

Writing Research Papers for the English Department of the University of Gießen

Style Sheet

Layout Conventions

A research paper, physically, contains the following parts: **a title page, a contents page, the text of the paper, the list of Works Cited.** This section explains the conventions to follow when creating the title page, the contents page, and when doing the layout of your text.

The Title Page

On your title page, you need to give **two kinds of information**: you need to give “**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.** If you get everything else wrong, try at least to spell the name of your instructor correctly and mention her appropriate academic titles. This is the minimum courtesy, and failure to do so will not create an enthusiastic reaction in your instructor towards your paper as a whole. **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. 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 date when you have handed in the paper** (not the deadline). For a sample cover page, please refer to the end of this document.

Title and Section Headings – Rules for Capitalization

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

- the first and last words of the title
- nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, as, that, etc.*)

You do not capitalize

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

Example:

**True Love by “Realist Compare”:
Shakespeare’s “Sonnet 130” as a Love Poem**

Contents Page

On the contents page, you need to list the four parts of your paper: introduction, body of the text, conclusion, 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.” Number your conclusion “3.” and number your Works Cited “4.” Before handing in your paper, check that the headings and numbers are identical on the contents page and in the paper. For a complete sample content page, please refer to the end of this document.

Example:

1.	Introduction	1
2.	Imagery in Shakespeare’s “Sonnet 130”	2
2.1.	Color Imagery in the First Quartet	2
2.2.	Olfactory Imagery in the Second Quartet	5
2.3.	Auditory Imagery in the Third Quartet	7
3.	Conclusion	9
4.	Works Cited	11

Page Layout

The text on your pages should appear as follows:

- It should be printed in **size 12**.
- It should preferably be printed in a **font with serifs**, e.g. Times New Roman, Garamond, etc., for texts that will be read in print like research papers. Use fonts

without serifs for texts that will be read on screen or on powerpoint presentations. These include Arial, Calibri, etc. (Note that this document uses Calibri. It would be more readable if it used a font with serifs throughout. A font without serifs was chosen, however, to distinguish the main text from examples as they should appear in a term paper.)

- **The spacing should be 1.5 in the body of the text.**
- **The paper should have margins: 2.5 cm left, 4 cm right, 3 cm top, 3 cm bottom.**
- **The margins should be aligned (“Blocksatz”).**
- **The first line of every paragraph should be indented, except for the first paragraph of a new section.** The section heading does the job of alerting the reader to the fact that a new paragraph has started. Thus indentation is not needed.
- **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.** Begin with number 1 on the first page of your text, not on the title page or contents page.

Documentation of Sources

Ways of Using a Source in Your Own Text

Secondary sources can appear in your own text in three distinct ways:

- **quotations.** Quotations must be identical to the original; they use a narrow segment of the source. They must match the source document word for word:

In his famous and influential work *On the Interpretation of Dreams*, Sigmund Freud argues that dreams are the “royal road to the unconscious” (1987 [1900]: 5).

- **paraphrasing.** Paraphrasing involves putting a passage from the source material into your own words. Paraphrased material is usually shorter than the original passage. It takes a somewhat broader segment of the original source and condenses it slightly:

Freud claims that dreams are a way for the dreamer to work through his or her unfulfilled wishes in coded imagery (1987 [1900]: 8).

- **summarizing.** Summarizing involves putting the main idea(s) of a secondary source into your own words, including only the main point(s). Summaries are significantly shorter than the original and take a broad overview of the source material:

According to Freud, actual but unacceptable desires are censored internally and then subjected to coding before emerging in a kind of rebus puzzle in our dreams (1987 [1900]: 11-18).

YOU ALWAYS NEED TO DOCUMENT YOUR SOURCE

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

OTHERWISE: YOU ARE COMMITTING PLAGIARISM.

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**. To not 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.

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.**

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 Institut für Anglistik, University of Gießen, is one version of the **"author-date-system"** and is a mixture of MLA style and APA style. "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**.

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. An excellent research paper does not need to contain a single footnote as long as you use secondary sources and cite them correctly in the text.

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

“Quoted text” (author’s last name (space) date 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:

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 without any trouble.** This allows the reader to follow your text easily and not to be distracted by too much information, including long and unnecessary 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.

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” (1889: 177). 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: 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.

A note on procedure: When composing your paper, it is advisable to **first use complete parenthetical citations after each quotation** to avoid mixing up your sources. Only **when you have completed the final version** of your paper and will not be making any more changes to the content of your paper should you **take out the information on sources that is not necessary**. The reason for this is that when you copy and paste pieces of text in your document, you are changing the order of quotations as well. When you do so while leaving out the full citation including the name of the author, you may easily confuse different sources.

Format of quotations

If a direct quotation is longer than 3 lines, you need to indent the whole quotation and reduce line space to 1.0:

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, a spy. Far from aiming at merely denigrating his country, however, his intentions are 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: 182)

His main care is 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” (1889: 183).

Note that the indented quotation is not opened and closed by quotation marks.

Note that the text following the citation in this example is not indented because this is still the same paragraph. When a new paragraph begins after a quotation, however, that paragraph must be indented. **Note also** that in 95% of cases, it is a symptom of bad writing to end paragraphs with a quotation: A quotation should always be contextualized, and you need to comment on any longer quotation you are using. **The rule of thumb here is: your analysis of the text should be at least as long as the quotation you are using.**

Works Cited

Your documentation of sources in parentheses in the text is incomplete without your list of Works Cited. When a reader sees the citation “(Chatman 1990: 67),” s/he needs to be able to identify the

source and needs more 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 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.

Please note that the latest edition of the *MLA Handbook* asks writers of research papers to distinguish the medium of publication in the list of Works Cited, as various kinds of sources have multiplied with the rise of digital media. For the time being, the Institut für Anglistik will not ask you to add this information.

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).

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

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

Note that the year of publication in parentheses is followed by a period. The use of a short title and a longer subtitle is very common for scholarly monographs; title and subtitle are separated by a colon. The title of monographs (as well as of edited volumes and journals) is printed in italics.

Note that in German language publications, titles and subtitles are separated by a period rather than a colon. When you are citing German language publications, please adhere to this convention.

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.

If there are two authors to 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.

Note that if the names are not listed alphabetically, this is not an error. Rather it signals that the author who appears first has (ideally) contributed more to the monograph. Less ideally, s/he has a higher academic position. Cite the names of authors (and editors) in the order in which they appear on the cover of the book.

One author:

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

Two authors:

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

Note that in MLA style, "University Press" is abbreviated by "UP." As in "U of Chicago P," this abbreviation can be spaced out. Note that Cambridge University Press and Oxford University Press are abbreviated by "CUP" and "OUP" respectively.

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. Note also that volumes are often edited by more than two editors. In this case the names of all but the first editor are given as “First name Last name.”

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

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

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

Note that monographs may also occasionally be published by more than two authors; you need to adjust the system modelled above accordingly.

Edited books and anthologies often appear as part of a series. You also need to cite the series title.

Note that monographs may also be published in a series. Again, you need to adjust the system modelled above accordingly.

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

One editor:

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

Two editors:

Fludernik, Monika and Ariane Huml, eds. (2002). *Fin de Siècle. Literatur, Imagination, Realität*, 29. Trier: Wissenschaftlicher Verlag Trier.

Note that this example illustrates the difference in punctuation conventions between the title and the subtitle in German language publications. Here, a period separates the title and the subtitle.

Three editors:

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

Book vs. Article in the Works Cited

The **central difference** between the citation of books and the citation of articles is the following: **book titles are printed in italics, titles of articles appear in quotation marks.** To be more precise, the titles of all independent publications (i.e. also journal titles) are printed in italics. This system allows readers to see what kind of sources the author of a research paper or an article used simply by scanning the page(s) of the Works Cited.

Always use **double quotation marks**. Single quotation marks are only used for quotations within a quotation. Double quotation marks are also used for figurative expressions (“uneigentliches Sprechen”).

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.

If there is more than one author of an article or more than one editor of the book which the article is taken from, you need to adjust your citation system accordingly.

Example:

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

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 or Issue Number: Page numbers.

Example:

Stanzel, Franz Karl (1959). “Episches Praeteritum, erlebte Rede, historisches Praesens.” *Deutsche Vierteljahrsschrift für Literaturwissenschaft und Geistesgeschichte* 33: 1-12.

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. I.e. do not list *The Green Mile* under “t,” but under “g.” *A Room with a View* should be listed under “r.” The name of the director follows after a “Dir.” after the parentheses. Films in your Works Cited should be listed like this:

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

Example:

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

Note that anonymous sources are also listed alphabetically by title.

Citing Sources from the Internet

If you are writing a paper that belongs to the 5% 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 the author's name. If you cannot find out the name, list the source under the page's title. You should also list the exact date when the article was posted (if available). You definitely need to list what is called “Date of access,” i.e. the exact date when you accessed this specific webpage. Note that you need to cite the URL in pointed brackets.

Last name, First name (Year). Title. Date of posting. Date of access. <URL>.

Example:

Eaves, Morris, ed. (2007). *The William Blake Archive*. 28 Sept. 2007. 23 October 2009.
<<http://www.blakearchive.org/blake/>>.

Note that sources on the internet, as in this example, can also have editors. Adjust your citation system accordingly.

Other Sources

On the last three pages of this manual, citation conventions for the most frequent media you will be using are assembled. There are, however, a zillion other kinds of sources you may need to or want to cite from in your research paper. The section on “Preparing the list of works cited” in the *MLA Handbook* is a stunning 90 pages long and includes sources from unpublished dissertations to

performances to radio plays to comics. If you need to cite a source other than the ones mentioned here, please refer to the *MLA Handbook* and adapt the conventions to the author-date system.

A Note on Citation Conventions

Much of what is presented here as the modified MLA style which the English Department uses may confuse you because you have come across other style sheets, e.g. in linguistics, which also use the “author-date system” but vary in terms of their preferred punctuation. Do not despair if you have always used a comma after the name of the publisher or the number of a journal and then listed the page numbers, or if you learned to use a colon after the year of publication in parentheses. At the end of the day, these punctuation details do not matter. However, **always be consistent** in your system of citing sources. Use the exact same system throughout your paper(s). The easiest way to be consistent is to closely follow one style sheet, for example, the one suggested in this manual. Instructors at the English Department do **request that you use parenthetical citation and the author-date system.**

A Note on British vs. American vs. German Punctuation

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 re-interprets 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”.¹

American punctuation:

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

¹ Here a comment would be added.

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 re-interprets 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.”²

Note that in our system of citation, the co-occurrence of a quotation mark and 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 after the last but one item and 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 “und” and the “oder”:

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.

² Here a comment would be added.

Sample Cover Page

Justus-Liebig-Universität Gießen

Institut für Anglistik

PS: Introduction to Elizabethan Drama and Poetry

Prof. Dr. Anja Ausgedacht

WS 2010/11

**True Love by “Realist Compare”:
Shakespeare’s “Sonnet 130” as a Love Poem**

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Matrikelnummer: 10023404

Date: February 15, 2011

Sample Contents Page

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3.	Conclusion	9
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Sample Works Cited

Works Cited

- “An Act for the Amendment and better Administration of the Laws relating to the Poor in England and Wales” (1834). *The Victorian Web*. 5 May 2008. <<http://www.victorianweb.org/history/poorlaw/plaatext.html>>.³
- Cameron, Ardis (2002). “Open Secrets: Rereading *Peyton Place*.” *Peyton Place*. By Grace Metalious. London: Virago Press. vii-xxxvi.
- Canfield, Dorothy Fisher (1983). *The Home-Maker* [1924]. Chicago: Academy of Chicago Publishers.
- Felski, Rita (2000). “Nothing to Declare: Identity, Shame, and the Lower Middle Class.” *PMLA* 115.1 (January): 33-45.
- Fraser, Nancy and Axel Honneth (2003). *Redistribution or Recognition: A Political-Philosophical Exchange*. Trans. Joel Golb, James Ingram, and Christiane Wilke. London: Verso.⁴
- Gandal, Keith (1997). *The Virtues of the Vicious: Jacob Riis, Stephen Crane, and the Spectacle of the Slum*. New York: OUP.
- Gladwell, Malcolm (2004). “Getting Over It: The Man in the Gray Flannel Suit Put the War behind Him. What’s Changed?” *The New Yorker* Nov 8, 80.34: 75-79.⁵
- Harker, Jaime (2007). *America the Middlebrow: Women’s Novels, Progressivism, and Middlebrow Authorship Between the Wars*. Boston: Massachusetts UP.
- (2003). “Progressive Middlebrow: Dorothy Canfield, Women’s Magazines, and Popular Feminism in the Twenties.” *Middlebrow Moderns. Popular American Women Writers of the 1920s*. Eds. Lisa Botshon and Meredith Goldsmith. Boston: Northeastern UP. 111-34.
- (1999). “The Sanctimonious Suburbanite: Sloan Wilson’s *The Man in the Gray Flannel Suit*.” *American Literary History* 11.1 (Spring): 82-106.⁶
- Levine, Rhonda F., Scott G. McNall and Rick Fantasia, eds. (1991). *Bringing Class Back In: Contemporary and Historical Perspectives*. Boulder: Westview P.
- 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.
- (1997b). “Identifying Ideological Seams: Mass Culture, Analytical Method, and Political Practice.” *Communication* 9: 93-123.
- Scharnhorst, Gary (1980). *Horatio Alger, Jr.* Twayne’s United States Authors Series, 363. Boston: Twayne.

³ Note that the citation system has been adjusted to reflect the information that was available on this specific source.

⁴ Note that you also need to list the translator(s) of a text.

⁵ Note that, if you are quoting from a weekly journal or a newspaper, you also need to add the exact date of the publication and not just the year and number. Note that in more than one listing by the same author, the name of the author is not repeated but replaced by ---.

⁶ If journals name their issues “spring,” “summer,” etc., you need to add this information as it helps your reader to track down the article more easily.