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.
- 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.” for “edition”)
→ German: “Hg.”, plural “Hgg.” (and “Auflage”)

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