

## **Style sheet for term papers with Prof. Bongartz**

### **Length and Formatting**

Please consult your 'Modulhandbuch' for the individual length of your paper. Use readable fonts (12pt./Times New Roman or 11pt./Arial) and properly spaced lines (1.5). Leave a wide margin for comments (right: 2.5cm, left: 3cm, top/bottom: 2cm). The text should be in full justification. Do not forget to paginate your paper. Do not count the front page and the 'Table of Contents'. Make sure to indent the first line of each new paragraph.

### **Headlines**

Do not forget to write an introducing paragraph (1-3 sentences) between two headlines.

### **Outline (to be individualized)**

- Title Page: Use the one provided by the English Department I.
- Table of Contents: List the subdivisions of your paper including the page number of the first page of each chapter.
- Introduction: Explain your leading question(s) and thesis.
- Review of the literature: Give background information that is needed to follow your argumentation.
- Empirical Studies (The studies you use shouldn't be older than 6 years)
- Discussion: Build your opinion, this is the most important part of your term paper.
- Conclusion: Bring your argument full circle.
- Bibliography: Make one list only and use APA style.
- Appendix: optional.

### **How to document sources**

Quote within the body of your text. Do not use footnotes. Try to use your own words to explain key concepts or ideas and avoid too many direct quotes. Use APA format to document your sources in the bibliography.

## In-text quotation

### Direct quotes

“Bilinguals use their two languages with different people, in different contexts and for different purposes” (Baker 2006: 12).

### Paraphrased or summarised material

According to Baker (2006), bilinguals vary the use of their two languages depending on different contexts or purposes.

Bilinguals vary the use of their two languages depending on different contexts or purposes (Baker 2006).

### **Bibliography** (APA format)

<b>Source</b>	<b>Example</b>
Book (1 author)	Booij, G. (2007). <i>The grammar of words: An introduction to linguistic morphology</i> (2 <sup>nd</sup> ed.). Oxford et al.: Oxford University Press.
Book (2 authors)	Singleton, D., & Ryan, L. (2004). <i>Language acquisition: The age factor</i> (2 <sup>nd</sup> ed.). Clevedon et al.: Multilingual Matters.
Book (3 and more authors)	O’Grady, W., Archibald, J., Aronoff, M., & Rees-Miller, J. (2001). <i>Contemporary linguistics: an introduction</i> (4 <sup>th</sup> ed.). Boston, New York: Bedford/ St. Martin’s.
Chapter in a monograph	Baker, C. (2006). Cognitive theories of bilingualism and the curriculum. In Baker, C. (Ed.), <i>Foundations of bilingual education and bilingualism</i> (4 <sup>th</sup> ed.) (pp. 166-186). Clevedon, Buffalo, Toronto, Sydney: Multilingual Matters Ltd.
Chapter in an edited book	Cummins, J. (2015). Inclusion and language learning: Pedagogical principles for integrating students from marginalized groups in the mainstream classroom. In Bongartz, C. M. & Rohde, A. (Eds.), <i>Inklusion im Englischunterricht</i> (pp. 96-116). Frankfurt am Main: Peter Lang.
E-book	Baker, C. (2001). <i>Foundations of bilingual education and bilingualism</i> (3 <sup>rd</sup> Ed.). Retrieved March 24, 2016 from <a href="http://web.a.ebscohost.com/ehost/ebookviewer/ebook/bmx1YmtfXzkwOTUzX19BTg2?sid=efecc87c-a55b-4011-9edc-6eb7adf718be@sessionmgr4003&amp;vid=0&amp;format=EB&amp;rid=1">http://web.a.ebscohost.com/ehost/ebookviewer/ebook/bmx1YmtfXzkwOTUzX19BTg2?sid=efecc87c-a55b-4011-9edc-6eb7adf718be@sessionmgr4003&amp;vid=0&amp;format=EB&amp;rid=1</a>
Journal article	Boztepe, E. (2003). Issues in code-switching: Competing theories and models. <i>Working Papers in TESOL &amp; Applied Linguistics</i> , 3(2), 1-27.
Webpage	World Health Organization. (2010). <i>Diabetes</i> (Fact sheet No. 312). Retrieved April 4, 2015 from <a href="http://www.who.int/mediacentre/factsheet/fs312/en/index.htm">http://www.who.int/mediacentre/factsheet/fs312/en/index.htm</a>

**Please note**

Your paper will be checked for plagiarism. Make sure to hand in a printed **and** an electronic version (e-mail attachment). Please consult the style sheet of the English Department I for everything that is not listed on our style sheet:

[http://anglistik1.phil-fak.uni-](http://anglistik1.phil-fak.uni-koeln.de/fileadmin/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/Stilblatt_Englisches_Seminar2014.pdf)

[koeln.de/fileadmin/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/Stilblatt\\_Englisches\\_Seminar2014.pdf](http://anglistik1.phil-fak.uni-koeln.de/fileadmin/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/Stilblatt_Englisches_Seminar2014.pdf)

For more information on APA style please consult the following homepage:

[http://library.canterbury.ac.nz/files/APA\\_6th\\_guide.pdf](http://library.canterbury.ac.nz/files/APA_6th_guide.pdf)