

Within the text, use initials for author's given names only when necessary to distinguish between two individuals with the same last name, e.g., R. Lakoff vs. G. Lakoff.

Finally, if you are quoting a large section of text (i.e., three or more lines), you should further indent the whole quotation about ½ inch from both sides.

Secondary references

If you cite publications that you yourself have not directly consulted, but which were referred to in the references you did consult, these are termed secondary (rather than primary, or directly consulted) references. Style guides differ as to how secondary references should be treated, that is, whether or not the full reference should be included at the end of the paper in the Reference section. Whether or not you choose to include them in the Reference section, be sure, when you mention secondary references in the body of the paper, to do it in the following fashion:

Blaubergs (1980) (as noted in King 1991:10) states that...

Footnotes

Footnotes should be used sparingly. They are meant to provide additional examples, related data, or further references but not primary references. Your word-processor should format footnotes and footnote reference marks easily and automatically.

Bibliography / References

The short references to a published work which you include within the text of the paper should be provided with a complete identification in a separate bibliography or reference section at the end of the paper. This must include the author, date, title, edition, place, publisher, and, for articles, page numbers, as well as volume number of a journal or series. The reference section must list all sources which have been consulted for the term paper. The typical formats used in linguistics for various reference sources are as follows:

Book (General format, followed by an example)

(Author's) Last name, First name. Date. *Title of Book*. Place of publication: Publisher.

Hymes, Dell (ed.) 1971. *Pidginization and Creolization of Languages*. Cambridge: Cambridge University Press.

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech and Jan Svartik. 1985. *A Comprehensive Grammar of the English Language*. London: Longman Group Limited.

Article in a journal or periodical

(Author's) Last name, First name. Date. Title of article. *Title of Journal* volume number.issue number: pages.

Robinson, Clinton D.W. and Fiona Varley. 1996. Language diversity and accountability in the South: Perspectives and dilemmas. *Journal of Sociolinguistics* 2.2: 189-204.

Article or chapter in an edited volume (anthology)

(Author's) Last name, First name. Date. Title of article or chapter. In First name Last name (ed.). *Title of Volume*, page numbers. Place of publication: Publisher.

Wolfram, Walt, Natalie Schilling-Estes, Kirk Hazen and Chris Craig. 1997. The sociolinguistic complexity of quasi-isolated southern coastal communities. In Cynthia Bernstein, Thomas Nunnally and Robin Sabin (eds.). *Language Variety in the South Revisited*, 173-187. Tuscaloosa and London: The University of Alabama Press.

Newspaper or magazine article (largely, as for a journal article)

Chiles, Nick. 1998. Coming to terms with Ebonics. *Sunday Star Ledger* (Newark, N.J., May 17): 1, 5.

Citations of electronic sources

The general format (including email, listserv and newsgroup citations) involves the author's name, the date of the message, the subject line, and the address of the listserv or newsgroup, along with the date of access in parentheses, as follows:

Burka, L.P. 1993. A hypertext history of multi-user dimensions. *MUD History*.

<http://www.utopia.com/talent/lpb/muddex/essay> (accessed 2 August 1996).

Crump, Ellen. 1995. Re: Preserving writing. *Alliance for Computers and Writing listserv*. acw-l@unicorn.acs.ttu.edu (accessed 31 March 1995).

For more complete guidelines for electronic sources, see the [Online Reference Sources](#) of the [MUN Home Page](#), [Style Guides for Electronic Resources](#).

The use of capital letters in titles of books, periodicals etc. should follow the above guidelines. If you are citing a language other than English, however, you should follow the rules for capitalization in that language. In French, for example, only the first word of a book or journal title is typically capitalized (except for words designating place names etc.) as in:

Maurais, Jacques (ed.). 1992. *Les langues autochtones du Québec*. Québec: Les Publications du Québec.