Academic Guidelines
Applied Linguistics and ELT
A compact overview as of May 2024

1. General information and conventions

For information on how and when to submit your thesis/paper, please consult your supervisor/lecturer. For your Bachelor's thesis, you have a total of eight weeks available for writing. When working with empirical data, you can apply for 12 weeks. For your Master's thesis, you have 15 weeks available for writing. When working with empirical data, you can apply for 19 weeks. Regarding thesis evaluation, please factor in three months after submission. If you plan to start your teacher training (*Referendariat*) in May, ensure your Master's thesis is submitted no later than the beginning of January. Alternatively, if you intend to commence teacher training in November, submit your thesis no later than the beginning of July.

Length of papers:

- B.A. Thesis: approx. 12,000 – 18,000 words (approx. 30 – 45 pages)
- M.A./M.Ed. Thesis: approx. 24,000 – 32,000 words (approx. 60 – 80 pages)
- Other papers: ask your lecturer/follow information provided in syllabus

The title page and table of contents as well as the reference list, appendices and declaration of originality do not count into the length of the paper.

2. Layout/Formatting

- font: Use a font that is easy to read (Times New Roman/Arial/Calibri) and 11/12 pt.
- spacing: one and a half
- margins should be used as follows:
- 2.5 cm on the top, left and right side
- 2 cm on the bottom
- margins should be aligned in a justified format (*Blocksatz*)
- use page numbers starting with 1 on the page where the introduction begins
- headings and sub-headings should be indicated as such by a using a different font size. Also use numbers for each (sub-)chapter. You can use the style templates of your text programme.
- page breaks: Avoid page breaks within graphs and tables. Also, the heading below/ or above a graph or table (with numbers, e.g. table 1: description of what is shown) should not be separated from the actual element it refers to. That does not mean that we encourage empty pages before a table or graph. Also avoid page breaks between chapters. Just start a new chapter in the middle of a page rather than on a new page.

3. Structure

A thesis or research paper generally consists of the following parts

- title page
- table of contents (separate page)
- introduction
- literature review (leading towards research gap/problem/question)
- methodology
- results

- discussion (incl. or as separate section: limitations of study)
- conclusion
- reference list
- appendix/appendices

At the end of your thesis/paper you should place the declaration of originality and declaration of the use of digital tools (eidesstattliche Versicherung see chapter 6). This document is not listed in the table of contents and does not have a page number. Follow APA conventions (7th edition) and stay consistent! You can find more information on these guidelines in chapters 7-9 of the full version of the *Guidelines for Academic Papers* or via the APA-style homepage.

4 . Quotations

References in the running text are required for both verbatim quotes and paraphrased statements. Author, year and page number(s) are placed either after or before the quote in an appropriate manner, see table in chapter 4 for more information.
Use double quotation marks for all direct quotes. If the quote is longer than three lines, it should not be placed within the paragraph but as an extra paragraph that is indented from the left and right by one centimeter from both sides. Do not use quotation marks in this case. Punctuation stays as in the quoted text.
If you paraphrase a concept, idea, fact, etc. that is explained on a specific page / specific pages, you should place the page number in your in-text reference. If you refer to the main result / main statement of a publication, page numbers can be omitted in the in-text reference.

5 . References
(See chapt. 7 of the *Guidelines for Academic Papers* for more information)

The list of references only includes sources you refer to in the text. Publications you have read, but not referenced in the text, are not included.
- References are organised alphabetically.
- All lines but the first line of every reference should be indented from the left.
- Entries by the same author are listed in chronological order, starting with the earliest one.
- In case you referenced several articles by the same author published in the same year, these must be differentiated by the use of letters after the relevant year in the text as well as in the reference list, e.g.,
  Seidlhofer, B. (2003a). …
  Seidlhofer, B. (2003b). …

  Which one is a, b, c etc. depends on the first letter of the title.
Working with reference management software such as Citavi, EndNote, or Zotero, which can be integrated into Word via add-ins, can help you manage your references. These tools facilitate the citation of sources according to various referencing styles (in this case: APA American Psychological Association, 7th ed.) within your text and in the list of references, reducing the risk of omitting a cited source. Tutorials and workshops for Citavi, for which TU provides a campus license, are offered by the UB: https://ub.tu-dortmund.de/services-information/fuehrungen-und-kurse/citavi/

6. Declaration of originality / Eidesstattliche Versicherung

The [declaration of originality and use of digital tools](#) must be included at the end of every submission (essays, thesis, lesson plans, material analysis, etc). Without that, the submission will not be accepted. The declaration must be placed on a separate page. It does not occur in the table of contents. Page numbers are not necessary.

For Master's and Bachelor's theses you **must** use [the sheet provided by the University](#).

Reference quick guide

Item	Reference list entry	In-text citation	Further comments
Monographs (book, one author)	Hall, G. (2011). *Exploring English Language Teaching.* London: Routledge.	(Hall 2011) or Hall states … (2011).	Short direct quotes: Enclose in "…" and give page number, e.g. Hall states that "..." (2011: 240).
Book, two authors	Lightbown, P. M., & Spada, N. (2013). *How Languages are Learned* (4th ed.). Oxford: Oxford University Press.	(Lightbown & Spada 2013) or Lightbown and Spada (2013)	**In text:** Within brackets: use '&' between authors. **In a sentence:** use 'and' between authors. **Reference list:** use '&' between authors.
Book, three or more authors	Hall, C. J., Smith, P. H., & Wicaksono, R. (2017). *Mapping Applied Linguistics: A Guide for Students and Practitioners* (2nd ed.). New York, NY: Routledge.	(Hall et al. 2011) or Hall et al. state … (2011)	**In text:** To condense in-text citations with over 2 authors, use "et al." after the first author. Keep in mind, "et al." stands for the Latin "et alia" (and others), so always include the period after "al." **Reference list:** Give all names.
Book chapter	Decke-Cornill, H. (2003). We have to invent the language we are supposed to teach. The issue of English as a Lingua Franca in language education in Germany. In M. Byram & P. Grundy (Eds.), *Context and Culture in Language Teaching and Learning.* Clevedon: Multilingual Matters, 59-71.	(Decke-Cornill 2003) or Decke-Cornill (2003)	**In-text citation:** Give page numbers for paraphrased ideas or quotes. **Reference list:** The main entry in your list is the author of the chapter including the page numbers of the chapter. Editors: first name initial. surname.

Journal article	McDonough, K. & Chaikitmongkol, W. (2007). Teachers' and learners' reactions to a task-based EFL course in Thailand. *TESOL Quarterly 41*(1), 107-132.	(McDonough & Chaiktmongkol 2007) or McDonough and Chaikitmongkol (2007)	If a DOI (Digital Object Identifier) is given, place it at the end of your entry.
online	van Batenburg, E., Oostdam, R., van Gelderen, A., Fukkink, R., & de Jong, N. (2020). The effects of instructional focus and task type on pre-vocational learners' ability in EFL oral interaction. *International Journal of Applied Linguistics, 171*(2), 153-190. https://doi.org/10.1075/itl.18027.van	(van Batenburg et al. 2020) or van Batenburg et al. (2020)	Place the DOI at the end of the entry.
Website	British Council (n.d.). *Inductive teaching*. Retrieved (*date of last access*) from: https://www.teachingenglish.org.uk/article/inductive-approach		There are different rules for different types of websites. Check https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references