

Universität Potsdam  
Institut für Anglistik und Amerikanistik  
compiled by Verena Adamik;  
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## **Style Sheet for Academic Writing**

Special thanks to the Department of American Studies at JMU Würzburg for providing their Style Sheet as a role model!

This style sheet supplies you with guidelines for the formal set up of Hausarbeiten/research papers and essays. It is based on the *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed., and provides you with information on basic *formal* requirements. Further rules can be found in the *MLA Handbook*, which should be consulted for cases **that have not been addressed** by this style sheet.

### **1. General Format<sup>1</sup>**

**Right margin: 4cm (for corrections)**

**Left, top and bottom, margin: 2.5cm.**

**Indent** the first word of any paragraph and additional **1.25cm**. Choose a font and a standard size that is easily readable, such as Times New Roman. Use full **justification** ('**Blocksatz**') and set your word processor to **1.5 spaces** throughout the entire document, including quotations, excluding footnotes.

### **2. Header and cover sheet**

**Essays** do not require a cover sheet, but need a header that states your name, the name of the lecturer, the name of your course, and the date when you are handing it in.

**Hausarbeiten**/Research Papers require a cover sheet, on which you state information about the seminar you took (name of the university, institute, term, lecturer, course), the title of your paper, the date you are handing it in, your name,

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<sup>1</sup> This format differs slightly from the MLA Formatting suggested in 4.0 of the *MLA Handbook for Writers of Research Papers*. Please adhere to it nonetheless.

your course of studies, and your matriculation number. Have a look at the example title page at the end of this style sheet.

### 3. Table of Contents

**Essays** do not need a table of contents.

**Hausarbeiten**/research papers require a table of contents. The table of contents follows the title page and contains the structure of the paper (all the titles of chapters and subchapters) and the corresponding page numbers. Your “Works Cited” should be treated as a chapter and be listed as well. The table of contents itself, however, should not appear in itself and does not require a page number.

### 4. Structure of chapters

Your **Hausarbeit** should be structured logically into chapters and subchapters. Be sure to use a consistent style! Use subchapters only when you have at least two.

**Example:**

2. Huck's Spaces	
2.1 "Sivilization" in the Douglas Household .....	14
2.2 The Old South .....	22
2.2.1 Geographical Dimensions .....	22
2.2.2 Political Dimensions .....	25
2.3 The Mississippi River .....	30

### 5. Page Numbers

Number all pages of your paper consecutively, beginning on the first page of your text (exclude your title page and table of contents). Place page numbers in the upper right-hand corner, next to your last name, or your matriculation number.

### 6. Punctuation (cf. 3.2, *MLA Handbook for Writers of Research Papers*)

Remember that you are writing your paper in English, this means that the rules for punctuations marks are different than in German. Use quotation marks ( “ ” ) for simple quotes, as well as the titles of essays, short stories, and poems. Use single quotation marks ( ‘ ’ ) for translations, definitions, or quotes within quotes. Use a comma to introduce a

quotation after an introductory phrase. Commas and periods belong within quotation marks, except when a parenthetical reference follows. Place colons and semicolons outside closed quotation marks. Place a question mark or exclamation point within the quotation marks if the punctuation is part of the quotations itself. Place the question mark or exclamation point outside the quotation marks if the punctuation is part of your writing.

**Examples:**

Quotation after introductory phrase: Lovecraft wrote, “The most merciful thing in the world, I think, is the inability of the human mind to correlate all its contents” (139).

Without parenthetical reference: The narrator begins with the thought that ignorance is “The most merciful thing in the world.”

With parenthetical reference (a lot more frequent in our case!): He goes on, “We live on a placid island of ignorance in the midst of black seas of infinity, and it was not meant that we should voyage far” (Lovecraft 139).

Semicolon: Bugliosi summed up their lifestyle as “anything goes” (79): drugs, promiscuity, fetishes.

Exclamation mark as a part of the quotation: Opinions against their teacher are quickly expressed: “The should fire him immediatley!” (Rowling 118).

Question mark as part of your writing: However, does he really believe that not-knowing is “The most merciful thing in the world” (Lovecraft 139)?

## **7. Italics (cf. 3.3, *MLA Handbook for Writers of Research Papers*)**

Use italics for words and letters referred to as words and letters/graphemes, foreign words, titles of books, plays and magazines, and for emphasis. If you use italics to highlight a phrase within a quote, mark this change clearly.

**Examples:**

Words and letters referred to as words and letters: Shaw spelled *Shakespeare* without the final *e*.

*YOLO* is an acronym, standing for the phrase *You Only Live Once*.

Foreign word: The *quattrocento* is depicted as a time of elaborate conspiracies and secret societies,

Title of a book: as *Illuminati* would have us believe.

Own highlight within a quote: “Use italics for words and *letters*” (Adamik 3; my italics).

## **8. Quotations (cf. 3.7, *MLA Handbook for Writers of Research papers*)**

*All* quotations, whether direct or indirect, need to be marked as such and be cited correctly. Incorporate a quote into your text by using quotation marks. You may use entire sentences or just single words or phrases as part of your own sentence. At the end of any quote, whether direct or indirect, you must cite your source (cf. point 9 below). Be sure to reproduce the original source exactly and do not make any changes, unless you mark these changes clearly.

**Examples:**

Original: The most merciful thing in the world, I think, is the inability of the human mind to correlate all its contents. We live on a placid island of ignorance in the midst of black seas of infinity, and it was not meant that we should voyage far.

Direct quote with a clarification: “The most merciful thing in the world [according to the narrator] is the inability of the human mind to correlate all its contents” (Lovecraft 139).

Direct quote within a sentence: The narrator assures us that we “we live on a placid island of ignorance,” and that “it was not meant that we should voyage far” (Lovecraft 139).

Indirect quote: The narrator opens the story by assuring the reader that ignorance is bliss (Lovecraft 139).

If you wish to omit a word or a sentence, use three periods with a space before each and after the last. If an ellipsis coincides with the end of a sentence, use four periods, with no space before the first or after the last

**Examples:**

Original: The most merciful thing in the world, I think, is the inability of the human mind to correlate all its contents. We live on a placid island of ignorance in the midst of black seas of infinity, and it was not meant that we should voyage far. The sciences, each straining in its own direction, have hitherto harmed us little; but some day the piecing together of dissociated knowledge will open up such terrifying vistas of reality, and of our frightful position therein, that we shall either go mad from the revelation or flee from the deadly light into the peace and safety of a new dark age.

Omission not coinciding with the end of a sentence: “We live on a placid island of ignorance . . . and it was not meant that we should voyage far” (Lovecraft 139).

Omission coinciding with the end of a sentence: “We live on a placid island of ignorance . . . . The sciences, each straining in its own direction, have hitherto harmed us little” (Lovecraft 139)

If a quote extends to more than four lines, set it off by beginning a new line and indent the entire quote and additional 2.5cm. In this case you do not use any quotation marks. Note that in this special case, the period comes before the parenthetical reference.

**Example:**

The most merciful thing in the world, I think, is the inability of the human mind to correlate all its contents. We live on a placid island of ignorance in the midst of black seas of infinity,

and it was not meant that we should voyage far. The sciences, each straining in its own direction, have hitherto harmed us little; but some day the piecing together of dissociated knowledge will open up such terrifying vistas of reality, and of our frightful position therein, that we shall either go mad from the revelation or flee from the deadly light into the peace and safety of a new dark age. (Lovecraft 139)

If you quote a dialogue from a **drama**, indent 2.5cm and write the character's name in capital letters followed by a period, then start the quotation. (For monologue, you do not need to do this. For blank verse/ rhymed speech also cf. the paragraph below on how to quote poetry.) If one character's speech extends one line, indent his following lines by an additional 0.6 cm. When the dialogue shifts to another character, start a new indented line. Quote stage directions like any other text, or, if they interrupt the flow of the conversation, omit them by treating them like an ellipsis.

**Example:**

LINDA. *Buttoning up his jacket as he unbuttons it.* All told, about two hundred dollars would carry us, dear. But that includes the last payment on the mortgage. After this payment, Willy, the house belongs to us.

WILLY. It's twenty-five years! (Miller 245)

If you quote from **poetry**, up to three lines can be quoted within the usual format. The end of a line is indicated by a slash. If four or more lines are included at once, the entire quote needs to be indented 2.5 cm, no quotation marks are used, and the original lines are preserved.

**Examples:**

Original:

Because I could not stop for Death  
He kindly stopped for me  
The Carriage held but just Ourselves  
And Immortality.

Quotation not extending three lines: "The Carriage held but just Ourselves / and Immortality" (Dickinson 3-4).

Quotation extending three lines:

Because I could not stop for Death  
He kindly stopped for me  
The Carriage held but just Ourselves  
And Immortality. (Dickinson 1-4)

## 9. Citing Sources in the Text

### 9.1 Parenthetical Citation

Following the MLA handbook, you are to provide information about incorporated material by inserting a brief parenthetical reference after the direct quote, or after the paragraph in which you indirectly used someone else's word, ideas, or facts (remember that not only direct quotations need a reference). Usually this includes the author's name and the page number. Given this information, the reader can find the complete information about the text in your list of works cited.

All references must clearly indicate a work in your works cited. Use the same name you listed there. If you have two authors with the same last name, add the first initial to your parenthetical reference, or if that is shared as well, add the full first name. If the work has two or more authors, follow the bibliographic entry: either list all of them (First, second, and third 23-30), or use *et al.* If the work is listed by the title, use the title in full or abbreviated, but be sure that the reader understands which work you are referring to. If you have two works by the same author, give the author's last name, after a comma a shortened title, then the page number. If the author's name is mentioned in the sentence, only provide the page number(s) in the parenthesis.

The parenthetical reference generally precedes the punctuation mark at the end of the sentence containing the borrowed material, unless you have a quote extending four lines (cf. page 2, point six "Punctuation").

#### Examples:

Author's name in the text: Dover has expressed his concern (118-21).

Author's name not in the text: This concern has been expressed (Dover 118-21).

Material located in two locations: (Williams 38, 119)

Two works are cited: (Burns 54; Thomas 89).

Two or three authors: (Dawson, Thoms, and Bell 66)

More than three authors: (Butcher et al. 13)

More than one volume volumes and pages: (Wilson 2: 1-18).

Two books by the same author: (Rowling, Chamber 17), (Rowling, Stone 25)

**Poems/dramas** should be quoted by giving the number of lines (poems) / the Act, Scene, and number of lines (plays), *if* the publication provides these.

**Example:**

“it cannot come to good / But break my heart,—for I must hold my tongue” (Shakespeare I.ii 156 – 58)

## 9.2 Citing by Using Footnotes

Generally, we prefer you citing parenthetically, as explained and exemplified in point 9.1. If you wish to instead use footnotes, please note that this handout gives only a very brief overview over this approach, and that you will have to research the specifics yourself in order to cite correctly.

Footnotes need to be serially numbered throughout your paper. The footnote follows the direct or indirect quotation, and stands at the end of the corresponding page. The first time you use a source, document it fully. Any following time, only give the last name of the author followed by the page number and a period. Note that the format of these entries differs from the format of the entries on the “List of Works Cited.”

**Examples:**

First quote from a source with footnote: “Harry Potter was a highly unusual boy in many ways.”<sup>1</sup>

Follow-up quote from same source: “it was the look Snape wore every time he set eyes on Harry”<sup>2</sup>

## 9.3 List of Works Cited (cf. 5, *MLA Handbook for Writers of Research Papers*)

It is absolutely crucial to include a list of the works you used to write your paper/essay. Keep the margins the same way they were throughout your paper. List the entries in **alphabetical order**, and begin each entry at the left margin. Indent all subsequent lines 1.25cm. Disable full justification in favor of a right-hand alignment. On the next page you will find examples for the bibliographical entry of various types of publications. There are, however, some important things you should remember:

- page numbers with three or more digits should be abbreviated by giving only the last two digits (if those are the only ones that need to be altered), as in: 315 - 66.
- when more than one city of publication is listed, use only the first.
- capitalize all principal words in the publication’s title and subtitle. Do not capitalize articles (a, an, the), preposition of fewer than five letters, or subordinating or

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<sup>1</sup> J.K. Rowling, *Harry Potter and the Prisoner of Azkaban* (New York: Scholasitc, 1999) 1.

<sup>2</sup> Rowling 93.

coordinating conjunctions of fewer than five letters. However, the first word in a title and any word directly after a colon or semicolon must *always* be capitalized.

- if you have three or less authors or editors, name all of them; if you have more, name only the first and then put "et al." which means "and others"
- many sources do not have a date, publisher or pagination; write n. pag. for those sources without page numbers, n.d. for no date, and n.p. if name of the publisher/place of publication is omitted
- if an edition is given, specify it by number (2nd ed.), name (Rev. ed.), or year (2004 ed.)

**Example:**

Book by a Single Author:

Morrison, Toni. *Beloved*. London: Picador, 1987. Print.

Two books by the same author:

Morrison, Toni. *Beloved*. London: Picador, 1987. Print.

---. *Song of Solomon*. New York: Plume, 1987. Print.

Translation:

Mankell, Henning. *Firewall*. Tran. Ebba Segerberg. New York: Vintage-random, 2003. Print.

Author using a pseudonym (and reprint of an older version):

Twain, Mark [Samuel Langhorne Clemens]. *The Adventures of Huckleberry Finn*. 1884. New York: Penguin, 1959. Print.

Essay, Poem, or Article in an Anthology:

Gilman, Charlotte Perkins. "The Yellow Wallpaper." *The Norton Anthology of American Literature*. Ed. Nina Baym et al. 3rd ed. Vol. 2. New York: Norton, 1989. 649-60. Print.

→ In this case *Ed.* means *Edited by*, so you do not need the plural *s*.

Anthologies or Compilations:

Weisser, Susan Ostrov, ed. *Women and Romance: A Reader*. New York: UP, 2001. Print.

→ Here, *ed* means *editor*, so you need to write *eds* if you have more than one.

Article or Chapter in a Book:

Naremore, James. "Hitchcock at the Margins of Noir." *Alfred Hitchcock: Centenary Essays*. Ed. Richard Allen and S. Ishii-Gonzales. London: BFI, 1999. 263-77. Print.

Encyclopedia Entry:

"Existentialism." *Routledge Encyclopedia of Philosophy*. London: Routledge, 1998. 199-204. Print.

Bercuson, David Jay. "Canada." *The World Book Encyclopedia*. Chicago: World Book, 2006. 93-106. Print.

Scholarly Journal Article:

Keary, Anne. "Dancing with Strangers: Europeans and Australians at First Contact." *Canadian Journal of History* 41 (2006): 613-616. Print.

→ If you have an issue number, include that as well:

Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." *Young Children* 58.6 (2003): 12-18. Print.

Magazine Article (with author):

Geddes, John. "A Natural Remedy?" *Maclean's* 4 June 2007: 20-22. Print.

Magazine Article (without author):

"An Unlikely Champion of the Rule of Law." *Maclean's* 11 June 2007: 31. Print.

Newspaper Article:

"Ignorance, Politics and the Way of Democracy." *Toronto Star* 16 June 2007: A2. Print.

Webpages: General Form

Last name, First name. "Document title if available." *Title of the overall Website*, Version or edition if available. Publisher or N.p. to designate no publisher, publication date or n.d. to indicate that no date was given. Web. Date of access.

Examples:

*Canadian Museum of Civilization*. Canadian Museum of Civilization Corporation, 2007. Web. 19 June 2008.

Wong, Jessica. "Celebrating the Kid Inside." *CBC News*. Canadian Broadcasting Corporation. 30 July 2004. Web. 20 Aug. 2008.

"Works of Joyce Wieland." *Celebrating Women's Achievements: Women Artists in Canada*. National Library of Canada, 2000. Web. 29 Mar. 2009.

Online Journal:

Stenson, Kevin. "Governing the Local: Sovereignty, Social Governance and Community Safety." *Social Work & Society* 6:2 (2008): n. pag. Web. 22 Mar. 2009.

Periodical Publication in an Online Database:

Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children's Literature." *African American Review* 32.1 (1998): 9-16. *JSTOR*. Web. 5. June 2008.

Sample Cover Sheet

**Universität Potsdam**

**Institut für Anglistik und Amerikanistik**

**Aufbaumodul Amerikanische Literatur und Kultur, Seminar 2**

**"College Professors as Action Heroes"**

Prof. Dr. Robert Langdon

Summer Semester 1999

**The Depiction of Intellectuals as Heroes on the Example of Dr. Henry Walton Jones, Jr.**

August 4<sup>th</sup>, 1999

**Leslie Winkle**

BL Englisch

13<sup>th</sup> Semester

Matr. No. 8675309