1. Introduction with a bold section title

This document (Ross, 2013) describes the final formatting for your paper. It is both an example and instructions. The whole document should be single-spaced in Times New Roman font at 12pt, except where noted, always in black. The text should be justified so it has straight margins on each side. Document margins are one inch on top, bottom, left and right. In total your papers should be approximately three to five pages in this format. Do not include page numbers: these will be added when I compile the documents into our class book. You will submit an electronic copy in PDF or DOC(X) format. In general, you should write in a formal, academic style (unless you have a specific reason to deviate from that). Keep personal opinions to a minimum, focusing on facts that we can all agree on; of course, you are welcome to discuss (and cite) the opinions of others, especially regarding topics like language attitudes and ideologies.

When discussing linguistic terms, be sure to use the right formatting. For example, if we want to talk about etymology it is written in italics. If we want to talk about etimoloji (‘etymology’) in Turkish, we use italics for the actual word (transliterated into the Roman alphabet if needed) plus a gloss in parentheses and single quotations. As in the previous sentence a technical term can also be in italics. Remember, we may also want to cite another work that discusses etymology: Hock & Joseph (2009: 281) define etymology as “the study of the origin of words” and note that it comes from Greek, and the Oxford English Dictionary has instances of the word in use since the late 1300s (OED, “etymology”). Always cite your sources!

Additionally, remember that phonetic symbols should be used for describing sounds. For example, the first sound in the work shirt is /ʃ/. When we talk about sounds in words in general, we use the angled slashes to denote phonemes. If you wish to discuss a very specific phonetic articulation then you can use brackets. For example, some learners of English might pronounce the voiceless interdental fricative /θ/ as [s] or [t]. If you don’t have a specific reason to do otherwise, use the slashes. And remember that orthographic representations are shown in angled brackets. For example, originally the verb try was spelled <trie>. However, do not use orthographic representations when you are intending to discuss sounds.

2. Formatting of examples and figures

We also might want to talk about an example phrase or sentence as in (1) below:

(1) Biz dibilim biliyoruz. (Turkish)
We linguistics study.PRES.1PL
‘We are studying linguistics.’

If you do need to include a table, chart, graph, or anything else along those lines, refer to it as in the following sentence: see Figure 1 for an example of how to include a title with every

1 Footnotes may be used to add additional information that does not flow in the body paragraphs. But don’t use them for citations (unless citing something within the footnote itself). Footnotes are in 10pt Times New Roman font, also with justified margins.
figure. Reformat inserted figures so that they are readable and clear in your document; whenever possible use an official chart object in Excel or Word.

<table>
<thead>
<tr>
<th>Time period</th>
<th>Number of enrolled students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>25</td>
</tr>
<tr>
<td>Break</td>
<td>0</td>
</tr>
</tbody>
</table>

*Figure 1: The number of students in LING 210 during the semester and the break.*

As shown in Figure 1, students should complete their final papers before the end of the semester because there are no students enrolled in the course during the break. If in doubt about anything else, look at what published articles typically do for Linguistics research – or ask the instructor!

Finally, you will need to include a bibliography as shown below. If you have a list of corpora (or other such materials) or an appendix to include, you can add them in the same general format, at the end of your paper. Your bibliographic entries must start with the author’s name then include the year. The rest of the format can be in the citation style of your choice, but be consistent. Additionally, the bibliographic entries should be ordered first alphabetically by author name then by year of publication (earliest first); each entry should be indented after the first line as shown below. Usually in Linguistics we call this section *References*, but *Works Cited* or *Bibliography* would be fine as well. Add two blank lines then insert the bibliography on the same page:

**References**

Example, Source (2013). *This is the title*. Additional publication information would go here; again, remember the indentation after the first line.

