

Style Sheet

How to Structure your Paper

Title Page

The title page is not numbered. Please provide the following information:

Semester, Type and title of the course, Lecturer's name
Title of your paper
Your name & address, email, 'Fachsemesterzahl'

Table of Contents

For papers of 10 or more pages, please provide a table of contents. It will help you in structuring your ideas. Furthermore, you should practice writing an academic paper because these skills are required for your Bachelor- or 'Zulassungsarbeit' (at the very latest). Make sure your system of numbering your chapters or sections is consistent and 'reasonable', i.e. do not subdivide a 10-page-paper into 10 chapters! Usually, the page containing the table of contents is not numbered.

Chapter headings should give an indication of your argument (i.e. do not use "Chapter 1" or "Main Part").

Introduction

You introduce your readers to the general topic, and then introduce the specific thesis you will discuss. This thesis must be clearly stated in the introduction. You should also tell your readers how you will go about your task, indicating the structure of your argument.

Main Part

In this part, you are expected to prove the thesis you put forward in the introduction. Make sure that your arguments are logical in themselves and follow a logical order. You should go through your arguments step by step and you should give sufficient reasons for the claims you make. A division into chapters and, where suitable, subchapters will help you to structure your argument.

Give sufficient examples from the text you are analyzing to illustrate your argument. Integrate relevant opinions from secondary sources; always acknowledge these sources, even when you do not directly quote them but paraphrase them. When you are quoting material, make sure you tell your readers what you are trying to show with this quote.

Conclusion

Briefly summarize your initial thesis and the conclusion you have reached. Do not present new material, thoughts, etc.

Bibliography / Works Cited

Make sure you include all the articles, books, homepages, etc. you have quoted from or referred to in your text. Do NOT include material you have not referred to.

For the style of the bibliography / works cited, see below.

Quotations and Documentation

Demonstrate in your paper that you know how to look for and use secondary sources (like books, or scholarly articles in books or journals, or reliable pages from the internet). In a Proseminar you are expected to use at least three different secondary texts, in a Hauptseminar you should use at least 5 to 10 books or articles.

What secondary literature do you need? Of course, you should check if somebody has already written on your topic – but make sure that you do not simply follow the argumentative structure of an article. However, you might also need secondary sources to define terms you use, or to provide ‘background’ information about the novel, the time of its writing, initial responses to the text etc.

Make sure you integrate quotes into your argument. Quotes cannot replace an argument. You can use quotes to back up your argument, but also to point out where you disagree with other critics.

When quoting primary or secondary sources, make sure to be precise. Use square brackets [] to mark all additions and changes to the grammatical structure (e.g. 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].

Example:

According to John Doe, *David Copperfield* is a “novel of deveopment [sic]” (25).

You have to document all cases where you quote or use somebody else’s text!

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.

And please remember: If you are able to find it on the internet, we will also be able to find it . . .

Documenting your Source(s)

If you are quoting short passages (up to three lines of text), you integrate them into your own text. Use English quotation marks (“English quotation marks” vs. „deutsche Anführungszeichen“). Bibliographical information is then added at the end of your sentence in parentheses (Author page). If you already name the author in the sentence, only the page reference is cited in brackets. The same applies if you are paraphrasing/ not quoting directly from a secondary source.

Example:

- (1) In this poem, Wordsworth “transgresses the boundaries of human nature to reach the heights of pure spirit” (Johnson 34).
- (2) Johnson argues that in this poem Wordsworth “transgresses the boundaries of human nature to reach the heights of pure spirit” (34).
- (3) Johnson argues that Wordsworth’s poem transcends the realm of the human (34).

If you quote longer passages (usually more than 3 lines of quoted text/ 40 words), you should set this quotation off as a separate paragraph, indented on the left by some 1.25 cm (you can also use a double indent on the left and the right). If text passages are italicized, indicate whether the emphasis is in the original text or your addition.

Example:

The autonomy of the fictional universe leads Dorrit Cohn to the conclusion that historiography may be emplotted, but not novels:

A novel can be said to be plotted but not *emplotted*: its serial moments do not refer to, and cannot therefore be selected from, an ontologically independent and temporally prior data base of disordered, meaningless happenings that it restructures into order and meaning. In this respect the process that transforms archival sources into narrative history is qualitatively different from . . . the process that transforms a novelist’s sources . . . into his fictional crea-tion (781, original emphasis).

Note that no quotation marks are used with indented passages. The bibliographical information is added after the quotation.

Works Cited

Note that this style sheet refers to the *MLA Handbook* 8th edition. Since the 8th edition was only published in 2016, most of the sources you may consult are likely to use the 7th edition, which significantly differs from the new one, especially in the list of works cited.

At the end of your paper you list all the texts you have cited or referred to in your paper in alphabetical order (by authors' last names). You must provide the author's full name, the title of the article or book, and its publication data.

Book:	Last Name, First Name. <i>Title of Book</i> . Publisher, Year.
Book with Subtitle:	Last Name, First Name. <i>Title of Book: Subtitle</i> . Publisher, Year.
Edited book:	Last Name, First Name, editor. <i>Title of Book</i> . Publisher, Year.
Translated book:	Last Name, First Name. <i>Title of Book</i> . Translated by First Name Last Name, Publisher, Year.
2 Authors:	Last Name, First Name, and First Name Last Name. <i>Title of Book</i> . Publisher, Year.
3 or more Authors:	Last Name, First Name, et al. <i>Title of Book</i> . Publisher, Year.
Article (book):	Last Name, First Name. "Title of Article." <i>Title of Book</i> , edited by Name(s) of editors, Publisher, Year, Pages of the article.
Article (journal):	Last Name, First Name. "Title of Article." <i>Title of Journal</i> , volume, number, year, pages.
Article (website):	Last Name, First Name. "Title of Article." <i>Title of Website</i> , (publication date,) web address.
Website:	Last Name, First Name. <i>Title of Website</i> . Date, URL.

Note:

- the titles of books and journals are printed in *italics*, the titles of articles in quotation marks
- format entries using a hanging indent ("ausgerückte erste Zeile" or "hängender Einzug")
- arrange entries alphabetically (by last name)
- title and subtitle of sources are separated by a colon (*Title: Subtitle*)
- "University" and "Press" are abbreviated to "U" and "P" (so "University of Oxford Press" becomes "U of Oxford P" in your Works Cited list)
- leave out "Verlag", "Publishing", "Books" etc. in the publishing company's name unless it looks very awkward without this information (e.g. "Bloomsbury Publishing" becomes "Bloomsbury", but leave "Wissenschaftlicher Verlag Trier" complete)
- When citing websites or electronic sources, you should format them as clickable URLs in electronic publications to enable easy access to the source for the reader. In print, however, you may prefer the URL in plain text because it looks better and does not have its function anyway.

If you are unsure how to document a source, ask the lecturer and/or look up the relevant entry in the *MLA Style Manual*, 8th edition.

Here are some examples of different types of sources:

Book	MacKenzie, John. <i>Propaganda and Empire: The Manipulation of British Public Opinion, 1880-1960</i> . Manchester UP, 1984.
Book with subtitle	Joyce, Michael. <i>Othermindedness: The Emergence of Network Culture</i> . U of Michigan P, 2000.
edited Book	Golby, John, editor. <i>Culture & Society in Britain 1850-1890</i> . Oxford UP, 1986.
Translated book	Puig, Manuel. <i>Kiss of the Spider Woman</i> . Translated by Thomas Colchie, Vintage Books, 1991.
2 authors/editors	Ferguson, Margaret, and Jon Stallworthy, editors. <i>The Norton Anthology of Poetry</i> , 4th ed., Norton, 1996.
3 or more authors/editors	Baron, Sabrina Alcorn, et al., editors. <i>Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein</i> . U of Massachusetts P / Center for the Book, Library of Congress, 2007.
Article in a journal	Watt, Ian. "Conrad's <i>Heart of Darkness</i> and the Critics." <i>North Dakota Quarterly</i> , vol. 57, no. 3, 1989, pp. 5-15.
Article in a journal, accessed electronically	Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." <i>The Georgia Review</i> , vol. 64, no. 1, 2010, pp. 69-88. <i>JSTOR</i> , jstor.org/stable/41403188 .
Article in a newspaper	Williams, Joy. "Rogue Territory." <i>The New York Times Book Review</i> , 9 Nov. 2014, pp. 1+.
Entry in a lexicon (author)	Wells, Stanley. "Cymbeline." <i>An A-Z Guide to Shakespeare</i> . 2nd ed., Oxford UP, 2013.
Entry in a lexicon (editor)	"Mimesis." <i>A Dictionary of Literary Terms and Literary Theory</i> , edited by John A. Cuddon and Claire E. Preston, 4th ed., Blackwell, 1998.
Website	Hollmichel, Stefanie. <i>So Many Books</i> . 2003-13, somanymanybooksblog.com .
Article on a website	Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." <i>So Many Books</i> , 25 Apr. 2013, somanymanybooksblog.com/2013/04/25/the-readingbrain-differences-between-digital-and-print/ .