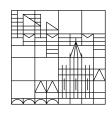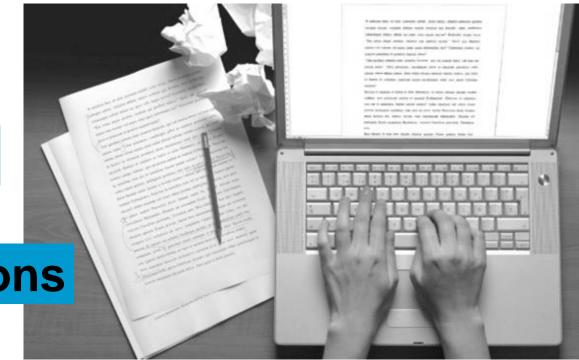Universität
Konstanz

Bibliographies: How to create reference sections

Writing Centre of the Department of Linguistics, 11 June 2020

Reference sections

- **All** sources **referenced in the text**, e.g. alongside paraphrases or quotations, **must** reappear in uniform style as entries in the reference section at the end of your work.

- **Only these** sources **may** occur in the reference section.

- discipline-specific stylistic features: **Unified Style Sheet for Linguistics**
  - available online
  - very simple, reduced to the essentials
  - Individual journals may deviate.

- Guidelines and singular case decisions are oriented towards functionality:
  The reader should be able to find the relevant information at first glance.

Reference sections

- Sources are ordered according to
    1. author names (alphabetically),
    2. year (XY 1999; 1997; mostly descending, always consistent),
    3. title (alphabetically; XY. 1999a. *apples*; XY. 1999b. *berries*).

- Always spell out author names.
  (no abbreviation of first names / replacement of repeated mentions by lines)

- Information on book series is optional.

- paragraph formatting of reference sections: hanging indents, i.e. only the first line of each entry begins to the very left (alleviates finding the relevant last names)

Reference management software

Citavi, RefWorks, EndNote

– ...can make your life considerably easier.

– https://www.kim.uni-konstanz.de/en/literature/reference-management/

– Be selective when incorporating literature into your reference management programme during the research phase (time-consuming completions/corrections, e.g. capitalisation).

– Weigh the benefits of (optional) technology in reference management against the effort:
  – automatic generation of reference section (all) ✓
  – systematic document storage (Citavi) ✓
  – wanting to be able to apply index terms?
  – collecting quotes, paraphrases etc.??

<u>The Unified Style Sheet for Linguistics</u>

Book (monograph)

Last name, first name. Year. *Book title*. Place of publication: Publisher.

Blevins, Juliette. 2004. *Evolutionary phonology*. Cambridge: Cambridge University Press.

Coetsem, Frans van. 2000. *A general and unified theory of the transmission process in language contact*. Heidelberg: Winter ~~Verlag~~.

Journal article

Last name, first name. Year. Article title. *Journal Title* volume(issue). Page numbers.

Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11. 191–200.

Murray, Robert W. & Theo Vennemann. 1983. Sound change and syllable structure in Germanic phonology. *Language* 59(3). 514–528.

→ issue number helpful but optional

The Unified Style Sheet for Linguistics

Article in collected volume

Authors. Year. Article title. In editor<u>s</u> (ed<u>s</u>.), *Book title*, pages. Place: Publisher.

McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In <u>John A. Goldsmith</u> (<u>ed</u>.), *Phonological theory: The essential readings*, 238–288. Malden: Blackwell.

→ singular vs. plural (vs. "edn." for "edition")
→ German: "Hg.", plural "Hgg." (and "Auflage")

Conference proceedings

Casali, Roderic F. 1998. Predicting ATR activity*. Chicago Linguistic Society* (*CLS*) 34(1). 55–68.
→ without *Proceedings* or such; citable like journals, but often like collected volumes

Dissertations / theses

Yu, Alan C. L. 2003. *The morphology and phonology of infixation.* Berkeley, CA: University of California dissertation.

The Unified Style Sheet for Linguistics

Dictionaries without authors mentioned

DUDEN. 2015. *Das Fremdwörterbuch*. 11th edn. Mannheim: Duden.

→ title or abbreviation

Online journal

Pedersen, Johan. 2005. The Spanish impersonal se-construction: Constructional variation and change. *Constructions* 1, http://www.constructions-online.de (3 April 2007).

→ date of last access after URL

Further information

- In English, journals and series titles as well as conference names require capitalisation (proper names), book titles and journal articles do **not**.

- „If a publisher is associated with several cities, only the first one needs to be given", see The generic style rules for linguistics (2014: 13), Max Planck Institute Leipzig, https://www.eva.mpg.de/linguistics/past-research-resources/resources/generic-style-rules.html, 18.04.2019

- Ampersand (&) for teams of authors and editors avoids confusion of joint work with separate sources.

- see Guidelines for citing and creating your bibliography on the homepage of the Linguistics Writing Centre

Exercise: Creating a reference section

→ **Worksheet**