

Academic Writing – Autumn semester 2005

**Handout 6**

**6 January 2006** (group A), **13 January 2006** (group B)

**Syntax of academic texts. Word order.**

**Task 1:**

*Copied material will be provided in the class.*

**Abbreviations**

**Task 2:**

*Explain the meaning and function of the following common English abbreviations:*

i.e.

e.g.

*Cf.*

*NB*

viz.

abbrev.

et al.

Ed.

ibid.

m

bn

pp.

ll.

chap.

No

fig.

obs.

esp.

exc.

Co.

p.a.

joc.

pop.

OHG

**Quotations**

**Task 3:**

*David Crystal wrote on page 66 of the book mentioned in →Task 5:*

In Nigeria, for example, large numbers (thought to be well over 40 per cent of the population) use Nigerian Pidgin English as a second language.

**a.** *Write an **in-text reference** to the study by Crystal, provided that the book has been included in the Reference section of your essay/thesis/paper..*

*(Crystal uvádí, že ... / V Crystalově práci ...)*

**b. Paraphrase** the information above and provide the appropriate reference.

**c. Quote** the above Crystal's statement (*Podle Crystala ... / Crystal napsal, že „...“*) and provide the appropriate reference.

**d. Make a block quote** (i.e. a **long quotation**, usually of a text of over 40 words) of a statement starting with the above Crystal's sentence. How will the punctuation and reference change?

## Notes

### Task 4:

*Transform the above model sentence into a footnote.*

## Bibliography/reference

### Task 5:

**A. Order the components of reference** to the book called “English as a Global Language” by David Crystal, published by Cambridge University Press (first edition in 1997, second edition—the one you own in paperback and refer to—in 2003), containing 212 pages and having ISBN 0 521 53032 6 (paperback) and 0 521 82347 1 (hardback) following

a) the Czech standards

b) some respected British or American standards

**B. What does the reference to a journal article look like?** (e.g. "The Power of Oil" by Nigel Clark and Melissa Fernandez, *Journal of Political Science*, No. 11, November 2003, pages 234-267)

**C. What does the reference to a government publication look like?** (e.g. *Národní ústav duševní hygieny under the Ministry of Health of the Czech Republic*, "Vrozené a získané duševní poruchy učitelů", subtitle "Výzkumná zpráva projektu Duševní zdraví a vzdělávání", 2005, Praha, publ. č. MZ ČR 45-00753/05).

**D. What does the reference to a movie picture or videotape look like?** (e.g. *Pelišky*, ...)

## Electronic sources

Electronic sources include aggregated databases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail-based discussion groups, and Web- or e-mail-based newsletters. Documents available via the Internet include **articles from periodicals** (journals, newsletters, newspapers), documents **standing on their own** (research papers, reports, online books), or those in a **Web-based format** (Web page, newsgroup).

Components of a **URL** (= *uniform resource locator*, i.e. an Internet address):

**protocol** (e.g. *http* = *hypertext transfer protocol*, *ftp* = *file transfer protocol*, *telnet*, *gopher*)://**host name** (i.e. the server on which the file resides, e.g. *www.ucla.edu*)/**path to a document/file name of a specific document** (e.g. *citations2000.html*)

### **Citations of electronic sources – basic components and punctuation:**

#### **Online periodical:**

Author, A. A., Author, B. B., & Author, C. C. (2000).  
Title of article. *Title of Periodical*, xx, xxxxxx.  
Retrieved month day, year, from source.

#### **Online document:**

Author, A. A. (2000). *Title of work*.  
Retrieved month day, year, from source.

**or**

Author's Last Name, First Name. [author's internet address, if available]. "Title of Work" or "title line of message." In "Title of Complete Work" or title of list/site as appropriate. [internet address]. Date, if available.

## Examples:

### *World Wide Web*

Limb, Peter. "Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa." [[http://neal.ctstateu.edu/history/world\\_history/archives/limb-l.html](http://neal.ctstateu.edu/history/world_history/archives/limb-l.html)]. May 1992.

### *FTP Site*

Heinrich, Gregor. [100303.100@compuserve.com]. "Where There Is Beauty, There is Hope: Sao Tome e Principe." [<ftp://cs.ubc.ca/pub/local/FAQ/african/gen/saoep.txt>]. July 1994.

### *Gopher Site*

Kirshenblatt-Gimblett, Barbara. "Making Difference." [gopher.uic.edu The Researcher/History/H-Net/H-Amstdy (American Studies)/Essays & Discussions About American Studies]. 20 July 1995.

## **Footnote and endnote citations – basic components and punctuation:**

(note number) Author's First name and Last name, (author's internet address, if available),

"Title of Work" or "title line of message," in "Title of Complete Work" or title of list/site as appropriate, (internet address), date if available.

## Examples:

### *World Wide Web*

(2) Peter Limb, "Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa," [[http://neal.ctstateu.edu/history/world\\_history/archives/limb-l.html](http://neal.ctstateu.edu/history/world_history/archives/limb-l.html)], May 1992.

### *FTP Site*

(3) Gregor Heinrich, [100303.100@compuserve.com], "Where There Is Beauty, There is Hope: Sao Tome e Principe," [<ftp://cs.ubc.ca/pub/local/FAQ/african/gen/saoep.txt>], July 1994.

(4) Sonya Legg, [legg@harquebus.cgd.ucar.edu], "African history book list," in [soc.culture.african], 5 September 1994.

### *Gopher Site*

(5) "Democratic Party Platform, 1860," [wiretap.spies.com Wiretap Online Library/civic & Historical/Political Platforms of the U.S.], 18 June 1860.

(6) Barbara Kirshenblatt-Gimblett, "Making Difference," [gopher.uic.edu The Researcher/History/H-Net/H-Amstdy (American Studies)/Essays & Discussions About American Studies], 20 July 1995.

### *E-Mail Messages*

(8) Mel Page, [pagem@etsuarts.east-tenn-st.edu], "African dance...and Malawi," private e-mail message to Masankho Banda, [mbanda@igc.apc.org], 28 November 1994.

Selected from Page, Melvin E. "A Brief Citation Guide for Internet Sources in History and the Humanities." [<http://library.byu.edu/~rdh/eurodocs/cite.html>]. 1995.