

## PROGRAM GUIDE FOR LINGUISTICS

**THE INFORMATION IN THIS NOTICE IS IMPORTANT PLEASE READ IT CAREFULLY.**

### 1. ASSESSMENT PROCEDURES

Submission of assessable work: Assessable work is submitted by placing it into one of the locked Essay Boxes, labelled according to both the lecturer's name and the subject code (e.g. LIN1NLA, LIN2/3LAT). These are located on the wall in the reception area of the Linguistics Program, 3rd floor, outside the office DMB E322 [DMB = David Myers Building]. If you have serious grounds for requesting an extension (supported by a medical certificate or other evidence), please contact the subject co-ordinator, preferably on or before the due date. Tutors cannot grant extensions.

The format for all assessable work is set out in the guide below. This includes details of the required footnoting, referencing and bibliographical methods to be used in all Linguistics essays. The guide also sets out the Linguistics policy on plagiarism, which is the university policy. Plagiarism is a very serious matter, and is to be avoided at all costs.

Please note that every piece of work must have a cover sheet which will be separately handed out but is also available on the Linguistics website; also note the policy on deductions for lateness: 10% of the marks for a given piece of work will be deducted per week or 2% per day. No work submitted after an assignment has been handed back in the tutorials will be accepted under any circumstances.

**Double marking:** All assessment worth 25% or more and which is given either an A grade or is failed (that is, granted a grade of N, less than 50 per cent), is marked by two people.

**Return of assignments:** Assignments are handed back in person by the tutor in your tutorials. They may also be collected from your tutor during the tutor's office hours. This conforms to the University's privacy guidelines.

**Examination papers** are not returned. You may, however, see your own marked examination paper on request. Copies of examinations from previous years may be consulted in the library.

**Extra copies** of all assignments and other handouts are available from the pigeonhole for your subject inside the Linguistics reception area. You will also find various information about the Linguistics Program on the rack on the wall in the same area. A small stapler is provided for stapling assignment pages together before placing them into the locked essay boxes.

### Student Rights

If you are not satisfied with your mark in any piece of assessable work, you may ask the subject co-ordinator for it to be remarked by a different tutor or lecturer. If you find that you are having difficulty with any aspect of the subject, please feel most welcome to consult the subject co-ordinator and tutors.

If you are having **general academic difficulties**, you may also wish to consult the **Humanities Academic Skills Unit (HASU)** who hold regular talks about study skills at university level and provide individual advice. They are located in the Humanities 3 Building in rooms 412 and 414. Phone 9479 2535 to make an appointment.

For students with English as a Second Language, there is a different organization called **Language and Academic Skills (LAS [ESL])** for you. They are also located in the Humanities 3 Building in room 417. For appointments, phone 9479 2788.

**Special consideration:** If you have other general problems with study, you may wish to submit a REQUEST FOR SPECIAL CONSIDERATION form explaining your circumstances. This will be seen on a confidential basis by the subject co-ordinators of every subject in which you are enrolled, and special consideration will be given in determining your final mark in all subjects.

Students who need special arrangements for their examination for any reason should request these well in advance from the Admissions, Examinations and Graduations Office. Phone: 9479-3649

### Provisional nature of marks

Normally the mark on your essay or assignment when it is handed back to you will be the final mark for that piece of work. Such marks are, however, provisional, to the extent that essays may be recalled for second marking in some cases, for example, if the first marking comes out near a grade borderline or a fail. All essays and assignments should be kept carefully until official grades are posted at the end of the year. You are also advised, as a normal safeguard against misplacement, to keep a photocopy or floppy disk backup of all pieces of work submitted for assessment.

## **Class Requirements**

All students in first to third year classes should attend two one-hour lectures per week in addition to their assigned one-hour tutorial.

## **Tutorial Participation**

Tutorials are conducted from weeks 2 to 13. Attendance at tutorials is recorded; while tutorial performance is assessed in terms of preparation of your weekly worksheets OR as indicated directly below in terms of your participation in class discussions. As attendance is necessary for participation to take place, no tutorial participation marks can be awarded if you fail to attend tutorials. In determining the tutorial marks, tutors will pay attention to the quality of contribution from each student.

50-60% for minimally adequate participation - this includes evidence of some preparation;

70-80% for active, good quality participation which shows evidence of having done all essential preparation (e.g. readings or set exercises);

90-100% for consistently excellent participation (e.g. evidence of reading the literature critically, synthesising different components of the coursework)

## **Staff Responsibilities**

The staff in this program are available for consultation during office hours and class times, and are happy to provide advice on their areas of expertise. At other times they may be contacted by telephone. If you need to make an appointment for some other time, please do so in advance. The staff will mark and return assessable work as rapidly as possible.

## **Student Responsibilities**

Students should attend classes having prepared the required reading and other work, and submit all assessable work on time, unless they have received a prior extension from the subject co-ordinator. Extensions can only be granted on presentation of documentation, such as medical certificates.

## **Web site materials**

All handouts, lecture notes, subject guides and student resources can be accessed from the linguistics web site: [http://www.latrobe.edu.au/linguistics/resources\\_ug/index.html](http://www.latrobe.edu.au/linguistics/resources_ug/index.html)

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## **2. WRITING CONVENTIONS IN THE DISCIPLINE OF LINGUISTICS**

In all Linguistics subjects, assessment is progressive. Written work for assessment is required during each subject, and counts substantially towards your final mark.

### **The importance of acknowledging sources and following ethical practices**

In all written work, you must acknowledge all sources from which you obtain material by using in-text referencing, not footnotes. That is, the author, date and page number(s) must be given in the body of the text. All work referred to must be acknowledged in the text, and all of the works listed in the References list at the end of the essay/exercise. Failure to acknowledge the sources of the information you present is considered to be plagiarism. Verbatim copying of sentences or paragraphs from articles and books is unacceptable, unless cited as a quotation (see Quotations below). Copying from other students' work is also considered to be plagiarism. Plagiarism is a very serious offence and will result in failure for the piece of work. It may result in failure for the subject and in repeated cases, exclusion from the university (the University policy is reproduced below).

Students are not permitted to submit the same piece of work in two different courses.

When students are required to collect data for a paper, they must follow ethics practices set out by the discipline. For example, no taping may be done without written consent from the taped person.

Students must not falsify data. Such dishonesty is a serious offence. ALL data collected must be kept for a period of 5 years.

### 3. GUIDELINES FOR ESSAY WRITING

#### Structure

Any essay will need an introduction, a body, a conclusion and a References list. The INTRODUCTION should spell out what you are going to do in the body of your paper. (Introductions can be written last, after you are sure which way the essay is structured.) In the BODY of your essay, the beginning of each section should state plainly what you are going to talk about and argue for. What follows in each section should then elucidate and exemplify the statement you have just made. Also include any arguments against the position taken. Your CONCLUSION should briefly highlight the major points of what you have written. Then a REFERENCES LIST is provided to list all the works referred to in the text of your essay. Make sure you include some publications of recent date.

#### Presentation

Be neat Use one side of the paper only. Wordprocess your work if possible, using one-and-a-half or double line spacing. If your lecturer allows you to use handwriting, print clearly, avoiding the use of cursive styles. Leave a margin of at least 3.5 centimetres on each side of the page. Number and staple together all pages. Do not use pins. On the official cover sheet, write your name, the essay title, the name of your course, and your tutor's or lecturer's name. Take note of the length of essay requested, since this is part of the exercise. Do not exceed word limits by more than 10% except on the advice of your tutor or lecturer, or you may be penalised. Do not forget to sign the statement of authorship and acknowledgement that you have read the University's guidelines on plagiarism.

#### Quotations

Quotations should be used sparingly. When giving a direct quote, enclose it within quotation marks and state its source either preceding or following the quote: e.g. Brown (1984:154) states that "one of the liveliest and most provocative developments out of standard theory was 'generative semantics'." Alternatively: "One of the liveliest and most provocative developments out of standard theory was 'generative semantics' (Brown, 1984:154). Generally keep quotes short. It is not so much the quotes, but what you say about the quotes that is important. Longer quotes, which should only be used sparingly, may be set off as a separate indented paragraph with single line spacing and no quotation marks. It is not acceptable to simply string quotes together to form an essay.

#### Referencing

Acknowledge all sources. When acknowledging a point without quoting directly, make clear what the source is contributing to your essay; e.g. Brown (1984:154) states that an early and provocative development in transformational theory was that of generative semantics, which attempted to answer some of the problems of meaning-changing transformations. Original sources should be used whenever possible. Joint authors should be referenced as, e.g. Hogg & McCully (1987:52). Where there are more than two authors the reference should include the surname of every author the first time it appears. Later reference to the same work should include only the surname of the first author and the abbreviation "et al."; e.g. Fromkin et al. (1984).

Do not use footnotes to give sources. Sources should appear in your References List. Explanatory notes should be used sparingly.

#### Linguistic examples

Single word examples within the text should be underlined (or it with their gloss placed within single quote marks, e.g. *Kranki* 'wrong, incorrect' has been borrowed from the English cranky. Sentence examples from languages other than English should be clearly glossed to show all relevant information. An example is shown below. (Number any such examples consecutively throughout your essay.)

- |                           |                 |                     |
|---------------------------|-----------------|---------------------|
| (1) <i>Kae-ba</i>         | <i>ae-ta-sa</i> | <i>kana-an-e?</i>   |
| you-FOCUS                 | where-at-from   | come-you-INDICATIVE |
| Where have you come from? |                 |                     |

#### References List

List all the works you have referred to in the text, alphabetically by author's surname, with surname first. Underline (or italicise) book and journal titles only. Use the following format for books: Author(s), Initial(s), Year, Title, Place of publication, Publisher. For journal articles, instead of publisher and place of publication, you must give the volume number of the journal and page numbers, as shown in the entry for Langacker (1987) below. For chapters or papers in books, use the format given in the Lyons entry below. If more than one paper is used from the same book, you may follow the system shown for the two Anderson (1988) entries, using (a) for the first, (b) for the second, and soon.

Anderson, S.R. 1985. *Phonology in the twentieth century*. Chicago: Univ. of Chicago Press.

Anderson, SJ 1988a. *Morphological theory*. In Newmeyer 1988: 146-191.

Anderson, SR. 1988b. *Morphological change*. In Newmeyer 1988: 324-362.

Brown, K. 1984. *Linguistics today*. Bungay, Suffolk UK: Fontana.

Fromkin V., D.Blair & P.Collins. 1999. *An introduction to language*. (fourth Australian edition) Harcourt.

Hogg, R & C. McCully. 1987 *Metrical phonology: a coursebook*. Cambridge: Cambridge University Press.

Langacker, R.W. 1982. Remarks on English aspect. In P. Hopper (ed.) *Tense.aspect: between semantics and pragmatics*.265-304. Amsterdam: Benjamins.

Langacker, R.W. 1987. Nouns and verbs. *Language* 63:53-94.

Lyons, J. 1987. Introduction. In J. Lyons, R Coates, M. Deuchar & G. GaMar (eds.) *New Horizons fri Lingu&us2*, 1-29. London: Penguin.

#### **4. PLAGIARISM**

Plagiarism occurs when you copy or reproduce someone else's words or ideas and then present them as your own without proper acknowledgement, including when you copy the work of fellow students. It is a form of cheating and will be treated accordingly.

Sometimes you will find it helpful to discuss assignments with other students. Where such discussions take place, but you are required to submit your own written assignment, it is important to ensure that there is no suggestion of any cheating. This is best accomplished by writing the assignment independently of others with whom discussions were held. On some occasions you may be asked to work on a project as a member of a group which is to submit a joint report. In circumstances like these the collaboration occurs on the understanding that all members of the group are approximately equal contributors to the joint effort. Except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and for proper acknowledgement of any use made of the words or ideas of people outside the group.

To ensure you are not guilty of plagiarism (whether you are submitting work on your own behalf, or as a member of a collaborative group) you must, in all your written assignments, declare all sources from which you obtained material or ideas. This may be done through the use of footnotes, endnotes, textual references or any other device, which is approved by the School in which the assignment has been set. What is important is that you acknowledge your indebtedness to other people's work.

On any occasion when you use the words of another writer you must place those words in quotation marks (inverted commas) and clearly indicate, through the method of citation which you are employing, the author's name, the source, and the precise location (e.g. the page number) of material you have quoted. When you use someone else's ideas (e.g. when you closely paraphrase another person's work without using that person's words) you need clearly to indicate where your indebtedness begins and ends, in the same way you are required to do when you use someone else's words. A bibliography should be provided (usually at the end of the written assignment). It should include all the works you consulted in the course of your research, not just those referred to in footnotes, endnotes or textual references.

#### **Assisting Plagiarism**

It is a serious act of misconduct knowingly to assist another student to plagiarise material (eg by lending work which you have completed to another student so that it can be copied and handed in as that other student's work). Such misconduct may be punished as severely as is plagiarism itself.

The University policy from which the above is excerpted is at [www.latrobe.edu.au/policies/](http://www.latrobe.edu.au/policies/) (click on 'plagiarism'). A more complete discussion of plagiarism called "Using Sources in Your Writing" can be found at the web site of the Humanities Academic Skills Unit.