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UNIVERSITÄT
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FACULTY OF
HUMANITIES

Style Sheet

Chair of Anglophone Cultural and Literary Studies

Effective: September 2020

Introduction

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 8th edition which is available in our library.

Formatting

Length

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

Layout

- margins: 2.54cm at the top, bottom and on both sides (MS Word standard)
- line spacing: 1.5 lines
- justified text
- font: use fonts with serifs (Garamond, Georgia, Times New Roman), type size 12pt
- page numbers: in upper right-hand corner, 1.25cm from the top and flush with the right margin; page numbers begin on the first page of the text with number 1.
- When starting a new paragraph, indent the first line by 1.25cm (MS Word standard). Indentation is not required for the first paragraph after a (chapter) headline. There are no additional blank lines between paragraphs.
- Quotes that are longer than three full lines are fully indent (2.54cm) from the left margin, but flush with the right margin, and are not set in quotation marks. Contrary to usual in-text references, the parenthetical reference follows the closing punctuation.
- Headlines should be capitalised according to MLA criteria for titles (see Titles of Works and Headlines) and numbered consecutively (1, 1.1, 1.2, . . . , 2, . . .). Refrain from using single sub-headlines (i.e. no 1.1 without 1.2).

Titles of Works and Headlines

- Capitalise the first word, the last word and all principal words (nouns, pronouns, verbs, adjectives, adverbs, subordinate conjunctions).

- Do not capitalise articles, prepositions, coordinating conjunctions, and the ‘to’ in to-infinitives.
- Names of individual or self-contained works, such as books, plays, poems, pamphlets, periodicals, websites, online databases, films, television and radio broadcasts, audios, operas and musical compositions, are italicised.

The Teaching of Spanish in English-Speaking Countries

Storytelling and Mythmaking: Images from Film and Literature

Life As I Find It

- Titles of parts of a larger whole, such as 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.

“Italian Literature before Dante”

“What Americans Stand For”

Abbreviations of Titles

If you are citing exhaustively from one or several primary sources, it is advisable to introduce abbreviations for their titles to avoid the unnecessary repetition of longer titles. In general, such abbreviations can either be obvious keywords from the full title (e.g. shortening John Keats’ *Ode to a Nightingale* to *Nightingale*) or acronyms (e.g. *PS* for *Harry Potter and the Philosopher’s Stone*). Introduce these abbreviations either in a footnote at the first use of the title in the text or provide a list of abbreviations after your table of contents. Which option you choose should depend on the extent of abbreviated works and the preference of your instructor. There is no need, for instance, to provide a list of abbreviated titles if there is only one item on that list. In this case, add a footnote to the first use of the full title in the text and specify that you will refer to this title hereinafter by an abbreviation. Please note that often-cited works, such as the books of the Bible or Shakespeare’s plays, have well-established abbreviations, which can be found in section 1.6.4 of the *MLA Handbook*.

Mechanics of Writing

Emphasis

Always use italics for emphasis instead of underlining or bold type. However, this is a device that rapidly becomes ineffective, especially as italics are also used in the MLA style for other reasons, such as marking titles (see Titles of Works and Headlines), designating words and letters that are referred to as words and letters, and mark words from languages other than English.

She spelled *Shakespeare* without the final *e*.

The word *albatross* probably derives from the Spanish and Portuguese word *alcatraz*. If emphasis occurs within a quotation, it is necessary to identify in the parenthetical reference whether the emphasis results from the original or whether you added it. Any explanation of how the source is altered is separated from the citation by a semicolon.

Williams proposes that “there can be a choice—we *can* be in a position to choose—if we see . . . what is happening to people in this time of unprecedented change” (161; original emphasis).

A superhero is “first and foremost a *man*” (Stabile 87; emphasis added).

Omissions and Other Alterations of Source Material

Whenever you wish to omit a word, a phrase, a sentence, or more from a quoted passage, or need to make changes, you should be guided by two principles: fairness to the author quoted and the grammatical integrity of your writing. A quotation should never be presented in a way that could cause a reader to misunderstand the sentence structure of the original source. If you quote only a word or a phrase, it is obvious that you left out some of the original sentence. Therefore, you do not need to mark omissions at the beginning or end of a quote, provided the omission does not alter the meaning of the source.

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

All omissions within a quotation are indicated by three spaced periods preceded and followed by a space.

Williams proposes that “there can be a choice . . . if we see . . . what is happening to people in this time of unprecedented change” (161).

Alterations in the source text are placed in square brackets. For example, you may need to insert information missing from the original for clarification or slightly alter the grammar of the original to fit your sentence structure. Should you find a grammatical or orthographic error in the source material, it is common to add [sic] to avoid the assumption that the error is yours. However, this does not apply to archaic spelling or deliberate representations of linguistic varieties. In general, while such contributions to a quotation are permissible, they should be used with parsimony and clearly distinguished from the original.

“None of them [Mr and Mrs Dursley] noticed a large tawny owl flutter past the window” (Rowling, *Stone* 2).

As she “attempt[s] such a study”, Rosemary Jackson thinks “it is best, perhaps, to try to clarify at the outset some of the theoretical and critical assumptions” (2).

She wrote that “they made there [sic] beds” (Miller 5).

Punctuation

The primary purpose of punctuation is to ensure the clarity and readability of writing. Punctuation clarifies sentence structure, separating some words and grouping others. It adds meaning to written words and guides the understanding of readers as they move through sentences. Consequently, false punctuation may feel irritating to readers or alter the meaning of sentences altogether.

Be aware that English comma rules differ from comma placement conventions in German. We encourage you to acquaint yourself with the most important rules. This is equally the case for the use of apostrophes to indicate, primarily, possession. In this regard, please note the distinction between an apostrophe (’), which is a punctuation mark, and the acute accent (´), which is a diacritic, that is, a sign added to a letter. Other punctuation marks, such as colons, semicolons, dashes, hyphens, slashes, and parentheses should be used sparingly, as they inevitably rupture the continuity of the sentence.

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 but always precede the closing punctuation. 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 the list of works cited, add the initials of the respective authors’ first names. If there is more than one work by the same author, place a comma after the author’s name and add a distinctive keyword from the cited title in the correct title format. Follow this information with the page number(s) 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. This practice also applies to time frames when citing time-based material such as films or television shows.

“quote” (Name Page).

“quote” (Name, *Keyword* / “Keyword” Page).

If a source does not use page numbers, or if the numbering system varies from one reading device to another, use a label that is appropriate to any kind of numbered part in the source instead of pages, such as paragraphs (par. or pars.), sections (sec. or secs.) or

chapters (ch. or chs.). However, part numbers in any source should be cited only if they are explicit (visible in the document) and fixed (the same for all users of the document). Do not count unnumbered parts manually. A source without page numbers or any other form of explicit, fixed part numbering must be cited as a whole. If the author's name begins such a citation, place a comma after the name.

There is little evidence here for the claim that "Eagleton has belittled the gains of postmodernism" (Chan, par. 41).

If you quote from a work in verse, such as poetry or drama, put it in quotation marks within your text just as you would a line in prose. If you incorporate more than one line of verse, indicate a new line by a forward slash with a space on each side (/) to indicate where the line break falls. Verse quotations of more than three lines should be set off from your text as a block, just as you would with more than three lines of prose. Works in verse usually provide line numbers in the margins. In this case, omit page numbers altogether and cite only line numbers. Use *line* or *lines* in your first citation and then, having established that the numbers designate lines, give the numbers alone in subsequent quotations.

Samuel Taylor Coleridge's poem *The Rime of the Ancient Mariner* opens "It is an ancient Mariner / And he stoppeth one of three" (lines 1-2).

If you quote a dialogue from drama, set it off from the main text, indent it by 2.54cm from the left margin, and make sure to include the appropriate character's name in capital letters. Follow the name with a period and start the quotation. Indent all subsequent lines in that character's speech by an additional amount. When the dialogue shifts to a new character, start a new line. Maintain this pattern throughout the entire quotation. Cite the source by giving the title and the division (act, scene, canto, book, part) and line(s), separating the numbers with periods. The following quotation is taken from William Shakespeare's well-known play *Macbeth*, act 1, scene 1, lines 1 to 5.

FIRST WITCH. When shall we three meet again
In thunder, lightning, or in rain?

SECOND WITCH. When the hurlyburly's done,
When the battle's lost and won.

THIRD WITCH. That will be ere the set of sun. (*Mac.* 1.1.1-5)

If any of this information already appears in the text, it may be omitted from the parentheses. This is usually the case when including the author's name or the title in the sentence. Several attributions within a single parenthetical reference are separated by a semicolon.

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. The last author’s last name is always preceded by “and”. If there are more than three authors, use the first author’s last name followed by “et al.”, or use all the authors’ last names.

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

Others, like Miller et al., hold the opposite point of view (180-94).

Unknown Author

If the author cannot be determined, 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.

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

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

Definition

Provide a parenthetical citation that includes the corresponding term of the entry on the Works Cited List and the definition number.

Here, *heavy* does not mean overweight, as we might think, but probably “ponderous and slow in intellectual processes; wanting in facility, vivacity, or lightness” (“Heavy,” def. A.18).

Page on a Website

Include the name of the author in the parenthetical citation. Add a title keyword if necessary for clarifying to which entry in the Works Cited List the citation corresponds. If the author is unknown, treat the source as any other with unknown authorship.

One online film critic stated that Fitzcarraldo is a scary “critique of obsession” (Garcia).

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* 01:00:04-39).

Television Shows

Include the episode of the series and the time frame of the scene referred to.

Joey and Chandler's TV guide comes to "Miss Chanandler Bong" ("The One with the Embryos" 00:35:02-10).

If you make a comment about an entire episode, you may drop the time frame.

When Joey states in an interview that he writes his own lines, his character Dr. Drake Ramoray is killed off by the writers of *Days of our Lives* ("The One Where Dr. Ramoray Dies").

Referencing (Works Cited List)

The Works Cited List is a bibliography, which contains exclusively those works you have paraphrased or cited in the text and attributed via parenthetical reference. Use *Works Cited* as heading, centred, no italics, bold print.

The list appears at the end of the paper and fully identifies the sources, while the previous text made brief references (see Referencing (In-Text Citation)). It list is in alphabetical order (A to Z). The list begins on a new page and continues the pagination, but not the numeration of chapter headings. Each entry begins flush with the left margin; if an entry runs over more than one line, indent all subsequent lines (i.e. 2nd, 3rd, 4th, ... line) by 1.25cm (*hanging indention*). As the hanging indention already provides order, do not use bullet points and do not number the entries.

Some instructors may request the Works Cited List to be divided into a list of primary sources and a list of secondary sources. Clarify prior to submission.

Core Elements

- 
- 1 Author.
 - 2 Title of source.
 - 3 Title of container,
 - 4 Other contributors,
 - 5 Version,
 - 6 Number,
 - 7 Publisher,
 - 8 Publication date,
 - 9 Location.

Fig. 1: Core Elements

Work with One Author

Surname, Prenom. *Title*. Publisher, Year.

Bousfield, Derek. *Impoliteness in Interaction*. John Benjamins, 2008.

To document two or more works by the same author, give the author's name in the first entry only. Thereafter, in place of the name, type three hyphens.

Borroff, Marie. *Language and the Poet: Verbal Artistry in Frost, Stevens, and Moore*. U of Chicago P, 1979.

---, editor. *Wallace Stevens: A Collections of Critical Essays*. Prentice-Hall, 1963.

Work with More than One Author

List the author's names in the same sequence as specified by the book's title page. The last author's last name is always preceded by "and". If there are more than three authors, use the first author's last name followed by "et al."

Calasanti, Toni M., and Kathleen F. Slevin. *Gender, Social Inequalities, and Aging*. AltaMira, 2001.

Work with Unknown Author

List works by unknown authors by their title. Ignore initial determiners such as "the" or "a" when determining the work's placement in the list of works cited.

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

E-Book

Cite e-books like print books, but include the denominator "e-book" behind the title.

The Modern Language Association of America. *MLA Handbook*. 8th ed. Modern Language Association of America, 2016.

If you know the type of e-book you consulted (e.g., Kindle, EPUB), specify it instead of "e-book".

Jemisin, N. K. *The City We Became*. Kindle ed. AltaMira, 2001.

Work in an Anthology

When the source being documented forms part of a larger whole, the larger whole can be thought of as a container that holds the source. Thus, the title of the container is normally italicised, whereas the title of the source is placed in quotation marks. The title of the contained is followed by a comma, since the information that comes next describes the container. If the container uses page numbers, give the range of page numbers for your source at the end of the container information preceded by "pp."

Bazin, Patrick. "Toward Metareading." *The Future of the Book*, edited by Geoffrey Nunberg, U of California P, 1996, pp. 153-68.

Article in Periodicals

Articles in periodicals follow the same basic format as works in an anthology, but require different container information. For articles in academic journals, follow the name of the journal with its volume and issue number, before giving the month or season and the year of publication and the range of page numbers for the cited article.

Bartosch, Roman. "The Climate of Literature: English Studies in the Anthropocene." *Anglistik*, vol. 26, no. 2., Sep. 2015, pp. 59-70.

Daye, Tyree. "Anything Left." *Ploughshares*, vol. 43, no. 4, Winter 2017-2018, p. 48. doi: 10.1353/plo.2017.0074. Accessed 13 Aug. 2020.

For an article in a newspaper, give the full date of publication after the newspaper's name. Add the city of publication in parentheses behind the name, if it is not already included in the newspaper's name.

Fischer, Saskia. "Stille Zeitzeugen an der Uni." *Volksstimme* (Magdeburg), 17 Dec. 2018, p. 25.

Specific Definition in a Reference Book or Dictionary

Generally, articles in a reference book follow the format of works in an anthology. If you cite a definition from a dictionary, however, the entry should be altered accordingly.

"Entry." *Title*, edition, volume, Publisher, Year, Location.

"Heavy." *Oxford English Dictionary*, 2nd ed., vol. 7, Clarendon, 1989, p. 84.

Film

List films by their title. Include the name of the director, the film studio or distributor, and the release year.

Star Wars Episode IV: A New Hope. Directed by George Lucas, Twentieth Century Fox, 1977.

If you have accessed the source through an online streaming service, add the service's name in italics at the end of the entry and include the service URL.

Star Wars Episode IV: A New Hope. Directed by George Lucas, Twentieth Century Fox, 1977. *Disney+*, www.disneyplus.com/watch/12fVeZxD2fWJ.

Television Show

If you are citing the show in its entirety, start the entry with the show's title. If you wish to emphasize the creator's or the director's role, alter the entry accordingly. You may want to add the name of a streaming service and the URL, if you have accessed the source through a streaming service.

Buffy the Vampire Slayer. Created by Joss Whedon, Mutant Enemy, 1997-2003.

Whedon, Joss, creator. *Buffy the Vampire Slayer*. Mutant Enemy, 1997-2003.

When citing a specific episode of a television show, begin your entry with the episode title in quotation marks followed by the show as container.

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, season 4, episode 10, Mutant Enemy, 1999.

If you are exploring features of that episode found on the DVD set, your entry will be about the discs and thus will include the date of their release.

“Hush.” 1999. *Buffy the Vampire Slayer: The Complete Fourth Season*, created by Joss Whedon, episode 10, Twentieth Century Fox, 2003, disc 3.

An Entire Website

Follow the basic format for entries and start with the author or corporate author. Follow with the name of the website and give container information, especially the publisher and date of publication or last alteration. Conclude the entry with the date of access. If you are citing an academic online publication, these works are usually identifiable by a digital object identifier (DOI). If your cited work has a DOI, place it before the date of access preceded by “doi:” (see Article in Periodicals for an example).

Apart from that, please note that you are not obligated to give the URL of your source since the rest of the information should identify the source unambiguously. However, some of your instructors may prefer otherwise. It is advisable to talk to your instructor about their preference regarding URLs prior to writing a paper in their class. If you are required to give a URL, it follows all other information on the container but precedes the date of access.

Chair of Anglophone Cultural and Literary Studies. *Studiengang Cultural Engineering*. Otto-von-Guericke-U, 27 May 2020, www.cult-eng.ovgu.de. Accessed 13 Aug. 2020.

Page/Section on a Website

For an individual page on a website, list the author or alias if known, followed by an indication of the specific page or article being referenced. Usually, the title of the page or article appears in a header at the top of the page. Follow this with the information covered above for entire websites. If the publisher is the same as the website name, only list it once.

Jackel, Jonas, co-author. “How to Replace Road Bike Brakes”, *wikiHow*, 31 July 2020. Accessed 13 Aug. 2020.

Posts on the Internet

Most articles, videos, or other posts on the Internet follow the same basic rules that have been covered above. As content on the Internet changes quickly, it is necessary to specify

both the original date of publication and the date of access as precisely as possible. If no date of publication is given, you will find a specification of the last update.

“Authoritarianism.” *Youtube*, uploaded by Last Week Tonight, 19 Nov. 2018. Accessed 13 Aug. 2020.

@jkrowling (Joanne K. Rowling). “As many of you have now realised, the @pottermore Patronus Test is finally live!” *Twitter*, 22. Sep. 2016, 2:56 p.m. Accessed 20 Aug. 2019.

Jeane. Comment on “The Reading Brain: Differences between Digital and Print.” *So Many Books*, 25 Apr. 2013, 10:30 p.m. Accessed 13 Aug 2020.

Further Reading

The Modern Language Association of America. *MLA Handbook*. 8th ed. Modern Language Association of America, 2016.

---. *The MLA Style Center*. Modern Language Association of America, 2020. www.style.mla.org. Accessed 13 Aug. 2020.

This is a sample title page. Placeholders in square brackets should be replaced by the corresponding information.



Otto-von-Guericke-University Magdeburg
Faculty of Humanities
Institute III - Philology, Philosophy, Sport Science
Anglophone Literary and Cultural Studies
Summer/Winter Semester 20xx/20xx

[Title]

[Subtitle]

Course:

Lecturer:

Submitted by:

[Name]

[BA/MA Study Programme]

[Module (CP)]

E-Mail:

Student ID:

[Date]