

## Style Sheet for Term Papers and Theses

### 1. General Information

#### 1.1. Length

Term papers and theses in English and American literary studies must be the following lengths (including footnotes; excluding title page, table of contents, list of works cited, appendices and declaration):

	<b>words (binding)</b>	<b>page numbers (for orientation only)</b>
Aufbaumodul Bachelor	3,000-4,000	10-12
Basismodul ( <i>nicht vertieft</i> ) Lehramt Aufbaumodul ( <i>vertieft</i> ) Lehramt	3,000-4,000	10-12
Vertiefungsmodul Bachelor	3,500-4,500	13-15
Vertiefungsmodul LA Gymnasium	4,500-6,000	15-20
Mastermodul	4,500-6,000	15-20
Bachelorarbeit	9,000-12,000	30-40
Zulassungsarbeit Staatsexamen, <i>nicht vertieft</i>	12,000-18,000	40-60
Zulassungsarbeit Staatsexamen, <i>vertieft</i>	18,000-24,000	60-80
Masterarbeit	25,000-35,000	80-100

**Page numbers are for orientation only; words are binding!**  
**The exact number of words must be given on the title page (see 1.2.)!**

#### 1.2. Formatting

Term papers and theses must be typed. Every paper must have a title page including

- name of university and chair
- course title, name of lecturer
- title of the paper
- student's name, matriculation number, major(s) and minor(s) and semester
- student's e-mail address is not obligatory but recommended for the case contacting is necessary
- module the student would like to gain ECTS for (e.g. Aufbaumodul)
- amount of words the student has written
- date the student *enters* the term paper (not deadline!)

and a table of contents whose headings must be repeated in the text word for word. The title and table of contents pages must not be numbered. The student's first and last name and the page number should appear in the upper right hand corner of every text page.

Each page should be DIN A4 with a large margin for corrections and comments (2.5 cm on all sides). The first word of each paragraph should be indented 1.25 cm from the left margin. The text, including quotations, notes, and the list of works cited and consulted, should be in a 12-point font and double spaced.

The style sheet lists formal conventions for research papers and gives numerous examples for quotations, source documentation etc.; conventions are based on and examples are taken from the following work: **Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009.**

### **1.3. Declaration**

Each student must declare to have written the term paper independently and to have acknowledged the usage of all primary and secondary sources. For the wording of the declaration, see handout “Writing a Term Paper in English Literary Studies” (5. Plagiarism) and “TermPaper Musterseiten.”

## **2. Titles, Subtitles and Chapter Headings (cf. *MLA Handbook* 86-92)**

### **2.1. Capitalization (86-87)**

In your (sub)title and chapter headings always capitalize the first and the last word; furthermore, capitalize all words *except* articles, prepositions, coordinating conjunctions and the *to* in infinitives. These rules also apply to (sub)titles from primary and secondary literature that you mention in your text and list in the “Works Cited.” For capitalization in languages other than English, see *MLA Handbook* 105-13.

Examples:

*All's Well That Ends Well*  
*A Midsummer's Night Dream*  
*Much Ado about Nothing*  
*Romeo and Juliet*  
*The Taming of the Shrew*

### **2.2. Punctuation (86-87)**

If using a subtitle, separate title and subtitle through a colon (unless a question or exclamation mark is used). Other punctuation must not be used unless included in a (sub)title from primary or secondary literature mentioned in your text and listed in the “Works Cited.”

Examples:

*Storytelling and Mythmaking: Images from Film and Literature*  
*Whose Music? The Sociology of Musical Language*

### 2.3. Italicized Titles and Titles in Quotation Marks (88-90)

#### Italicized:

books, plays, poems published as books, pamphlets, periodicals (newspapers, magazines, journals), web sites, online databases, films, television and radio broadcasts, longer musical compositions, works of visual art

#### In Quotation Marks:

articles, essays, stories, poems, chapters, pages in Web sites, episodes of television and radio broadcasts, short musical compositions, unpublished works

#### Examples:

*The History of Tom Jones, A Foundling* (novel); but: “The Introduction to the Work, or Bill of Fare to the Feast” (book one, chapter one)

*The Waste Land* (poem published as book); but “The Hollow Men” (poem)

*PMLA* (journal); but: “Literature and Science Policy: A New Project for the Humanities” (an article in *PMLA*)

*Star Trek* (television broadcast); but “The Enemy Within” (episode of season one)

## 3. Text

### 3.1. Italicization (cf. *MLA Handbook* 78-9)

In the text, italicize letters, words, and sentences that you would like to emphasize. The use of italicization to emphasize parts of the text should be used carefully in order to prevent it from becoming ineffective. If you emphasize words within a quotation, add (emphasis added) in parentheses after the quotation and before the concluding punctuation mark.

#### Example:

Lincoln specifically advocated a government “*for the people*” (emphasis added).

Italicize words in foreign languages; exceptions: quotations, non-English titles in quotation marks, proper nouns.

Italicize words and letters referred to as words and letters.

#### Examples:

Shaw spelled *Shakespeare* without the final *e*.

The word *albatross* probably derives from the Spanish and Portuguese word *alcatraz*. The Renaissance courtier was expected to display *sprezzatura*, or nonchalance, in the dace of adversity.

In special cases term papers and theses may be written in longhand; in a handwritten paper underlining is equivalent to italicization.

### **3.2. Quotation Marks (cf. *MLA Handbook* 75-6)**

Double quotation marks are used for quotations (see 3.3.) and translations.

Single quotation marks are used for translations following the original directly, definitions, and quotations inside quotations.

#### Examples:

The first idiomatic Spanish expression I learned was *irse todo en humo* (“to go up in smoke”).

Old English *sped* ‘speed’ is very seldom used.

### **3.3. Further Matters of Interest**

For rules on spelling, see *MLA Handbook* 65-6; for rules on punctuation (commas, semicolons, colons, dashes and parentheses, hyphens, apostrophes, square brackets and slashes), see *MLA Handbook* 66-78; for rules on the names of persons, see *MLA Handbook* 79-81; for rules on numbers, see *MLA Handbook* 81-85; for common (scholarly) abbreviations, see *MLA Handbook* 233-56.

### **3.4. Quotations (cf. *MLA Handbook* 92-105 and 214-30)**

For special rules for quotations from prose, poetry and drama, see *MLA Handbook* 93-97. For punctuation with quotations, see *MLA Handbook* 102-04.

#### **3.4.1. Indicating Quotations (93-97)**

Short quotations in the text are denoted by the use of double quotation marks.

Longer quotations (four lines or longer) as well as block quotations are moved to the next line and indented 1.25 cm from the left; they are not denoted with quotation marks.

#### **3.4.2. Parenthetical Documentation (214-30)**

**3.4.2.1** All sources should be cited in parentheses before the punctuation mark that ends the sentence, clause or phrase containing the quotation; format: Author’s Last Name Page Number(s). In block quotations, however, the reference follows the final punctuation mark and is separated from that mark through one space.

Examples:

Although writings describing utopia have always seemed to take place far from the everyday world, in fact “all utopian fiction whirls contemporary actors through a costume dance no place else but here” (Rabkin, Greenberg, and Olander vii).

Between 1968 and 1988, television coverage of presidential elections changed dramatically (Hallin 5).

John K. Mahon adds a further insight to our understanding of the War of 1812:

Financing the war was very difficult at the time. Baring Brothers, a banking firm of the enemy country, handled routine accounts for the United States overseas, but the firm would take on no loans. The loans were in the end absorbed by wealthy Americans at great hazard—also, as it turned out, at great profit to them. (385)

**3.4.2.2.** If you are quoting from the same author more than once in the same paragraph (without quotations from other authors interrupting), mention the author’s name only after the first quotation; for the quotations following mentioning the page number(s) only is sufficient.

Example:

*Romeo and Juliet* presents an opposition between two worlds: “the world of the everyday,” associated with the adults in the play, and “the world of romance,” associated with the two lovers (Zender 138). *Romeo and Juliet*’s language of love nevertheless becomes “fully responsive to the tang of actuality” (141).

**3.4.2.3.** If you have already mentioned the author’s name in the sentence, clause or phrase containing the quotation, you must only give the page number in parentheses.

Examples:

Tannen has argued this point (178-85).

vs.

This point has already been argued (Tannen 178-85).

Others, like Jakobson and Waugh (210-15), hold the opposite point of view.

vs.

Others hold the opposite point of view (e.g., Jakobson and Waugh 210-15).

**3.4.2.4.** For sources with more than three authors, only give the last name of the first author. If you use several works by the same author, for identification of the different works add a shortened version of the title after the author’s name and separate name and title through a comma. If you quote different authors with the same last name, add the initial for identification. In works without an author listed, use only a shortened version of the title. If you cite documents without page numbers, you may either omit the page number or use the abbreviation *n.pag.* [no pagination].

### 3.4.3. Alterations of Sources (97-101)

You should not change the spelling or wording of a quotation. You can omit words, clauses or sentences indicated [...]. If you use a quotation with incorrect grammar or an orthographic error, place [sic] after the appropriate expression. Comments, explanations and clarifications of pronouns inside a quotation must also be indicated through square brackets.

#### Examples:

Shaw admitted, “Nothing can extinguish my interest in Shakespear” [sic].

Milton’s Satan speaks of his “study [pursuit] of revenge.”

In the first act he soliloquizes, “Why she would hang on him [Hamlet’s father] / As if increase of appetite had grown”

### 4. Footnotes (cf. *MLA Handbook* 230-2)

**Footnotes are no longer used to indicate sources; the only accepted form of citing sources in your text is the parenthetical documentation explained in 3.4.2.**

Footnotes contain important notes and extended explanations to the text. They are numbered successively throughout the body of the text and denoted by the use of raised Arabic numbers (without parentheses). They are concluded with a full stop. It is best to use the standardized footnote format of your word processing program. If you use any sources within the footnotes, they are also cited by (Author’s Last Name Page Number).

### 5. The Works Cited Page (cf. *MLA Handbook* 123-212)

The list of works cited at the end of the paper is a list of all of the literature used and begins on a new page. It is to be organized alphabetically by author’s last name, or, if there is no author given, by the title of the work. All lines after the first of each entry should be indented approximately 1.25 cm. There should not be any additional spacing between entries.

Editions: whenever using anything but a first edition, mention so in the bibliographical note (after the title/editor/compiler/translator); denote the edition as described in the book: 2<sup>nd</sup> ed., 3<sup>rd</sup> ed., rev. ed., ext. ed., abr. ed.

#### Names of Publishers:

1. *University* is abbreviated *U*, *Press* is abbreviated *P*, e.g. *Cambridge UP*
2. omit first names, articles, business abbreviations (*Co.*, *Corp.*, *Inc.*, *Ltd.*) and descriptive words (*Books*, *House*, *Press*, *Publishers*), e.g. *Lang* instead of *Peter Lang*, *MIT P* instead of *The MIT Press*, *Harper* instead of *HarperCollins Publishers, Inc.*, *Random* instead of *Random House Inc.*

## **5.1. Printed Sources – Nonperiodical Publications (MLA Handbook 148-81)**

### **5.1.1. Format for a Book by a Single Author**

Last Name, First Name. *Book Title*. Edition. Place of Publication: Publisher, Year of Publication.

#### Examples:

Franke, Damon. *Modernist Heresies: British Literary History, 1883-1924*. Columbus: Ohio State UP, 2008.

Kirby, David. *What Is a Book?* Athens: U of Georgia P, 2002.

Rowling, J[oanne] K[athleen]. *Harry Potter and the Goblet of Fire*. New York: Levine-Scholastic, 2000.

### **5.1.2. Format for a Book by More Than One Author**

For books with *two or three authors*:

Last Name, First Name, First Name Last Name, and First Name Last Name. *Book Title*. Edition. Place of Publication: Publisher, Year of Publication.

For books with *four or more authors*:

Last Name, First Name, et. al. *Book Title*. Edition. Place of Publication: Publisher, Year of Publication.

#### Examples:

Booth, Wayne C., Gregory G. Columb, and Joseph M. Williams. *The Craft of Research*. 2<sup>nd</sup> ed. Chicago: U of Chicago P, 2003.

Hutcheon, Linda and Michael Hutcheon. *Bodily Charm: Living Opera*. Lincoln: U of Nebraska P, 2000.

Plag, Ingo, et. al. *Introduction to English Linguistics*. Berlin: Mouton, 2007.

### **5.1.3. Format for Anthologies or Compilations**

Last Name, First Name, ed./comp. *Title of Anthology or Compilation*. Edition. Place of Publication: Publisher, Year of Publication.

#### Examples:

Davis, Anita Price, comp. *North Carolina during the Great Depression: A Documentary Portrait of a Decade*. Jefferson: McFarland, 2003.

MacLaury, Robert E., Galina V. Paramei, and Don Dedrick, eds. *Anthropology of Color: Interdisciplinary Multilevel Modeling*. Amsterdam: Benjamins, 2007.

### **5.1.4. Format for an Entry in an Anthology or Compilation**

Last Name, First Name. "Title of Article." *Title of Anthology or Compilation*. Ed. First Name Last Name. Edition. Place of Publication: Publisher, Year of Publication. Page Numbers.

Examples:

- Bordo, Susan. "The Moral Content of Nabokov's *Lolita*." *Aesthetic Subjects*. Ed. Pamela R. Matthew and David McWhirter. Minneapolis: U of Minnesota P, 2003. 125-52.
- More, Hannah. "The Black Slave Trade: A Poem." *British Women Poets of the Romantic Era*. Ed. Paula R. Feldman. Baltimore: Johns Hopkins UP, 1997. 472-82.

**5.1.5. Format for a Book/Anthology/Compilation in a Series**

Last Name, First Name. *Book Title*. Edition. Place of Publication: Publisher, Year of Publication. Series Name Series Number [if available].

Examples:

- Anderson, Dann, and Jill S. Kuhnheim, eds. *Cultural Studies in the Curriculum: Teaching Latin America*. New York: MLA, 2003. Teaching Langs., Lits., and Cultures.
- Muck, Alfreda. *Poetry and Painting in Song China: The Subtle Art of Dissent*. Cambridge: Harvard UP, 2000. Harvard-Yenching Inst. Monograph Ser. 50.

**5.1.6. Format for a Multivolume Work**

when using two or more volumes of a multivolume work

Last Name, First Name. *Title of Multivolume Work*. Edition. Number of Volumes. Place of Publication: Publisher, Year(s) of Publication.

when using only one volume of multivolume work

Last Name, First Name. *Title of Multivolume Work*. Edition. Number of Volume Used. Place of Publication: Publisher, Year of Publication.

Examples:

- Lawrence, D[avid] H[erbert]. *The Letters of D. H. Lawrence*. Ed. James T. Boulton. 8 vols. New York: Cambridge: Cambridge UP, 1979-2000.
- Rampersad, Arnold. *The Life of Langston Hughes*. 2<sup>nd</sup> ed. 2 vols. New York: Oxford UP, 2002.
- Schlesinger, Arthur M., Jr., gen. ed. *History of U.S. Political Parties*. 4 vols. New York: Chelsea, 1973.
- Wellek, René. *A History of Modern Criticism, 1750-1950*. Vol. 5. New Haven: Yale UP, 1986.

**5.1.7. Format for a Translation**

Last Name, First Name. *Book Title*. Trans. First Name Last Name of Translator. Edition. Place of Publication: Publisher, Year of Publication.

Examples:

- Beowulf*. Trans. E. Talbot Donaldson. Ed. Nicholas Howe. New York: Norton, 2001.
- Kepner, Susan Fulop, ed. and trans. *The Lioness in Bloom: Modern Thai Fiction about Women*. Berkeley: U of California P, 1996.
- Mankell, Henning. *Firewall*. Trans. Ebba Segerberg. New York: Vintage-Random, 2003.



### 5.1.8. Format for an Article in an Encyclopedia or Dictionary

when *author of the article is not indicated*:

“Title of Article.” *Title of Encyclopedia/Dictionary*. Edition. Year of Publication.

when *author of the article is indicated*:

Last Name, First Name. “Title of Article.” *Title of Encyclopedia/Dictionary*. Editor. Edition. Place of Publication: Publisher, Year of Publication.

Examples:

“Noon.” Def. 4b. *The Oxford English Dictionary*. 2<sup>nd</sup> ed. 1989.

Allen, Anita L. “Privacy in Health Care.” *Encyclopedia of Bioethics*. Ed. Stephen G. Post. 3<sup>rd</sup> ed. Vol. 4. New York: Macmillan-Thomson, 2004.

## 5.2. Printed Sources – Periodical Publications (MLA Handbook 136-48)

### 5.2.1. Format for an Article in a Scholarly Journal

Last Name, First Name. “Title of Article.” *Title of Periodical* Volume Number.Issue Number (Year of Publication): Page Numbers.

Example:

Piper, Andrew. “Rethinking the Print Object: Goethe and the Book of Everything.” *PMLA* 121.1 (2007): 124-38.

### 5.2.2. Format for an Article in a Newspaper or Magazine

Last Name, First Name. “Title of Article.” *Name of Newspaper/Magazine* Date of Publication: page number(s).

Examples:

Jeromack, Paul. “This Once, a David of the Art World Does Goliath a Favor.” *New York Times* 13 July 2002, late ed.: B7+.

Wood, Jason. “Spellbound.” *Sight and Sound* Dec. 2005: 28-30.

## 5.3 Sources on the Web (MLA Handbook 181-93)

### 5.3.1. Format for a Website

Last Name, First Name. *Title of Website*. Edition. Publisher [if not available, use *N. p.*], Date of Publication [day month year; if not available, use *n. d.*]. Date of Access [day month year]. <URL>.

Examples:

Eaves, Morris, Robert Essick, and Joseph Viscomi, eds. *The William Blake Archive*. Lib. of Cong., 8 May 2008. 15 May 2008. <URL>.

García Landa, José Ángel, comp. *A Bibliography of Literary Theory, Criticism and Philology*. 13<sup>th</sup> ed. U de Zaragoza, 2008. 15 May 2008. <URL>.

Liu, Alan, ed. Home page. *Voice of the Shuttle*. Dept. of English, U of California, Santa Barbara, n. d. 15 May 2008. <URL>.

### 5.3.2. Format for an Article on a Newspaper/Magazine/Encyclopedia Website

Last Name, First Name [if available]. "Title of Article." *Title of the Overall Web Site*. Publisher, Date of Publication [day month year]. Date of Access [day month year]. <URL>.

#### Examples:

"de Kooning, Willem." *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2008. 15 May 2008. <URL>.

Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. 15 May 2008. <URL>.

"Utah Mine Rescue Funeral." *CNN.com*. Cable News Network, 21 Aug. 2007. 21 Aug. 2007. <URL>.

### 5.3.3. Format for an Article in an Online Scholarly Journal

Last Name, First Name. "Title of Article." *Title of Journal* Volume Number.Issue Number (Year of Publication): Page Numbers. Date of Access [day month year]. <URL>.

#### Examples:

Landauer, Michelle. "Images of Virtue: Reading, Reformation and the Visualization of Culture in Rousseaus's *La Nouvelle Héloïse*." *Romanticism on the Net* 46 (2007): n. pag. 8 Nov. 2007. <URL>.

Shah, Parilah Mohd and Fauziah Ahmad. "A Comparative Account of the Bilingual Education Programs in Malaysia and the United States." *GEMA Online Journal of Language Studies* 7.2 (2007): 63-77. 5 June 2008. <URL>.

### 5.3.4. Format for an Article in an Online Database (e.g. JSTOR, Project Muse)

Last Name, First Name. "Title of Article." *Title of Journal* Volume Number.Issue Number (Year of Publication): Page Numbers. *Title of Database*. Date of Access [day month year]. <URL>.

#### Examples:

Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture* 10.3 (2000): n. pag. *Project Muse*. 5 June 2008. <URL>.

Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children's Literature." *African American Review* 32.1 (1998): 9-16. *JSTOR*. 5 June 2008. <URL>.

### 5.3.5. Format for Works Cited on the Web with Print Publication Data (esp. nonperiodical publications scanned for online availability)

Apply the rules explained in 5.1.and add: *Title of Database/Website*. Date of Access [day month year]. <URL>.

Examples:

Cascardi, Anthony J. *Ideologies of History in the Spanish Golden Age*. University Park: Pennsylvania State UP, 1997. *Penn State Romance Studies*. 12 Mar. 2007. <URL>.

Child, L. Maria, ed. *The Freedmen's Book*. Boston, 1866. *Google Book Search*. 15 May 2008. <URL>.

Whitman, Walt. *Leaves of Grass*. Brooklyn, 1855. *The Walt Whitman Archive*. 12 Mar. 2007. <URL>.

Whittier, John G. "A Prayer." *The Freedmen's Book*. Ed. L. Maria Child. Boston, 1866. 178. *Google Book Search*. 15 May 2008. <URL>.

**Whenever possible use the original print version!**

#### **5.4. Other Sources**

If you use other sources than print or web, see *MLA Handbook (193-12)* for the format for television or radio broadcasts, sound recordings, film or video recordings, performances, musical scores or libretti, works of visual art, interviews, maps or charts, cartoons or comic strips, advertisements, lectures/speeches/addresses/readings, manuscripts or typescripts, letters/memos/e-mail messages, legal sources, articles in microform, articles in loose-leaf-collections, publications on CD-ROM and DVD-ROM, digital files.

#### **5 . Final Corrections**

Every author of a term paper or thesis is responsible for reading through the finished paper and for correcting all spelling, punctuation, and grammatical errors.

#### **6. Additional Questions**

If you have any additional questions concerning research or the structure/format and writing of term papers or theses, or if you are interested in any further examples, consult the following work:

**Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009.**