# Formatting guidelines for written assignments

This style guide applies to all written assignments for this semester. At the top of the first page, begin with your name, the title of the course and the date, followed by the title of the assignment (you can choose your own).

**Subheadings**

If you use subsections, please include headings for them ("Introduction" etc.). This is not necessary in the short reading analysis papers, but makes sense for the other assignments.

The body of the text should be double-spaced, in 12-point font.

When you refer to course readings (or other readings) in your text, please be sure to cite them appropriately. Here are some guidelines for the citation of references in the text of your paper: Whenever you have a **direct or indirect** quote, you must follow it with a citation so the reader can go find the source. There are different ways to do this:

- (author's last name date of publication: page number[s]). For example, you might write: Two of the authors we read have argued that codeswitching and borrowing have to be distinguished (Backus 2005: 310, Poplack and Meechan 1998: 127).

- If the author's name appears in the body of your own text, you can use the following format: (date of publication:  page number[s]). As Poplack and Meechan (1998: 127) argue ...

- Another way to write this is to put the citation at the end of the sentence, within the period: As Poplack and Meechan argue ....  (1998: 127).

**Linguistic examples**

If you include transcription excerpts or other linguistic examples in your paper, please number

them consecutively and leave one line before and after the example in the text. Then refer to

them by their number when you write about them in the text. For example, in your data analysis

paper, you may want to cite transcript examples, showing how the child uses an English word in

the presence of the father as in (1).


(1)      [from file 870201sf.cha]
*FAT: quieres ver este libro ?
%eng:  do you want to see this book ?
*CHI:  book .

Please include also the file number, as shown in (1) and (2). Excerpt (2) illustrates a multi-word

utterance by the child.


(2)      [from file 880114eg.cha]
*GRA: yes # it's a little tiny green grasshopper .
*CHI:  like if it was hiding

**References**

At the end of your paper, you should always have a **list of references** (use a subheading, like

above). Be sure to include every article, book, or chapter that you cite in the text of your paper

and list them in alphabetical order. They should be formatted in a consistent manner that

corresponds to practices in the field (see for example the APA style, or follow the style used in

the course outline). Note that reference styles tend to distinguish between different types of

publication (e.g. books, journal articles, book chapters) with regard to the format and the amount

of information included.

Examples:

Ferguson, Charles A. 1959. Diglossia. *Word* 15:325-340.
Heller, Monica. 1982. Negotiations of Language Choice in Montreal. In *Language and Social
        Identity*, ed. John J. Gumperz. Cambridge: Cambridge University Press, pp. 108-118.
Haeri, Niloofar. 2003. *Sacred language, ordinary people: Dilemmas of culture and politics in
        Egypt*. New York: Palgrave Macmillan.