

Style Sheet for Papers and Theses in English Studies

1. Basics

Format

- paper format: DIN A4
- font and font size: Times New Roman 12 pt
- spacing: 1.5 lines
- page borders: left 4 cm, right 3 cm, top and bottom 2.5 cm
- paragraphs: indent first line of every paragraph (except for first paragraphs after headings, tables, figures and indented quotations); no separate spacing is needed after each paragraph

Cover Page

<p>Ludwig-Maximilians-Universität München Department of English Studies (semester) (course title) (name of instructor)</p> <p style="text-align: center;">title</p> <p style="text-align: center;">(your name) (address, phone number, e-mail address) (course of study, majors/minors) (number of semesters)</p>
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Table of Contents

Your paper must contain a table of contents with page numbers. The numbered items appear as section headings in the text as well.

References or Works Cited

The References Section at the end of the paper contains a list of all sources used in a paper, ordered first alphabetically by the author's or editor's name. If you use several publications by the same author or editor, they are ordered chronologically. If appropriate, you may split the References Section into separate subsections (e.g. Primary Sources, Secondary Sources, Corpora, Dictionaries, etc.). Use capital letters for content words in English titles.

Plagiarism Statement

A signed plagiarism statement must be attached after the References section. The statement can be found on the homepage of the Institut für Englische Philologie at <http://www.anglistik.uni-muenchen.de/service_downloads/index.html>.

Footnotes

Footnotes appear at the bottom of the page, not as endnotes. They contain important comments and additional information to support the line of argument. They appear as consecutive superscript numbers in the text, which generally follow punctuation marks unless they refer to an individual term that precedes a punctuation mark.

Language

Papers are written using proper academic English or German. When writing a paper in English, make sure to consistently stick to one of the core varieties of English (American English, British English, Australian English, etc.) only.

Proofreading

It is indispensable to proofread the final version of your paper thoroughly. Do not rely on spell-checking software or autocorrect alone.

Binding and Submission

Longer papers (B.A. and M.A. theses as well as *Zulassungsarbeiten*) should be handed in as bound copies, shorter papers (seminar papers, thesis papers, etc.) in binders. Loose sheets or collections of loose pages in a sheet protector are not acceptable. In addition to the printed version, make sure to send an electronic version of your paper as a Word or PDF file attachment to be used for a routine plagiarism assessment to your instructor by the deadline. For the exact submission procedure for *Zulassungsarbeiten* as well as B.A. and M.A. theses, please make sure to follow the specifications given by the respective *Prüfungsamt*. Seminar papers may be handed in by sending them by mail (address: name of instructor, Institut für Englische Philologie, Ludwig-Maximilians-Universität München, Schellingstraße 3, 80799 München), by submitting them at the *Studierendensekretariat* (room 067 RG; for office hours, see homepage), or by putting them in the white mailbox to the right of room 053 RG (in an envelope with instructor's name).

2. Italics and quotation marks

Italics are used for

- letters, words, and sentences cited as examples (e.g. OE *spēd*)
- expressions taken from foreign languages (e.g. *laissez-faire*)
- book titles, journal titles, and titles of individual works (e.g. *Harry Potter and the Philosopher's Stone*)

Single quotation marks are used for

- meanings of words or sentences (e.g. OE *spēd* 'success')
- quotes within quotes (e.g. Harry's magical ancestry is revealed by Hagrid: "Ah, go boil yer heads, both of yeh," said Hagrid. 'Harry – yer a wizard'" (*Philosopher's Stone* 42).)
- technical terms and specific concepts (e.g. This instance represents 'romantic irony.')
- translations (e.g. *Errare humanum est* 'To err is human')

Double quotation marks are used for

- shorter quotes (up to three lines)
- titles of publications in multi-volume works, journal articles, or book chapters
- titles of poems and parts of a larger work (e.g. Chaucer's "Knight's Tale")

Note: Make sure to use typographically correct quotation marks acceptable in the respective language that you use in your paper (" " and ' ' in English and „ „ and , , ' ' in German, respectively); the same goes for apostrophes ('). Use *en dashes* (–) to indicate page ranges (e.g. 214–258) and to mark parenthetical insertions (e.g. Vowels – both lax and tense ones – exhibit distinct characteristics.).¹

¹ In OS X, en dashes can be inserted by pressing the Option key and the hyphen key. In Microsoft Windows, they can be inserted by holding down the Alt key while typing the number sequence 0150.

3. Quotations

Shorter quotations (up to three lines) are put in double quotation marks.

Longer quotations (more than three lines) appear in a separate justified paragraph without quotation marks. The entire paragraph is indented (font size: 11 pt; spacing: single line).

Omissions are indicated by three dots in square brackets. The original wording and spelling of the quotation must not be altered in any way. If necessary, put minor modifications (e.g. a syntactically required auxiliary) in square brackets as well.

When *quoting poems and plays*, indicate line breaks in short quotations with a forward slash (e.g. Wordsworth's lines "Of Him who walked in glory and in joy / Following his plough" ([1807] 2000: 1. 45–46) refer to Robert Burns.). In longer quotations, keep the original formatting of the primary text and put them in separate indented paragraphs.

Note: All quotes must be marked as such without exception. They must be followed by a clear bibliographical reference in parentheses. When quoting indirectly or paraphrasing a text, a bibliographical reference must be provided as well.

4. References

Reference a direct (literal) or indirect (non-literal) quote in the running text by providing the author's name, the year of publication, and the page number or range in parentheses, e.g. (Smith 2012: 54–57). If a reference refers to page 46 and 47, for instance, it should be formatted as (Smith 2012: 46f.) in papers written in English or as (Smith 2012: 46 f.) in papers written in German, respectively.²

Note: There are several commonly accepted ways of referencing literature. It is up to the author to choose which citation format they want to use; however, it is essential that one format is used consistently and not mixed with other formats.

² In order to systematically differentiate between direct and indirect quotes, it is advisable to add *cf.* or *vgl.* to in-text citations referring to an indirect quote; the reference should then be formatted as (cf. Smith: 2012: 54–57) in papers written in English or as (vgl. Smith 2012: 54–57) in papers written in German, respectively.

5. Examples for Bibliographical References

5.1 Monographs and Books in General

type	running text ³	References Section
monograph, one author	(Culler 1997: 56–59)	Culler, Jonathan. 1997. <i>Literary Theory: A Very Short Introduction</i> . Oxford: Oxford University Press.
monograph, more than one author	(Baugh and Cable 2002: 103)	Baugh, Albert C. and Thomas Cable. 2002. <i>A History of the English Language</i> . 5 th ed. London: Routledge.
edited volume	(Schabert, ed. 2009) ⁴	Schabert, Ina, ed. 2009. <i>Shakespeare-Handbuch: Die Zeit – Der Mensch – Das Werk – Die Nachwelt</i> . 5 th , revised ed. Stuttgart: Kröner.
more than three authors or editors	(Crenshaw et al., eds. 1995)	Crenshaw, Kimberlé, Neil Gotanda, Gary Peller, and Kendall Thomas, eds. 1995. <i>Critical Race Theory: The Key Writings that Formed the Movement</i> . New York: New Press.
multi-volume publication	(Hühn 1995: 2, 117)	Hühn, Peter. 1995. <i>Geschichte der englischen Lyrik</i> . 2 vols. Tübingen: Francke.

5.2 Articles in Books and Journals, Web Sources, and Other Sources

type	running text	References Section
article in a book	(Kastovsky 1992: 290–297).	Kastovsky, Dieter. 1992. “Semantics and Vocabulary”. <i>The Cambridge History of the English Language. Volume I: The Beginnings to 1066</i> . Ed. Richard M. Hogg. Cambridge: Cambridge University Press. 290–407.
article in a journal	(Edwards and Meale 1993: 102–113)	Edwards, A. S. G. and Carol M. Meale. 1993. “The Marketing of Printed Books in Late Medieval England”. <i>The Library</i> 15: 95–124.
article in a magazine with multiple issues per year	(Styrt 2015: 287)	Styrt, Philip G. 2015. “‘Continuall Factions’: Politics, Friendship, and History in <i>Julius Caesar</i> ”. <i>Shakespeare Quarterly</i> 66.3: 286–307.
article in a magazine	(Jones 1989: 5)	Jones, Mick. 1989. “My Life with the Stones”. <i>Time</i> Nov. 14: 1–20.
unpublished PhD dissertation	(Eble 1970: 67)	Eble, Connie Clare. 1970. “Noun Inflection in Royal 7 C. XII: Ælfric’s First Series of Catholic Homilies”. Unpubl. PhD dissertation, University of North Carolina at Chapel Hill.
web source	(Willey 2003)	Willey, David. 2003. “Italy Gets Globe Theatre Replica”. <i>BBC News</i> Oct. 14 < http://news.bbc.co.uk/2/hi/europe/3190268.stm > (accessed January 18, 2016).
dictionary entry	(<i>OED</i> s.v. <i>speed</i> , n.)	<i>OED = The Oxford English Dictionary</i> . 2000–. Ed. John A. Simpson. 3 rd ed. Oxford: Oxford University Press. < http://www.oed.com > (accessed January 18, 2016).

³ General rule: The author’s name is always given in parentheses unless it already appears in the running text (e.g. Smith claims that “German is an inflecting language” (2002: 45).).

⁴ In papers written in German use *Hg.* or *Hrsg.* instead of *ed.* and in the References Section 5. *Aufl.* instead of 5th *ed.*

5.3 Literary Texts, Text Editions, Plays, Movies, and Television Series

type	running text ⁵	References Section
novel	(<i>The Sea</i> 35) or (Banville 2005: 35)	Banville, John. 2005. <i>The Sea</i> . London: Picador.
text edition	(<i>Pride and Prejudice</i> 56) or (Austen [1813] 1999: 56)	Austen, Jane. [1813] 1999. <i>Pride and Prejudice</i> . Ed. William Trevor. Oxford: Oxford University Press.
anonymous author	(<i>Beowulf</i> l. 72) ⁶	<i>Beowulf: With the Finnesburg Fragment</i> . 1996. Eds. C. L. Wrenn and W. F. Bolton. 5 th ed. Exe- ter: University of Exeter Press.
short story	(“Conversation” 100) or (McEwan [1975] 2003: 100)	McEwan, Ian. [1975] 2003. “Conversation with a Cupboard Man”. <i>First Love, Last Rites</i> . New York: Anchor. 97–114.
poem	(“Journey” l. 11–16) ⁷ or (Eliot [1927] 2000: l. 11–16)	Eliot, T. S. [1927] 2000. “Journey of the Magi”. <i>The Norton Anthology of English Literature</i> . Ed. M. H. Abrams et al. Vol. 2. New York: Norton. 2386–2387.
play in a sin- gle edition	(<i>Hamlet</i> 1.5.189–190) ⁸	Shakespeare, William. [c. 1601] 2003. <i>Hamlet</i> . Ed. Elizabeth Story Donno. Cambridge: Cambridge University Press.
play in a complete edi- tion	(<i>Hamlet</i> 1.5.189–190) ⁹	Shakespeare, William. [c. 1601] 1997. <i>Hamlet</i> . <i>The Riverside Shakespeare</i> . Eds. G. Blakemore Evans, J. J. M. Tobin, et al. 2 nd ed. Boston, MA: Wadsworth. 1183–1245.
movie and television series	(<i>Dracula</i> 1:14:12) ¹⁰	<i>Bram Stoker’s Dracula</i> . 1992. Dir. Francis Ford Coppola. With Gary Oldman, Sir Anthony Hop- kins, and Winona Ryder. Columbia Tristar Home Video. DVD.

⁵ When referencing literary works, short titles may be used. Again, the general rule applies: The author’s name is always given in parentheses unless it already appears in the running text. The same goes for short titles of literary works.

⁶ References to poems or epic texts include verse numbers (l. = *line* or *lines*) instead of page numbers.

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⁸ Format of reference: act.scene.verse.

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¹⁰ Format of reference: hour:minute:second.