

Guidelines for academic writing in Phonetics

(Henrik Niemann & Christine Röhr, version: 5 May 2021)

Written papers must be submitted to the examiner (usually the professor or lecturer in charge of the seminar) both in printed form and digitally as a PDF (via e-mail).

Title page

Download the title page form “Deckblatt für schriftliche Arbeiten” from the Phonetics homepage. Fill in the required details as stated in the form and sign it. Separate title pages are available for Bachelor's and Master's theses. For more information, refer to the respective examination regulations.

Scope

Please turn to your examiner to discuss the scope of your term paper, i.e. the number of required words/pages. Module-specific guidelines are stated on the title page form (“Deckblatt für schriftliche Arbeiten”).

Layout

Line spacing: 1.5

Font type and size: Times New Roman, 12 pt. (or equivalent)

Margins: top/bottom: 2.5 cm, left: 2.5, right: 4 cm; fully justified text

Page numbering: The introduction begins with Arabic numbering (“1”). Previous pages are numbered in Roman numerals (“ii”, “iii” etc.). The title page is not numbered. The last numbered page of the term paper is the last page of the bibliography.

Gender-sensitive language

Please pay attention to the use of gender-sensitive language. You can find more information on the correct use of gender-sensitive language here: https://gb.uni-koeln.de/gender_sensitive_language/index_eng.html.

IPA-symbols

IPA character sets are freely available for almost all platforms/systems: <https://www.internationalphoneticassociation.org/content/ipa-fonts>.

In addition, practical and interface-based IPA palettes are available here:

Download for macOS/OSX: <https://www.blugs.com/IPA/>

Online application: <https://ipa.typeit.org/full/>

Table of contents

The table of contents contains all chapter and section headings with the corresponding page numbers. It is recommended to use the automatic creation of tables of contents.

Introduction

The introduction outlines the research question, the motivation and the basic idea of the work. It also serves as an orientation for the reader and provides an overview of the content structure of the paper.

Main part

In the main part of the paper, the relevant state of research is presented and the research question is discussed in detail. In empirical work, all procedural steps (experimental design, data collection, analysis) must be presented transparently. Generally, the main part consists of two to four chapters.

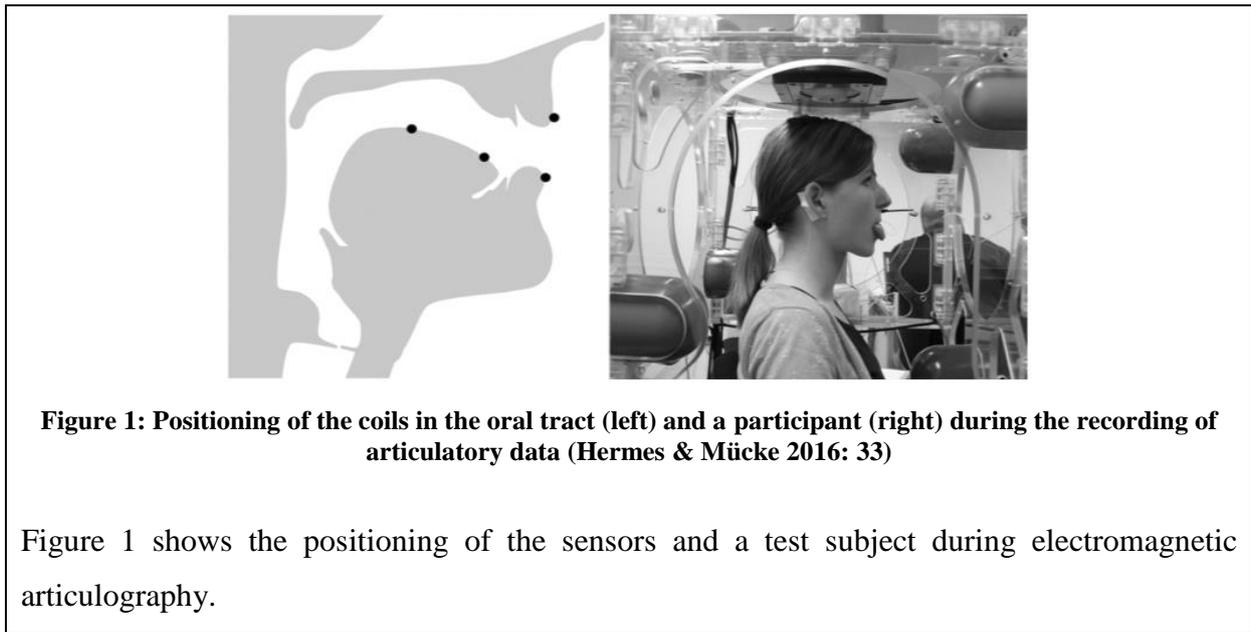
Summary / Discussion

In the summary, the essential aspects of the findings made in the main section are addressed and discussed in light of the state of research. The section should be linked to the points made in the introduction. It is recommended to write the introduction and summary last!

Figures and tables

Figures and tables should generally be inserted into the body text. They should have their own subheadings or headings and be numbered consecutively. Each table and figure must be referred to in the body text. Figures or tables that are taken from external sources (e.g. screenshots) have to be given their own labels. These figures should be numbered in accordance with your own work, not the source from which the figure or table was taken. Nevertheless, when a figure or table is taken from an external source, its origin must also be indicated (author-year citation). If an illustration is modified, indicate that a change was made to the original illustration by adding "adapted from" to the reference.

Example of a figure and its reference in the text:



Appendix

If necessary, additional material (further figures, tables, R-scripts, Praat-scripts etc.) can be added in an appendix for illustration. In the case of empirical work, discuss the scope of the appendix with your examiner.

Citation

All text passages containing ideas from external sources must be identified as citations. Citations that are not identifiable as such are considered plagiarism. Basically, a distinction is made between direct, indirect and analogous quotations. All of the former three types of citations must be clearly marked as citations in the author-year format. Foreign language quotations are generally not translated, e.g. if the text is written in German and a quotation is inserted from an English source text.

Direct quotations are literal borrowings and are usually indicated with inverted commas. Longer quotations can be set as separate paragraphs without inverted commas and marked by typographical means such as italics and indentation.

Indirect and analogous quotations, in which the content of another author is referred to in one's own words or is reproduced analogously, must also be clearly cited in the author-year format (with page number, if available).

All sources cited in the paper (and only those) must be listed in the bibliography (see section on bibliography).

In general, it is better to use primary literature rather than secondary literature for citations. Characterizations of the state of research should be developed independently on the basis of the primary literature and must not be based on summaries or quotations from secondary sources alone.

Citation examples:

Direct citation

„Association should be kept as a phonological concept, and detailed differences of alignment should generally not be given a direct phonological representation“. (Ladd 2008: 179)

Indirect citation

It is pointed out that differences in the alignment of tonal accents do not necessarily imply different phonological associations. (vgl. Ladd 2008: 179).

Analogous citation

Ladd (2008: 169-210) emphasises the need to distinguish between phonetic alignment and phonological association when considering tonal accents.

Further helpful information regarding citation can be found on the University of Leipzig's writing guide: <http://home.uni-leipzig.de/schreibportal/zitationsregeln/>

Bibliography

In the bibliography, all sources referenced in the paper are listed in alphabetical order. If there are several sources by the same authors, their works are arranged chronologically. There are numerous conventions for bibliographies, however the most important aspect is the internal coherence and consistency when it comes to the form and structure of the entries. In phonetics, articles from journals, articles and chapter from edited collections, conference proceedings and

monographs are the most common types of sources. They are always listed in the bibliography in the author-year format.

For more detailed information on bibliographies see:

Stephany, Ursula & Claudia Froitzheim (2009). *Arbeitstechniken Sprachwissenschaft: Vorbereitung und Erstellung einer sprachwissenschaftlichen Arbeit*. Paderborn: Fink.

Niederhäuser, Jürg (2015). *Die schriftliche Arbeit (kompakt)*. Berlin: Dudenverlag.

Examples:

Journal article

Shattuck-Hufnagel, Stefanie & Alice E. Turk (1996). A Prosody Tutorial For Investigators of Auditory Sentence Processing. *Journal of Psycholinguistic Research* 25(2), 193–247.

Article or chapter from a collection

Hermes, Anne & Doris Mücke (2016). Artikulatorische Evidenz für Silbenstruktur in der Lautsprache. In Dohmas, Ulrike & Beatrice Primus (Hrsg.), *Handbuch Laut, Gebärde, Buchstabe*. Berlin/Boston: Walter de Gruyter, 25-45.

Conference proceedings

Niemann, Henrik, Doris Mücke, Hosung Nam, Louis Goldstein & Martine Grice (2011). Tones as Gestures: The Case of Italian and German. *Proceedings of the 17th International Congress of Phonetic Sciences (ICPhS XVII)*, Hong Kong, China, 1486-1489.

Monography

Uhmann, Susanne (1991). *Fokusphonologie. Eine Analyse deutscher Intonationskonturen im Rahmen der nicht-linearen Phonologie*. Tübingen: Niemeyer.

Evaluation criteria

Research question and literature selection

- Are the research question and literature closely related to the topic?
- Is the research question clearly formulated?
- Is the selected literature suitable to adequately address and answer the research question?

Structure and argumentation

- Is the paper internally coherent?
- Is the paper divided into meaningful chapters and sections and are they put into a reasonable order?
- Are the chapters and sections related to one another?

Presentation

- Are the sources reproduced correctly and comprehensibly?
- Are the core statements of the various sources appropriately characterized and connected to one another?
- Are the studies cited critically discussed and connected to the current state of research?
- Is the content of the paper underpinned and illustrated with meaningful examples, figures and tables?

Formalities and linguistic style

- Are technical terms applied correctly?
- Are the formal requirements laid out in the above-mentioned guidelines followed?
- Is the linguistic style appropriate for a scientific paper and the subject?