza.

16.12. Transliteration

Titles in languages which do not use Latin script should be transliterated (see (11.4) above).

Dul'zon, Andrej Petrovich. 1968. *Ketskij jazyk* [The Ket language]. Tomsk: Izdatel'stvo Tomskogo Universiteta.

16.13. Dates

a)   The year of the original publication (if known) of a recent edition of a literary work of the past should be given in square brackets, followed by the year of the edition used.

Shakespeare, William. [1623] 1999. *The Tempest*. (Edited by Virginia Mason Vaughan and Alden T. Vaughan. The Arden Shakespeare edition.) London: Thomas Nelson and Sons.

If the year of the first publication is not known, only the year of the edition used should be given, e.g.

Aristotle. 1996. *Poetics*. (Translated by Malcolm Heath.) London: Penguin.

(Note, however, that in-text citations to old, undated works should not include the year of the contemporary edition, but other conventions of citing apply, cf. (9.12).)

b)   In publications available online two dates should be given: the internal date (the date given in the document) following the author's name, and the date of access

following the URL (Internet address). If the document is not dated internally, the date of access should appear in both places.

c) The date should take the format "dd month yyyy", with an abbreviated name of the month (except for the months with four or fewer letters, as in the MLA standard): Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

Krynicki, Grzegorz. 2005. Language and society: Polish and English terms of address. (http://elex.amu.edu.pl/~krynicki/my_pres/my_pres_14.htm) (date of access: 15 Jan. 2005).

16.14. Unknown or missing details

(*EndNote* users: Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information on how to fill in the the author, editor etc. fields to ensure correct formatting of the details described below.)

a) author

Sir Gawain and the Green Knight. [n.d.] 1972. (Edited by J. A. Burrow.) Harmonds-
        worth: Penguin Books.
The ladies complete letter-writer. 1763. London: T. Lownds.

b) editor

In the unlikely event of the name(s) of the editor(s) being unknown and impossible to determine, the notation "[no editor] (ed.)" should be used. This does not apply to ency-clopedias or dictionaries (cf. 17.3 c) and articles and entries appearing in them (cf. 17.9). If listed separately in the References, edited collections (17.2) and conference proceed-ings (17.4) beginning with "[no editor]" should be listed last on the list.

(*EndNote* users: Entries beginning with "[no editor]" will not be automatically sorted in the References. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

c)   publisher

Lunt, Horace G. 1952. *A grammar of the Macedonian literary language*. Skopje: [No indication of publisher.].

d)   date

Talmy, Leonard. [n.d.]. A comparison of the order of morpheme-classes in the Atsugewi and the Kashaya verb. [Unpublished ms.].

17.   Types of references

17.1. Books [Book, Edited Book EndNote]

Entries should contain the following elements (optional elements are here given in parentheses):

(First) author's surname, first name(s).
Year of publication.
Full title (and subtitle) of the work.
(Edition.)
(Volume or part number).
(Series title.)
Place of publication:
Publisher.

a)   with one author

Anderson, James M. 1973. *Structural aspects of language change*. London: Longman.

Cieślicka, Anna. 2004. *On processing figurative language*. Poznań: Motivex.

Givón, Talmy. 1979. *On understanding grammar*. New York: Academic Press.

b)   with more than one author

Baerman, Matthew, Dunstan Brown and Greville G. Corbett. 2005. *The syntax-morphology interface: A study of syncretism*. Cambridge: Cambridge University Press.

Chambers, Jack K. and Peter Trudgill. 1980. *Dialectology*. Cambridge: Cambridge University Press.

c)   editions

Milroy, Lesley. 1980. *Language and social networks*. (2nd edition.) Oxford: Blackwell.

d)   parts or volumes

The content of the entry is based on the format of the publication and the information given on the title page of the publication:

▪   when published as a single volume divided into parts

Unterbeck, Barbara and Matti Rissanen (eds.). 2000. *Gender in grammar and cognition*. Part 1. *Approaches to gender*. Part 2. *Manifestations of gender*. Berlin: Mouton de Gruyter.

▪   when published as one volume of a multi-volume work

Blake, Norman (ed.). 1992. *The Cambridge history of the English language*. Vol. 2: *1066-1476*. Cambridge: Cambridge University Press.

Labov, William. 2001. *Principles of linguistics change*. Vol. 2: *Social factors*. Oxford: Blackwell.

▪ when published as a work divided into several volumes either in the same year or over several years

Hellinger, Marlis and Hadumod Bußmann (eds.). 2001-2003. *Gender across languages: The linguistic representation of women and men*. 3 vols. Amsterdam: John Benjamins.

Holt, Thomas C. and Elsa Barkley Brown (eds.). 2000. *Major problems in African-American history: Documents and essays*. Vol. 1: *From slavery to freedom, 1619-1877*. Vol. 2: *From freedom to 'Freedom Now', 1865-1990s*. Boston: Houghton Mifflin.

e) privately printed

Johnson, Richard. 1718. *Grammatical commentaries: Being an apparatus to a new national grammar: By way of animadversion upon the falsities, obscurities, redundancies, and defects of Lilly's system now in use*. London: Printed for the author and sold by Samuel Ballard.

17.2. Edited collections [Book, Edited Book **EndNote**]

Edited collections follow largely the same organisation of the entry as (authored) books (cf. some examples in (17.1) above), except that editor and not author names appear first. Single editor names are followed by "(ed.)", while multiple editor names are followed by "(eds.)" (with a full stop).

a) with one editor

Dziubalska-Kołaczyk, Katarzyna (ed.). 2006. *IFAtuation: A life in IFA. A Festchrift for Professor Jacek Fisiak on the occasion of his 70th birthday*. Poznań: Wydawnictwo Naukowe UAM.

Greenberg, Joseph H. (ed.). 1963. *Universals of language*. Cambridge, MA: MIT Press.

b)   with more than one editor

Ammon, Ulrich, Klaus J. Mattheier and Peter H. Nelde (eds.). 1996. *Convergence and divergence of dialects in Europe*. Tübingen: Niemeyer.

c)   further information about the editor(s)

Grimm, Jacob. [1831] 1890. *Deutsche Grammatik*. Vol. 3. (2nd edition, edited by Gustav Roethe and Edward Schröder.) Güthersloh: C. Bertelsmann.

d)   series

Ross, Woodburn O. (ed.). 1998. *Middle English sermons*. (EETS OS 209.) London: Oxford University Press.

Sebeok, Thomas A. (ed.). 1973. *Linguistics in North America*. (Current Trends in Linguistics 10.) The Hague: Mouton.

17.3. Dictionaries, encyclopedias, atlases [Book, Edited Book EndNote]

a)   with one or more authors

Bosworth, Joseph and T. Northcote Toller. 1898. *An Anglo-Saxon dictionary*. Oxford: Clarendon Press.

Wells, J. C. 1990. *Longman pronunciation dictionary*. Harlow: Longman.

b)   with one or more editors

Bright, William (ed.). 1992. *International encyclopedia of linguistics*. New York: Oxford University Press.

Kurath, Hans, Sherman M. Kuhn and Robert E. Lewis (eds.). 1952-2001. *Middle English dictionary* [*MED*]. Ann Arbor: University of Michigan Press.

McIntosh, Angus, Michael L. Samuels and Michael Benskin (eds.). 1986. *A linguistic atlas of late medieval English* [*LALME*]. 4 vols. Aberdeen: Aberdeen University Press.

c)   with no indication of editors

Encyclopaedia Britannica. 1929. (14th edition.) London: Encyclopaedia Britannica Company.

(Note a different notation for edited collections (books) with unknown editors, cf. (16.14 b).)

17.4. Conference proceedings [Edited Book EndNote]

Ahlqvist, Anders (ed.). 1982. *Papers from the 5th International Conference on Historical Linguistics*. Amsterdam: John Benjamins.

17.5. Articles in journals [Journal Article EndNote]

Entries should contain the following elements:

(First) author's surname, first name(s).
Year of publication.
"Full title (and subtitle) of the work",
Full name of the journal
Volume number (and issue number):
Page numbers.

Article titles are enclosed within double quotation marks.

a)   with one or more authors

Anderson, Stephen R. 1982. "Where's morphology?", *Linguistic Inquiry* 13: 571-612.

Hale, Ken, Michael Krauss, Lucille J. Watahomigie, Akira Y. Yamamoto, Colette Craig, LaVerne Masayesva Jeanne and Nora C. England. 1992. "Endangered languages", *Language* 68, 1: 1-42.

Heath, Jeffrey G. 1984. "Language contact and language change", *Annual Review of Anthropology* 13: 367-384.

b)   with volume (and issue)

Cheshire, Jenny. 2000. "The telling or the tale? Narratives and gender in adolescent friendship networks", *Journal of Sociolinguistics* 4, 2: 234-262.

c)   published in parts of the same journal

Anderson, James. 1792. "Grammatical disquisitions", *The Bee* 11: 120-130, 193-204, 240-250.

d)   published over several years

Nordfelt, Alfred. 1901-1943. "Om franska lånord i svenskan. 1-6" [On French loan-words in Swedish. 1-6], *Studier i modern språkvetenskap* 2: 53-72; 9: 3-55; 10: 81-111; 12: 97-101; 14: 1-17; 15: 9-25.

e)   less well-known journals

The place of publication may be provided in less well-known journals:

Sperber, Hans. 1912. "Über den Einfluß sexueller Momente auf Entstehung und Entwicklung der Sprache", *Imago. Zeitschrift für Anwendung der Psychoanalyse auf die Geisteswissenchaften* (Leipzig) 1: 405-453.

17.6. Articles in periodicals (i.e. newspapers, magazines) [Newspaper Article, Magazine Article EndNote]

Tannen, Deborah. 2004. "Being president means never having to say he's sorry", *The New York Times*, 12 Oct. 2004: A25.

(The date of the issue / edition should be formatted like dates of online access, cf. (16.13 c)).)

For a magazine article, either the issue date or the volume and issue number should be given (and consistency retained in the References list). Compare:

Stern, Marlow. 2011. "Revenge of the nerds", *Newsweek* 158, 7: 58-59.
Stern, Marlow. 2011. "Revenge of the nerds", *Newsweek*, 5 Aug. 2011: 58-59.

This convention covers paginated articles in printed form. For articles (also) published in Internet periodicals, see section (17.22).

17.7. Articles in edited collections [Book Section **EndNote**]

Entries should contain the following elements:

(First) author's surname, first name(s).
Year of publication.
"Full title (and subtitle) of the work", in:
First name(s) and surname of the editor (ed.),
Full title (and subtitle) of the work.
(Edition.)
(Volume or part number).
(Series title.)
Place of publication:
Publisher,
Page numbers.

Article titles are enclosed within double quotation marks, followed by "in" (in lowercase), a colon, the name(s) of the editor(s) of the collection, the title of the collection, additional information (i.e. edition, volume or series title), place of publication and publisher, and finally the page numbers.

Note that while only the name of the author appears in the in-text citation, both the author and editor are given in the References.

Edited collections from which only specific authored articles have been cited need not be listed separately in the final References.

Arnaud, Pierre J., Emmanuel Ferragne, Diana M. Lewis and François Maniez. 2008. "Adjective + noun sequences in attributive or NP-final positions: Observations on lexicalization", in: Sylviane Granger and Fanny Meunier (eds.), *Phraseology: An interdisciplinary perspective*. Amsterdam: John Benjamins, 111-125.

Corbett, Greville G. and Norman M. Fraser. 2000. "Gender assignment: A typology and a model", in: Gunter Senft (ed.), *Systems of nominal classification*. (Language, Culture and Cognition 4.) Cambridge: Cambridge University Press, 293-325.

Mańczak-Wohlfeld, Elżbieta. 2002. "Polish", in: Manfred Görlach (ed.), *English in Europe*. Oxford: Oxford University Press, 213-228.

Rissanen, Matti. 1999. "Syntax", in: Roger Lass (ed.), *Cambridge history of the English language*. Vol. 3. Cambridge: Cambridge University Press, 187-331.

Storey, John. 2006. "Introduction", in: John Storey (ed.), *Cultural theory and popular culture: A reader*. (3rd edition.) Harlow: Pearson Education, 273-277.

Note that series titles are given in a roman font type (not italicized) and capitalized like a proper name.

17.8. Short stories or poems [Book Section not Edited EndNote]

Mansfield, Katherine. [1820] 1962a. "Bliss", in: Katherine Mansfield, *Bliss and other stories*. Harmondsworth: Penguin Books, 95-110.

Mansfield, Katherine. [1820] 1962b. "The escape", in: Katherine Mansfield, *Bliss and other stories*. Harmondsworth: Penguin Books, 212-219.

Szymborska, Wisława. 2004. "Konkurs piękności męskiej" [Bodybuilders' contest], in: Wisława Szymborska, *Wiersze wybrane* [Selected poems]. Kraków: Wydawnictwo a5, 91.

17.9. Entries in encyclopedias (in printed form and in electronic form) [Encyclopedia Article EndNote]

Sapir, Edward. 1929. "Central and North American languages", in: *Encyclopaedia Britannica*. Vol. 5 (14th edition.) London: Encyclopaedia Britannica Company, 138-141.

(Notes: This format pertains to articles published in traditionally paginated encyclopedias; for web-based encyclopedias, turn to (17.22 g). In anonymous articles the title appears first, i.e. before the year; on the formatting of such anonymous entries in (online) encyclopedias, see (17.22 g)).

(*EndNote* users: Anonymous dictionary and encyclopedia entries listed in the References cannot be formatted fully automatically. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

17.10. Preface, introduction, afterword, etc. [Book Section EndNote]

Görlach, Manfred. 2002. "Introduction", in: Manfred Görlach (ed.), *English in Europe*. Oxford: Oxford University Press, 1-12.

17.11. Reviews and book notices published in edited collections, journals, periodicals [Review, Book Notice EndNote]

Reviews appear without double quotation marks; the reviewed publication is given in a separate entry.

Adamska-Sałaciak, Arleta. 1996. Review of *Mikołaj Kruszewski: Writings in general linguistics* edited by E. F. K. Koerner, *Folia Linguistica Historica* XVII, 1-2: 211-216.

Crystal, David. 1995. Review of *Talking proper* by Lynda Mugglestone, *Times Higher Education Supplement*, 7 July 1995: 19.

Kaye, Alan S. 2003. Book notice of *A dictionary of European anglicisms* edited by Manfred Görlach, *Language* 79, 2: 654-655.

17.12. Review articles [Review Article with Title, Review Article without Title **EndNote**]

(Note: Titles reviewed need not be placed separately in the References list, unless they are also cited independently.)

a)   with a title

Kilarski, Marcin. 1999. "On 'linguistic male nipples'" (Review article of *Sprache – Genus/Sexus* edited by Heinz Sieburg), *Poznań Studies in Contemporary Linguistics* 35: 165-173.

b)   without a title

Kryk-Kastovsky, Barbara. 2001. Review article of *Diachronic pragmatics* by Leslie K. Arnovick, *Poznań Studies in Contemporary Linguistics* 37: 211-220.

17.13. Replies, rejoinders [Journal Article **EndNote**]

Honey, John. 1997. *Language is power: The story of Standard English and its enemies*. London: Faber & Faber.

Honey, John. 2000. "A response to Trudgill's review of *Language is power*", *Journal of Sociolinguistics* 4, 2: 316-319.

Trudgill, Peter. 1998. Review of *Language is power: The story of Standard English and its enemies* by John Honey, *Journal of Sociolinguistics* 2, 3: 457-461.

(The relevant example above is Honey (2000).)

17.14. Obituaries

Titles of obituaries appear without italics or quotation marks.

Stockwell, Robert P. 1993. Obituary of Dwight L. Bolinger, *Language* 69: 99-112.

17.15. Publications in press [Book, Journal Article, etc. EndNote]

References that are *in press* should be updated when published. Only those publications may be listed that have actually been accepted for publication by a publisher. Otherwise, they should be listed as unpublished (17.16) or as *in preparation* (17.17); the term *forthcoming* should not be used.

Goodovsky, Dob. In press. *My personal linguistics*. Tiptown: Hopex.

(*EndNote* users: Works in press cannot be formatted fully automatically in the lists of references. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

17.16. Works in preparation [Unpublished Work EndNote]

Titles of works in preparation appear without italics or quotation marks.

Becker, Gabriele. In preparation. The future of language.

(*EndNote* users: Works in preparation cannot be formatted fully automatically in the References. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

17.17. Unpublished dissertations, theses, manuscripts [Thesis, Manuscript EndNote]

Titles of unpublished theses or manuscripts appear without italics or quotation marks. The type of work and the institution (where applicable) are given in square brackets.

Eisikovits, Edina. 1981. Inner-Sydney English: An investigation of grammatical variation in adolescent speech. [Unpublished Ph.D. dissertation, University of Sydney.].

Golston, Chris. 1995. Against syllabification. [Unpublished ms, California State University, Fresno, CA.].

Klimaszyk, Aleksandra. 2003. The phenomenon of political correctness and its representation in learner's dictionaries. [Unpublished MA thesis, Adam Mickiewicz University, Poznań.].

Ryfa, Joanna. 2003. Estuary English: A controversial issue? [Unpublished post-graduate diploma paper, Adam Mickiewicz University, Poznań.].

Tallhage, Eva. 1991. Lånorden i svenska, danska och norska under efterkrigstiden: En jämförande studie [Loanwords in Swedish, Danish and Norwegian after World War II: A comparative study]. [Unpublished seminar paper, University of Stockholm, Department of Nordic Languages.].

17.18. Papers presented at conferences; lectures, addresses [Conference Paper, Talk EndNote]

Such references may be given if the conference paper has not (yet) been published. If the paper has been published, it should be listed as a regular publication.

a) conference papers

Meyerhoff, Miriam. 2004. Agency and affect: Reduced responsibility as a gendered stance in apologising. (Paper presented at the 35th Poznań Linguistic Meeting, 18-20 May 2004.).

b) talks

Linne, Vera. 2004. Linguistics for the dummies. (Lecture given at the School of Education, New York, 23 May 2004.).

When the author specifically wishes to refer to the conference version of the paper rather than the published version, the information about the publication should still be provided.

17.19. Reprints [Book, Journal Article EndNote]

a) books

When using the original publication we give the original date, with information about the reprint given in square brackets:

Codrington, R[obert] H[enry]. 1885. *The Melanesian languages*. Oxford: Oxford University Press. [Reprinted, 1974, Amsterdam: Philo Press.].

When using a reprint we give the original date in square brackets, followed by the date of the reprint, with full information about the original publication given in square brackets (with the original publication year also repeated optionally):

Arnauld, Antoine and Claude Lancelot. [1660] 1975. *General and rational grammar: The Port-Royal Grammar*. (Edited and translated by Jacques Rieux and Bernard E. Rollin.) The Hague: Mouton. [Originally published, Paris: Pierre Le Petit.].

or:

Arnauld, Antoine and Claude Lancelot. [1660] 1975. *General and rational grammar: The Port-Royal Grammar*. (Edited and translated by Jacques Rieux and Bernard E. Rollin.) The Hague: Mouton. [Originally published, 1660, Paris: Pierre Le Petit.].

b) articles

When we cite original texts for which we wish to add information about the available reprint edition (usually the case with journal articles reprinted in edited collections), the date and all the remaining information about the reprint is given in square brackets at the end of the reference, e.g.:

Jakobson, Roman. 1936. "Beitrag zur allgemeinen Kasuslehre", *Travaux de Cercle Linguistique de Prague* 6: 240-288. [Reprinted in: Roman Jakobson, 1971, *Selected writings II: Word and language*. The Hague: Mouton, 23-71.].

Trudgill, Peter. 1988. "Norwich revisited: Recent linguistic changes in an English urban dialect", *English World-Wide* 9: 33-49. [Reprinted in: Martin Pütz (ed.), 1992, *Thirty years of linguistic evolution*. Amsterdam: John Benjamins, 361-377.].

When the source text used for citing is the reprinted chapter rather than the original article, notation should be as follows:

Jakobson, Roman. [1936] 1971. "Beitrag zur allgemeinen Kasuslehre", in: Roman Jakobson, *Selected writings II: Word and language*. The Hague: Mouton, 23-71. [Originally published, *Travaux de Cercle Linguistique de Prague* 6: 240-288.].

Trudgill, Peter. [1988] 1992. "Norwich revisited: Recent linguistic changes in an English urban dialect", in: Martin Pütz (ed.), *Thirty years of linguistic evolution*. Amsterdam: John Benjamins, 361-377. [Originally published, *English World-Wide* 9: 33-49.].

c)   other reprints

Books and other works published separately, reprinted in edited collections:

When citing the original:

Humboldt, Wilhelm von. 1827. *Brief an M. Abel-Rémusat über die Natur grammatischer Formen im allgemeinen und über den Geist der chinesischen Sprache im besonderen*. Paris: Dondey-Dupré. [Reprinted in: Christoph Harbsmeier (ed.),

1979, *Wilhelm von Humboldts Brief an Abel Rémusat und die philosophische Grammatik des Altchinesischen*. Stuttgart: Fromman, 17-88.].

When citing the reprint:

Humboldt, Wilhelm von. [1827] 1979. "Brief an M. Abel-Rémusat über die Natur grammatischer Formen im allgemeinen und über den Geist der chinesischen Sprache im besonderen", in: Christoph Harbsmeier, *Wilhelm von Humboldts Brief an Abel Rémusat und die philosophische Grammatik des Altchinesischen*. Stuttgart: Friedrich Frommann, 17-88. [Originally published, Paris: Dondey-Dupré.].

17.20. Publications in electronic form (corpora, dictionaries, encyclopedias) [Electronic Book, Edited Electronic Book EndNote]

British National Corpus: World Edition [*BNC-WE*]. 2000. (2 CD-ROMs.) Oxford: Oxford University Computing Services.

Fisiak, Jacek (ed.). 2003. *The new Kosciuszko Foundation dictionary on CD-ROM: English-Polish, Polish-English*. Kraków: Universitas.

Oxford English Dictionary on CD-ROM. 1992. (2nd edition.) Oxford: Oxford University Press.

EndNote Users: (Earlier) printed editions of dictionaries are given as regular (Edited) Books (cf. 17.3).

17.21. Software [Computer Program EndNote]

ID Software. 1993. *The Ultimate Doom.* New York: GT Interactive Software.

Scott, Mike. 2011. *WordSmith Tools.* Version 5.0. Oxford: Oxford University Press. (http://www.lexically.net/wordsmith/) (date of access: 1 Oct. 2011).

SIL International. 2011. *Doulos SIL.* Dallas: SIL International. (http://scripts.sil.org/FontDownloadsDoulos) (date of access: 1 Oct. 2011).

Note that the names of computer programs follow the original capitalization format. Any URL given should be the official author's web address containing information, and possibly download options, for the program.

17.22. Internet sources

Entries should contain the following elements (optional elements are here given in parentheses):

(First) author's surname, first name(s).
Year of Internet publication or the year from the date of access if no date of publication is given.
Title of the document.
(URL)
(Date of access).

The URL of the publication should be given without a hyperlink (i.e. it should not be underlined). Links should be given to publicly available authorized and complete texts and materials, *not* to pre-publication versions of articles (not intended for citing), illegally or privately stored files, articles or books found in paid online subscription databases (*Questia*, *ScienceDirect, ProQuest* etc.), or online sample book viewers (*Google Books*, *Amazon* etc.). Note that some Internet-only sources may require special citing conventions, as described in section 9.16.

a)   previously published books or articles which are available online [Book, Book Section EndNote]

The information about the print publication should also be provided.

Labov, William. 1998. "Coexistent systems in African-American English", in: Salikoko S. Mufwene, John R. Rickford, Guy Bailey and John Baugh (eds.), *The structure of African-American English*. London: Routledge, 110-153. (http://www.ling.upenn.edu/~wlabov/Papers/CSAA.html) (date of access: 15 Jan. 2005).

Mencken, Henry Louis. 1921. *The American language: An inquiry into the development of English in the United States*. (2nd edition.) New York: A.A. Knopf. (http://www.bartleby.com/185) (date of access: 15 Jan. 2005).

b)   e-books [Electronic Book EndNote]

In the case of e-book publications released with printed page numbers (e.g. in the pdf format), the standard notation for books applies, e.g.:

Bayard, Pierre. 2007. *How to talk about books you haven't read*. (Translated by Jeffrey Mehlman.) New York: Bloomsbury.

The URL of the online bookshop or vendor from which the e-book has been purchased should not be included. If the e-book is distributed freely by the publisher, the URL can be provided.

The e-publication type should be indicated if it does not reproduce the (original) printed paging format (e.g. "locations" in the case of Kindle e-books, cf. 9.16 c), e.g.:

Northedge, Andrew. 2005. *The good study guide*. (Kindle edition.) Walton Hall, Milton Keynes, UK: The Open University.

c)   books or articles in press which are available online [Book, Book Section, Journal Article EndNote]

The information about the print publication should also be provided.

Corbett, Greville G. In press. "Agreement: Terms and boundaries", in: William Griffin (ed.), *"The role of agreement in natural language": Proceedings of the 2001 Texas Linguistic Society Conference, Austin, Texas, 2-4 March 2001*. Austin: Texas Linguistic Forum. (http://www3.surrey.ac.uk/LIS/SMG/projects/agree-ment/Papers/texas.pdf) (date of access: 15 Jan. 2005).

(Publications *in press* should be updated as soon as possible, cf. 17.15.)

(*EndNote* users: Entries in press cannot be formatted fully automatically in the References. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

d)   articles in Internet journals [Journal Article, Electronic Article **EndNote**]

Percy, Carol. 2001. "The social symbolism of contractions and colloquialisms in contemporary accounts of Dr. Samuel Johnson: Bozzy, Piozzi, and the authority of intimacy", *Historical Sociolinguistics and Sociohistorical Linguistics* 2. (http://www.let.leidenuniv.nl/hsl_shl/bozzy,%20piozzi1.htm) (date of access: 15 Jan. 2005).

Rodino, Michelle. 1997. "Breaking out of binaries: Reconceptualizing gender and its relationship to language in computer-mediated communication", *Journal of Computer-Mediated Communication* 3, 3. (http://www.ascusc.org/jcmc/vol3/issue3/rodino.html) (date of access: 15 Jan. 2005).

Some freely distributed specialist journals identify themselves using a standardized DOI number ("digital object identifier", http://www.doi.org), rather than a (changeable) URL address. When listing articles from such journals, the persistent doi address should be given in parentheses at the end of the reference (and the doi number itself might be used for the page range in some cases). The date of access is irrelevant with persistent doi addresses and need not be given. For example:

Spotorno, Nicola, Anne Cheylus, Jean-Baptiste Van der Henst and Ira A. Noveck. 2013. "What's behind a P600? Integration operations during irony processing", *PLoS ONE* 8, 6: e66839. (doi:10.1371/journal.pone.0066839).

e)   articles in Internet magazines and newspapers [Newspaper Article, Magazine Article **EndNote**]

Fuller, Thomas. 2005. "An American accent as professional liability", *The International Herald Tribune*, 9 Feb. 2005. (http://www.iht.com/articles/2005/02/09/news/letter.html) (date of access: 8 Mar. 2005).

"Hillary Rodham Clinton". 2011. *The New York Times*, 14 Jan. 2011. (http://topics.nytimes.com/top/reference/timestopics/people/c/hillary_rodham_clinton/index.html?inline=nyt-per) (date of access: 14 Feb. 2011).

Power, Carla. 2005. "Not the Queen's English", *Newsweek*, 7 Mar. 2005. (http://www.msnbc.msn.com/id/7038031/site/newsweek) (date of access: 8 Mar. 2005).

(Note: The date of the issue / edition should be formatted in abbreviated form, as given in 16.13 c)

f)   online dictionaries, encyclopedias, corpora and concordancers [Online Database EndNote]

British National Corpus. 2010. Oxford: Oxford University Press. (http://sara.natcorp.ox.ac.uk) (date of access: 14 Oct. 2011).

Dryer, Matthew S. and Martin Haspelmath (eds.). 2011. *The world atlas of language structures online*. Munich: Max Planck Digital Library. (http://wals.info) (date of access: 14 Oct. 2011).

OED Online. 2011. Oxford: Oxford University Press. (http://www.oed.com) (date of access: 14 Oct. 2011).

WebCorp Live. 2011. Birmingham: Birmingham City University. (http://www.webcorp.org.uk/live/) (date of access: 14 Oct. 2011).

EndNote Users: (Earlier) printed editions of atlases and encyclopedias are given as regular (Edited) Books (cf. 17.3).

g)   entries in online encyclopedias, dictionaries [Entry in Online Database EndNote]

Maddieson, Ian. 2011. "Consonant inventories", in: Matthew S. Dryer and Martin Haspelmath (eds.), *The world atlas of language structures online*. Munich: Max

Planck Digital Library, Chapter 1. (http://wals.info/chapter/1) (date of access: 14 Oct. 2011).

In anonymous articles the title appears first, i.e. before the year. Note also the capitalized "In:":

"Concordancer". 2011. In: *Wikipedia: The Free Encyclopedia*. (http://en.wikipedia.org/wiki/Concordancer) (date of access: 14 Oct. 2011).

"factual, adj.". 2011. In: *OED Online*. Oxford: Oxford University Press. (http://www.oed.com/view/Entry/67528?redirectedFrom=factual) (date of access: 14 Oct. 2011).

"Hillary Rodham Clinton". 2011. In: *Encyclopaedia Britannica*. (http://www.britannica.com/EBchecked/topic/121809/Hillary-Rodham-Clinton) (date of access: 20 Feb. 2011).

(*EndNote* users: Anonymous dictionary and encyclopedia entries listed in the References cannot be formatted fully automatically. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

h)   professional web sites (societies, associations, etc.) [Web Site EndNote]

The James Joyce Society. 2011. *The James Joyce Society Home Page*. (http://www.joycesociety.org) (date of access: 1 Oct. 2011).

Note: Names of organizations are capitalized like proper names. Titles of their web sites (but not of individual web pages) are retained as-is and not collapsed to the "as-in-a-sentence" format.

i)   course materials [Web Page EndNote]

McGillivray, Murray. 2007. Old English at the University of Calgary. (http://www.ucalgary.ca/UofC/eduweb/engl401) (date of access: 15 Feb. 2007).

j)   other texts (draft versions of papers/books, students' papers) [Web Page EndNote]

Corbett, Greville G. 2000a. Agreement in the Slavonic languages: A provisional bibliography. (http://www.surrey.ac.uk/LIS/SMG/agr.html) (date of access: 15 May 2001).

k)   personal pages [Web Page EndNote]

Veselinova, Ljuba. 2003. Home page. (http://www.ling.su.se/staff/ljuba) (date of access: 8 Mar. 2005).

l)   messages posted to a discussion forum or an electronic mailing list [Forum Post EndNote]

Pullum, Geoff. 2011. Remarks by Noam Chomsky in London (Forum post, 19 Nov. 2011). *The LINGUIST List*. (http://linguistlist.org/issues/22/22-4631.html) (date of access: 8 Dec. 2011).

Titles of forums (but not of individual posts) are retained as on the web site and not converted to the "as-in-a-sentence" format.

m)   microblog posts [Microblog Post EndNote]

Barack Obama [= Obama, Barack]. 2009. Humbled. http://my.barackobama.com/page/community/post/obamaforamerica/gGM45m. (Facebook update, 9 Oct. 2009). (http://www.facebook.com/posted.php?id=6815841748&share_id=154954250775&comments=1#s154954250775) (date of access: 1 Nov. 2011).
@mike_matas [= Matas, Mike]. 2011. Kayaking on Lake Tahoe http://twitpic.com/6jko0s. (Twitter post, 11 Sep. 2011). (http://twitter.com/#!/mike_matas/status/112994840609964032) (date of access: 1 Nov. 2011).

n)   blog posts [Blog Post EndNote]

Zwicky, Arnold. 2011. Ice cream, fireworks, smiles, and more. (Blog post, 10 Aug.
        2011). *Language Log*. (http://languagelog.ldc.upenn.edu/nll/?p=3354) (date of
        access: 1 Nov. 2011).

Titles of blogs (but not of individual entries) are retained as on the web site and not con-
verted to the "as-in-a-sentence" format.

o)   podcasts [Podcast EndNote]

Trudgill, Peter. 2010. "Social structure and language change", in: *The Shaping of Lan-
        guage*. (iTunes U podcast, 22 July 2010). Melbourne: La Trobe University.
        (http://itunes.apple.com/au/itunes-u/the-shaping-of-language/id391930814) (date
        of access: 23 Mar. 2012).
Wernicke, Sebastian. 2010. "Lies, damned lies and statistics (about TEDTalks)".
        (TEDtalk video, Apr. 2010).
        (http://www.ted.com/talks/lies_damned_lies_and_statistics_about_tedtalks.html)
        (date of access: 23 Mar. 2012).

Note that titles of series or channels, if applicable, are capitalized as given on the web
site.

p)   online videos [Online Multimedia EndNote]

"Break up over Texas". 2012. In: *Mayday*. (YouTube clip, 28 Jan. 2012).
        (https://www.youtube.com/watch?v=2G_h76s7pe8) (date of access: 1 Apr.
        2012).

Note that titles of series, if applicable, are capitalized as in the original.

(*EndNote* users: Anonymous entries cannot be formatted fully automatically. Refer to the guides on the WA Stylesheet & Template Support site on Moodle for more information.)

17.23. Films, TV and radio programs [Film or Broadcast EndNote]

Spielberg, Steven (dir.). 1993. *Schindler's list*. Universal.

17.24. Song lyrics [Audiovisual Material EndNote]

Porter, Cole Albert. 1998. "What is this thing called love", *Back to Earth*. (Performed by Lisa Ekdahl and the Peter Nordahl Trio.) BMG.

Springsteen, Bruce. 2002. "Empty sky", *The Rising*. Columbia.

Note that titles of music albums are capitalized as in the original.

17.25. Works of art [Artwork EndNote]

Bomberg, David. 1914. *The Mud Bath*. (Oil on canvas, 152 x 224 cm.) London: Tate (http://www.tate.org.uk/servlet/ViewWork?workid=1238) (date of access: 22 Feb. 2012).

Gaudier-Brzeska, Henri. 1914. *Hieratic Head of Ezra Pound*. (Pentelic marble, 91.4 x 61 cm.) Washington, D.C.: National Gallery of Art.

Note that titles of works of art are capitalized as in the original.

18. Sample references

Adamska-Sałaciak, Arleta. 1996. Review of *Mikołaj Kruszewski: Writings in general linguistics* edited by E. F. K. Koerner, *Folia Linguistica Historica* XVII, 1-2: 211-216.

Ahlqvist, Anders (ed.). 1982. *Papers from the 5th International Conference on Historical Linguistics*. Amsterdam: John Benjamins.

Ammon, Ulrich, Klaus J. Mattheier and Peter H. Nelde (eds.). 1996. *Convergence and divergence of dialects in Europe*. Tübingen: Niemeyer.

Anderson, James. 1792. "Grammatical disquisitions", *The Bee* 11: 120-130, 193-204, 240-250.

Anderson, James M. 1973. *Structural aspects of language change*. London: Longman.

Anderson, Stephen R. 1982. "Where's morphology?", *Linguistic Inquiry* 13: 571-612.

Apple Computer. 2005. *Education*. (http://www.apple.com/education) (date of access: 15 Jan. 2005).

Aristotle. 1996. *Poetics*. (Translated by Malcolm Heath.) London: Penguin.

Arnaud, Pierre J., Emmanuel Ferragne, Diana M. Lewis and François Maniez. 2008. "Adjective + noun sequences in attributive or NP-final positions: Observations on lexicalization", in: Sylviane Granger and Fanny Meunier (eds.), *Phraseology: An interdisciplinary perspective*. Amsterdam: John Benjamins, 111-125.

Arnauld, Antoine and Claude Lancelot. [1660] 1975. *General and rational grammar: The Port-Royal Grammar*. (Edited and translated by Jacques Rieux and Bernard E. Rollin.) The Hague: Mouton. [Originally published, Paris: Pierre Le Petit.].

Arnauld, Antoine and Claude Lancelot. [1660] 1975. *General and rational grammar: The Port-Royal Grammar*. (Edited and translated by Jacques Rieux and Bernard E. Rollin.) The Hague: Mouton. [Originally published, 1660, Paris: Pierre Le Petit.].

Baerman, Matthew, Dunstan Brown and Greville G. Corbett. 2005. *The syntax-morphology interface: A study of syncretism*. Cambridge: Cambridge University Press.

Bammersberger, Alfred. 1972. "Altenglisch *hlæfþe*", *Zeitschrift für vergleichende Sprachforschung* 86: 307-311.

Barack Obama [= Obama, Barack]. 2009. Humbled. http://my.barackobama.com/page/community/post/obamaforamerica/gGM45m. (Facebook update, 9 Oct. 2009). (http://www.facebook.com/posted.php?id=6815841748&share_id=154954250775&comments=1#s154954250775) (date of access: 1 Nov. 2011).

Bayard, Pierre. 2007. *How to talk about books you haven't read*. (Translated by Jeffrey Mehlman.) New York: Bloomsbury.

de Beaugrande, Robert-Alain and Wolfgang Ulrich Dressler. 1990. *Wstęp do lingwistyki tekstu* [Introduction to text linguistics]. (Translated by Aleksander Szwedek.) Warszawa: Państwowe Wydawnictwo Naukowe.

Becker, Gabriele. In preparation. The future of language.

Beowulf. 1999. (Translated by Seamus Heaney.) London: Faber and Faber.

Bitterling, Klaus (ed.). 1998. *Of shrifte and penance: The ME prose translation of 'Le Manuel des Péchés'*. Heidelberg: Winter.

Blake, Norman (ed.). 1992. *The Cambridge history of the English language*. Vol. 2: *1066-1476*. Cambridge: Cambridge University Press.

Bomberg, David. 1914. *The Mud Bath*. (Oil on canvas, 152 x 224 cm.) London: Tate (http://www.tate.org.uk/servlet/ViewWork?workid=1238) (date of access: 22 Feb. 2012).

Bosworth, Joseph and T. Northcote Toller. 1898. *An Anglo-Saxon dictionary*. Oxford: Clarendon Press.

"Break up over Texas". 2012. In: *Mayday*. (YouTube clip, 28 Jan. 2012). (https://www.youtube.com/watch?v=2G_h76s7pe8) (date of access: 1 Apr. 2012).

Bright, William (ed.). 1992. *International encyclopedia of linguistics*. New York: Oxford University Press.

British National Corpus. 2010. Oxford: Oxford University Press. (http://sara.natcorp.ox.ac.uk) (date of access: 14 Oct. 2011).

British National Corpus: World Edition [*BNC-WE*]. 2000. (2 CD-ROMs.) Oxford: Oxford University Computing Services.

Brontë, Emily. 2003. *Wuthering Heights*. (2nd edition, edited by Linda H. Peterson.) Basingstoke: Palgrave.

Cameron, Deborah. 2001. *Working with spoken discourse*. Los Angeles: Sage.

Chambers, Jack K. and Peter Trudgill. 1980. *Dialectology*. Cambridge: Cambridge University Press.

Chaucer, Geoffrey. 1987. *The Riverside Chaucer*. (3rd edition, edited by Larry D. Benson.) Oxford: Oxford University Press.

Cheshire, Jenny. 2000. "The telling or the tale? Narratives and gender in adolescent friendship networks", *Journal of Sociolinguistics* 4, 2: 234-262.

Chomsky, Noam. 1965. *Aspects of the theory of syntax*. Cambridge, MA: The MIT Press.

Cieślicka, Anna. 2004. *On processing figurative language*. Poznań: Motivex.

Clyne, Michael. 1987a. "Constraints on code-switching: how universal are they", *Linguistics* 25: 739-764.

Clyne, Michael. 1987b. "Cultural differences in the organization of academic texts: English and German", *Journal of Pragmatics* 11, 2: 211-247.

Codrington, R[obert] H[enry]. 1885. *The Melanesian languages*. Oxford: Oxford University Press. [Reprinted, 1974, Amsterdam: Philo Press.].

"Concordancer". 2011. In: *Wikipedia: The Free Encyclopedia*. (http://en.wikipedia.org/wiki/Concordancer) (date of access: 14 Oct. 2011).

Corbett, Greville G. 1991. *Gender*. Cambridge: Cambridge University Press.

Corbett, Greville G. 2000a. Agreement in the Slavonic languages: A provisional bibliography. (http://www.surrey.ac.uk/LIS/SMG/agr.html) (date of access: 15 May 2001).

Corbett, Greville G. 2000b. *Number*. Cambridge: Cambridge University Press.

Corbett, Greville G. In press. "Agreement: Terms and boundaries", in: William Griffin (ed.), *"The role of agreement in natural language": Proceedings of the 2001 Texas Linguistic Society Conference, Austin, Texas, 2-4 March 2001*. Austin: Texas Linguistic Forum. (http://www3.surrey.ac.uk/LIS/SMG/projects/agreement/Papers/texas.pdf) (date of access: 15 Jan. 2005).

Corbett, Greville G. and Norman M. Fraser. 2000. "Gender assignment: A typology and a model", in: Gunter Senft (ed.), *Systems of nominal classification*. (Language, Culture and Cognition 4.) Cambridge: Cambridge University Press, 293-325.

Crystal, David. 1995. Review of *Talking proper* by Lynda Mugglestone, *Times Higher Education Supplement*, 7 July 1995: 19.

Dixon, R. M. W. 1979. "Ergativity", *Language* 55, 1: 59-138.

Dryer, Matthew S. and Martin Haspelmath (eds.). 2011. *The world atlas of language structures online*. Munich: Max Planck Digital Library. (http://wals.info) (date of access: 14 Oct. 2011).

Dul'zon, Andrej Petrovich. 1968. *Ketskij jazyk* [The Ket language]. Tomsk: Izdatel'stvo Tomskogo Universiteta.

Dziubalska-Kołaczyk, Katarzyna (ed.). 2006. *IFAtuation: A life in IFA. A Festchrift for Professor Jacek Fisiak on the occasion of his 70th birthday*. Poznań: Wydawnictwo Naukowe UAM.

Eco, Umberto. 1983. *The name of the rose*. (Translated by William Weaver.) San Diego: Harcourt Brace.

Eisikovits, Edina. 1981. Inner-Sydney English: An investigation of grammatical variation in adolescent speech. [Unpublished Ph.D. dissertation, University of Sydney.].

Encyclopaedia Britannica. 1929. (14th edition.) London: Encyclopaedia Britannica Company.

"factual, adj.". 2011. In: *OED Online*. Oxford: Oxford University Press. (http://www.oed.com/view/Entry/67528?redirectedFrom=factual) (date of access: 14 Oct. 2011).\

Fielding, Henry. 1969. *The history of Tom Jones*. (Edited by R. P. C. Mutter.) Harmondsworth: Penguin Books.

Fisiak, Jacek (ed.). 2003. *The new Kosciuszko Foundation dictionary on CD-ROM: English-Polish, Polish-English*. Kraków: Universitas.

Flasdieck, Hermann M. 1937. "Ae. *dōn* und *ʒān*", *Anglia* 61: 43-64.

Fowles, John. 1969. *The French Lieutenant's Woman*. London: Cape.

Fuller, Thomas. 2005. "An American accent as professional liability", *The International Herald Tribune*, 9 Feb. 2005. (http://www.iht.com/articles/2005/02/09/news/letter.html) (date of access: 8 Mar. 2005).

Gaudier-Brzeska, Henri. 1914. *Hieratic Head of Ezra Pound*. (Pentelic marble, 91.4 x 61 cm.) Washington, D.C.: National Gallery of Art.

Givón, Talmy. 1979. *On understanding grammar*. New York: Academic Press.

Golston, Chris. 1995. Against syllabification. [Unpublished ms, California State University, Fresno, CA.].

Goodovsky, Dob. In press. *My personal linguistics*. Tiptown: Hopex.

Görlach, Manfred. 2002. "Introduction", in: Manfred Görlach (ed.), *English in Europe*. Oxford: Oxford University Press, 1-12.

Greenberg, Joseph H. 1966. *Language universals, with special reference to feature hierarchies*. The Hague: Mouton.

Greenberg, Joseph H. (ed.). 1963. *Universals of language*. Cambridge, MA: MIT Press.

Grimm, Jacob. [1831] 1890. *Deutsche Grammatik*. Vol. 3. (2nd edition, edited by Gustav Roethe and Edward Schröder.) Güthersloh: C. Bertelsmann.

Hale, Ken, Michael Krauss, Lucille J. Watahomigie, Akira Y. Yamamoto, Colette Craig, LaVerne Masayesva Jeanne and Nora C. England. 1992. "Endangered languages", *Language* 68, 1: 1-42.

Harding-Esch, Edith and Philip Riley. 2003. *The bilingual family: A handbook for parents*. Cambridge: Cambridge University Press.

Haugen, Einar. 1950. "The analysis of linguistic borrowing", *Language* 26, 2: 210-231.

Heath, Jeffrey G. 1984. "Language contact and language change", *Annual Review of Anthropology* 13: 367-384.

Hellinger, Marlis and Hadumod Bußmann (eds.). 2001-2003. *Gender across languages: The linguistic representation of women and men*. 3 vols. Amsterdam: John Benjamins.

"Hillary Rodham Clinton". 2011a. In: *Encyclopaedia Britannica*. (http://www.britannica.com/EBchecked/topic/121809/Hillary-Rodham-Clinton) (date of access: 20 Feb. 2011).

"Hillary Rodham Clinton". 2011b. *The New York Times*, 14 Jan. 2011. (http://topics.nytimes.com/top/reference/timestopics/people/c/hillary_rodham_clinton/index.html?inline=nyt-per) (date of access: 14 Feb. 2011).

Holmqvist, Erik O. 1922. *On the history of the English present inflections, particularly '-th' and '-s'*. Heidelberg: Winter.

Holt, Thomas C. and Elsa Barkley Brown (eds.). 2000. *Major problems in African-American history: Documents and essays*. Vol. 1: *From slavery to freedom, 1619-1877*. Vol. 2: *From freedom to 'Freedom Now', 1865-1990s*. Boston: Houghton Mifflin.

Honey, John. 1997. *Language is power: The story of Standard English and its enemies*. London: Faber & Faber.

Honey, John. 2000. "A response to Trudgill's review of *Language is power*", *Journal of Sociolinguistics* 4, 2: 316-319.

Hudson, Richard. [1980] 1996. *Sociolinguistics*. (2nd edition.) Cambridge: Cambridge University Press.

Humbley, John. 2002. "French", in: Manfred Görlach (ed.), *English in Europe*. Oxford: Oxford University Press, 108-127.

Humboldt, Wilhelm von. 1827. *Brief an M. Abel-Rémusat über die Natur gramma-tischer Formen im allgemeinen und über den Geist der chinesischen Sprache im besonderen*. Paris: Dondey-Dupré. [Reprinted in: Christoph Harbsmeier (ed.), 1979, *Wilhelm von Humboldts Brief an Abel Rémusat und die philosophische Grammatik des Altchinesischen*. Stuttgart: Fromman, 17-88.].

Humboldt, Wilhelm von. [1827] 1979. "Brief an M. Abel-Rémusat über die Natur grammatischer Formen im allgemeinen und über den Geist der chinesischen Sprache im besonderen", in: Christoph Harbsmeier, *Wilhelm von Humboldts Brief an Abel Rémusat und die philosophische Grammatik des Altchinesischen*. Stuttgart: Friedrich Frommann, 17-88. [Originally published, Paris: Dondey-Dupré.].

ID Software. 1993. *The Ultimate Doom.* New York: GT Interactive Software.

Jakobson, Roman. 1936. "Beitrag zur allgemeinen Kasuslehre", *Travaux de Cercle Linguistique de Prague* 6: 240-288. [Reprinted in: Roman Jakobson, 1971, *Selected writings II: Word and language*. The Hague: Mouton, 23-71.].

Jakobson, Roman. [1936] 1971. "Beitrag zur allgemeinen Kasuslehre", in: Roman Jakobson, *Selected writings II: Word and language*. The Hague: Mouton, 23-71. [Originally published, *Travaux de Cercle Linguistique de Prague* 6: 240-288.].

Jespersen, Otto. 1922. *Language: Its nature, development, and origin*. London: Allen and Unwin.

Jespersen, Otto. 1924. *The philosophy of grammar*. London: Allen and Unwin.

Johnson, Richard. 1718. *Grammatical commentaries: Being an apparatus to a new national grammar: By way of animadversion upon the falsities, obscurities, redundancies, and defects of Lilly's system now in use*. London: Printed for the author and sold by Samuel Ballard.

Kaye, Alan S. 2003. Book notice of *A dictionary of European anglicisms* edited by Manfred Görlach, *Language* 79, 2: 654-655.

Kilarski, Marcin. 1999. "On 'linguistic male nipples'" (Review article of *Sprache – Genus/Sexus* edited by Heinz Sieburg), *Poznań Studies in Contemporary Linguistics* 35: 165-173.

Klimaszyk, Aleksandra. 2003. The phenomenon of political correctness and its representation in learner's dictionaries. [Unpublished MA thesis, Adam Mickiewicz University, Poznań.].

Kopcewicz, Andrzej and Marta Sienicka. 1983. *Historia literatury Stanów Zjednoczonych w zarysie: Wiek XVII-XIX* [An outline history of the literature of the United States: 17th-19th centuries]. Warszawa: Państwowe Wydawnictwo Naukowe.

Krygier, Marcin. 1994. "The strong verb system in the *Peterborough Chronicle*", *Studia Anglica Posnaniensia* 28: 49-69.

Kryk-Kastovsky, Barbara. 2001. Review article of *Diachronic pragmatics* by Leslie K. Arnovick, *Poznań Studies in Contemporary Linguistics* 37: 211-220.

Krynicki, Grzegorz. 2005. Language and society: Polish and English terms of address. (http://elex.amu.edu.pl/~krynicki/my_pres/my_pres_14.htm) (date of access: 15 Jan. 2005).

Kurath, Hans, Sherman M. Kuhn and Robert E. Lewis (eds.). 1952-2001. *Middle English dictionary* [*MED*]. Ann Arbor: University of Michigan Press.

Kytö, Merja. 1991. *Variation and diachrony, with Early American English in focus: Studies on 'can/may' and 'shall/will'*. Frankfurt am Main: Peter Lang.

Labov, William. 1998. "Coexistent systems in African-American English", in: Salikoko S. Mufwene, John R. Rickford, Guy Bailey and John Baugh (eds.), *The structure of African-American English*. London: Routledge, 110-153. (http://www.ling.upenn.edu/~wlabov/Papers/CSAA.html) (date of access: 15 Jan. 2005).

Labov, William. 2001. *Principles of linguistics change*. Vol. 2: *Social factors*. Oxford: Blackwell.

Lakoff, George. 1987. *Women, fire and dangerous things: What categories reveal about the mind*. Chicago: University of Chicago Press.

Lass, Roger. 1997. "Arse longa, vita brevis: Last words on 'harmful homophony'", *Studia Anglica Posnaniensia* 32: 21-32.

Leech, Geoffrey. 1983. *Principles of pragmatics*. London: Longman.

Lew, Robert. 2004. *Which dictionary for whom? Receptive use of bilingual, monolingual and semi-bilingual dictionaries by Polish learners of English*. Poznań: Motivex.

Linne, Vera. 2004. Linguistics for the dummies. (Lecture given at the School of Education, New York, 23 May 2004.).

Lunt, Horace G. 1952. *A grammar of the Macedonian literary language*. Skopje: [No indication of publisher.].

McEnery, Tony and Costas Gabrielatos. 2004. "English corpus linguistics", in: Bas Aarts and April McMahon (eds.), *The handbook of English linguistics*. Malden: Blackwell Publishing, 33-71.

McEnery, Tony and Andrew Wilson. 2001. *Corpus linguistics: An introduction*. (2nd edition.) Edinburgh: Edinburgh University Press.

McEnery, Tony, Richard Xiao and Yukio Tono. 2006. *Corpus-based language studies: An advanced resource book*. Abington: Routledge.

McEwan, Ian. 2002. *Atonement*. London: Vintage.

McGillivray, Murray. 2007. Old English at the University of Calgary. (http://www.ucalgary.ca/UofC/eduweb/engl401) (date of access: 15 Feb. 2007).

McIntosh, Angus, Michael L. Samuels and Michael Benskin (eds.). 1986. *A linguistic atlas of late medieval English* [*LALME*]. 4 vols. Aberdeen: Aberdeen University Press.

Maddieson, Ian. 2011. "Consonant inventories", in: Matthew S. Dryer and Martin Haspelmath (eds.), *The world atlas of language structures online*. Munich: Max Planck Digital Library, Chapter 1. (http://wals.info/chapter/1) (date of access: 14 Oct. 2011).

Mansfield, Katherine. [1820] 1962a. "Bliss", in: Katherine Mansfield, *Bliss and other stories*. Harmondsworth: Penguin Books, 95-110.

Mansfield, Katherine. [1820] 1962b. "The escape", in: Katherine Mansfield, *Bliss and other stories*. Harmondsworth: Penguin Books, 212-219.

Mańczak-Wohlfeld, Elżbieta. 1988. "Liczba mnoga zapożyczeń angielskich" [The plural of English loanwords], *Poradnik Językowy* 7: 512-514.

Mańczak-Wohlfeld, Elżbieta. 1995. *Tendencje rozwojowe współczesnych zapożyczeń angielskich w języku polskim* [Developments in contemporary English borrowings in Polish]. Kraków: Uniwersytet Jagielloński.

Mańczak-Wohlfeld, Elżbieta. 2002. "Polish", in: Manfred Görlach (ed.), *English in Europe*. Oxford: Oxford University Press, 213-228.

Mencken, Henry Louis. 1921. *The American language: An inquiry into the development of English in the United States*. (2nd edition.) New York: A.A. Knopf. (http://www.bartleby.com/185) (date of access: 15 Jan. 2005).

Meyerhoff, Miriam. 2004. Agency and affect: Reduced responsibility as a gendered stance in apologising. (Paper presented at the 35th Poznań Linguistic Meeting, 18-20 May 2004.).

@mike_matas [= Matas, Mike]. 2011. Kayaking on Lake Tahoe http://twitpic.com/6jko0s. (Twitter post, 11 Sept. 2011). (http://twitter.com/#!/mike_matas/status/112994840609964032) (date of access: 1 Nov. 2011).

Milroy, Lesley. 1980. *Language and social networks*. (2nd edition.) Oxford: Blackwell.

Mugglestone, Lynda. 1995. *'Talking proper': The rise of accent as social symbol*. Oxford: Clarendon Press.

Nordfelt, Alfred. 1901-1943. "Om franska lånord i svenskan. 1-6" [On French loanwords in Swedish. 1-6], *Studier i modern språkvetenskap* 2: 53-72; 9: 3-55; 10: 81-111; 12: 97-101; 14: 1-17; 15: 9-25.

Northedge, Andrew. 2005. *The good study guide*. (Kindle edition.) Walton Hall, Milton Keynes, UK: The Open University.

OED Online. 2011. Oxford: Oxford University Press. (http://www.oed.com) (date of access: 14 Oct. 2011).

Orton, Harold. 1962. *Survey of English dialects: Introduction*. Leeds: Edward Arnold.

Oxford English Dictionary on CD-ROM. 1992. (2nd edition.) Oxford: Oxford University Press.

Percy, Carol. 2001. "The social symbolism of contractions and colloquialisms in contemporary accounts of Dr. Samuel Johnson: Bozzy, Piozzi, and the authority of intimacy", *Historical Sociolinguistics and Sociohistorical Linguistics* 2. (http://www.let.leidenuniv.nl/hsl_shl/bozzy,%20piozzi1.htm) (date of access: 15 Jan. 2005).

Petrides, Konstantin Vasily, Ria Pita and Flora Kokkinaki. 2007. "The location of trait emotional intelligence in personality factor space", *British Journal of Psychology* 98: 273-289.

Petrides, Konstantin Vasily, Juan Carlos Pérez-González and Adrian Furnham. 2007. "On the criterion and incremental validity of trait emotional intelligence", *Cognition and Emotion* 21: 26-55.

Porter, Cole Albert. 1998. "What is this thing called love", *Back to Earth*. (Performed by Lisa Ekdahl and the Peter Nordahl Trio.) BMG.

Power, Carla. 2005. "Not the Queen's English", *Newsweek*, 7 Mar. 2005. (http://www.msnbc.msn.com/id/7038031/site/newsweek) (date of access: 8 Mar. 2005).

Pullum, Geoff. 2011. Remarks by Noam Chomsky in London (Forum post, 19 Nov. 2011). *The LINGUIST List*. (http://linguistlist.org/issues/22/22-4631.html) (date of access: 8 Dec. 2011).

Rajnik, Eugeniusz. 1999. *Gramatyka języka duńskiego* [Danish grammar]. Poznań: Wydawnictwo Uniwersytetu im. Adama Mickiewicza.

Rissanen, Matti. 1985. "Periphrastic *do* in affirmative statements in Early American English", *Journal of English Linguistics* 18: 163-183.

Rissanen, Matti. 1999. "Syntax", in: Roger Lass (ed.), *Cambridge history of the English language*. Vol. 3. Cambridge: Cambridge University Press, 187-331.

Rodino, Michelle. 1997. "Breaking out of binaries: Reconceptualizing gender and its relationship to language in computer-mediated communication", *Journal of Computer-Mediated Communication* 3, 3. (http://www.ascusc.org/jcmc/vol3/issue3/rodino.html) (date of access: 15 Jan. 2005).

Ross, Woodburn O. (ed.). 1998. *Middle English sermons*. (EETS OS 209.) London: Oxford University Press.

Ryfa, Joanna. 2003. Estuary English: A controversial issue? [Unpublished post-graduate diploma paper, Adam Mickiewicz University, Poznań.].

Sacks, Harvey. 1992. *Lectures on conversation*. 2 vols. Oxford: Blackwell.

Sapir, Edward. 1929. "Central and North American languages", in: *Encyclopaedia Britannica*. Vol. 5 (14th edition.) London: Encyclopaedia Britannica Company, 138-141.

Scancarelli, Janine. 2005. "Cherokee", in: Heather K. Hardy and Janine Scancarelli (eds.), *Native languages of the southeastern United States*. Lincoln, NE: University of Nebraska Press, 351-384.

Scott, Mike. 2011. *WordSmith Tools*. Version 5.0. Oxford: Oxford University Press. (http://www.lexically.net/wordsmith/) (date of access: 1 Oct. 2011).

Sebeok, Thomas A. (ed.). 1973. *Linguistics in North America*. (Current Trends in Linguistics 10.) The Hague: Mouton.

Shakespeare, William. [1623] 1999. *The Tempest*. (Edited by Virginia Mason Vaughan and Alden T. Vaughan. The Arden Shakespeare edition.) London: Thomas Nelson and Sons.

SIL International. 2011. *Doulos SIL*. Dallas: SIL International. (http://scripts.sil.org/FontDownloadsDoulos) (date of access: 1 Oct. 2011).

Sir Gawain and the Green Knight. [n.d.] 1972. (Edited by J. A. Burrow.) Harmondsworth: Penguin Books.

Sperber, Hans. 1912. "Über den Einfluß sexueller Momente auf Entstehung und Entwicklung der Sprache", *Imago. Zeitschrift für Anwendung der Psychoanalyse auf die Geisteswissenchaften* (Leipzig) 1: 405-453.

Spielberg, Steven (dir.). 1993. *Schindler's list*. Universal.

Spotorno, Nicola, Anne Cheylus, Jean-Baptiste Van der Henst and Ira A. Noveck. 2013. "What's behind a P600? Integration operations during irony processing", *PLoS ONE* 8, 6: e66839. (doi:10.1371/journal.pone.0066839).

Springsteen, Bruce. 2002. "Empty sky", *The Rising*. Columbia.

Stern, Marlow. 2011. "Revenge of the nerds", *Newsweek* 158, 7: 58-59.

Stern, Marlow. 2011. "Revenge of the nerds", *Newsweek*, 5 Aug. 2011: 58-59.

Stielau, Hildegard Irma. 1980. *Nataler Deutsch*. Wiesbaden: Franz Steiner Verlag.

Stockwell, Robert P. 1993. Obituary of Dwight L. Bolinger, *Language* 69: 99-112.

Storey, John. 2006. "Introduction", in: John Storey (ed.), *Cultural theory and popular culture: A reader*. (3rd edition.) Harlow: Pearson Education, 273-277.

Szymborska, Wisława. 1997. *Nic dwa razy: Wybór wierszy / Nothing twice: Selected poems*. (Selected and translated by Stanisław Barańczak and Clare Cavanagh.) Kraków: Wydawnictwo Literackie.

Szymborska, Wisława. 2004. "Konkurs piękności męskiej" [Bodybuilders' contest], in: Wisława Szymborska, *Wiersze wybrane* [Selected poems]. Kraków: Wydawnictwo a5, 91.

Talbot, Mary M. 1998. *Language and gender: An introduction*. Cambridge: Polity Press.

Tallhage, Eva. 1991. Lånorden i svenska, danska och norska under efterkrigstiden: En jämförande studie [Loanwords in Swedish, Danish and Norwegian after World War II: A comparative study]. [Unpublished seminar paper, University of Stockholm, Department of Nordic Languages.].

Talmy, Leonard. [n.d.]. A comparison of the order of morpheme-classes in the Atsugewi and the Kashaya verb. [Unpublished ms.].

Tannen, Deborah. 2004. "Being president means never having to say he's sorry", *The New York Times*, 12 Oct. 2004: A25.

The James Joyce Society. 2011. *The James Joyce Society Home Page*. (http://www.joycesociety.org) (date of access: 1 Oct. 2011).

The ladies complete letter-writer. 1763. London: T. Lownds.

Tieken-Boon van Ostade, Ingrid. 1985. "'I will be drowned and no man shall save me': The conventional rules for *shall* and *will* in eighteenth-century English grammars", *English Studies* 2: 123-142.

Trudgill, Peter. 1988. "Norwich revisited: Recent linguistic changes in an English urban dialect", *English World-Wide* 9: 33-49. [Reprinted in: Martin Pütz (ed.), 1992, *Thirty years of linguistic evolution*. Amsterdam: John Benjamins, 361-377.].

Trudgill, Peter. [1988] 1992. "Norwich revisited: Recent linguistic changes in an English urban dialect", in: Martin Pütz (ed.), *Thirty years of linguistic evolution*. Amsterdam: Benjamins, 361-377. [Originally published, *English World-Wide* 9: 33-49.].

Trudgill, Peter. 1998. Review of *Language is power: The story of Standard English and its enemies* by John Honey, *Journal of Sociolinguistics* 2, 3: 457-461.

Trudgill, Peter. 2010. "Social structure and language change", in: *The Shaping of Language*. (iTunes U podcast, 22 July 2010). Melbourne: La Trobe University. (http://itunes.apple.com/au/itunes-u/the-shaping-of-language/id391930814) (date of access: 23 Mar. 2012).

Unterbeck, Barbara and Matti Rissanen (eds.). 2000. *Gender in grammar and cognition*. Part 1. *Approaches to gender*. Part 2. *Manifestations of gender*. Berlin: Mouton de Gruyter.

Van Dijk, Teun. 1993. *Elite discourse and racism*. Newbury Park, CA: Sage Publications.

Veselinova, Ljuba. 2003. Home page. (http://www.ling.su.se/staff/ljuba) (date of access: 8 Mar. 2005).

WebCorp Live. 2011. Birmingham: Birmingham City University. (http://www.webcorp.org.uk/live/) (date of access: 14 Oct. 2011).

Wells, J. C. 1990. *Longman pronunciation dictionary*. Harlow: Longman.

Wernicke, Sebastian. 2010. "Lies, damned lies and statistics (about TEDTalks)".
(TEDtalk video, Apr. 2010).
(http://www.ted.com/talks/lies_damned_lies_and_statistics_about_tedtalks.html)
(date of access: 23 Mar. 2012).

Wierzbicka, Anna. 1982. "Why can you *have a drink* when you can't **have an eat*?",
Language 58, 4: 753-799.

Zwicky, Arnold. 2011. Ice cream, fireworks, smiles, and more. (Blog post, 10 Aug.
2011). *Language Log*. (http://languagelog.ldc.upenn.edu/nll/?p=3354) (date of
access: 1 Nov. 2011).