1. Choosing your topic

- either from the list of presentation topics in the seminar programme
- or your own suggestion
- **In any case, contact me, give/send me a rough outline, main research question(s) and list of literature you intend to use and wait for my reaction before you start writing.**

2. Dealing with literature

- **Any sources you use have to be listed** under 'References' (see 3. below).
- **Do use our library**, *Universitätsbibliothek*, *Staatsbibliothek*.
- **Do not use internet** sources unless we have explicitly agreed on them.
- Course handouts, lecture notes etc. can be used for your own basic information, but not as sources that can be referred to.
- Cf. 5. below!

3. Overall structure of term paper

- **front page:**
  university – department – title of seminar – lecturer's name – title of term paper – your name – your address, phone number, e-mail – your type of course (BA, LAG ...) and subjects – number of semester you are in.

- **table of contents:**
  all titles of chapters and sub-chapters (numbered in decimal system: 1., 2., 2.1, 2.2, etc.) with page numbers, even if the same page number reappears more than once (for shorter sub-chapters); introduction, bibliography, appendix also have page numbers and are listed in the table of contents; page numbers usually start on first page of introduction.

- **introduction:**
  (not necessarily called 'introduction', can also have a content-related title) – brief outline of topic and research question, central problems and questions you are going to deal with, outline of the overall structure of your paper (what happens in which chapter), methodology, what empirical material (if any) you are using (e.g. what kind of adverts, how many and why, where you got them from, why you did not choose others); try to imagine what exactly the reader might expect from your paper when they read the title: if your paper covers less or more than might be inferred from the title, say so in the introduction; tell the reader not only what you do but also what you do not do (e. g. due to space restrictions – *Lesersteuerung*!). Introduce abbreviations / symbols etc. you want to use.

- **main part:**
  (should NOT be called 'main part', but should have content-based title(s); usually consists of several chapters) – presentation and discussion of literature that you have read; analysis of empirical material (if any). Individual chapters should represent clearly delimited argumentative units and should be linked among each other explicitly. Very useful for the reader: short introduction at the beginning of each chapter, brief summary at the end and one or two sentences about the following chapter (*Lesersteuerung*!).

- **summary:**
  (not necessarily called 'summary', can also have content-related title) – repetition of all important

steps in your line of argument: main aims of paper, procedure, results; on the basis of that, presentation of the overall result(s) (answer to research question; main hypothesis shown to be correct or not?). Very useful for yourself: look at the title of your paper again; check whether the summary (just like the introduction) is (also explicitly!) related to the title. If not, something must be wrong.

- **references:**
  all the literature referred to in your paper either by literal quotes or indirectly.

- **appendix (if applicable):**
  any empirical material you use: e.g. newspaper articles, full-page advertisements, larger tables or graphs from the literature; also a CD-ROM, video or audio tape; but only material explicitly referred to in the paper, not just uncommented additional examples. The material should be on numbered pages so that you can refer to it in your text (e.g. "article no. 3, appendix, p. 16" ...).

4. Formal aspects (general)

- **15,000-18,000 characters** in a **Seminar; 22,500-30,000 characters** in a **Fortgeschrittenenseminar (BA); 34,000-51,000 characters** in a **Hauptseminar; not counting spaces;** just the text without technical parts (*not counting* front page, table of contents, list of references, appendix)
- **font size**: 12 point; footnotes, quotations, bibliographical references: 10 point
- **all pages** except front page and table of contents must be **numbered**
- only **one side** of each sheet printed on
- **1 ½ spaced**
- **margins**: 4 cm left, 3 cm right, 2-3 cm top and bottom
- **quotations** should be enclosed in double quotation marks ("like this") or, if longer than 2-3 lines, printed in a separate indented paragraph in smaller font
- attention can be drawn to items in the text by single scare quotes ('like this')
- special emphasis can be indicated by *italics* or by underlining
- **words from other languages** or words that serve as an **example** to illustrate a certain concept should be *italicized* or underlined, and translations enclosed in single scare quotes, e.g.:

  Blackbird ('Amsel') is a compound with a single main stress.

- **footnotes**:
  - should be as few and as short as possible
  - should be used only for adding information, definitions, or brief explanations that would disrupt coherence of running text
  - should not be used in place of citations in the running text (see 5.)
  - should not be used in place of bibliographical references at the end of the paper (see 5.)
- **style**:
  - the language of the paper should be up to university standards
  - any core variety of English is acceptable (British, American, Australian, etc.), as long as one variety is consistently used
  - gender discriminatory language (e.g. "the writer ... he", etc.) must be avoided

5. Bibliographical references

- There is not one single correct stylesheet for bibliographical references – **but stick to ONE convention!**
- For orientation, take a look at the English Department's *Stilblatt* (http://www.anglistik.uni-muenchen.de/service/downloads/stilblatt.doc) and/or the conventions used in recent printed publications by members of the English Department (library!).
- **basics of all stylesheets**: different types of publications need to be clearly distinguished:

- books by one or several author(s):

    Chomsky, Noam (1965), *Aspects of the theory of syntax*, Cambridge/Mass.: MIT Press.

- articles in edited volumes:

    Fromkin, Victoria A. (1988), "Grammatical aspects of speech errors", in: Frederick J. Newmeyer, ed., *Linguistics: The Cambridge Survey,* 4 vols., Cambridge: Cambridge University Press, vol. 2, 117-138.

    or, if more than one article from an edited volume is used:

    Fromkin, Victoria A. (1988), "Grammatical aspects of speech errors", in: Newmeyer, ed. (1988), vol. 2, 117-138.

    in which case the full bibliographical entry for the volume must also be listed alphabetically:

    Newmeyer, Frederick J., ed. (1988), *Linguistics: The Cambridge Survey,* 4 vols., Cambridge: Cambridge University Press.

- articles in journals:

    Helbig, Gerhard (1979), "Zum Status der Valenz und der semantischen Kasus", *Deutsch als Fremdsprache* 16: 65-77.

- internet sources (e.g. for empirical material): quote URL and date of access, e.g.:

    https://www.whitehouse.gov/news/ (November 10, 2018)

6.   Quotations and citations

- **Any information taken from any source, whether quoted literally, paraphrased or summarized, must be provided with a source reference!**
- **Passages from articles or books must not be translated** (e.g. from German into English) – if you quote, do so in the original language; if you do not, paraphrase it in your own words, but in any case, provide a source reference.
- Use the short cication form: (name of author(s)   year of publication : page number) – examples:

- **literal quotation:**

    Marchand (1960: 81) states that "[t]he process of lexicalization is obvious in changes in the signifiant with those words also that are not characterized by unity stress".

    Idiomatization can manifest itself "as the addition or loss of semantic features" (Lipka 2002: 113).

- **citation** - when a source is summarized without quoting literally:

    The most comprehensive discussion of lexicalization and institutionalization is found in Bauer (cf. 1983: 42-61).

    Levinson (vgl. 1983: Kap. 5) kritisiert ebenfalls bestimmte Grundannahmen der traditionellen Sprechakttheorie.

- **quoting indirectly** – i.e. taking a quotation not from the original source but from another text where it is quoted – if the original text is absolutely unavailable (**generally to be avoided!**):

  > Raskin points out that "every script is a graph with lexical nodes and semantic links between the nodes" (Raskin 1985: 81, quoted after Brône 2012: 465).

  In such a case, both relevant sources must be included as full entries in your list of references.

- **Do not change the wording or spelling within quotations**, or, if syntactically necessary, indicate with […]. Do not correct typographical errors in quotations but copy them and add [sic] or [!].

7.   Plagiarism

- how to avoid plagiarism – cf. also www.anglistik.lmu.de → PERSONEN → Falkner → Downloads → Leitfaden Umgang mit Plagiaten
- plagiarism declaration can be downloaded under: www.anglistik.lmu.de → SERVICE/ DOWNLOADS → Erklärungsvordrucke → Plagiatserklärung des Instituts
- **must be included (with your signature) at the end of term paper**

8.   The final stage

- You can – and should – run a computer spelling check of your paper before handing it in;
- but do not rely on that: **thorough proofreading of the final version of your paper** (the printed-out version; not on the computer screen) **is indispensable**, if necessary by someone else (because after a while you cannot find your own spelling errors any more), perhaps a native speaker of English.
- Put your term paper in a folder (*Schnellhefter*) – do not hand in loose sheets.
- In addition to the printed version, **send an electronic version** as a word or PDF file attachment to falkner@lmu.de (to be used for routine plagiarism check) by the deadline.
- **Deadline: to be announced in the seminar**
- **If you need the *Leistungsnachweis* for exam registration** (e.g. Staatsexamen) soon after the end of term, or if you cannot write your term paper during the term break, tell me in time (this will probably make an **earlier deadline necessary**) and add a note to your term paper.
- You may **hand in your paper** at the *Studierendensekretariat* (067 RG), or put it in the white post box opposite the *Studierendensekretariat*, or post it to W. Falkner, Institut für Englische Philologie, Universität München, Schellingstraße 3, 80799 München.
- For results check LSF
- Term papers with my comments can (should) be picked up in my office hours the following term.

E-MAIL: falkner@lmu.de

OFFICE HOURS: see notice outside room 063 RG and www.anglistik.lmu.de – PERSONEN

9.   Useful literature

- *Stilblatt* of the English Department (www.anglistik.lmu.de → SERVICE/ DOWNLOADS → Allgemeine Handouts → Stilblatt)
- Andermann, Ulrich, Martin Drees & Frank Graetz (2006), *Duden – Wie verfasst man wissenschaftliche Arbeiten? Ein Leitfaden für das Studium und die Promotion*, 3., völlig neu erarbeitete Auflage, Mannheim: Bibliographisches Institut.
- Niederhauser, Jürg (2011), *Duden – Die schriftliche Arbeit*, Mannheim: Bibliographisches Institut.
- Pospiech, Ute (2012), *Duden – Wie schreibt man wissenschaftliche Arbeiten? Alles Wichtige von der Planung bis zum fertigen Text*, Mannheim: Bibliographisches Institut.