STYLE SHEET FOR PAPERS IN LITERARY AND CULTURAL STUDIES

GENERAL FORMAT

Papers must be typed on standard-sized paper (A4), using 12 point Times New Roman font, and block justification (Blockszatz) with 3 cm-margins on all sides.

Use 1.5 line spacing for the main text; this makes about 32 lines per page. Use single spacing for quotations, footnotes, and the bibliography.

Number pages consecutively centred at the top. Begin the numbering with the first page of the main text, including bibliography, notes, appendices. Do not include the title page and the table of contents in the pagination.

The first line of a new paragraph is indented 1.25 cm [press the tab key or select Format / Absatz / Einzug – Erste Zeile in Microsoft Office Word]. No indentation is used at the beginning of a paper or of a new chapter or section.

TITLE PAGE

The title page must contain the name of the university and the department, the title of the course, the semester, the title of the paper, the student's name, and the date of submission. Capitalise the first letter of each word in the title, except for prepositions, conjunctions, and articles.

TABLE OF CONTENTS

If the paper contains chapters, a table of contents (labelled CONTENTS) should follow the title page on a separate page with the chapter headings and page numbers. Do not put "page" or the abbreviation "p." in front of the page number.

TITLES IN THE TEXT

Italicise titles and subtitles of books, periodicals, plays, operas, films, and other works if they have been published separately (e.g. The Awakening; in handwritten documents indicate italics by underlining). Use quotation marks for works not published separately.
(parts of publications such as articles, poems, stories within a collection; e.g. "The Story of an Hour") and for unpublished works (such as dissertations).

"The Dead" was written in 1906, considerably later than most of the other stories in Dubliners.

Change double to single quotation marks when the title appears within another title that needs quotation marks, or is mentioned within a quotation.

In his article, "James Joyce's 'The Dead': A Psychological Interpretation", John Smith points out ...

QUOTATIONS

Please note: all quotations must correspond exactly with the originals in wording, spelling, and punctuation. Quote only what is needed to illustrate your point and keep in mind that quotations will not, by themselves, make your case for you. You need to comment on them, showing how they support/contradict your points.

Short quotations should be inserted – in double quotation marks – in the main text. Use single quotation marks to indicate a quotation within a quotation. To insert two or three lines of poetry in the main text use a slash to separate lines ("When to the sessions of sweet silent thought / I summon up remembrance of things past").

Long quotations (more than three typed lines) are single-spaced and should be separated from the main text by blank lines and by being indented 0.5 cm at both margins throughout. Since this block format already indicates a quotation, quotation marks are unnecessary.

When you use a quotation to form part of your own sentence, make sure that the grammar and syntax of both parts are in agreement with each other. Use square brackets to mark any words you have added or changed, and three dots plus square brackets [ ] to show where you have left words out (ellipsis). Ellipsis dots are not needed, however, when material is omitted from the start of a quotation. When a misspelling occurs in the original, use the interpolation [sic] to indicate that it is not your misspelling.

DOCUMENTING SOURCES

To avoid plagiarism (= the wrongful appropriation and publication of the ideas of another as one's own, OED) you must acknowledge the source
- when you include a word-for-word quotation of a complete text or parts of a text, or
- when you summarise or restate in your own words ideas or information from a source, unless that material is commonly known.

There are two systems of documentation: parenthetical citation (A) and footnotes (B).
A) Parenthetical citation (in-text citation)

In this citation system, your quotation is followed by a parenthesis in which you give the necessary information about the source from which you quote.

Example 1: if the author's name is mentioned in the text, the parenthesis contains page number(s) only:

Poe's reference to "British and Austrian millionaires" suggests that the action is set in his time (186).

Example 2: if the author's name is not mentioned, the parenthesis contains the author's name and the relevant page number(s):

The reference to "British and Austrian millionaires" suggests that the action is set in the nineteenth century (Poe 186).

Example 3: if you use several works by the same author, the parenthesis contains the (short) title of the work and the relevant page number(s):

Poe's reference to "British and Austrian millionaires" suggests that the action is set in his time ("The Cask" 186).

Example 4: if you paraphrase from secondary material, indicate the source by using "see":

The British millionaire was a characteristic part of the nineteenth-century scene (see Hagopian 221).

In this system, footnotes are used only to give explanations, comments, additional information (e.g. references to several sources), or references that are too long (e.g. in the case of documents from the Internet). If you quote from the same source as in the immediately preceding reference, use (ibid.).

B) Footnotes or endnotes

An alternative form to document sources are footnotes that give all the bibliographical information at the bottom of the page.
1. Insert automatic footnotes at the end of any quoted material (after the quotation marks) [in Microsoft Office Word: Einfügen / Referenz / Fußnote].
2. Write the information/source next to the corresponding number at the bottom of the page (or, if you use endnotes, in the NOTES at the end of the main text).

All notes must begin with a capital letter and end with a full stop.
Note that the standard mode of citation in the notes differs from the style of documentation in the bibliography.

The first reference to any source gives detailed information:
Mr. Pontellier was "looking at his wife as one looks at a valuable piece of personal property which has suffered some damage."\(^1\)


For subsequent references give the author's name and add the (abbreviated) title of the work only if you refer to more works of the same author. If you quote from the text cited in the note immediately preceding the footnote, you can use the word 'Ibid.'. If you paraphrase secondary literature, use "see" to indicate the source in the footnote.

5 Chopin, *The Awakening* 33.
6 Carter, "Overture" 275.
7 Klein 229.
8 Ibid. 231. [= Klein, page 231]
9 Ibid. [= Klein, same page as in preceding note]
10 See Malkoff 30.

Note: If you quote from one text extensively, use a full quotation for your first reference in the footnote, adding: "Future references will be given parenthetically by page numbers in the text." Then, for all further quotations from this text, no footnotes are necessary.

**ABBREVIATIONS**

Common and standard abbreviations are:

- cf. confer (compare)
- e.g. exempli gratia (for example)
- ed., eds. edited, editor(s), edition(s)
- et al. et alii (and others)
- i.e. id est (that is)
- ibid. ibidem (in the same place)
- l., ll. line(s)
- n.d./s.a. no date/sine anno
- n.p./s.l. no place/sine loco
- n.pg. no pagination
- p., pp. page(s)
- qtd. quoted
- rev. revised
- rpt. reprint(ed)
- trans. translator, -ion, -ed
- UP University Press
- vol., vols. volume(s)
BIBLIOGRAPHY

All papers, even those which explore only the primary text under discussion, are required to have a BIBLIOGRAPHY (also called WORKS CITED). The bibliography should always start on a separate sheet and include all the works which have contributed ideas or information to your essay. The list should be in alphabetical order of authors' surnames and single-spaced. It is recommended to leave one line blank between the individual items as well as to indent the second and following lines of each item by 0.7 cm [Microsoft Office Word: Format / Absatz / Einzug – Hängend].

Each entry normally consists of three main parts: author, title, and details of publication. Each part is followed by a full stop. The following examples show how to list various sources. (If you do not spot an entry for the kind of source you need to document, consult Joseph Gibaldi and Walter S. Achtert, MLA Handbook for Writers of Research Papers (New York: MLA, 1988) for a more comprehensive list of examples.)

1. A book with one author

Give the author's name (reversed), the title (including any subtitle) in italics (or underlined in handwriting), and the place of publication, the publisher, the date of publication.


Several works by the same author:
List each book separately. Give the author's name in the first entry only; begin the entries for the other books by that author with three hyphens followed by a full stop. Arrange the works alphabetically by the first major word in the title (that is, not by A, An or The)


2. A book with two or more authors/editors

Give the authors'editors' names in the order you find them on the title page. Invert only the first name. For books with more than three authors/editors, give the first author and add the abbreviation "et al."


3. A work consisting of more than one volume
Give the total number of volumes regardless of the volume you use.

4. A revised/enlarged edition; a reprint
To identify a specific edition, give the edition number (e.g., 2nd ed.) and/or description (e.g., rev. ed.) and the date of this edition. (If, however, a work is merely a reprint by the same publisher, no reference to the edition is necessary.)

In citing a work republished by a different publisher, give the date of the reprint and the date of the original publication if it is useful information. The date of the original publication follows the title, the date of the reprint follows the name of the publisher.

5. A volume in a scholarly series
Give the name of the publication series and the Arabic numeral of the volume. Abbreviate the names of well-known scholarly series in accordance with standard practice.

6. A book with one author and an editor
Give the name of the editor(s) - preceded by the abbreviation "Ed." ("Eds.") - after the title of the work.

However, if you cite material written by the editor (e.g., an introduction or notes), begin with his or her name followed by a comma and the abbreviation "ed.". Include the title of the editor's material (neither italicised nor enclosed in quotation marks) and then write "By" after the title of the book, and give the author's name in normal order. A page reference must follow at the end.

7. An item (article, story, essay, poem) in an anthology by one author
Put the title of the item in quotation marks, italicise (or underline in handwriting) the title of the book, and put the page numbers at the end.
8. An anthology of several authors compiled by an editor


9. An item in an anthology of several authors compiled by an editor

Put the title of the item in quotation marks, italicise (or underline) the title of the anthology. Give the name of the editor(s) – preceded by the abbreviation "Ed." ("Eds.") – after the title of the anthology and put the page number(s) for the piece you are citing at the end.


When citing a piece in a multivolume anthology, state the number of volumes for the entire work and give the specific volume number together with the page numbers of the piece you are citing at the end.


If the volume has an individual title, give the title in one of the following ways:


10. An item in a collection of essays compiled by an editor


11. An article in a scholarly journal

The name of the journal is followed by the volume number, year, and pages. Note that volume numbers should be Arabic. Where Roman numerals are used, please convert.


Abbreviate the names of well-known scholarly journals in accordance with standard practice.

some examples:

- AQ American Quarterly
- CE College English
- DAI Dissertation Abstracts International
- ELH Journal of English Literary History
- MLQ Modern Language Quarterly
- NCL Nineteenth-Century Literature
- PMLA Publications of the Modern Language Association
- PQ Philological Quarterly
- SEL Studies in English Literature
- TLS Times Literary Supplement
- YES Yearbook of English Studies

If each issue in an annual volume starts from page 1, give the volume number and the issue number. Separate the two by a full stop but leave no space after it.


12. An article in a daily newspaper or in a weekly/biweekly periodical

Give the complete date instead of the volume number and issue number.


13. An article with no author named

Entries without an author are alphabetised by the first major word in the title (that is, not by *A*, *An*, or *The*).


14. An article from a reference book


15. An unpublished work


16. A film

List the title, the director, the distributor, and the year. You may include other data that seem relevant, such as the performers and producer, and the country of origin.


17. A recording

Treat a recording of the spoken word as you would a musical recording. Begin with the composer / writer, conductor, or performer, the choice depending on the desired emphasis. Include the title of the recording (or the titles of the works included), the artist(s), the manufacturer, the catalogue number and the year of issue (if unknown, write "n.d.").


In citing material accompanying a recording, give the author's name, the title of the material (if any), and a description of the material (e.g., Sleeve notes). Then provide the usual bibliographic information for a recording.


If you are using a tape recording, indicate the medium (e.g., audiotape) immediately after the title.


18. A recording from the Internet

A Radio Programme

An Interview

19. A review


20. A document from the Internet

List the author(s), the title of the material and – if the information is useful – a description of the material (e.g., film-review), followed by the name of the publication medium (or medium of original publication) and the date of publishing and/or updating (if available). Add the full path needed to access the file (in angled brackets) and the date of access (in parentheses).


PUNCTUATION

Note that American publishers (in contrast to the system proposed in this style sheet) usually place periods and commas inside quotations marks (this rule applies to single quotation marks as well as double quotations marks):

"This is a stick-up," said the well-dressed young couple. "We want all your money."

SAMPLE BIBLIOGRAPHY

BIBLIOGRAPHY


