

Academic Writing

Style Sheet

Institut für Anglistik und Amerikanistik

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hhu

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1. Formalities

1.1. Layout Conventions

➔ **All papers must be word-processed. Each Research paper contains: title page, contents page, main text, list of works cited and declaration of authorship/ academic integrity (“Eidesstattliche Erklärung”)!**

1.2. Page Layout

Note:

There are no definite rules for formatting papers regarding margins and font styles so you should always check with the person you are writing your term paper with what their preference is!

In case they do not have any, it is advisable to stick to the simple rule of thumb that margins should be wide enough for your teacher to write in on the right side of your paper and wide enough for possible binding on the left (see below). Use a font that is readable (Arial, Times, etc.), some may prefer sans serif fonts, other serif fonts. You should, however, use a font that allows your reader to follow your text easily and not be distracted by the font (i.e. do not use fonts like Comic MS or Handwriting fonts).

- **Margin:** left 4cm; right 2 cm; top and bottom 2.5 cm.
- **Font:** standard size of 12 points; footnotes in the standard size of 10 points.
- **Spacing:** 1.5 in the body of the text and 1.0 in footnotes.
- **Setting:** full justification (*Blocksatz*)!
- **Set-off quotations:** Direct quotations that are longer than three lines are indented on the left margin (1 cm) and remain in 12 points, 1.0 spacing, and full justification.

➔ **Your pages must be numbered. Page number does not start on the first page of your physical paper (i.e. the title page) but on the first page of your introduction.**

1.3. Title Page

➔ The title page of every paper must include:

- 1) **context information:** university, title of the seminar, name of the instructor, semester in which the seminar took place, title of the term paper
- 2) **information about yourself and your paper:** name, address, email address, student ID number (“Martikelnnummer”), semester, course of study, date of when you handed in the paper, word count and, most importantly, requested credit allocation (i.e. “Art der Prüfungsleistung”).

Title page sample:

Heinrich-Heine- Universität Düsseldorf
Philosophische Fakultät
American Studies – Instiut Anglistik II
Prof. Dr. Max Mustermann

19th Century Sensationalism in Edgar Allan Poe's "Loss of Breath"

Seminararbeit

im Rahmen des Seminars

How to Write a Term Paper

WS 2020/2021

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Anzahl Wörter: 4500

1.4. Contents Page

→ Template:

Contents

1. Introduction	1
2. Chapter One	2
2.1. Subchapter One	2
2.2. Subchapter Two	3
3. Chapter Two	4
3.1. Subchapter One	4
3.2. Subchapter Two	5
4. Chapter Three	6
5. Conclusion	7
Works Cited	8

→ Sample contents page (of a paper with the topic: “The Female Cultural Sphere in 19th Century American Short Fiction by Women: Kate Chopin and Charlotte Perkins Gilman”):

Contents

1. Introduction	1
2. The Female Cultural Sphere in the U.S. in the Second Half of the 19th Century	2
2.1. The Cult of True Womanhood	2
2.2. Female Social Reform and the Early Feminist Movement	3
3. The Female Sphere in 19th-Century Fiction	4
3.1. Local Color vs. Regionalism	4
3.2. Breaking with Literary and Cultural Conventions and Taboos	5
4. Kate Chopin and Charlotte Perkins Gilman as Case Studies	6
4.1. Kate Chopin: Local Color Writing as Female Agenda	6
4.2. Charlotte Perkins Gilman: Social Reforms as Driving Force	9
5. Conclusion	12
Works Cited	13

Note:

- Your chapter headings and page numbers on the contents page need to correspond to the headings and page numbers in your paper!

Do	Don't
<ul style="list-style-type: none"> • The headings should tell a 'story' and give a first impression of how you develop your topic. • There is always an "Introduction" and a "Conclusion", although they do not necessarily have to be titled thus. • Choose topic headings or sub-headings which outline the content of your paper. • Sub-headings serve the clarification of main headings. • Subheadings are only used if there is more than one subheading (i.e. if there is 2.1 there needs to be 2.2) • Pagination: Start counting from the title page but start page numbering on the first page of the introduction. • Number all pages consecutively throughout the research paper. • If necessary, place a "List of Abbreviations/Figures/Tables" after the contents page. • If there is an appendix, it is placed after the "Works Cited" pages. 	<ul style="list-style-type: none"> • Avoid literal repetitions of headings (e.g. 2. Women's Liberation, 2.1 Women's Liberation and Counterculture). • Avoid filler words, one-worded headings, generalisations, questions, and specialised terms. • Avoid more than three levels for the structure of the paper (hence no 2.1.1.1 etc.) • Do not use sub-headings if you only have one sub-item (e.g. if you write 2.1 you must at least write 2.2). • Do not add a number before 'Works Cited', which is also not part of the chapter count and is thus not numbered. • Do not use the abbreviation "p." in front of a page number. • Do not include the "Declaration of Authorship" (<i>Eidesstattliche Versicherung</i>) in the Contents.

1.5. Works Cited & Declaration of Authorship / Academic Integrity

- ➔ The works cited list is at the end of your paper, after the conclusion and before Declaration of Authorship / Academic Integrity
- ➔ The works cited list should be its own page, it does not have a chapter number as it is not part of your text as such but still needs to be referenced with a page number as it is part of your paper and your reader needs to be able to find your works cited list
- ➔ This list contains **ALL the sources and material** (including media such as DVDs, YouTube clips, music, etc.) you have used in your paper
- ➔ This list includes **ONLY the sources you have cited** (directly and indirectly!) in your paper (material you have consulted but discarded, such as texts you have read but not quoted from in your paper, are not listed here)
- ➔ Entries are sorted alphabetically by the author's last name
- ➔ If an entry runs more than one line, subsequent lines need to be indented
- ➔ To cite two or more works by the same author, give the name in the first entry only. Thereafter, in place of the name, type three hyphens which stand for exactly the same name as in the preceding title.
- ➔ You can use programmes like CITAVI, Endnote or Zotero to generate your Works Cited list and document your sources.

- ➔ The Declaration of Authorship / Academic Integrity or *Eidesstattliche Versicherung* is the last page of your paper and needs to be signed by hand! It can be written either in English or German.

<p>Hereby, I declare that I have composed the presented term paper / bachelor thesis / master thesis with the title</p> <p style="text-align: center;">“_____”</p> <p>independently on my own and without any other resources than the ones indicated. All thoughts taken directly or indirectly from external sources are properly denoted as such. This paper has neither been previously submitted to another authority nor has it been published yet.</p> <p style="text-align: center;">Place, Date</p> <p style="text-align: center;">Signature</p>	<p>Hiermit versichere ich, dass ich die Hausarbeit /Bachelorarbeit / Masterarbeit mit dem Titel</p> <p style="text-align: center;">“_____”</p> <p>selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe, alle Ausführungen, die anderen Schriften wörtlich oder sinngemäß entnommen wurden, kenntlich gemacht sind und die Arbeit in gleicher oder ähnlicher Fassung noch nicht Bestandteil einer Studien- oder Prüfungsleistung war.</p> <p style="text-align: center;">Ort, Datum</p> <p style="text-align: center;">Unterschrift der Verfasserin / des Verfassers</p>
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2. Documentation of Sources

2.1. Plagiarism

YOU ALWAYS NEED TO DOCUMENT YOUR SOURCE

when you are quoting, paraphrasing or summarising ideas and arguments.

OTHERWISE YOU ARE COMMITTING

PLAGIARISM.

Plagiarising results in a fail!

- ➔ Plagiarism is not crediting another author for his/her ideas. To plagiarise means to commit literary or intellectual theft. Plagiarising constitutes fraud.
- ➔ General forms of plagiarism: paraphrasing wording, taking a particular apt phrase, presenting an identical line of thinking, one-on-one translation without documentation.
- ➔ **Only information and ideas broadly known by your readers and widely accepted by scholars, such as the biography of an author or the dates of historical events, can be used without documentation.**

2.2. Documentation Styles

- ➔ There are several ways in which you can document your sources: you may use in-text citations or footnotes. Accordingly, there are several different styles you can use in order to format your citations (MLA, Chicago, Harvard etc.). You should always check with your instructor to see which formatting style they require you to use. All official styles are available in book form or online (see appendix) and are easy to access. The most important thing when it comes to formatting your documentation style is **to stick to one style and follow this one through. Do not mix different styles as this will make your documentation incoherent and incomprehensible.**

2.3. In-Text Citation: MLA

2.3.1. Basic In-Text Citation

- MLA uses the **so-called parenthetical (in-text-citation) style**. This means that when you quote from a book, an article, or any other source, the quotation should be followed by a parenthetical citation giving the page number where the quotation can be found.
- **Footnotes** are only used for necessary explanatory remarks or content-related comments.
- **References in the text** must clearly point to specific sources in the list of works cited.
- According to MLA guidelines, you must provide both **the name of the author and the page number**, e.g. (Müller 35).

- You may abbreviate **the titles of primary sources**, e.g. *Brick Lane* (BL 15), but should briefly explain the use of this abbreviation in a footnote or, when using several abbreviations, in a list of abbreviations.
- If the work has **more than three authors** (e.g. John Brown, Klaus Turm, Fred Smith, John Fry), give the first author's last name followed by "et al.", e.g. (Brown et al. 10).
- When referring to **more than one work**, use a semicolon to separate the citation, e.g. (Brown et al. 10; Müller 35).
- If you use **more than one author with the same last name** (e.g. Andrew Patterson and Lee Patterson), add the first letter of the first name, e.g. (A. Patterson 183-85), (L. Patterson 230).
- If you use **more than one work by the same author** (e.g. Homi K. Bhabha's *Nation and Narration* and *The Location of Culture*), add a shortened version of the title, e.g. (Bhabha, *Nation* 25), (Bhabha, *Location* 85).
- If **no author** is given, cite a work by title, e.g. ("Noon").
- When **quoting a reference that is not originally from the source you have**, include the abbreviation "qtd. in" (quoted in) before the indirect source in the parenthetical reference (e.g. Watt qtd. in Hunt and Jacob 493). However, citations taken from a secondary source should generally be avoided; consult the original work whenever possible.
- The **second and following parenthetical citation** of the same source omits the author's name, e.g. "aaa" (Müller 12); "bbb" (10).
- If **the author's name is already mentioned** in the sentence containing the quotation, the following parenthetical citation omits the author's name and only mentions the page number, e.g.: Smith points out that xyz (10); According to Smith, "xyz" (19).
- Direct **references longer than three lines** are indented (see above for layout specifications). Do not use quotation marks for these set-off quotations.
- When **quoting from a poem** refer to the lines in parentheses, e.g. (6-10).
- When **quoting from a drama** give number of act, scene, and lines in parentheses, e.g. (2.4.254-58).
- If you **quote two to three lines from a poem** within the continuous text use a slash (/) to separate them.
- If you wish to **omit a word or a sentence** from the reference you are quoting, use ellipses: "[...]". Ellipses are also used to align subject, verb form, and capitalisation, etc. in order to fit sentence fragments into the continuous text, e.g. see below.

EXAMPLES:

- "The boy was looking at him as if he were mad." (O'Connor 427)
- The young man was regarding him angrily (O'Connor 427)

- **OR:** According to O'Connor "[t]he boy was looking at him as if he were mad." (427)
- "The boy was looking at him [...] mad." (O'Connor 427)

2.3.2. Integrating Sources in Your Own Text

Secondary sources can appear in your own text in a number of distinct ways:

- **Quotations** must be identical to the original; they use a narrow segment of 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" (5).

- **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/her unfulfilled wishes in coded imagery (8).

- **Summarising** involves putting the main idea of a secondary source into your own words, including only the main aspects. 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 (11-18).

2.3.3. Bibliographical Format of References

- **Author's Name:** Give the author's name as it appears on the title page. Omit titles, affiliations, degrees, etc.
- **Title:** State the full title of the book, including any subtitle. Use a colon between main title and subtitle. Capitalise all titles (see 2.5). (1) Italicise books, plays, collection of poems, pamphlets, periodicals, web sites, films, albums, dance performances, visual art. (2) Put titles of articles, stories, poems, pages in a web site, episodes, songs, lectures in quotation marks.
- **Original Date of Publication:** Give information of the first date of publication after the title followed by a full stop.
- **Publication Information:** Only cite the last name of the publisher. Omit articles, business abbreviations, and descriptive words. When citing a university press use the abbreviation UP.
- **Common Abbreviations:** n.p. (no place of publication); n.p. (no publisher); n.d. (no date of publication); n. pag. (no pagination given).
 - **Cross-References:** Citing two or more works from the same collection, you may create a complete entry for the collection and cross-reference individual pieces to the entry.

Template Works Cited
1. Author. (Author's Last, First Name)
2. Title of Source. (<i>Title of Novel, "Short Story", "Essay", etc.</i>)
3. Title of Container, (<i>Title of Journal, Magazine, Short Story Collection, etc.</i>)
4. Other Contributors, (Name of Editor, Translator, etc.)
5. Version, (No. of Version)
6. Number, (No. of Serial Publication, e.g. Magazine, Journal, etc.)
7. Publisher, (Publisher's Name, Publishing House)
8. Publication Date, (Year of Publication, Date of Release)
9. Location. (Page Number, Verse, Paragraph, etc.)

2.3.4. Citing Different Sources

Type of Entry

Citation in Text

Book by a single author

Author's last name, first name. *Title of the Book*.
Publisher's name, year of publication.

Works Cited:

Dreiser, Theodore. *Sister Carrie*. 1900.
Introd. Richard Lingeman New Amer.
Lib.-Penguin, 2000.
Nielsen, Jakob. *Hypertext & Hypermedia*.
Academic Press Professional, 1993.

Citation in Text:

(SC 55), (Nielsen 141)

Book by more than one author

First author's last name, first name, and
second author's first name last name. *Title of
the Book*. Publisher's name, year of
publication.

Works Cited:

Gilbert, Sandra M., and Susan Gubar. *The
Madwoman in the Attic*. Yale UP,
1979.
Guignery, Vanessa, and François Gallix,
editors. *(Re-)Mapping London:
Visions of the Metropolis in the
Contemporary Novel in English*.
Publibook, 2008.

Citation in Text:

(Gilbert and Gubar 9)

Essay in a Collection or Work in an Anthology	Author's last name, first name. "Title of Entry." <i>Title of the Collection/Anthology</i> , edited by /compiled by/ translated by Name of the editor/ compiler/ translator/, Publisher's name, year of publication, Inclusive page numbers.
Works Cited:	Colvert, James B. "Stephen Crane." <i>Dictionary of Literary Biography</i> , edited by Donald Pizer, Vol. 12, Gale, 1982, pp. 100-124. Hooker, Thomas. "A True Sight of Sin." <i>The American Puritans: Their Prose and Poetry</i> , edited by Perry Miller, Columbia UP, 1982, pp. 153-164.
Citation in Text:	(Colvert 120), (Hooker 154)
Article in a reference book	"Title of Entry." <i>Name of Reference Book</i> , Edition of publication, Year of publication.
Works Cited:	"Tutankhamen." <i>The New Encyclopaedia Britannica: Micropaedia</i> , 15th ed, 1994.
Citation in Text:	("Tutankhamen")
Introduction/ Preface/ Foreword/ Afterword	Author's last name, first name (of the Introduction, etc.). Introduction/ Preface/ Foreword/ Afterword. <i>Title of the book</i> , by name of the principal work's author, Publisher's name, year of publication, Inclusive page numbers.
Works Cited:	Knowles, Owen. Introduction. <i>Heart of Darkness</i> , by Joseph Conrad, Penguin, 2007, pp. xiii-xxxviii. Bhabha, Homi K. Preface. <i>The Location of Culture</i> , by Bhabha, Routledge, 2004, pp. ix-xxv.
Citation in Text:	(Knowles vii), (Bhabha x)

Scholarly Edition

Author's last name, first name. *Title of the Book*. Year of first publication. Ed. Name of editor, Publisher's name, year of publication.

Works Cited:

Crane, Stephen. *The Red Badge of Courage: An Episode of the American Civil War*. 1895. Ed. Fredson Bowers. Charlottesville: UP of Virginia, 1975.

Citation in Text:

(Crane 65)

Journal Article

Author's last name, first name. "Title of the Article." *Name of Periodical*, volume number, issue number, date of publication, inclusive page numbers.

Works Cited:

Snodgrass, Susan. "The Rubbish Heap of History." *Art in America*, 88.5, 200, pp. 156-7.

Citation in Text:

(Snodgrass 156)

Newspaper Article

Author's last name, first name. "Title of the Article." *Name of Magazine*, date of publication, Inclusive page numbers.

Works Cited:

Cowley, Geoffrey. "I'd Toddle a Mile for a Camel." *Newsweek*, 23 Dec. 1991, pp. 70 - 71.

Citation in Text:

(Cowley 70)

Review

Review Author's last name, first name. "Title of Review." Review of *Title of Reviewed Text / Performance Title*, by Author/Director/Artist/ Name of author. *Title of Periodical*, Date of Publication, Inclusive Page number.

Works Cited:

Mendelsohn, Daniel. "September 11 at the Movies." Review of *United 93*, directed by Paul Greengrass, and *World Trade Center*, directed by Oliver Stone, *New York Review of Books*, 21 Sept. 2006, pp. 43-46.

Citation in Text:

(Mendelsohn 44)

Anonymous Article	“Title of Article.” <i>Name of Periodical</i> , Date of Publication, inclusive page numbers.
Works Cited	“Business: Global Warming’s Boom Town: Tourism in Greenland.” <i>The Economist</i> , 26 May 2007, p. 82.
Citation in Text:	(“Business” 82)
Film	<i>Title of the Film</i> . Name of director, names of actors (if relevant), Name of the vendor, release date.
Works Cited:	<i>Speed Racer</i> . Directed by Lana Wachowski and Lilly Wachowski, performances by Emile Hirsch, Nicholas Elia, Susan Sarandon, Ariel Winter, and John Goodman, Warner Brothers, 2008. <u>Alt. with emphasis on performance:</u> Lucas, George, director. <i>Star Wars Episode IV: A New Hope</i> . Twentieth Century Fox, 1977.
Citation in Text:	(Character name Timeframe) (Luke Skywalker 01:45:32)
Song	Last name, first name of performer. “Title of Recording.” <i>Title of Album</i> , Manufacturer, year of issue, location (if applicable).
Works Cited:	<u>Spotify:</u> Rae Morris. “Skin.” <i>Cold</i> , Atlantic Records, 2014. <i>Spotify</i> , open.spotify.com/track/00PES3Tw5r86O6fudK8gxi . <u>Online Album:</u> Beyoncé. “Pray You Catch Me.” <i>Lemonade</i> , Parkwood Entertainment, 2016, www.beyonce.com/album/lemonade-visual-album/ . <u>CD:</u> Nirvana. “Smells Like Teen Spirit.” <i>Nevermind</i> , Geffen, 1991.
Citation in Text:	(Morris), (Beyoncé)

**Religious Texts
(e.g. The Bible and other
biblical resources)**

Version of the Religious Text. Publisher's name, year of publication.

Works Cited:

The Bible. Authorized King James Version, Oxford UP, 1998

The Bible. The New Oxford Annotated Version, 3rd ed., Oxford UP, 2001.

The New Jerusalem Bible. Edited by Susan Jones, Doubleday, 1985.

Citation in Text:

(Authorized King James Version, 2 Cor. 5.17), (The Next Oxford Annotated Version, Gen. 3.15)

(In the text, books and versions of the Bible are not italicized. In case of direct reference quote: abbreviation of book. chapter number.verse number)

Online Sources:

1) Citing an entire Website

Editor, author, or compiler name (if available). *Name of Site*. Version number, Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI (Digital Object Identifier) or permalink. Date of access (if applicable).

Works Cited

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/. Accessed 10 May 2006.

Citation in Text

(*The Purdue*), (Felluga)

2) A Page on a Website

see above

Works Cited:

Lundman, Susan. "How to Make Vegetarian Chili." *eHow*, www.ehow.com/how_10727_make-vegetarian-chili.html. Accessed 6 July 2015.

"Athlete's Foot - Topic Overview." *WebMD*, 25 Sept. 2014, www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview.

Citation in Text:

(Lundman), ("Athlete's Foot)

3) An Article in a Web Magazine

Author's last name, first name. "Title of Article." *Title of Magazine*, publisher's name, publication date, URL. The date of access.

Works Cited:

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.

Citation in Text:

(Bernstein)

4) An Article in an Online Scholarly Journal

Author's last Name, First name. "Title of Article." *Title of Journal*, volume number, issue number, date of publication, URL. Date of access.

Works Cited:

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

Citation in Text:

(Dolby)

5) An Article from an Online Database

Author's Last Name, First Name. "Title of Article." *Title of Publication*, volume number, issue number, date of publication, inclusive page numbers. *Name of Database*, URL or DOI. Date of Access.

Works Cited:

Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of Freshwater Invertebrates." *Environmental Toxicology*, vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. *Wiley Online Library*, doi:10.1002/tox.20155. Accessed 26 May 2009.

Langhamer, Claire. "Love and Courtship in Mid Twentieth-Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, doi:10.1017/S0018246X06005966. Accessed 27 May 2009.

Citation in Text:

(Alonso 91), (Langhammer 180)

For citing other sources not listed here, please go to:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html

Or consult the *MLA Handbook* (available at HHU)

All of the above corresponds to:

MLA Handbook for Writers of Research Papers. 8th ed., MLA, 2016.

2.4. Footnote Citation

Footnote citation is an alternative to in-text citation. Whereas parenthetical citation methods use footnotes for additional information, footnote citation uses footnotes to reference the original source. Footnotes must be numbered continuously, starting with 1 and ending with however many footnotes your paper has. The formatting of quotations in a text which uses footnote citation is similar to one using in-text citations.

See some examples of footnote text formatting in the following passage.

2.4.1. Text with Footnotes

Direct Quotes:

- marked by quotation marks in text
- if quotations are **longer than three** lines: single space and indent left (1cm), quotation marks are **not** required

Example:

As the ‘lunatic’ who burned down Thornfield Hall, Michael Thorpe indicates that the coarse assumption about madness, mingled with the racial prejudice inherent in the insistent suggestion that the ‘fiery West Indian’ place of Bertha’s upbringing and her Creole blood are the essence of her lunacy: ‘Her mother, the Creole, was both a madwoman and a drunkard!’¹

- omissions are used in order to focus on the main clause of a quote
- marked by ellipsis points in square brackets: [...]

¹ Michael Thorpe: “The Other Side: *Wide Sargasso Sea* and *Jane Eyre*.” In: Jean Rhys, Judith Raskin (ed.): *Wide Sargasso Sea*. New York: W.W. Norton 1999. 174.

Example:

Jackson argues that “Ophelia’s bedroom [...] was for most of the time a literally empty space on the sound stage.”²

Paraphrasing:

- re-interpreting ideas in one’s own words
- marked by “Cp/ cp.” (“compare”) in footnotes

Example:

It has been remarked that the first-person narrator seems all-too-much reliable in a novel which decidedly opposes strict Pentecostal hierarchies.³

2.4.2. Citing Different Sources in Footnotes**Monograph (or primary source)****1 author**

Last name, first name. *Book Title*. Series title and volume if applicable. Edition if not the first. Place of publication: publisher, publication year.

Works Cited

McWhirter, David. *Desire and Love in Henry James. A Study of the Late Novels*. Cambridge: Cambridge University Press 1989.

Format in Footnotes

First reference:

First name last name. *Book Title*. Series title and volume if applicable. Edition if not the first. Place of publication: publisher, publication year, page number.

Following citations:

Secondary sources: last name, page number.
Primary sources: *Shortened Title*, page number.
(no acronym)

Footnote example

David McWhirter. *Desire and Love in Henry James. A Study of the Late Novels*. Cambridge: Cambridge University Press 1989, 273.

McWhirter, 273.

² Russell Jackson: “Hamlet’s Worlds: Thoughts on Kenneth Branagh’s Hamlet and the ‘Competition’.” In: Therese Fischer-Seidel and Friedrich-K. Unterweg: *Shakespeare: Text – Theatre – Film*. Düsseldorf: Droste 2001, 148.

³ Cp. Rebecca O’Rourke: “Fingers in the Fruit Basket: A Feminist Reading of Jeanette Winterson’s *Oranges Are Not the Only Fruit*.” In: Susan Sellers (ed.): *Feminist Criticism*. Toronto: University of Toronto Press 1991. 60.

Salesman, 102.
 (do not use *DoS*)
 Cp. McWhirter, 273.
 Cp. *Salesman*, 93.

**Monograph (or primary source)
 2 to 3 authors**

Last name, first name,
 first name last name and
 first name last name. *Book Title*. Series title
 and volume if applicable. Edition if not the
 first. Place of publication: publisher
 publication year.

Works Cited

Cartelli, Thomas and Katherine Rowe. *New
 Wave Shakespeare on Screen*. Cambridge:
 Polity 2007.

Format in Footnotes
 /Footnote example

Proceed as above in first citation.

Cartelli and Rowe, 35.

**Monograph
 4 or more authors**

Proceed as above.
 Four or more authors can be replaced by 'last
 name et. al' (et alius / alii)

Works Cited

Benjamin, Walter et al. *Walter Benjamin:
 Selected Writings*, vol. II/2. Cambridge, Mass:
 Belknap 2005.

Format in Footnotes

Following references: Surname et al., page
 number.

Footnote example

Benjamin et al., 62.

Chapter / article in an edited volume

Last name, first name of the author of the
 chapter. "Title of chapter." **In:** Surname, first
 name of editor(s) of the book (ed./eds.). *Book
 Title*. Series title and volume if applicable.
 Edition if not the first. Place of publication:
 publisher publication year. Page numbers.

Works Cited

James, William. "The Stream of
 Consciousness." **In:** Steinberg, Erwin R. (ed.).
*The Stream-of-Consciousness Technique in
 the Modern Novel*. Port Washington, N.Y:
 Kennikat Press 1979. 42-45.

Format in footnotes

First name, last name of the author of the
 chapter.

	Proceed as in Works Cited.
Footnote example	William James. "The Stream of Consciousness." In: Erwin R. Steinberg (ed.). <i>The Stream-of-Consciousness Technique in the Modern Novel</i> . Port Washington, N.Y: Kennikat Press 1979, 43.
Journal Article	Last name, first name of the author of article. "Title of article." <i>Title of Journal</i> . Volume and book number if applicable (publication year), page numbers.
Works Cited	Vees-Gulani, Susanne. "Hidden Order in the 'Stoppard Set': Chaos Theory in the Content and Structure of Tom Stoppard's <i>Arcadia</i> ." <i>Modern Drama</i> . 42.3 (1999), 411-424.
Format in Footnotes	Last name, surname of the author of article. "Title of article." <i>Title of Journal</i> . Volume and book number if applicable (publication year), page number.
Footnote example	Vees-Gulani, 417.
Film (DVD, Blu-ray, VHS)	Last name, first name of the director. <i>Title</i> . Special cut (Director's Cut, Final Cut, etc.) if applicable. Place of distribution: distribution company, year of distribution (of the version proper). Year of first publication must be given in parentheses.
Works Cited	Langton, Simon. <i>Pride and Prejudice</i> (Special Edition). UK: Zentertain 2009 (1995).
Format in Footnotes	First name last name. <i>Title</i> . Proceed as in Works Cited. Time reference. Following references: <i>Title</i> , time reference.
Footnote example	Simon Langton. <i>Pride and Prejudice</i> (Special Edition). UK: Zentertain 2009 (1995). 02:25:30. <i>Pride and Prejudice</i> , 01:45:00.
Websites	Last name, first name of the author. Entry date if applicable. "Title in quotation marks." <URL in angle brackets> (Access date in parentheses).

Works Cited	Israel, Mark. 29.09.1997. "The alt.usage.english. FAQ file." < http://www.cis.ohiostate.edu/hypertext/faq/usenet/alt-usage-english-faq/faq.html > (04.10.1997).
Format in Footnotes	First name last name. Proceed as in Works Cited. Following references: Surname, (access date in parentheses).
Footnote example	Israel, (04.10.1997).
Illustrations/Tables	Illustration number: (artist if known). <i>Title</i> . Source. Page number in term paper.
Works Cited	Fig. 1: Lucas De Heere. <i>The Family of Henry VIII: An Allegory of the Tudor Succession</i> . < http://www.bbc.co.uk/arts/yourpaintings/paintings/the-family-of-henry-viii-an-allegory-of-the-tudor-116854 > (20.05.2014), p. 15.
Format in Footnotes	Illustration number: (artist if known). <i>Title</i> . If illustrations in text, the reference is provided underneath the illustration, not in footnotes!
Example	Fig. 1: Lucas De Heere. <i>The Family of Henry VIII: An Allegory of the Tudor Succession</i> .
<hr/>	
Verse (Poetry)	Verses longer than one line are indented twice (2cm) and are single-spaced. Quotation marks are not required. - Following references: References in parentheses are provided at the end of the citation: (lines in Arabic numerals)
In-text Format	
In-text example	And now, with gleams of half distinguished thought, With many recognitions dim and faint, And somewhat of a sad perplexity [...]. (59-61)

Format in footnotes	First name last name. <i>Book Title</i> . Place of publication: publisher, publication year, line(s).
Footnote example	First reference: William Wordsworth. <i>Tintern Abbey</i> . In: Stephen Gill (ed.). <i>William Wordsworth. The Major Works</i> . Oxford: Oxford University Press: 2008, 59-61.
Verse (drama)	Proceed as above.
In-text format	Following references: As above (Act in Roman numerals. Scene in small Roman numerals. Lines in Arabic numerals).
In-text example	[...] And by opposing end them. (III.i.56-60)
Format in Footnotes	First name last name. <i>Book Title</i> . Place of publication: publisher, publication year, act (scene), line(s).
Footnote example	First reference: William Shakespeare. <i>Hamlet</i> . In: Harold Jenkins (ed.). <i>The Arden Shakespeare</i> . London: Thomson Learning 2001, III.i.56-60.
Film	Film references should be as accurate as possible. Subtitles should not be mainly used as they do not always comply with the spoken text.
In-text format	Format: hour: minutes: seconds
In-text example	This can be demonstrated by as simple a fact as changed accent: "You know, my accent in the game was so thick; I could hardly understand myself," one of the players remarks. ¹
Format in Footnotes	First name last name. <i>Title</i> . Place of distribution: distribution company, year of distribution, time reference.
Example in Footnotes	¹ David Cronenberg. <i>eXistenZ</i> . Canada: Alliance/Atlantis 1998, 1:24:45.