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## Stylesheet for English Linguistics

### 1. Title Page for written work (essay, paper, thesis)

Title of the (Pro-)Seminar you attended

**Title of seminar paper/essay**

*Optional: decoration (cartoon,  
photograph, drawing, etc.)*

Your Name

University of Fribourg

Department of English—Linguistics

Date

## 2. Table of Contents

**Quick guide on how to find your way and relevant information in this Table of Contents:** for information on **format, structure and style**, refer to sections 3.–5.; for information on **in-text citations and quotation marks**, refer to sections 8.1 and 8.7; for information on **how to cite books in your reference list**, refer to section 9.11.

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### 3. General format of written work

This style sheet is based on the **Chicago Manual of Style (CMOS), 17th ed., 2017** (<https://www.chicagomanualofstyle.org/home.html>). CMOS recommends you devise your own format but use consistency as your guide. To help you with this, please use the recommendations in this section.

3.1 Start by setting up a **Title Page** as seen in section 1. of this style sheet.

3.2 For a BA thesis, MA essay or thesis, or applied project (but not a BA essay), add a **Table of Contents** on the page after the Title Page (for an example, see section 2.). The Table of Contents should reflect your organization of the text into sections and subsections (see section 4.4) and include the page number for Table of Contents as well as for your References/Works cited (see section 9.).

3.3 Use **1.5 line spacing** (to leave room for comments and corrections), except for **block quotations** (see section 8.9), notes, table of contents, reference list, table titles, and figure captions.

3.4 Place **page numbers** at the top right or bottom center of text with Arabic number 1 and indent them. Do not put a page number on the title page, but do count the title page in the page numbering (for an example, see the page numbers in this style sheet).

3.5 Choose a **font** that is readable and widely available, such as Times New Roman (12-point size is good) or Arial. (Arial 10 point is about the same size as Times New Roman 12 point.)

3.6 Set **margins of 2.5 cm on each side**. Your text should not look like this:

The Highlands and Islands of western and northern Scotland spoke Gaelic, another Celtic language which had been brought across from Ireland in pre-mediaeval times. And the populations of the Northern Isles still spoke the Scandinavian language, which they had inherited from their ancestors. It was not until the 17<sup>th</sup> century that the English language began the geographical and demographic expansion which was to lead to the situation in which it finds itself today, with more non-native speakers than any other language in the world.

This expansion began in the late 1600s, with the arrival of English- speakers in the Americas.

But like this:

The Highlands and Islands of western and northern Scotland spoke Gaelic, another Celtic language which had been brought across from Ireland in pre-mediaeval times. And the populations of the Northern Isles still spoke the Scandinavian language, which they had inherited from their ancestors. It was not until the 17<sup>th</sup> century that the English language began the geographical and demographic expansion which was to lead to the situation in which it finds itself today, with more non-native speakers than any other language in the world. This expansion began in the late 1600s, with the arrival of English- speakers in the Americas.

## 4. Organization and structure of written work

4.1 Proseminar papers should be 3,000 words, whereas seminar papers should be 4,000 words. A BA thesis should count between 30 and 40 pages (10,500 to 14,000 words). An MA thesis should count between 60 and 100 pages. Do a word count on your computer and **put the corresponding figure at the end of your essay or thesis.**

4.2 You need a **research question**, otherwise your essay will feel like a disconnected list of observations. Think of your research question as a problem that your essay tries to solve. This will allow you to give it a clear structure. Think of it as if you were asking a question about some linguistic fact or phenomenon, and then engage in explaining why and how you plan to answer the question (drawing on which tools and how), then exposing the tools that you need and finally developing your answer once all this has been laid down.

4.3 Organize your text in **sentences and paragraphs** (a paragraph always consists of several sentences). As a rule of thumb, a paragraph corresponds to one argument and/or idea. Use the *enter* key to leave a line gap between two paragraphs.

4.4 Organize your text (i.e. your sentences and paragraphs) in **sections and subsections**. You should align section numbers, and use titles:

- 1. Introduction
- 2. Theoretical framework
  - 2.1. Inferences
  - 2.2. Explicature
  - 2.3. Implicature
- 3. Analysis: case law of the European Court of Justice from 2008 to 2018
  - ...

The first sentence/paragraph of the section should in one way or another announce the contents of the section and somehow link to the previous section. The last sentence/paragraph of the section should link to the next one. The essay is not a riddle your reader must reconstruct; it is a reasoned and informed exposition of your own research on a specific issue, and as such it should be clearly structured so your reader is able to follow it easily without effort.

4.5 Use numbering and indents for all your **examples**. This allows you to refer to them easily in the rest of the text. Your first example will therefore be numbered (1), the 2nd (2), etc., as follows;

- (1) Laszlo admitted that he was guilty
- (2) ??Laszlo admitted that he was happily married

This is meant to allow you to refer, in the text, to a specific example without needing to repeat it: “As seen is example (2) above, the content of the preface verb ‘admit’ [...]”

4.6 Always give all your **sources**. Whenever you give information that is not yours, you *must* make it clear where you have taken it from (see sections 8. and 9.). Plagiarism is an important issue in academia and constitutes a serious offence. Stealing intellectual property is not only unfair but also a criminal act (see section 7. on Plagiarism).

4.7 Always run a **spell check** before submitting your essay. Essays with too many grammatical and spelling mistakes will not be accepted.

## 5. Style of written work

5.1 Use a **neutral impersonal style** where possible. It is ok to use “I” to talk about what you are doing in your essay; other than that, adopt a neutral style and avoid sharing your personal feelings about the issue, the topic, the data, etc. Your written work is a place to conduct analysis as objectively as possible; plus, it is possible to talk very neutrally about ethical issues and to voice disagreement or preferences in an objective way.

5.2 **Never use contractions** (e.g. use *do not* instead of *don't*, or *is not* instead of *isn't*). Always write in whole sentences, i.e. with a subject and verb.

5.3 Practice makes perfect. **Read scientific papers** and pay attention to how they are written—for formal issues such as quoting but also for expression issues. Notice connectives, ways of putting forward ideas, strategies to justify them, academic jargon, etc.

5.4 **Do not use vague statements** like “I will start with an introduction and conclude with a conclusion” or “finally, I will draw a conclusion of my work.” This is expected by default, so no need to state it. Instead, give some information of the content of the introduction and the conclusion.

5.5 **Do not use evaluative language** that does not add anything to the scientific analysis. For example, refrain from using statements such as “The speaker uses metaphors, and this is perfect in a situation like this” or “What an incredible thinker Grice is!”

5.6 **Do not overuse the language of certainty**. For instance, the presence of one phenomenon in a corpus does not prove a theoretical point, but provides evidence in its favor. Be careful when using terms like “demonstrate”, “proves”, as these terms mean something very specific which has to do with providing undisputable evidence that allows to establish a fact beyond any possible doubt—this in turn meaning that no refutation is possible. You may do that, but be ready to justify your standpoint. For instance, you should not say something like “the use of metaphors in this text proves that the addressees have been convinced that the speaker is right.”

- As a case in point, pay particular attention to your use of the verb “to prove”. Proving requires a very thorough evidence-giving process. So, for instance, a slogan does not “prove” that a firm is using a particular discursive strategy. Rather, your assumption is that it does.

5.7 **Use concrete examples** to illustrate a theoretical point: if you talk about the influence of determiners and pronouns in the expression of ideological beliefs, give an example of a sentence in which this is apparent—if possible, contrast it with an example without pronouns or determiners which shows that their absence does not imply the expression of ideological beliefs. The goal is for your text to be very and clearly understandable, so do use examples for illustrative purposes—even more when they illustrate the phenomena that you will be analyzing in a corpus.

5.8 Always think about critical people who would read your paper and ask you “**why do you say this?**”, “**what is your justification for stating this?**”. Your goal is to prevent such people from being able to ask those questions. In other terms, make sure that you do not state bold claims or claims which we could easily disagree with. You can of course speculate, but make sure, when you do, that you say that it might be speculation. An essay is an exercise in argumentation. You have investigated a topic and you are presenting your results, which is the reason why you need to provide arguments and evidence (e.g. quotations, references) to support your claims. The essence of scientific research is to make progress in the description and explanation of natural phenomena, and progress can be made only by critically assessing claims, allowing us to keep the ones that resist critical testing and dispose of the ones that do not pass the test of critical testing. This is another reason why all your claims need to be supported by some sort of evidence.

## 6. Punctuation

6.1 Try to avoid **dividing a word** at the end of a line. If necessary, make the division (with a hyphen) only between syllables, according to an authoritative English or American dictionary.

6.2 Use **capitalization** sparingly, apart from proper nouns are usually capitalized, as are some of the terms derived from or associated with proper nouns.

- Although *Brussels* (the Belgian city) is capitalized, *brussels sprouts*—which are not necessarily from Brussels—should not be.

6.3 Whether you should use a **lowercase or capital letter after a colon** depends on what type of sentence follows the colon: When a colon is used within a sentence, as in the first two examples below, the first word following the colon is lowercased unless it is a proper noun. When a colon introduces two or more sentences (as in the third example below) or when it introduces speech in dialogue or a quotation or question, the first word following it is capitalized.

- The watch came with a choice of three bands: stainless steel, plastic, or leather
- They even relied on a chronological analogy: just as the Year II had overshadowed 1789, so the October Revolution had eclipsed that of February.
- Yolanda faced a conundrum: She could finish the soup, pretending not to care that what she had thought until a moment ago was a vegetable broth was in fact made from chicken. She could feign satiety and thank the host for a good meal. Or she could use this opportunity to assert her preference for a vegan diet.

6.4 You should use **square brackets**:

- **within parentheses**, e.g.: “(For further discussion see Richardson’s excellent analysis [1999] and Danneberger’s survey [2000].)”
- to enclose **material that does not form a part of the surrounding text**, e.g. explanations, translations of terms from other languages (although translations may also be enclosed in parentheses), omissions or corrections: “Satire, Jebb tells us, ‘is the only [form] that has a continuous development.’ ”

6.5 Pay attention to the use of **hyphens** and the various **dashes**: they all have their specific appearance and uses.

- **hyphen -**

Use the hyphen in compound words and names and in word division.

- **en dash –**

Use the en dash to connect continuing numbers—such as dates, times, and page numbers—, e.g.: the years 1993–2000; pages 147–48; 11:30 a.m.–4:00 p.m.

- **em dash —**

Use em dashes to set off an amplifying or explanatory element as an alternative to parentheses (second example), commas (third example), bullet points (fourth example), or a colon (first example)—especially when an abrupt break in thought is called for:

- It was a revival of the most potent image in modern democracy—the revolutionary idea.
- The influence of three impressionists—Monet, Sisley, and Degas—is obvious in her work.
- Your written work—that is, your research paper—needs to follow the CMOS guidelines.
- —wash the car
- walk the dog
- attempt to explain em and en dashes

6.6 When giving **sums and numbers**, note that the English convention is to use a comma (e.g. there is a total of around 350,000 native speakers of Swiss Italian, there are 2,684 people living in village X, etc.).

6.7 Do not insert **commas** between subject and verb. Do not insert commas before a that-clause.

- \* ~~The British philosopher, claimed that language was more than a descriptive tool~~
- \* ~~We will see that, it makes sense to consider metaphor as a cognitive process rather than as a mere rhetorical feature~~

## 7. Plagiarism

For every piece of information that you read somewhere, **add the source/reference** (see sections 8. and 9.). Otherwise the assumption is that you came up with it. Every idea that is not credited is by default assumed to be yours. If this is not the case but you fail to indicate it, it constitutes plagiarism. More information can be found here: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>. When you submit your thesis online on Moodle, it is automatically processed by anti-plagiarism software and your paper gets a plagiarism score, so make sure you submit a document that does not plagiarize.

In the English Department, **students who plagiarize will fail the related course**. On a second occurrence, the respective student will also be referred to the Dean with a recommendation that s/he should be excluded from the department.

There is no excuse for plagiarism. **Unintentional plagiarism is still plagiarism**—if in doubt, ask your instructor.

## 8. Use of quotations

### 8.1 IN-TEXT CITATIONS OF REFERENCES

The Chicago Manual of Style (CMOS) includes two systems for quotation: a notes and bibliography (NB) system and an **author-date (AD) system**. This style sheet uses the AD system. This means that you always provide references in the body of the text, instead of in footnotes (which you would in the NB system). In other words, in the AD system all quotations must be followed by a **parenthetical citation** in the form of **(Author Year, Page)** referring readers to a reference list (titled “References” or “Works Cited”) that you will include at the end of your paper (see section 9.).

A parenthetical citation includes only the first two elements in a reference list—the author’s last name and the year of publication (hence the name of the system), with no intervening punctuation. A page number may be added, following a comma (**see section 9. for examples for different reference types**):

- (Wilson 2017, 79)

If you mention the author’s name and/or publication date in the text, your parenthetical citation should only contain what has not been mentioned in the text, e.g. the page number:

- As Wilson wrote, ... (2017, 79).
- As Wilson wrote in 2017, ... (79).

Note that when the date is not part of your sentence, such as in the example above, the date should immediately follow the author’s name, even if the name is used in the possessive:

- Wilson’s (2017) article on ...

### 8.2 REPEATED CITATION OF SAME REFERENCE/AUTHOR

If a second passage from the same source is quoted close to the first and there is no intervening quotation from a different source, the **author’s name or *ibid.*** may be used in the second parenthetical reference.

- |                           |    |                            |
|---------------------------|----|----------------------------|
| 1. (Morrison 1987, 3)     |    |                            |
| 2. (Morrison 1987, 18)    | or | 2. ( <i>Ibid.</i> , 18)    |
| 3. (Morrison 1987, 18)    | or | 3. ( <i>Ibid.</i> )        |
| 4. (Morrison 1987, 24–26) | or | 4. ( <i>Ibid.</i> , 24–26) |

Avoid overusing either form: for more than the occasional repeated reference to the same source only a **page**

**number in parentheses** is necessary. If you use *ibid.*, only introduce it in the final draft, as it *must* refer to the immediately preceding reference. As text often gets moved around, added or removed in the rewrites, you could end up with an *ibid.* referring back to the wrong work if you put it in too soon.

### 8.3 CITING MORE THAN ONE WORK AT ONCE

Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited, and in what order, or it may reflect the **relative importance of the items cited**. If neither criterion applies, **alphabetical or chronological order** may be appropriate, e.g.: (Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985). Additional works by the same author(s) are cited by date only, separated by commas except where page numbers are required, e.g.: (Whittaker 1967, 1975; Wiens 1989a, 1989b).

8.4 If you do not wish to add in-text citations manually, you can use a **reference management software**, such as Endnote ([https://www.endnote.com/style\\_download/chicago-manual-of-style-17th-edition-author-date/](https://www.endnote.com/style_download/chicago-manual-of-style-17th-edition-author-date/)), Zotero (<https://www.zotero.org/styles?q=chicago-author-date>), or Citavi (free of charge; DE: <https://www3.unifr.ch/dit/faq/article/studierende-angestellte-citavi-installieren-und-aktivieren/?lang=de>; FR: <https://www3.unifr.ch/dit/faq/article/etudiant-e-s-employe-e-s-installation-et-activation-de-citavi/>).

8.5 The main **purpose of quotations** is to support and enrich your argument with specific passages from the text. However, simply quoting the text is not enough; you must explain the significance (and sometimes the context) of the quotation. This involves breaking it down into its parts, paying attention to its language, and discussing how it is written as well as what it means.

8.6 **Do not give full references in your text** (using parentheses, footnotes, etc.), and generally **try to avoid using footnotes** wherever possible. You may, however, use footnotes for other things, such as adding a comment or further information that is not directly related to the argument(s) you are pursuing in your text.

### 8.7 QUOTATION MARKS

“Quote the ‘original’ in inverted commas”, then add the reference in parentheses as indicated in section 8.1. Make sure both double and single quotation marks are of the above type.

### 8.8 SHORT OR RUN-IN QUOTATIONS

A **short quotation**, especially one that is not a full sentence, should be **run in, i.e. integrated into the text and enclosed by quotation marks**. Phrase the surrounding sentence in such a way that the quoted words fit into it logically and grammatically—as if there were no quotation marks—and quoting only as much of the original as is necessary.

- Maillat defined manipulation as “an instance of *Context Selection Constraint*” (2013, 194).

### 8.9 LONG OR BLOCK QUOTATIONS

**Long quotations of five or more lines, or more than 100 words**, should be **set off as a block quotation**. A blocked quotation **does not get enclosed in quotation marks** (quoted matter within the block quotation is, however, enclosed in double quotation marks). Use a **slightly smaller font than in the rest of the text** (cf. section 3.5: if you use Times New Roman 12-point size, use 10-point size in your block quotations). Blocked quotations must always begin a new line and should be indented with the word processor’s indention tool. **The block is single-spaced with one line space above and one below**. (There is no space between the paragraphs in the block.) The first paragraph is not indented, but the next paragraph is. A multiparagraph block quotation should generally reflect the paragraph breaks of the original. But if the first paragraph quoted includes the beginning of that paragraph, it need not start with a first-line paragraph indent. The parenthetical citation is provided after the period. To provide an example:

*Manipulation as Context Selection Constraint – definition:*

Manipulative communication is a twofold process by which a constraint that limits context selection is combined with a target



utterance U in order to force the interpretation of the latter within a limited set of contextual assumptions and to effectively ensure that the interpretation is reached before a known, alternative (contradictory) subset of assumptions is accessed. (Maillat 2013, 194)

#### 8.10 QUOTATIONS WITHIN QUOTATIONS

Single quotation marks enclose quotations within quotations; double marks, quotations within these; and so on: “Don’t be absurd!” said Henry. “To say that ‘I mean what I say’ is the same as ‘I say what I mean’ is to be as confused as Alice at the Mad Hatter’s tea party. You remember what the Hatter said to her: ‘Not the same thing a bit! Why you might just as well say that “I see what I eat” is the same thing as “I eat what I see”!’ ”

#### 8.11 INSERTIONS, MODIFICATIONS, OMISSIONS

Quotations should be identical to their sources in spelling, punctuation, and typographical emphasis (bold, italic, underline). They should also fit logically and grammatically into the surrounding text. If you need to adapt the original by inserting, modifying or omitting elements, use square brackets in each case:

- **Insertions and modifications:**

Indicate insertions and modifications by enclosing them in square brackets: “They [the free-silver Democrats] asserted that the ratio could be maintained.”

- **Omissions:**

Use an ellipsis—a series of three periods, or dots enclosed by square brackets—to indicate an omission in quoted material.

The spirit of our American radicalism is destructive and aimless. [...] On the other side, the conservative party [...] is timid, and merely defensive of property. [...] It does not build, nor write, nor cherish the arts, nor foster religion, nor establish schools.

#### 8.12 PUNCTUATING QUOTATIONS

- **Periods and commas** precede closing quotation marks, whether double or single.
- **Colons and semicolons**—unlike periods and commas—follow closing quotation marks.
- **Question marks and exclamation points** follow closing quotation marks unless they belong within the quoted matter.
- When a quotation is introduced by an independent clause (i.e., a grammatically complete sentence), a **colon** should be used; in some cases, a comma may be used, such as in: Fish writes, “What [the students] did was move the words out of a context [...]”
- When a quotation introduced midsentence forms a syntactical part of the surrounding sentence, no comma or other mark of punctuation is needed to introduce it.

## 9. References/Works cited

The Chicago Manual of Style (CMOS) includes two systems for citation: a notes and bibliography (NB) system and an author-date (AD) system. This style sheet uses the AD system. This means that the **parenthetical citations in the body of your text** (see section 8.) **must correspond to the entries in the reference list.**

9.1 **Start your reference list on a new page.**

9.2 If you do not wish to add references manually, you can use a **reference management software**, such as Endnote ([https://www.endnote.com/style\\_download/chicago-manual-of-style-17th-edition-author-date/](https://www.endnote.com/style_download/chicago-manual-of-style-17th-edition-author-date/)), Zotero (<https://www.zotero.org/styles?q=chicago-author-date>), or Citavi (free of charge; DE: <https://www3.unifr.ch/dit/faq/article/studierende-angestellte-citavi-installieren-und-aktivieren/?lang=de>; FR: <https://www3.unifr.ch/dit/faq/article/etudiant-e-s-employe-e-s-installation-et-activation-de-citavi/>).

9.3 **Do not use the slides that instructors give you in class as references in your papers.** These do not constitute accessible scholarly material, and are only meant to expose theories and thereby make you aware of academic research in relevant areas, with references. You are supposed to build on what you see in class to look for further research, and in no case should the references in your essay be restricted to the content of the course or (pro-)seminar.

9.4 You are supposed to **read in order to write and to add your references.** Go to the library, find online papers in recognized journals relevant to your field of study, ask your instructors if there are papers you cannot find. If you discuss the work of one particular researcher, make sure you have read it (and not only papers and articles which talk about his/her work). That is, privilege primary sources, but also read secondary sources. For instance, if you plan on using Grice's framework, you need to read his seminal paper "Logic and conversation", but that should not prevent you from reading about Grice in other people's work (such as in handbooks or introductions to pragmatics, see Levinson 1983, Thomas 1995, etc.) in order to enrich your knowledge with other people's ideas on Grice's framework.

9.5 **How to find the information you need to include in your reference entries:** In a book, the details are usually in the first few pages at the front. Be careful to copy the author's names and the book or paper title correctly. The date of publication will normally be on the same left-hand page as the ISBN number and the British Library or Library of Congress (or other national library) cataloguing data. It is not usually difficult to spot the publisher (but beware of giving the printer of typesetter by mistake). However, it is sometime difficult to work out the place of publication. Some large publishing houses publish simultaneously in two countries (such as the UK and the USA): if you cannot tell which country the book was probably commissioned in, give both places. In a journal, the name of the journal and the volume number and part should be printed somewhere on the article as a header or footer. If they are not, and you have the whole journal in your hand, look in the front, on the back cover. To find details you forgot to copy or write down, use a web search engine such as Google, to see if anyone has listed it on a website. Alternatively, see what electronic search facilities your library has.

### 9.6 ORDERING AUTHORS' NAMES AND WORKS ALPHABETICALLY / CHRONOLOGICALLY

Your **reference list must be alphabetically ordered by authors' names** (or, if no author or editor is given, by the title or, failing that, by a descriptive phrase). Note also that:

- Names with particles, like Robert de Beaugrande and Wilhelm von Humboldt, can be difficult: do you note them starting with the particle ("de"; "von") or the family name? In alphabetizing family names containing particles you must consider the individual's personal preference (if known) as well as traditional and national usages. As a starting point, go back to the source of your information. If you have read the name in a book or article, find it in the reference list and follow the practice there. You can also check the author's own publications to see how reference is made to his/her previous works or search for the author's web pages for the same purposes. Aim for consistency in your reference list.
- Compound family names, with or without hyphens, are usually alphabetized according to the first

element. Yet, a married person who uses both birth and married names together is usually indexed by his/her married name (unless the two names are hyphenated), e.g. "Clinton, Hillary Rodham".

- Where two or more works by different authors with the same last name are listed in a reference list, the text citation must include an initial (or two initials or a given name if necessary):
  - Text citations: "C. Doershuk 2017"; "J. Doershuk 2016"
  - References: "Doershuk, Carl. 2017. [...]"; "Doershuk, John. 2016. [...]"
- A single-author entry precedes a multiauthor entry beginning with the same name.
- The **entries by the same author(s) are arranged chronologically by year of publication in ascending order**, *not* alphabetized by title.
- Successive entries by two or more authors in which only the first author's name is the same are alphabetized according to the coauthors' last names (regardless of the number of coauthors).
- Two or three authors (or editors) of the same work are listed in the order in which they appear within the source.
- Use letters (*a*, *b*, etc.) to differentiate works published in the same year. Note that the use of letters is local to the piece of writing in question, e.g. "Reboul, Anne, and Jacques Moeschler. 1998a."; "Reboul, Anne, and Jacques Moeschler. 1998b." Add the letters to your parenthetical citations (see section 8.). If you find such a letter in someone else's references, do not simply adopt the letter—it is not a permanent part of the reference.
- For multiple works by the same author(s) or editor(s), replace his, her or their names (provided the latter are listed in the same order) with a 3-em dash in all entries after the first:

Marty, Martin E., and R. Scott Appleby, eds. 1992. *The Glory and the Power: The Fundamentalist Challenge to the Modern World*. Boston: Beacon Press.

———. 1995. *Fundamentalisms Comprehended*. Chicago: University of Chicago Press.

Note, however, that, *in the case of more than one author*, it is not possible to use the 3-em dash if one of the works is listed as edited or translated and the other is not. In this case, all works must be listed explicitly:

Comaroff, Jean, and John Comaroff, eds. 1993. *Modernity and Its Malcontents: Ritual and Power in Postcolonial Africa*. Chicago: University of Chicago Press.

Comaroff, John, and Jean Comaroff. 1991–97. *Of Revelation and Revolution*. 2 vols. Chicago: University of Chicago Press.

**9.7 Indent each line** of a given reference **after the first line**.

**9.8 Punctuate** and **italicize** as shown in the examples below. If you are not able to use italics or are writing by hand, it is acceptable to use underlining wherever italics would occur (in reference lists as well as in the main text).

**9.9 Titles** of references **are capitalized headline-style** (unless they are in another language):

- Capitalize the first word in titles and subtitles.
- Capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs)
- Capitalize conjunctions except for: and, but, for, or, and nor.
- Capitalize the first element of hyphenated terms as well as any subsequent element unless they are articles, prepositions, coordinating conjunctions (and, but, for, or, nor).

**9.10** Noun forms such as **editor(s)**, translator, volume, and **edition** are abbreviated (ed./eds., trans. vol.), but verb forms such as **edited by** and translated by are spelled out in a reference list.

**9.11 BOOKS**

Book citations generally require the **author name**, **publication year**, **work title**, **publication city**, and **publisher**.

### 9.11.1 BOOK WITH A SINGLE AUTHOR

For a book with a single author, invert the name in the reference list; in the text, include only the last name.

- *Reference list entry*

Strayed, Cheryl. 2012. *Wild: From Lost to Found on the Pacific Crest Trail*. New York: Alfred A. Knopf.

- *In-text citations*

(Strayed 2012, 87–88)

### 9.11.2 BOOK WITH TWO AUTHORS

For a book with two authors, in the reference list only the first-listed name is inverted and a comma must appear both before and after the first author's given name or initials. Use the conjunction "and" (not "&").

- *Reference list entry*

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

- *In-text citations*

(Grazer and Fishman 2015, 188)

### 9.11.3 BOOK WITH THREE OR MORE AUTHORS

For a book with three or more authors, include all the authors in the reference list entry. Word order and punctuation are the same as for two or three authors. In the text, however, cite only the last name of the first-listed author, followed by *et al.*

- *In-text citations*

(Haček et al. 2015, 384)

Note a potential problem: If Haček has published with different co-authors in the same year (or with the same co-authors, but listed in a different order), they will be differentiated in the reference list but, if you refer to them in the text just as "Haček et al. 2015", the reader will not know which work is being referred to. Yet it would be odd to refer to them as (a) and (b) since the authorship lists are not identical. One solution is to opt out of using "et al." for the particular works and list all the authors each time you mention them.

### 9.11.4 TRANSLATED BOOK

- *Reference list entry*

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

- *In-text citations*

(Lahiri 2016, 146)

### 9.11.5 BOOK WITH NO LISTED AUTHOR/ANONYMOUS WORK

If the author or editor is unknown, the note or bibliography entry should normally begin with the title. An initial article is ignored in alphabetizing. If a publication issued by an organization, association, or corporation carries no personal author's name on the title page, the organization may be listed as author in the reference list, even if it is also given as publisher.

- *Reference list entries (in alphabetical order)*

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced*. 1610. London.

Department for Education and Science. 1975. *A language for life* (The Bullock Report).

London: Department for Education and Science.

ISO (International Organization for Standardization). 1997. *Information and*

*Documentation—Rules for the Abbreviation of Title Words and Titles of Publications*. ISO 4: 1997.

Paris: ISO.

- *In-text citations*

(*True and Sincere Declaration* 1610)

(Department for Education and Science 1975)

(ISO 1997)

Works explicitly attributed to “Anonymous” (e.g., on the title page or at the head of the work) should be cited accordingly.

- *Reference list entry*

Anonymous. 2015. “Our Family Secrets.” *Annals of Internal Medicine* 163, no. 4 (August): 321.  
<https://doi.org/10.7326/M14-2168>.

- *In-text citations*

(Anonymous 2015)

#### 9.11.6 BOOK EDITIONS

When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. An edition number usually appears on the title page and is repeated, along with the date of the edition, on the copyright page. Such wording as *Second Edition*, *Revised and Enlarged* is abbreviated in notes and bibliographies simply as *2nd ed.*; *Revised Edition* (with no number) is abbreviated as *rev. ed.* Other terms are similarly abbreviated.

- *Reference list entry*

Sperber, Dan, and Deirdre Wilson. 1995. *Relevance. Communication and Cognition*. 2nd ed. Oxford: Blackwell.

- *In-text citations*

(Sperber and Wilson 1995, 25)

When citing a reprint or modern edition, it is sometimes desirable to include the original date of publication. Whether or not any information about the original publication is included, the original date is listed first, in parentheses. If the pagination of the original edition does not match that of the reprint, indicate the edition cited.

- *Reference list entries (in alphabetical order)*

Austen, Jane. (1813) 2003. *Pride and Prejudice*. London: T. Egerton. Reprint, New York: Penguin Classics. Citations refer to the Penguin edition.

Maitland, Frederic W. (1898) 1998. *Roman Canon Law in the Church of England*. Reprint, Union, NJ: Lawbook Exchange.

- *In-text citations*

(Austen [1813] 2003)

(Maitland [1898] 1998)

When the original date is less important to the discussion, use the date of the modern source. The date of original publication may be included at the end of the reference list entry but need not be.

- *Reference list entry*

Trollope, Anthony. 1977. *The Claverings*. With a new introduction by Norman Donaldson. New York: Dover. First published 1866–67.

- *In-text citations*

(Trollope 1977)

#### 9.11.7 MULTIVOLUME BOOK

When a multivolume, multiyear work is included as an entry in the reference list (as in the Tillich example below), the range of dates for the work as a whole follows the author’s name. The corresponding text citation should include a volume number with any references to specific page numbers or to cite a specific volume (see *in-text citations* below). When an individual volume is listed (as in the Hayek example below), the date for that volume should follow the name of the author; information about the work as a whole follows information about the individual volume. Text citations of volumes listed individually in the reference list do not include the volume number, even with references to specific page numbers.

- *Reference list entries (in alphabetical order)*

Hayek, F. A. 2011. *The Constitution of Liberty: The Definitive Edition*. Edited by Ronald Hamowy. Vol. 17 of *The Collected Works of F. A. Hayek*, edited by Bruce Caldwell. Chicago: University of Chicago Press, 1988–.

Tillich, Paul. 1951–63. *Systematic Theology*. 3 vols. Chicago: University of Chicago Press.

- *In-text citations*

(Tillich 1951–63, 1:133) or (Tillich 1951–63, vol. 2)

(Hayek 2011, 329)

When a specific page, section, equation, or other division of the work is cited, it follows the date, preceded by a comma. When a volume as a whole is referred to, without a page number, vol. is used. For volume plus page, only a colon is needed.

(LaFree 2010, 413, 417–18)

(Hsu 2017, chap. 4)

(García 1987, vol. 2)

(García 1987, 2:345)

(Barnes 1998, 2:354–55, 3:29)

#### 9.11.8 BOOK WITH EDITOR(S) IN PLACE OF AUTHOR(S)

A book with an editor in place of an author includes the abbreviation ed. (editor; for more than one editor, use eds.). If there are several editors, invert only the first editor's name. Note that the text citation does not include ed(s), but all editors' last names (just as for books with several authors).

- *Reference list entry*

Daum, Meghan, ed. 2015. *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids*. New York: Picador.

- *In-text citations*

(Daum 2015, 32)

#### 9.11.9 CHAPTER IN A BOOK

Cite the individual author of the chapter as well as its title.

- *Reference list entry*

Phibbs, Brendan. 1987. "Herrlisheim: Diary of a Battle." In *The Other Side of Time: A Combat Surgeon in World War II*, 117–63. Boston: Little, Brown.

- *In-text citations*

(Phibbs 1987)

#### 9.11.10 CHAPTER IN AN EDITED BOOK

If you are not referencing the edited collection itself (see section 9.11.9), but you are pointing to material within that collection, refer to the specific chapter, using the name of its author, and add the page numbers as indicated.

- *Reference list entry*

Smith, Peter K. 1996. "Language and the Evolution of Mind-Reading." In *Theories of Theory of Mind*, edited by Peter Carruthers, and Peter K. Smith, 344–54. Cambridge: Cambridge University Press.

- *In-text citations*

(Smith 1996, 344)

#### 9.11.11 ELECTRONIC BOOK

For books consulted online, include a URL (or a DOI [Digital Object Identifier], which is a permanent URL that begins <https://doi.org/>) or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text, if any (or simply omit). Add a period after the URL (or DOI-based URL, if available), and, for other types of electronic books, the application, format, device, or medium consulted.

- *Reference list entries (in alphabetical order)*

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Borel, Brooke. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

- *In-text citations*

(Austen 2007, chap. 3)

(Borel 2016, 92)

(Kurland and Lerner 1987, chap. 10, doc. 19)

### 9.12 NOT YET PUBLISHED WORK

When quoting materials, always favor published and peer-reviewed (<https://www.merriam-webster.com/dictionary/peer%20review>) ones. Yet if you have had sight of a **paper or book that is currently being printed but has not yet appeared** (for unpublished theses, see section 9.17; for other unpublished materials, see section 9.23), write *forthcoming* where you would otherwise write the date and, if it is a paper and the page numbers are not available, omit them. (Beware of using *forthcoming* when you have found the reference in another source. A work that was forthcoming in 2008 is probably published by now, so you need to try and find its publication date.) *Forthcoming* can stand in place of the date in author-date references. It should be reserved for books under contract with a publisher and already titled but for which the date of publication is not yet known. If page numbers are available, they should be given as needed. In text citations, forthcoming is preceded by a comma.

- *Reference list entries*

Faraday, Carry. Forthcoming. "Protean Photography." In *Seven Trips beyond the Asteroid Belt*, edited by James Oring. Cape Canaveral, FL: Launch Press.

- *In-text citations*

(Faraday, forthcoming)

### 9.13 JOURNAL ARTICLE

Citations of journals typically include the volume, issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the reference list, preceded by a colon. You should record the full information for the issue, including issue number, even if a journal is paginated consecutively across a volume or if the month or season appears with the year. Note that this is not necessary to name the publisher of a journal.

Journal articles often list many authors, especially in the sciences. If there are three or more authors, list up to ten in the reference list; in the text, list only the first, followed by et al. For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.

For articles consulted online, include a URL (or a DOI [Digital Object Identifier], which is a permanent URL that begins <https://doi.org/>) or the name of the database in the reference list entry. If you use the article in print, omit the URL, DOI, etc.

- *Reference list entries (in alphabetical order)*

Bagley, Benjamin. 2015. "Loving Someone in Particular." *Ethics* 125, no. 2 (January): 477–507.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. 2017. "Conundrum: A Story about Reading." *New England Review* 38 (1): 95–109. Project MUSE.

Wilson, Deirdre. 2003. "Relevance Theory and Lexical Pragmatics." *Italian Journal of Linguistics* 15 (2): 273–291.

- *In-text citations*

(Bagley 2015, 484–85)

(Keng, Lin, and Orazem 2017, 9–10)

(LaSalle 2017, 95)

(Wilson 2003)

#### 9.14 MAGAZINE OR NEWSPAPER ARTICLE

Articles from newspapers or news sites, magazines, blogs, and the like may be cited in-text and omitted from the reference list, or you may choose to cite a lesser-known magazine in the references. If a reference list entry is needed, repeat the year of publication with the month and day to avoid any confusion. If a newspaper article is unsigned, the title of the newspaper stands in place of the author. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

- *Reference list entries (in alphabetical order)*

Meikle, James. 2015. "Nearly 75% of Men and 65% of Women in UK to Be Overweight by 2030—Study." *Guardian* (UK edition), May 5, 2015.

<http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women>.

*New York Times*. 2002. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.

- *In-text citations*

(Meikle 2015)

(*New York Times* 2002)

#### 9.15 REVIEW

Cite the review author ("Kakutani" in the example) as author, and the author of the reviewed publication ("Zadie Smith" in the example) after "by". If you consulted the review online, include a URL (or a DOI [Digital Object Identifier], which is a permanent URL that begins <https://doi.org/>) or the name of the database.

- *Reference list entry*

Kakutani, Michiko. 2016. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

<https://www.nytimes.com/2016/11/08/books/zadie-smiths-swing-time-explores-friends-diverging-paths.html>.

- *In-text citations*

(Kakutani 2016)

#### 9.16 INTERVIEW

An interview that has been published or broadcast or made available online can usually be treated like an article or other item in a journal. You should cite **published interviews** as shown in the example (**for unpublished interviews, see section 9.23 on personal communication**). If you consulted the interview online, include a URL (or a DOI [Digital Object Identifier], which is a permanent URL that begins <https://doi.org/>) or the name of the database.

- *Reference list entries (in alphabetical order)*

Carson, Ciaran. 1999. "Inventing Carson: An Interview." By David Laskowski. *Chicago Review*, 45 (3–4): 92–100. <http://www.jstor.org/stable/25304417>.

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

- *In-text citations*

(Carson 1999)

(Stamper 2017)

#### 9.17 THESIS OR DISSERTATION OR PAPER

If you consulted the document online, include a URL (or a DOI [Digital Object Identifier], which is a permanent URL that begins <https://doi.org/>) or the name of the database.

- *Reference list entries (in alphabetical order)*

Rutz, Cynthia Lillian. 2013. "*King Lear* and Its Folktale Analogues." PhD diss., University of Chicago.



Vedrashko, Ilya. 2006. "Advertising in Computer Games." Master's thesis, MIT.  
<http://hdl.handle.net/1721.1/39144>.

- *In-text citations*

(Rutz 2013, 99–100)

(Vedrashko 2006, 59)

#### 9.18 DICTIONARIES AND ENCYCLOPEDIAS

These may be cited in-text, but are omitted from the reference list. If no author or editor is given, use the title of the dictionary or encyclopedia (as in *Merriam-Webster* in the example below).

- *In-text citations*

(Isaacson 2005)

(Masolo 2016)

(Merriam-Webster 2016)

#### 9.19 WEBSITES

Regarding internet referencing, keep in mind the two golden rules of all referencing: give due credit to the author; make it possible for your reader to track the work down. If possible, determine author of the content, page title, site title or site owner, and the URL. If there is no publication or revision year, use the year in which you accessed the document. This is necessary because the Chicago Manual of Style (CMOS), on which this style sheet is based, requires an **access date in citations of websites and other sources consulted online only if no date of publication or revision can be determined from the source**. In those cases—that is, when only an access date is used (as in the first and fourth example)—record *n.d.* as the date of publication in the reference list entry and for the in-text citation. To avoid conflation with the name of the author, *n.d.* is always lowercase.

- *Reference list entries (in alphabetical order)*

Alliance for Linguistic Diversity. n.d. "Balkan Romani." *Endangered Languages*. Accessed April 6, 2016. <http://www.endangeredlanguages.com/lang/5342>.

Bouman, Katie. 2016. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Google. 2017. "Privacy Policy." *Privacy & Terms*. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

Yale University. n.d. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

- *In-text citations*

(Alliance for Linguistic Diversity, n.d.)

(Bouman 2016)

(Google 2017)

(Yale University, n.d.)

#### 9.20 BLOG POST

Blog posts are cited like online newspaper articles. Citations include the author of the post; the title of the post, in quotation marks; the title of the blog, in italics; the date of the post; and a URL. The word blog may be added (in parentheses) after the title of the blog (unless the word blog is part of the title). Blog posts that are part of a larger publication should also include the name of that publication. Blog posts may be cited in-text and omitted from the reference list. If a reference list entry is needed, repeat the year of publication with the month and day to avoid any confusion.

- *Reference list entries (in alphabetical order)*

Germano, William. 2017. "Futurist Shock." *Lingua Franca* (blog), *Chronicle of Higher Education*. February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

- *In-text citations*

(Germano 2017)

## 9.21 SOCIAL MEDIA

Like citations for text messages and other personal communications (see section 9.23 on personal communication), citations of social media content can often be limited to the text. If a more formal citation is needed, a reference list entry may be appropriate. In the text, cite the name under which the entry is listed (usually the real name unless only a screen name is available). Repeat the year with the month and day in the reference list to avoid any confusion. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post (see comment example below).

- *Reference list entries (in alphabetical order)*

Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993."

Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Díaz, Junot. 2016. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. <https://www.facebook.com/junotdiaz.writer/posts/972495572815454>.

O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015, 11:10 a.m. <https://twitter.com/ConanOBrien/status/590940792967016448>.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNct/>.

- *In-text citations*

(Chicago Manual of Style 2015)

(Díaz 2016)

(O'Brien 2015)

(Souza 2016)

- *Comments*

Comments are cited only in the text, in reference to the related post:

Michele Truty agreed, saying that "we do need a gender-neutral pronoun" (April 17, 2015, comment on Chicago Manual of Style 2015).

## 9.22 AUDIOVISUAL MATERIAL

### 9.22.1 FILM OR TV

List the screenwriter as the principal author; the film, episode, scene or commentary track title; and the media type (DVD, VHS, etc.), followed by publication information. Film and TV series titles are italicized; episode, scene and commentary titles are placed in quotes.

- *Reference list entries (in alphabetical order)*

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. 2001. "Commentaries." Disc 2. *Monty Python and the Holy Grail*. Special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment.

Hitchcock, Alfred, dir. 1954. *Rear Window*. Universal City, CA: Universal Pictures, 2001. DVD.

Mayberry, Russ, dir. 1971. *The Brady Bunch*. Season 3, episode 10, "Her Sister's Shadow." Aired November 19, 1971, on ABC. <https://www.hulu.com/the-brady-bunch>.

- *In-text citations*

(Cleese et al. 2001)

(Hitchcock 1954)

(Mayberry 1971)

### 9.22.2 ONLINE VIDEO

From YouTube, etc. Include the hosting website, duration in hours and minutes, information about the original performance, the date posted, and the URL.

- *Reference list entries (in alphabetical order)*

John F. Kennedy Library Foundation. 1960. "TNC:172 Kennedy-Nixon First Presidential Debate, 1960."

YouTube video, 58:34. From televised debate September 26, 1960. Posted September 21, 2010. <http://www.youtube.com/watch?v=gbrcRKqLSRw>.

*Meet the Technologists: Clean Energy Technologies as Solutions to Climate Change*. 2011. YouTube video, 1:35:40. Posted by “CleanAirCoolPlanet,” December 13, 2011.  
<http://www.youtube.com/watch?v=sQTmSivl1lo>.

- *In-text citations*

(John F. Kennedy Library Foundation 1960)  
 (*Meet the Technologists* 2011)

#### 9.22.4 PHOTOGRAPHS AND IMAGES

Although you may access a photo or image through Google Images, this is not where the photo is actually hosted. You must visit the actual website where the photograph is hosted in order to properly cite it. Give the name of the artist, the title of the artwork (in italics), the year it was made, and where it lives (museum, gallery, etc.). It is fine to add other information if you know it, such as the size and medium. If you found it online, give the date you found it and the URL. If you found it in a book, cite the book and page number. Put the information about the image into a caption or in parentheses in the text of your paper. (Images are not usually listed in a reference list.)

- *In-text citations*

Lange, Dorothea. 1957. *Black Maria, Oakland*. Printed 1965, gelatin silver print, 39.3 × 37 cm. Art Institute, Chicago. <http://www.artic.edu/aic/collections/artwork/220174>.

McCurry, Steve. 1985. *Afghan Girl*. Photograph, December 1984. *National Geographic*, cover, June 1985. <http://tinyurl.galegroup.com/tinyurl/5k25q7>.

Dalí, Salvador. 1931. *The Persistence of Memory*. Oil on canvas, 9½ × 13” (24.1 × 33 cm). Museum of Modern Art, New York. <http://www.moma.org/collection/works/79018>.

#### 9.23 PERSONAL COMMUNICATION

**Personal communications, including email and text messages and direct messages sent through social media**, are usually cited in the text only; they are rarely included in a reference list. In a parenthetical citation, the terms *personal communication* (or *pers. comm.*), *unpublished data*, and the like may be used after the name(s) of the person(s) concerned (which are not inverted), following a comma. If the medium is important and not mentioned in the text, it may be incorporated into the parenthetical reference. Reference list entries are unneeded, though each person cited must be fully identified elsewhere in the text. Initials may be used for first names. Unless it is mentioned in the text, a date should be added in parentheses, following a comma. The abbreviation *et al.* should be avoided in such citations. Note that information from your instructors, family, or friends will not usually make the grade of a “personal communication” citation.

- *In-text citations*

(Julie Cantor, pers. comm.)

(Constance Conlon, email message to author, April 17, 2000.)

(Jonathan Lee, Facebook direct message to author, May 5, 2017)

(Brenda Hasbrouck, text message to author, May 5, 2017)

(A. P. Møller, unpublished data; C. R. Brown and M. B. Brown, unpublished data)

## 10. Re-submission

If an essay has to be re-submitted, students are required to hand in the original version together with the revision.