

**Writing Research Papers for the English Department
of the Justus Liebig University of Giessen**

A Style Sheet

Please note: This Style Sheet applies to research papers written for the English Department. Students in a teaching degree program writing their “Wissenschaftliche Hausarbeit” need to refer to the Style Sheet provided by the Hessische Lehrkräfteakademie.

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1. Layout Conventions

A research paper contains the following 5 parts:

- a **title page**,
- a **contents page**,
- **the text of the paper**,
- **the list of Works Cited**
- **a declaration of authorship.**

This section explains the conventions to follow when creating the title page, the contents page, and when formatting the layout of your text. The text on your pages should appear as follows:

- **Font:** size 12, Times New Roman, 1.5 line spacing, justified margins (“Blocksatz”).
- **Margins:** 3 cm left, 3 cm right, 3 cm top, 3 cm bottom.
- **The first line of each new paragraph is indented by 1.5 cm.** The exceptions are: the opening lines of the paper and of any new headed (sub)section. The section heading does the job of alerting the reader to the fact that a new paragraph has started. Thus an indentation is not needed. Paragraphs should not be marked by extra blank lines.
- Sections and subsections should be numbered decimally (e.g. 1. Introduction; 1.1. General Issues; 1.2. ...).
- Use italics for technical terms and examples in the running text if they themselves are under discussion. Give foreign words (i.e. other than English) always in italics.
- **The body of the text, the conclusion, and the works cited should begin on a new page.** This does not mean that you can save yourself three pages of text by arranging your text in such a way that each section ends on a new page that is left almost entirely blank. If you are asked to write a ten-page paper, you should write ten pages, regardless of the number of pages they will eventually be printed on.

- **Page numbers should be inserted. Start page numbering on the first text page after the Table of Contents.** Put the number along with your last name on the upper right corner of the page as you can see here. Remember to print your paper one-sided. This means that only the recto pages will contain text and the verso pages remain blank.

1.1. Title Page

On your title page, you need to give **two kinds of information**: “**context information**,” i.e. information about the context in which you worked on this paper, and **information about yourself and your paper**. At the top of the page, aligned to the left, you need to list the context information. This includes the **university, the title of the seminar, the name of the instructor, and the semester in which the seminar took place**. Kindly spell the name of your instructor correctly and mention her or his appropriate academic titles. **In the middle of the page, centered, and in bold and large print, list the title of your paper**. Do not use different font sizes for your title and subtitle. The title of a poem or otherwise dependent text appears in double quotation marks in the title of your paper. Quotations in your title are also placed in double quotation marks. The titles of poems published in a numbered sequence such as Shakespeare’s sonnets are not placed in double quotation marks, e.g. sonnet 130. The title of a novel or otherwise independent text appears in italics in the title of your paper. At the bottom of the page, aligned to the left again, you should list information about yourself and about the paper. This includes: **your name, address, email address, “Matrikelnummer,” and the date on which you handed in the paper** (not the deadline).

1.2. Title and Section Headings – Rules of Capitalization

In English, words in titles and in section headings need to be capitalized. In a title you need to **capitalize all words except for**

- articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), and prepositions (unless they are the first or last word of the title)

1.3. Contents Page

On the contents page, you need to list the parts of your paper: introduction, body of the text, conclusion, appendix (if applicable), works cited. You need to number these parts consistently; the numbering reflects the structure of your paper. The introduction should be numbered “1.” Then number the main body of your text by using “2.” and the sections of your main body by using 2.1., 2.2., etc. Note that the actual text of the main body starts below “2.1.” and not below the section heading “2.” Only use sub-sections if there are at least two of them at the same level (e.g., there should only be a sub-section 2.1 if there is also a sub-section 2.2). Number your conclusion analogously. Your appendix includes information which is not part of the main body of your paper, such as worksheets, visuals, tables. The Works Cited should not be numbered. Before handing in your paper, check that the headings and numbers are identical on the contents page and in the paper.

Example:

1. Introduction	1
2. Liberating Speech Acts in Rossetti’s “Promises Like Pie-Crust”	2
2.1. “Promise me no promises”: Negative Promises in the First Stanza	2
2.2. “You, so warm [...] I, so cold”: Evaluative Comparisons in the Second Stanza	5
2.3. “If you promised”: Future Conditionals in the Third Stanza	7
3. Conclusion	9
4. Appendix	10
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2. Documentation of Sources

YOU ALWAYS NEED TO DOCUMENT YOUR SOURCES

when you are quoting AND when you are paraphrasing or summarizing ideas and arguments.

OTHERWISE: YOU ARE COMMITTING PLAGIARISM.

2.1. What Is Plagiarism?

Plagiarism is not crediting another author for his/her words and ideas. It literally means “literary theft” and involves two kinds of crimes:

- using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes **intellectual theft**.
- passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes **fraud**.

You need to **take this seriously**. Not to plagiarize is the central ethical code upon which all academic pursuits are founded. Universities would not work if scholars did not all agree upon this ethical code. You are part of this academic community. If you violate this code you can, at the worst, be expelled from the university.

2.2. When Do You Not Need to Document?

The basis on which you judge whether you need to document or not is the status of the information you are giving in relation to your audience and to the scholarly consensus on your topic:

- Information and ideas that are broadly known by your readers and widely accepted by scholars, such as the basic biography of an author or the dates of a historical event, can be used without documentation.
- Where your reader is likely to want to find out more information or where the facts and theses are in significant dispute among scholars, you need to document.

Rule of thumb: If in doubt, always cite the source.

2.3. Documenting Sources in Your Paper

There are **two “places” in your paper in which you need to document your sources**, and therefore two sets of conventions you need to learn:

- **citation in the text** (in-text citation or **parenthetical citation**)
- **citation in the list of Works Cited** at the end of the paper

The system for documenting sources that we are using at the Department of English at JLU is one version of the “**author-date-system**” and is a mixture of MLA style and APA style.¹ “MLA style” refers to the conventions agreed upon by the Modern Language Association and documented in the *MLA Handbook*; it is especially appropriate for studies in literature and the humanities. “APA style” refers to the conventions agreed upon by the American Psychological Association. The essence of both styles – in comparison to ways of citing sources more common in German academic contexts – is that **sources are documented not in footnotes, but in parentheses in the text**. This system is completed by a list of **Works Cited/Bibliography**.

2.4. Parenthetical Citation

Parenthetical citation means that you document your source directly after you have used it in the text by giving that **source in parentheses**. This also means that you **do not use footnotes**. I.e., you do not document your sources in footnotes. Only necessary explanatory remarks should be put in footnotes.

The **system of parenthetical citation** works as follows:

“Quoted text” (author’s last name year of publication of text: page number) your text

The view that “writing a research paper is a tough job” (Lyons 1998: 23) is supported by the majority of scholars in this field.

If your sentence ends with the quotation, the full stop goes behind the parenthesis:

¹ If in doubt or in cases where your specific type of source is not covered in this guide, please refer to the latest edition of the *MLA Handbook* but position the year of publication after the author name in accordance with the “author-date-system” outlined in this guide.

The majority of scholars agree that “writing a research paper is a tough job” (Lyons 1998: 23).

However, you do not need to use the full parenthetical citation after every single use of a source in your text. **Include as little information as possible but enough for the reader to identify the source readily.** This allows the reader to follow your text and not to be distracted by too much information in the parentheses.

First, this means: if you use the author’s name in the sentence preceding the citation you can leave it out of the parenthetical reference. In the following example, the author is “Defoe.” Do, however, always cite the year of publication in parentheses. For historical sources, please list the original year of publication in square brackets behind the publication date of the source you are quoting from: (1889 [1703]).

Second, this means: if you quote from the same source and the same page in two or more consecutive sentences, you only need to cite the source after the last reference.

In his preface, Defoe asserts that he is “far from thinking it is a satire upon the English nation.” He insists on the fact that the English people “are derived from all nations under heaven.” However, the butt of his vitriolic pamphlet is “the vanity of those who talk of their antiquity and value themselves upon [...] being true-born.” (1889 [1703]: 178)

Note that if you leave out words or letters in the middle of a quotation, you need to indicate this by using **square brackets** with suspension points. Do not use “[...]” at the beginning or end of a quotation.

When quoting from **sources that have no identifiable author**, please use the (abbreviated) title of the article in quotation marks or the title of the book or other longer work in italics to refer to your source:

“Quoted text” (“title of the article” OR <i>title of the book</i> year of publication: page number) your text
--

Whereas a poll conducted by the US Marshall fund shows that 81% of German respondents approved of Obama's foreign policies in 2011, only 54% of American ones did ("Transatlantic" 2011: 5).

When quoting from **plays**, use the following system of parenthetical citation:

Your text: "quoted text" (title act number.scene number.line number(s))

In his speech before the battle of Agincourt, Henry rouses his troops by saying: "We few, we happy few, we band of brothers. / For he today that sheds his blood with me / Shall be my brother" (*King Henry V* 4.3.60-62).

Indicate line breaks by a '/'. More than three lines of verse should be printed as a block quote. Do not indicate line breaks if the quoted passage is prose.

When quoting from **poetry**, use the following system of parenthetical citation:

Your text: "quoted text" (line number(s)).

In the first stanza of "Promises Like Pie-Crust", the speaker establishes a rhetoric of non-commitment: "Keep we both our liberties, / Never false and never true" (1-2).

Indicate line breaks by a '/'. More than three lines of verse should be printed as a block quote.

When quoting from **corpora**, use the following system of parenthetical citation:

"Quoted text" (corpus-component:file#text unit:subtext:speakerID) your text

British English speakers prefer forms involving *pardon* as in "[...] I beg your pardon I must've misheard you" (ICE-GB:S1B-063#159:1:A), whereas American English speakers use *sorry* significantly more often in the given context.

When quoting from **films**, use the following system of parenthetical citation:

“Quoted text” (title year: hours:minutes:seconds) your text

Scarlett’s exclamation that “after all, tomorrow is another day!” (*Gone with the Wind* 1939: 03:43:30) crystallizes her resolution and optimism.

If you refer to a longer range of time or use “[...]” to abbreviate sections, you can use a dash between two timestamps, e.g. “quoted text [...] quoted text” (*Title* 2000: 01:08:30–01:12:10).

When quoting from **TV series**, use the following system of parenthetical citation:

“Quoted text” (title year-year: SnumberEnumber minutes:seconds) your text

Patty’s advice to Ellen to “trust no one” (*Damages* 2007-2010: S01E04 38:42) can also be read as an advice to the viewer and thus as a marker of the narrative’s unreliability.

Note that “S” stands for “season” and “E” stands for “episode.” Use a two-digit system for the season’s and episode’s numbers. Do not cite episode titles in the parenthesis. Indicate the duration of scenes in the parenthesis, if necessary.

When quoting from **Social Media** (e.g. Twitter, Facebook, Tumblr, Instagram, etc.), use the following system of parenthetical citation:

“Quoted text” (username year) your text

Neil deGrasse Tyson concisely lays out his perspective on the kind of relationship truth and politics should have in his tweet, saying: “I dream of a world where truth shapes people’s politics, rather than politics shaping what people think is true.” (@neiltyson 2015)

For **advertisements** the parenthetical citation should look like this:

“Quoted text” (title of image year) your text

If you wish to quote from a text in **another language** and cannot find an English translation, you can translate the quotation yourself and provide a footnote at the end of the quotation, giving the original. In the footnote state that the translation is yours; and, if you translate several quotations, indicate this in the first footnote by stating that “all translations are by the author” as in the example below.

Example:

For instance, when Gauck was chosen as a presidential candidate in 2010, he criticized Germany’s parallel worlds of migrant cultures using the following words:

I want to live in a country in which those who migrate into it can speak with glistening eyes about their country. They should be able to say, this is our country. I have seen these eyes and experienced this attitude in the United States of America. People who have immigrated from Asia or from Africa and within the shortest amount of time had the feeling of being at home. I have not found this sense in larger migrant groups in Germany. (“Joachim Gauck” 2010: n. pag.)²

If the article has no page numbers, indicate this in the body of the essay by using “n. pag.” (an abbreviation for “no pagination”).

2.5. Format of Quotations

If a direct quotation is longer than 4 lines (poetry: longer than 3 lines), you need to indent the whole quotation by 1.5 cm and reduce the line space to 1.0:

Example:

Defoe is aware that his text might not meet general approval and that it might even earn him the dubious reputation of being a foreigner and a spy. Far from aiming merely

² All translations of the German original are by the author. The original reads: “Ich möchte in einem Land leben, in dem die Zugewanderten mit leuchtenden Augen von ihrer Heimat sprechen, und sie sollen sagen, das ist unser Land. Ich habe diese Augen und diese Einstellung in den Vereinigten Staaten von Amerika gesehen, Menschen, die aus Asien, aus Afrika zugewandert sind und binnen kürzester Frist das Gefühl hatten, beheimatet zu sein, ein ‘Citizen’ zu sein. Und dieses Gefühl finde ich so direkt nun in den großen Migrantengruppen in Deutschland nicht.”

to denigrate his country, however, he intends something entirely different. In his own words:

Possibly somebody may take me for a Dutchman, in which they are mistaken. But I am one that would be glad to see Englishmen behave themselves better to strangers and to governors also, that one might not be reproached in foreign countries for belonging to a nation that wants manners. I assure you, gentlemen, strangers use us better abroad; and we can give no reason but our ill-nature for the contrary here. (1889 [1703]: 182)

His main interest is in the reputation of the English, whose good name seems to be endangered by their gross ingratitude towards the monarch who has liberated them from “King James and his Popish Powers” (183).

Note that the indented quotation is not opened and closed by quotation marks. **Also** note that the full stop goes before the parentheses.

Note that the text following the citation in this example is not indented because it is still part of the same paragraph. When a new paragraph begins after a long, indented quotation, however, it needs to be indented.

Note that when quoting more than three lines from a poem, in addition to the formatting shown above, you also replicate the line breaks as they occur in the poem:

Example:

At the beginning of the poem “The Road Not Taken” (Frost 2003 [1916]), the poetic ‘I’ is situated at the fork of a road within a forest. Forced with the choice of a single path to take, the traveler is unable to see where each of them would ultimately lead:

Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth; (1-5)

Note that you need to quote the exact wording of the text as you found it in your source. Should the source contain an error you still need to include the error in your quotation. To denote that the mistake occurred in the source, you need to put “[sic]” directly behind the mistake.

Example:

The author criticizes this approach as “to [sic] shortsighted and simplistic” (Meyer 2019: 28).

Please note that in 95% of cases, it is a symptom of bad writing to end paragraphs with a quotation. Quotations should always be contextualized. **The rule of thumb here is that the analysis of the text should be at least as long as the quotation is.**

3. Works Cited

Your documentation of sources in parentheses in the text is incomplete without your list of Works Cited. When readers see the citation “(Chatman 1990: 67),” they need to be able to identify the source and to have enough information to do so, such as the title or the first name of the author. This is provided by the works cited. The **Works Cited** follows **after your conclusion.**

You need to

- **list each and every single source that you cite in your text and only those that you cite.** Otherwise, sources cannot be identified and found in a library or online by your reader. Before handing in your paper, check that every source you are citing in a parenthesis appears in the works cited list.
- list the sources **alphabetically.**
- order **more than one source by one author according to the year of publication** (in descending order). If one author has published more than one text in the same year, identify it (in parentheses) by adding lower case letters in alphabetical order, and list the texts accordingly – 1992a, 1992b, 1992c, etc. – in the Works Cited.

Please note:

- **Books, articles in books, articles in journals, films, websites, etc. are cited in different ways.** The form of the citation embodies crucial information for the reader about what kind of a source s/he is dealing with and hence, where to find it.
- **Do not separate primary and secondary sources** in your Works Cited.
- **Articles in reference books** should not be listed under the editor. In most cases, the authors of individual articles are indicated by initials at the end of the article; a list at the end of the book gives you the full name of the author. If there is no such list, use the title of the entry.

3.1. Monographs in the Works Cited

“Monograph” is the term for a book written by a single author or authors in contrast to a book with contributions by many authors that is edited by one or more individuals (edited book/anthology).

The system of **citing a monograph** works as follows:

Last name, First name (Year). *Title: Subtitle*. Place: Publisher. Medium.

The date of the first edition should be cited as well if you use a later edition. The system works as follows:

Last name, First name (Year). *Title: Subtitle* [Year of first edition]. Place: Publisher. Medium.

If there are **two authors of a book**, the second author’s name is cited in the following way:

Last name, First name, and First name Last name (Year). *Title: Subtitle*. Place: Publisher. Medium.

One author:

Chatman, Seymour (1990). *Coming to Terms: The Rhetoric of Narrative in Fiction and Film*. Ithaca: Cornell UP. Print.

Two authors:

Lakoff, George, and Mark Johnson (1996). *Metaphors We Live By* [1980]. Chicago: U of Chicago P. Print.

If you access a monograph online, you still need to treat it as you would a printed publication, but with the additional information of how you accessed it.

Kultusministerkonferenz (2004). *Bildungsstandards für die erste Fremdsprache (Englisch/Französisch) für den Mittleren Schulabschluss. Beschluss vom 4.12.2003*. München: Luchterhand. Web. <https://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2003/2003_12_04-BS-erste-Fremdsprache.pdf> (3 Nov. 2020).

Note that in MLA and our department's style, "University Press" is abbreviated to "UP." Note that Cambridge University Press and Oxford University Press are abbreviated as "CUP" and "OUP" respectively.

Note that dissertations are treated as monographs in the Works Cited.

3.2. Edited Books/Anthologies in the Works Cited

The system works in a very similar way to that of monographs. Note that "ed." precedes the year in parentheses if one person edited the volume, and "eds." precedes the parentheses if there was more than one editor.

Last name, First name, ed. (Year). *Title: Subtitle*. Place: Publisher. Medium.

Last name, First name, and First name Last name, eds. (Year). *Title: Subtitle*. Place: Publisher. Medium.

Last name, First name, First name Last name, and First name Last name, eds. (Year). *Title: Subtitle*. Place: Publisher. Medium.

Note that edited books and anthologies often appear as part of a series. You also need to cite the series title. Monographs may also be published in a series.

Last name, First name, and First name Last name, eds. (Year). *Title: Subtitle*. Series title, number. Place: Publisher. Medium.

One editor:

Fludernik, Monika, ed. (1998). *Hybridity and Postcolonialism: Twentieth-Century Indian Literature*. ZAA Studies, 1. Tübingen: Stauffenberg. Print.

Two editors:

Fludernik, Monika, and Ariane Huml, eds. (2002). *Fin de Siècle*. Trier: Wissenschaftlicher Verlag Trier. Print.

Three editors:

Nünning, Ansgar, Marion Gymnich, and Roy Sommer, eds. (2006). *Literature and Memory: Theoretical Paradigms – Genres – Functions*. Stuttgart: Francke. Print.

3.3. Book vs. Article in the Works Cited

The **central difference** between the citation of books and the citation of articles is the following: the titles of independent publications (i.e. **book titles, journal titles**) are printed in italics, whereas the titles of dependent publications (i.e. **articles in books**) are printed in double quotation marks.

3.4. Article from an Edited Book/Anthology in the Works Cited

The system works as follows:

Last name, First name (Year). “Title of article.” *Title of book*. Ed. First name Last name. Place: Publisher. Page numbers. Medium.

Example:

Chatman, Seymour (1989). “The ‘Rhetoric’ of Fiction.” *Reading Narrative: Form, Ethics, Ideology*. Ed. James Phelan. Columbus: Ohio State UP. 40-56. Print.

Please note that in contrast to when “eds.” precedes the publication date, this information is always listed as “Ed.” when it follows after the text title regardless of whether one or more editors were involved.

3.5. Article from a Journal

The system works as follows: the volume or issue number of the journal is not followed by a full stop but by a colon; then, the page numbers follow.

Last name, First name (Year). “Title.” *Journal* Volume.IssueNumber: Page numbers. Medium.

Example:

Madigan, Mark John (1992). “Dorothy Canfield Fisher, 1879–1958.” *Legacy: A Journal of American Women Writers* 9.1: 49-58. Print.

Note that some journals do not use issue numbers. In this case, the volume is followed directly by the colon and page numbers.

3.6. Textbooks

***Title of textbook* (Year). Parts of the book (i.e. students’ textbook, workbook, grammar book, cassette, CD, DVD, teachers’ textbook etc.). Place: Publisher. Medium.**

Example:

English Network Starter (1991). Students’ Textbook. München: Langenscheidt-Longman. Print.

Green Line 1 (2014). 1st ed. Students’ Textbook. Stuttgart: Klett. Print.

3.7. Corpora

Information on who compiled a corpus can usually be found on the respective website. Please note that if parts of a corpus have already been published, but the compilation process has not yet been finished, you need to indicate this by citing the publication year of the version of the corpus you use and by adding a “-“ to mark the ongoing compilation process.

Last name, First name (Year-). *Full corpus name (abbreviated corpus name)*, time frame. Medium. <URL> (Date of access).

Example:

Davies, Mark (2008-). *The Corpus of Contemporary American English (COCA): One billion words, 1990-2019*. Web. <<https://www.english-corpora.org/coca/>> (8 Dec. 2020).

If the corpus is not available online, please name the institution that can be contacted in order to obtain the corpus.

3.8. Films

Films are generally cited and ordered alphabetically by title and not by director. Whenever you list a source alphabetically by title, please disregard articles. The type of media may be indicated by “Film,” “VHS,” “DVD,” “BluRay,” or “Stream.” Films in your Works Cited should be listed like this:

***Title* (Year). Dir. First Name Last Name. Studio. Medium.**

Example:

It's a Wonderful Life (1946). Dir. Frank Capra. RKO. DVD.

Bird Box (2018). Dir. Susanne Bier. Netflix. Stream.

3.9. TV Series

Like films, TV series are cited by title. Even if you are discussing only one episode, do not list it under the episode title in the Works Cited but the whole series. TV series in your Works Cited should be listed like this:

***Title* (Year-Year). Creator First Name Last Name. Production company. Medium.**

Example:

The Sopranos (1999-2007). Creator David Chase. HBO. DVD.

Daredevil (2015-2018). Creator Drew Goddard. Netflix. Stream.

3.10. Images/Illustrations

Images and illustrations have to be listed in your Works Cited. If you cannot find the name of the creator of the image, list the source after its title. In cases where the image does not have a distinct title, you can use a description. You can use the caption proposed in the publication.

Note that you need to include information on where you found the illustration you are citing.

Images in a monograph:

Last name, First name (Year). “Title of Illustration.” *Title of Book/Newspaper/Magazine*. First name Last name of the book’s author OR Ed. First Name Last Name of editor. Place: Publisher. Page Numbers. Medium.

If you cite an image from an edited book, include information about the editors (see 3.4.).

Example:

Lowe, Jacques (1961). “President Kennedy in the Oval Office.” *The World’s Most Photographed*. Robin Muir. London: National Portrait Gallery Publications. 102-3. Print

In an article in a Newspaper/Magazine/Journal:

Last name, First name (Year). “Title of Illustration.” “Title of Article.” *Newspaper/Magazine/Journal* Date of Publication OR Volume.IssueNumber: Page numbers. Medium.

Example:

Leibovitz, Annie (2010). “Men Who Stare at Profits.” “The Bank Job.” Bethany McLean. *Vanity Fair* 593: 108-9. Print.

If your source is an online article, follow the conventions for online sources.

Last name, First name (Year). “Title of illustration.” “Title of article.” Last name author, first name author. *Title of Website*. Publisher OR Sponsor, exact date of publication. Medium. <URL> (date of access).

Example:

Fife, Frank (2019). “U.S. forward Megan Rapinoe celebrates after scoring against France during the Women’s World Cup in June.” “Megan Rapinoe named FIFA’s women’s world player of the year.” Kevin Baxter. *LA Times*. Los Angeles Times, 23 Sept. 2019. Web.
<<https://www.latimes.com/sports/soccer/story/2019-09-23/megan-rapinoe-fifas-womens-world-player-of-year>> (26 Nov. 2020).

If you are citing a piece of art with a name (painting, photograph, sculpture), include the title in italics. Include info about the source of the image in the citation. For the further details of the citation, you need to give information on how you viewed the piece of art (museum, photographic reproduction in a book or on a website).

Last name, First name (Year). *Title of Piece of Art*. Location.

OR:

Last name, First name (Year). *Title of Piece of Art*. Location. *Title of Book*. Ed. Name(s) of Editor(s). Place: Publisher. Page numbers. Medium.

OR:

Last name, First name (Year). *Title of Piece of Art*. Location. *Title of Website*. Medium. <URL> (Date of access).

Example:

Hogarth, William (1745). *The Painter and his Pug*. Tate Britain, London. *Tate.org*. Web. <<https://www.tate.org.uk/art/artworks/hogarth-the-painter-and-his-pug-n00112>> (9 Dec. 2020).

3.11. Advertisements

When citing an advertisement or commercial video, you need to make a distinction between those that you take from a magazine or a television recording and those that

you found online. The former usually do not have a distinct title, which is why you use the name of the product advertised, followed by the description “Advertisement”. If it is from a magazine, put the title of the magazine in italics and add page numbers.

Product/Brand name (Year). Advertisement. TV Channel. Date of publication.

Medium.

Product/Brand name (Year). Advertisement. *Magazine* exact date of publication: page(s). Medium.

Air Canada (1998). Advertisement. CNN. 15 May 1998. Television.

Head and Shoulders (2008). Advertisement. *Newsweek* 17 Mar. 2008: 2. Print.

Commercials that you find on video sharing sites or other online platforms usually have a title. You need to give the exact title of the clip that you are using.

“Title of video” (Year). *Title of Website*. Uploaded by username, exact date of upload. Web. <URL> (date of access).

“You Can't Stop Us | Nike” (2020). *YouTube*. Uploaded by Nike, 30 July 2020. Web.

<<https://www.youtube.com/watch?v=WA4dDs0T7sM>> (10 November 2020).

3.12. Citing Sources from the Internet

Take special care if you consider using a secondary source from the internet, and always examine it for its academic value. If you access an article in a scholarly journal through a database such as JSTOR (www.jstor.org), this is perfectly fine. The case is different for websites aimed at high school students such as SparkNotes or Shmoop. While it is okay to use them initially to help you understand a difficult text, the materials on these websites are no authoritative sources and should not be used as such in your paper. In the case of primary sources that only exist on the internet such as fan fiction, justify your choice of the corpus.

If you are writing a paper in which the use of internet sources is justified, you should cite the source as follows. Try to find out the author of the text, if possible, and list the source under that person's name. If you cannot find out the name of the author, list the source under the article's or image's or video's title. You need to list what is called the "date of access," i.e. the last time you accessed the digital source.

**Last name, First name OR Username (Year). "Title of Article." *Title of Website*.
 Publisher OR Sponsor, exact date of publication. Medium. <URL> (Date of
 access).**

Please note that for the full citation of a short untitled source such as a tweet, you need to give the full message as the title.

Examples:

Brown v. Board of Education, 347 U.S. 483 (1954). *Legal Information Institute*. Cornell U Law School, 17 May 1954. Web.

<<https://www.law.cornell.edu/supremecourt/text/347/483>> (19 Oct. 2020).

Dowd, Maureen (2010). "Obambi Cries Uncle." *Pittsburgh Post-Gazette*. PG Publishing, 9 Dec. 2010. Web. <<https://www.post-gazette.com/opinion/Op-Ed/2010/12/09/Maureen-Dowd-Obambi-cries-uncle/stories/201012090317>> (19 October 2020).

"Isaiah Thomas – Short Biographical Essay" (n.d.). *Teach US History*. American Antiquarian Society. Web. 13 Mar. 2013. <http://www.teachushistory.org/files/u2/IsaiahThomas/short_bio_of_it_0.pdf> (18 Oct. 2020).

@neiltyson (2020). "I dream of a world where truth shapes people's politics, rather than politics shaping what people think is true." *Twitter*. Twitter, 20 May 2020, 11:02 a.m. Web. <<https://twitter.com/neiltyson/status/559108899614494720>> (24 Jan. 2015).

@OfficialShirleyTemple (2020). *Facebook*. Facebook, 23 April 2020, 08:03 a.m. Web. <<https://www.facebook.com/449050211867566/posts/2592553677517198/?extid=0&d=n>> (19 Oct. 2020).

Stienissen, Geert (2012). "Clark Doll Experiments." *YouTube*. Google LLC, 15 April 2012. Web. <<https://www.youtube.com/watch?v=PZryE2bqwdk>> (10 Oct. 2020).

@who (2020). "FACT: There are currently no drugs licensed for the treatment or prevention of #COVID19 #coronavirus." *Instagram*. Facebook, 20 May 2020. Web. <https://www.instagram.com/p/CAYo8qeDGg_/?utm_source=ig_web_copy_link> (12 Oct. 2020).

Note that if the date of publication is not specified you should indicate this by using "n.d.," an abbreviation for "no date." **Note** that if the publisher of the text is not mentioned, you can document this by using "n.p." for "no publisher."

Note that you do need to include the URL for all your internet sources.

4. A Note on British vs. American vs. German Punctuation

Before writing your paper, choose either British or American English, and use the variety you have chosen consistently. Note that British and American English and German differ in terms of punctuation. This manual follows American punctuation conventions.

British punctuation:

Quotation marks are placed before commas, full stops, semi-colons, and colons:

The text follows what might be referred to as the "Cinderella pattern".

The text follows what might be referred to as the "Cinderella pattern", yet reinterprets that pattern by omitting the figure of the prince.

If you insert a footnote with additional comments, the number of the footnote follows after the period:

The text follows what might be referred to as the "Cinderella pattern".³

³ Here a comment would be added.

American punctuation:

Quotation marks are placed after commas and periods (but before colons and semi-colons):

The text follows what might be referred to as the “Cinderella pattern.”

The text follows what might be referred to as the “Cinderella pattern,” yet reinterprets that pattern by omitting the figure of the prince.

If you insert a footnote with additional comments, the number of the footnote should follow after the period and the quotation marks:

The text follows what might be referred to as the “Cinderella pattern.”⁴

Note that in our system of citation, the co-occurrence of a quotation mark with a period is rare because quotations are followed by a parenthesis citing the source; the period then follows after the parenthesis. In the sentence above, quotation marks and periods occur together because the quotation marks are used to indicate that the term “Cinderella pattern” has not been taken from a specific secondary source but that the author is introducing the term herself.

One central difference between American and British as well as German punctuation involves the use of commas:

In American punctuation, a comma follows the last but one item, before the “and” and the “or” in enumerations:

He above all detests death, injustice, and dishonesty.

He needed to buy strawberries, raspberries, or blackberries to bake the cake.

In British and German punctuation, no comma appears before the “and” and the “or”:

⁴ Here a comment would be added.

He above all detests death, injustice and dishonesty.

Vor allen anderen Dingen verabscheut er Tod, Ungerechtigkeit und Unehrlichkeit.

Er brauchte Erdbeeren, Himbeeren oder Brombeeren für die Torte.

He needed to buy strawberries, raspberries or blackberries to bake the cake.

5. Sample Cover Pages

Sample Cover Page I

Justus Liebig University of Giessen

Department of English

S: Analyzing South Asian Englishes

Prof. Dr. Name

Winter Semester 2020/2021

**Pragmatics in South Asian Englishes:
A Corpus-Based Comparison of Clausal and Non-
Clausal Hedges in Indian and Sri Lankan English**

Taylor Smith

Hauptstraße 1

35390 Gießen

taylor.smith@anglistik.uni-giessen.de

Matrikelnummer: 10023404

15 April 2021

Sample Cover Page II

Justus Liebig University of Giessen

Department of English

S: Storytelling in the EFLC

Prof. Dr. Name

Winter Semester 2020/2021

**Developing Speaking Competence through
Storytelling in the EFLC**

Taylor Smith

Hauptstraße 1

35390 Gießen

taylor.smith@anglistik.uni-giessen.de

Matrikelnummer: 10023404

13 April 2021

Sample Cover Page III: a B.A. or M.A. Thesis

Justus Liebig University of Giessen

Faculty 05: Language, Literature, Culture

Department of English

Master Thesis

Examiner: Prof. Dr. Name

Summer Semester 2021

**The Rhetorics and Politics of
Online Film Criticism**

Student Name

Matrikelnummer: 123456

E-Mail: name.name@subject.uni-giessen.de

Date: 27 October 2021

6. Sample Works Cited

Works Cited

- Cameron, Ardis (2002). "Open Secrets: Rereading *Peyton Place*." *Peyton Place*. By Grace Metalious. London: Virago Press. vii-xxxvi. Print.⁵
- Dowd, Maureen (2010). "Obambi Cries Uncle." *Pittsburgh Post-Gazette*. PG Publishing, 9 Dec. 2010. Web. <<https://www.post-gazette.com/opinion/Op-Ed/2010/12/09/Maureen-Dowd-Obambi-cries-uncle/stories/201012090317>> (19 Oct. 2020).
- Everything You Always Wanted to Know About Sex* (*But Were Afraid to Ask)* (1972). Dir. Woody Allen. United Artists. DVD.
- Felski, Rita (2000). "Nothing to Declare: Identity, Shame, and the Lower Middle Class." *PMLA* 115.1 (January): 33-45. Print.
- Fisher Canfield, Dorothy (1983). *The Home-Maker* [1924]. Chicago: Academy of Chicago Publishers. Print.
- Fraser, Nancy, and Axel Honneth (2003). *Redistribution or Recognition: A Political-Philosophical Exchange*. Trans. Joel Golb, James Ingram, and Christiane Wilke. London: Verso. Print.⁶
- Gandal, Keith (1997). *The Virtues of the Vicious: Jacob Riis, Stephen Crane, and the Spectacle of the Slum*. New York: OUP. Print.
- Gladwell, Malcolm (2004). "Getting Over It: The Man in the Gray Flannel Suit Put the War behind Him. What's Changed?" *The New Yorker* 8 Nov.: 75-79. Print.⁷
- Harker, Jaime (2007). *America the Middlebrow: Women's Novels, Progressivism, and Middlebrow Authorship Between the Wars*. Boston: Massachusetts UP. Print.
- (2003). "Progressive Middlebrow: Dorothy Canfield, Women's Magazines, and Popular Feminism in the Twenties." *Middlebrow Moderns. Popular American Women Writers of the 1920s*. Ed. Lisa Botshon and Meredith Goldsmith. Boston: Northeastern UP. 111-34. Print.⁸
- Harker, Jaime, and Julia Ehrhardt (1999). "The Sanctimonious Suburbanite: Sloan Wilson's *The Man in the Gray Flannel Suit*." *American Literary History* 11.1 (Spring): 82-106. Print.⁹

⁵ Note that an introduction to a primary work includes the author of the work using "By."

⁶ Note that you need to list the translator(s) of the text.

⁷ If you quote from a daily or weekly journal or newspaper, you need to add the exact date of the publication instead of the volume and issue number.

⁸ Note that in more than one listing by the same author, the name of the author is not repeated but replaced by "---."

⁹ Note that the author's name is repeated instead of replaced by "---" because the article was co-authored.

Hip Hop: Beyond Beats and Rhymes (2006). Dir. Bryon Hurt. Public Broadcasting Service. Film.

“Isaiah Thomas – Short Biographical Essay” (n.d.). *Teach US History*. American Antiquarian Society. Web. <http://www.teachushistory.org/files/u2/IsaiahThomas/short_bio_of_it_0.pdf> (19 Oct. 2020).

Levine, Rhonda F., Scott G. McNall, and Rick Fantasia, eds. (1991). *Bringing Class Back In: Contemporary and Historical Perspectives*. Boulder: Westview Press. Print.

“No More Mr Nice Guy” (2011). *The Economist* 24 Sept.: 59-60. Print.

Radway, Janice (1997a). *A Feeling for Books: The Book-of-the-Month Club, Literary Taste, and Middle Class Desire*. Chapel Hill and London: U of North Carolina P. Print.

--- (1997b). “Identifying Ideological Seams: Mass Culture, Analytical Method, and Political Practice.” *Communication* 9: 93-123. Print.

Scharnhorst, Gary (1980). *Horatio Alger, Jr.* Twayne’s United States Authors Series, 363. Boston: Twayne. Print.

Stienissen, Geert (2012). “Clark Doll Experiments.” *YouTube*. Google LLC, 15 April 2012. Web. <<https://www.youtube.com/watch?v=PZryE2bqwdk>> (10 Oct. 2020).

The West Wing (1999-2006). Creator Aaron Sorkin. NBC. DVD.

Plagiatserklärung

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