Bibliographies: How to create reference sections

Writing Centre of the Department of Linguistics, 10 March 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).

- 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.


- 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.??
The Unified Style Sheet for Linguistics

Book (monograph)
Last name, first name. Year. Book title. Place of publication: Publisher.

Journal article

(issue number helpful but optional)
The Unified Style Sheet for Linguistics

Article in collected volume
Authors. Year. Article title. In editors (eds.), Book title, pages. Place: Publisher.
→ singular vs. plural (vs. “edn.”)
→ German: “Hg.” (and “Ausgabe”)

Conference proceedings
→ without Proceedings or such; citable like journals, but often like collected volumes

Dissertations / theses
Dictionaries without authors mentioned

→ title or abbreviation

Online journal

→ 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