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| **[Title of Term Paper]** |
| [Optional: Subtitle of Term Paper] |
|  |
| **Author** |
| **Date of Submission** |

**Additional Information:**

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| --- | --- |
| Course: | … |
| Instructor: | … |
| Semester: | ... |
| Matrikel-Number of Student: | ... |
| Number of Words: | ... |

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# 1. Introduction

**Additional Information:** A convincing structure, a coherent line of argument and an accurate dealing with primary and secondary literature are essential to a successful term paper; yet, equally indispensable is the correct form of the term paper. Despite all the details and exceptions writers of research papers have to mind when considering format and style, both have not been designed to torture students and to waste their precious time but to establish (inter)national standards and guarantee the readability and thus comprehensibility of the text. This paper is going to introduce the form that should be applied when writing term papers in English and American Studies at the Otto-Friedrich-University Bamberg.

# 2. [Main Part A – first aspect of your analysis and interpretation]

**Additional Information:** Every term paper must have a title page (including the name of the university and chair, the course title, the name of the lecturer, the (sub)title of the term paper, the student’s name, matriculation number, major(s) and minor(s) and semester; the e-mail address is not obligatory due to privacy but recommended for the case contacting is necessary); a term paper must also have a table of contents including every (sub)chapter whose headings must be repeated in the text word for word. The title and table of contents pages must not be numbered but the student’s first and last name should appear in the upper right hand corner.

# 3. [Main Part B – second aspect of your analysis and interpretation]

**Additional Information:** Each page of a term paper should be DIN A4 with a 2.5 cm margin on all sides. The author’s first and last name and page number should appear in the upper right hand corner of every text page.

# 4. [Main Part C – third and last aspect of your analysis and interpretation]

**Additional Information:** The text, including quotations, footnotes, the list of works cited and appendices in text form should be in a standard typeface (e.g. Times New Roman, Calibri), 12-point font, and double spaced. Justification without hyphens is strongly recommended.

**Additional Information:** Term papers must not include paragraphs consisting of only one sentence. New paragraphs should not be started in the middle of a line of thought.

**Additional Information:** Chapters of the main part can be divided into subchapters (e.g. 2.1.), if suitable for the complexity of the term paper’s structure. Regarding the limited amount of words you are allowed to write, however, try to avoid too many subdivisions!

**Additional information:** Make sure you change your language settings to “American English” before you start writing! This will automatically position all quotation marks correctly!

**Additional Information:** Footnotes are no longer used to indicate sources in the MLA style; the only accepted form of citing sources in your text is the parenthetical documentation explained in style sheet (see: 3.4.2.). Other styles (for example the Chicago style) still use footnotes to indicate sources.

# 5. Conclusion

**Additional Information:** There are two ways to include direct quotations in your text: *in-text quotation* and *block-quotation*.

Use **in-text quotation** for shorter quotes:

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).

Use **block-quotation** for quotes that run on for more than three lines of text:

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)

Note that the block-quotation is NOT inserted in quotation marks!

# List of References

**Additional Information:** The list of works cited at the end of the paper is a list of all of the literature mentioned and quoted in the term paper; it 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 1.25 cm. There should not be any additional spacing between entries.

**Examples:**

"Aging; Women Expect to Care for Aging Parents but Seldom Prepare." Women's Health Weekly, 10 May 2007, p. 18.

Burgess, Anthony. "Politics in the Novels of Graham Greene." *Literature and Society*, special issue of *Journal of Contemporary History*, vol. 2, no. 2, 1967, pp. 93-99.

Case, Sue-Ellen. “Eve's Apple, or Women's Narrative Bytes.” *Technocriticism and Hypernarrative*, special issue of *Modern Fiction Studies*, vol. 43, no. 3, 1997, pp. 631-50. Project Muse, doi:10.1353/mfs.1997.0056.

Gleick, James. Chaos: Making a New Science. Penguin, 1987.

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Allyn and Bacon, 2000.

Foucault, Michel. Madness and Civilization: A History of Insanity in the Age of Reason. Translated by Richard Howard, Vintage-Random House, 1988.

Henley, Patricia. The Hummingbird House. MacMurray, 1999.

Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics*. Lawrence Erlbaum Associates, 2004.

Krugman, Andrew. "Fear of Eating." New York Times, 21 May 2007, late ed., p. A1.

Palmer, William J. Dickens and New Historicism. St. Martin's, 1997.

---. The Films of the Eighties: A Social History. Southern Illinois UP, 1993.

Peterson, Nancy J., editor. Toni Morrison*: Critical and Theoretical Approaches*. Johns Hopkins UP, 1997.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" *The Education of a Graphic Designer*, edited by Steven Heller, Allworth Press, 1998, pp. 13-24.

*The Bible*. The New Oxford Annotated Version, 3rd ed., Oxford UP, 2001.

United States, Congress, Senate, Committee on Energy and Natural Resources. Hearing on the Geopolitics of Oil. Government Printing Office, 2007. 110th Congress, 1st session, Senate Report 111-8.

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. Dover, 1991, pp. 12-19.

Wysocki, Anne Frances, et al. Writing New Media: Theory and Applications for Expanding the Teaching of Composition. Utah State UP, 2004.

# Declaration of Academic Integrity

Ich erkläre hiermit, dass ich die vorstehende Seminararbeit selbständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt wurden, dass Zitate kenntlich gemacht sind und die Arbeit noch in keinem anderen Prüfungsverfahren vorgelegt wurde.

Ich erkläre hiermit außerdem, dass ich per Email eine elektronische Version der Seminararbeit an die Dozentin des Kurses geschickt habe.

I hereby declare that this term paper is the result of my own independent scholarly work. Material from the work of others is acknowledged in all cases. Quotations and paraphrases are clearly indicated and no material other than listed has been used. This written work has not been submitted elsewhere.

I hereby also declare to have e-mailed an electronic version of my term paper to the instructor of this class.

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