Style Sheet for Term Papers & Final Theses
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This style sheet is based on the *MLA Handbook for Writers of Research Papers* (7th ed.). Later editions of the *MLA Handbook* are slightly different – you may, of course, also use those.

Expected length of your paper/thesis

- Proseminar: c. 10 pages
- CS-Adv.: c. 12-15 pages
- Hauptseminar: c. 15-20 pages
- BA-Thesis: c. 30-50 pages
- 'Zulassungsarbeit': c. 30-50 pages
- MA-Thesis: c. 60-80 pages

The title-page and the table of contents are not part of this page-count, the bibliography is!

General layout

- Use a standard font like Times New Roman at size 12 pt or Arial at size 11 pt for the main body of your text, footnotes are usually set at 10 pt.
- Line-spacing should be 1,5 for the main body of your text; 1,0 for footnotes.
- Margins should be c. 4 cm on the left (for binding), c. 2 cm on all other sides

Quoting primary or secondary sources

When quoting primary or secondary sources, make sure to be **precise**!
- if a word/phrase is underlined or in *italics* in your source, you must reproduce this
- if you want to emphasise a word/phrase with the use of underlining or italics, you must indicate this in square brackets: [my emphasis]
- use square brackets to mark all additions or changes to the text (e.g. when changing 'my' to [his] when incorporating a quote into your sentence structure)
- use […] to mark omissions
- if there is a mistake in the original, you mark it with [*sic*]

Short quotations (up to three lines)

Short quotes are incorporated into your text/sentence and marked by double quotation marks " ".

Example 1:

In this poem, Wordsworth "transgresses the boundaries of human nature" (Johnson 34).

Long quotations (more than three lines)

If you quote longer passages (three lines or more), you set this quotation off as a separate paragraph, indented on the left by c. 1.25 cm. Use single line spacing for the quotation, and do not use quotation marks.

Example 2:

> As Mark Seidenberg points out,
>
> > the principal goal of visual word recognition research is to understand a process that is one of the basic components of reading, itself one of the remarkable expressions of human intelligence. […] word recognition research has provided insight into broader issues concerning the nature of human perceptual and cognitive capacities. (137)
>
> Thus, word recognition research is not primarily interested in …

Paraphrasing or referring to a text

You must indicate sources whenever you are using ideas, evaluations, etc. you found in secondary material, even if you are not quoting directly.

Example 3:

> Errors seem to be an indication of the native speaker's knowledge of word formation rules and morphology (cf. Fromkin & Rodman 147).

Documentation

Do not use footnotes simply to give bibliographical information.

Make sure that your references are **precise** and **consistent**. All references to primary and secondary sources should be included in the text: place the author's name and the page on which your quote is to be found in parentheses at the end of your sentence (or where a pause would naturally occur). This refers the reader to the **bibliography** at the end of your paper, where the full bibliographical details are listed.

Quotes: (NAME PAGE)   e.g. (MacKenzie 37)

References: (CF. NAME PAGE)   e.g. (cf. MacKenzie 37)

If you name the author in your sentence, you do not need to repeat it in parentheses (see example 2).

If you use more than one text from an individual author, include a shortened title of the text you refer to (if it is not mentioned in the context of the quote): e.g. (MacKenzie, *Propaganda* 37).

Primary texts can be referred to by shortened title (in italics) alone, eg. (*HD* 34) for *Heart of Darkness*, p. 34.

Bibliography / Works Cited

The bibliography at the end of your paper lists all the texts you have cited or referred to in your paper in alphabetical order (by authors' or editors' last names). You must provide the author's full name, the title of the article or book, and its publication data. This is the basic pattern:

book (monograph):	Last Name, First Name. *Title of Book.* [editor/translator if any]. Place: Publisher, Year. MacKenzie, John. *Propaganda and Empire: The Manipulation of British Public Opinion, 1880-1960.* Manchester: Manchester UP, 1994.
essay collection:	Last Name, First Name, ed. *Title of Book.* Place: Publisher, Year. Colby, John, ed. *Culture & Society in Britain 1850-1890.* Oxford: Oxford UP, 1986.
multiple editors:	Last Name, First Name and First Name Last Name, eds. *Title of Book.* Place: Publisher, Year. Miller, Joanne and Peter Eimas, eds. *Speech, Language, and Communication.* Second ed. San Diego, CA: Academic Press, 1995.
article (book):	Last Name, First Name. "Title of Article." *Title of Book.* Ed. Name(s) of editor(s). Place: Publisher, Year. Pages of article. Schumann, John. "The Pidginisation Hypothesis." *Second Language Acquisition.* Ed. Evelyn Hatch. Rowley, MA: Newbury House, 1997. 256-271.
article (journal):	Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Year): Pages of article. Watt, Ian. "Conrad's *Heart of Darkness* and the Critics." *North Dakota Quarterly* 57.3 (1989): 5-15.
article (newspaper):	Last Name, First Name. "Title of Article." *Title of Newspaper* Day Month Year: Page(s) of article. Clarke, Liz. "Van Riebeeck's *Secret Letters* Spark Outrage." *Herald Tribune* 20 Dec. 1992: 16.
anonymous article/entry (reference book):	"Title of article." *Title of Book.* [editor, if applicable]. Place: Publisher, Year. Page(s) of article. "Van Riebeeck, Jan." *Encyclopaedia Britannica.* Micropaedia, vol. 10. 15th ed. Chicago: Encyclopaedia Britannica, 1997. 60.
website:	Last Name, First Name. "Title of Website." Date of the website [if any]. <Address>. Date you viewed the page. Cody, David. "Atheism." 1980. <http://65.107.211.206/victorian/history/Whig.html>. Viewed 30. Sept. 2003.

Note that the titles of books or journals are set in *italics*, the titles of articles in quotation marks.

Make sure you acknowledge and document all quotes and/or paraphrases!
Plagiarism is the most severe 'crime' in the humanities. If found out, you will not receive credit and you will not be given the opportunity to write an alternative paper for the course.