

## A. REFERENCES IN THE TEXT

References in the text include author and year of publication.

- Smith (1999) says ...
- The results suggested ... (Smith, 1999)
- In 1999, Smith stated ....

2. For specific citations, the reference includes the page number, preceded by 'p.'. If the original source is an electronic source without page numbers, the reference includes paragraph number, preceded by para.

- ... "it is implausible that the amount of graphemes influences word memory" (Smith, 1999, p. 56).
- ... "it is implausible that the amount of graphemes influences word memory" (Smith, 1999, para. 56).

3. If a publication is written by two or more authors, all of them are mentioned, in the same way as in the other examples.

- Chomsky and Halle (1968) state that ...

If there are more than two authors, all of them are mentioned in the first reference. In later references, only the first author is named and followed by '**et al.**'. If there are more than six authors only the first author's name is mentioned and to the others will be referred by **et al.**

4. For a reference to an institution's publication, the name of the institution is considered as the name of the author. The first time, the name of the institution is fully named followed by its acronym. Subsequently, the reference includes the acronym instead of the full name.

- The Certificaat Nederlands als Vreemde Taal [CNaVT] (2013) indicates...

The next reference to this publication will include the acronym (not the full name).

- According to the CNaVT (2011), it is the case that ....

5. If several publications by the same author were used that were published in the same year, then the year of publication is followed by lower case letters, both in the text and in the bibliography. Further all the references have to be used in the way as mentioned earlier.

- Smith (2010a) mentions ...
- Smith demonstrates (2010b) ...

## B. SAMPLE BIBLIOGRAPHY / WORKS CITED PAGE

Brenner, P.J. 2004. *Neue deutsche Literaturgeschichte. Vom 'Ackermann' zu Günther Grass*. 2. Aufl. Tübingen: Niemeyer. (No space between the initials of the authors)  
Bresnan, J. 1982. 'Control and complementation.' *Linguistic Inquiry*. 13.3: 343-433.

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- Clark, E.V. 1982. 'The young word maker: a case study of innovation in the child's lexicon.' Wanner, E. & Gleitman, L.R. (eds). *Language Acquisition. The State of the Art*. Cambridge: Cambridge Univ. Press.
- Claus, H. 1994. *Le chagrin des Belges*. Traduit du néerlandais par Alain Van Crugten. Paris: Julliard. (Vert. van *Het verdriet van België*).
- Claus, H. 2002. *The Sorrow of Belgium*. Transl. from the Dutch by Arnold J. Pomerans. Woodstock, N.Y.: Overlook Press. (Vert. van *Het verdriet van België*).
- Declerck, R. 1991. *Tense in English. Its structure and use in discourse*. London/New York: Routledge.
- Saussure, F. de 1916. *Cours de linguistique générale*. Publié par Charles Bally et Albert Sechehaye. Avec la collaboration de Albert Riedlinger. Paris/Lausanne: Payot.
- Goosse, A. 1991. *Mélanges de grammaire et de lexicologie françaises (Bibliothèque des Cahiers de l'Institut de Linguistique de Louvain 60)*. Louvain-la-Neuve: Peeters.
- Haudricourt, A.G. 1966a. 'Quelques études de champs sémantiques.' *La Pensée*. 130: 44-46.
- Hymes, D. 1974. 'Introduction. Traditions and paradigms.' Hymes, D. (ed.). *Studies in the History of Linguistics. Traditions and paradigms*. Bloomington: Indiana Univ. Press. 1-38.
- Janssen, E.J. 1941. 'Over: Albe. Ivoren toren.' *Streven*. 8.3: 309.
- Knott, A. & Sanders, T. 1998. 'The classification of coherence relations and their linguistic markers: an exploration of two languages.' *Journal of Pragmatics*. 30: 135-175.
- Raat, G.F.H. 1996. 'De stem van de vitale mens.' *Het teken van de Ram 2*: 235-252.
- Uytven, R. Van 1976. 'Vorst, adel en steden: een driehoeksverhouding in Brabant van de twaalfde tot de zestiende eeuw.' *Bijdragen tot de geschiedenis*. 59: 93-122.
- Vervaeck, B. 2003. 'Hoe zwart was mijn dal? Realiteit en fictie in het Nederlandstalige proza van de jaren vijftig.' *Spiegel der letteren*. 45.2: 121-153.

## C. QUOTATIONS

Quotations must be copied in the text **word for word**, including punctuation marks and misspelling. In the latter case you can indicate the misspelled word with [sic] enclosed in square brackets after the word. In-text quotations are enclosed within simple quotation marks: 'text'.

For quotations that are longer than three lines, place quotations in a free-standing block of text enclosed within double quotation marks and distinguish the block quotation from the rest of the text by using different spacing and letter size.

If you leave words out of a quotation, you must use ellipsis points enclosed in square brackets: [...].

If you cite in a citation, put the cited text between double quotation marks: "text".

Both in the case of a **word-for-word quotation** and a **paraphrase**, proper reference to a source must be given.

## D. ABSTRACTS AND KEYWORDS

A short abstract (of ca. 120 words) and a list of keywords (both written in English) must be attached to each text.