

Style Sheet

This style sheet provides an overview regarding your end of term papers. It covers formatting, the basic rules of in-text citation and the works cited list. For further information on formatting and content, please contact your respective instructor. For more information on in-text citation and the arrangement of entries on your works cited list, please consult the MLA Handbook 7th edition which is available in our library.

Formatting

Length

- Bachelor: 10-12 pages or 4,000-5,000 words (cover page, table of contents and works cited page do not count)
- Master: 15-20 pages or 6,000-8,000 words (cover page, table of contents and works cited page do not count)

Layout

- Margins: 2.5 cm at the top and bottom and on both sides
- When starting a new paragraph, indent the first line (1 cm), there are no additional blank lines between paragraphs.
- 1.5 line spacing
- Justified text (*Blocksatz*)
- Font: use fonts with serifs (Garamond, Georgia, Times New Roman), type size 12
- Page numbers in upper right-hand corner, 1 cm from the top and flush with the right margin, page numbers begin on the first page of the text with number 1
- Quotes that are longer than three lines are fully indent (2.5 cm) and are not set in quotation marks.
- The headlines should be numbered (1., 1.1., 1.2., ... 2., ...) and capitalised.

Titles of Works

- Names of books, plays, poems, pamphlets, periodicals, websites, online databases, films, television and radio broadcasts, audios, operas and musical compositions are italicised.
- Titles of articles, essays, stories, chapters of books, poems in larger works, pages on a website and individual episodes of television and radio broadcasts are put in quotation marks.
- Capitalise the first word, the last word and all principle words (nouns, pronouns, verbs, adjectives, adverbs, subordinate conjunctions).
- Do not capitalise articles, prepositions, coordinating conjunctions, and to-infinitives.

The Teaching of Spanish in English-Speaking Countries

Storytelling and Mythmaking: Images from Film and Literature

Life as I Find It

"Italian Literature before Dante"

"What Americans Stand For"

Referencing (In-text Citation)

For in-text citation MLA uses the author-page style which is briefly described below. The use of extensive footnotes or endnotes is not encouraged. They may be used for either bibliographic notes which refer to other works or for explanatory purposes that are too digressive for the main text.

Basic Format

MLA uses parenthetical citation for outside sources which are placed either behind direct quotations from a source or at the end of the sentence before the punctuation mark. References must clearly point to specific sources in the list of works cited. Start the parenthetical reference with the author's last name. If there is more than one author by the same last name on your list of works cited, you must add the initials of the respective authors' first names. If there is more than one work by the same author, add the cited title (shortened). Follow this information with the page number or numbers of the quote. If a quote refers to more than one page in the source, give the first and the last page of the quote, separated with a hyphen. For the last page, the hundreds digit may be omitted if it is the same as for the first page.

"quote" (Lastname[, Title/"Title"] Page number).

[Please note that the square brackets indicate additional information that may not be necessary for every entry.]

One Author

The page number must appear in parenthetical citation whereas the author's name may either appear in parentheses or in the sentence itself.

A superhero is "first and foremost a man" (Stabile 87).

As Stabile has stated, a superhero is "first and foremost a man" (87).

Multiple Authors

List the author's names in the text or in the parenthetical citation. If there are more than three authors, use the first author's last name, followed by „et al.“, or use all the author's last names.

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

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

Unknown Author

If the author cannot be determined, please use a shortened title for the in-text citation.

International espionage was as prevalent as ever in the 1990s ("Decade").

Multivolume Work

If you use a volume number and a page reference, have both appear in the parenthetical citation; separate them by a colon and a space. However, if you refer to an entire volume, use the abbreviation "vol.", followed by the number in your parenthetical citation.

Between 1945 and 1972, the political-party system in the United States underwent profound changes (Schlesinger, vol. 4).

... as Quintilian wrote in *Institutio Oratoria* (1: 14-17).

Internet Source

Include the name of the author and the title of the page in the parenthetical citation.

One online film critic stated that Fitzcarraldo is "a scary critique of obsession" (Garcia, "Herzog").

Film

Include the title of the film and the time frame of the scene referred to.

The scene shows Treadwell in his tent (*Grizzly Man* 01:00:04).

Works Cited List

- The Works Cited List is a bibliography, which contains all but exclusively those works you have paraphrased or cited in the text. Use *Works Cited* as heading.
- The Works Cited List is divided into a list of primary sources and a list of secondary sources.
- It appears at the end of the paper and fully identifies the sources, while the previous text made brief references (see “Referencing”).
- The list begins on a new page and continues the pagination.
- Each entry begins flush with the left margin; if an entry runs more than one line, indent the subsequent (2nd, 3rd, 4th, etc.) lines by 1 cm (*hanging indentation*).
- The list is in alphabetical order (A-Z).
- Do not use bullet points and do not number the entries.

Basic Format

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.¹

Book with One Author

Bousfield, Derek. *Impoliteness in Interaction*. Amsterdam; Philadelphia: John Benjamins, 2008. Print.

Book with More than One Author

Calasanti, Toni M., and Kathleen F. Slevin. *Gender, Social Inequalities, and Aging*. Walnut Creek, CA: AltaMira Press, 2001. Print.

Book with Unknown Author

New York Public Library American History Desk Reference. New York: Macmillan, 1997. Print.

Work in an Anthology

Author(s). “Title of Article.” *Title of Anthology*. Editor(s). City of Publication: Publisher, Year of Publication. Pages. Medium of Publication.

Allende, Isabel. “Toad’s Mouth.” *A Hammock Beneath the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88. Print.

Article in a Scholarly Journal

Author(s). “Title of Article.” *Title of Journal* Volume.Issue (Year): pages. Medium of Publication.

Bartosch, Roman. “The Climate of Literature: English Studies in the Anthropocene.” *Anglistik* 26. 2 (2015): 59-70. Print.

An Online Article in a Scholarly Journal

Author(s). “Title of Article.” *Title of Journal* Volume.Issue (Year): pages. Medium of Publication. Date of Access.

Smitherman, Geneva. “‘The Chain Remain the Same’: Communicative Practices in the Hip Hop Nation.” *Journal of Black Studies* 28.1 (1997): 3–25. Web. 04 Aug. 2017.

Article in a Reference Book

Author(s) [if known]. “Title of Article.” *Title of Book*. Edition. Year of Publication. Medium of Publication.²

“Ginsburg, Ruth Bader”. *Who’s Who in America*. 62nd ed. 2008. Print.

¹ e.g. Print, Web, E-Book, Film, ...

² Do not give full publication information only if citing widely used reference books. When citing specialized reference works, however, especially those that have appeared in only one edition, give full publication information, omitting page numbers for the article if the dictionary or encyclopedia is arranged alphabetically.

Specific Definition in a Reference Book or Dictionary

“Entry.” Definition Designation. *Title of Book*. Edition. Year of Publication. Medium of Publication.

“Noon”. Def. 4b. *The Oxford English Dictionary*. 2nd ed. 1989. Print.

E-Book

Author(s). *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Roberts, Adam. *Science Fiction*. Oxon: Routledge, 2006. E-Book.

Film

Title of Film. Dir. Name Director. Distributor, Year of Release. Medium.

Grizzly Man. Dir. Werner Herzog. Universum Film, 2006. DVD.

Internet Sources

Before citing internet sources, please try to find as much of the following information as possible.

- Name of the author, compiler, director etc.
- Title of article (either in quotation marks or in italics)
- Title of web site (italics)
- Version number, edition number, posting dates etc.
- Publisher name (n.p. if no publisher is given)
- Page numbers if available
- Date of publication (n.d. if date is not given)
- Medium of Publication (web)
- Date of Access
- URL (optional for entry on works cited list)

An Entire Website

Editor, Author, or Compiler Name (if available). *Name of Website*. Version number. Name of Institution/Organization affiliated with the Site (Sponsor or Publisher), Date of Resource Creation (if available). Medium of Publication. Date of Access. [URL (optional).]

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Page on a Website

Green, Joshua. “The Rove Presidency.” *The Atlantic.com* Atlantic Monthly Group, Sept. 2007. Web. 15 May 2008.

Further Reading

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print.



Institut III Philologie, Philosophie, Sportwissenschaft
Anglophone Literary and Cultural Studies
Summer/Winter Semester 20xx/20xx

Seminar

Lecturer

Title

Submitted by

Name

BA/MA Study Programme

Module

CP

E-Mail:

Student

ID:

Date