WRITING RESEARCH PAPERS
AT THE INSTITUTE OF ENGLISH STUDIES,
LEUPHANA UNIVERSITÄT LÜNEBURG[1]

Style Sheet
Version: 01/2022

This style sheet is a guideline for students at the Institute of English Studies on how to present their research papers – term papers, B.A. and M.Ed. theses. In the seminars and in consultations lecturers will advise students on the content of their papers. Formal aspects, such as how to quote sources etc., are addressed here.

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[1] With thanks to colleagues at the English Department of the University of Gießen on whose style sheet ours is based.

Table of Contents

1 Layout Conventions

1.1 Length of Term Papers and Theses

Quality is more important than quantity, but most students want a rough indication of length. A general rule of thumb for individually written papers (unless your lecturers specify otherwise):
- term paper in a B.A. seminar: approx. 10-12 pages
- term paper in an M.Ed. seminar: approx. 14-18 pages
- B.A. thesis (GHR): approx. 30 pages
- M.Ed. thesis (GHR): approx. 40 pages

The title page, contents page, bibliography, appendices and the "*Erklärung zur selbständigen Erstellung der Arbeit*" do not count as part of the length of the paper.

A research paper, physically, contains the following parts: a title page, a contents page, the text of the paper, the list of Works Cited and an "*Erklärung zur selbständigen Erstellung der Arbeit*" (you will find the text of an '*eidesstaattliche Erklärung*' at the end of this document). This style sheet explains the conventions to follow when creating the title page, the contents page and when doing the layout of your text.

1.2 The Title Page

On your title page, you need to give two kinds of information: "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 module, the title of the seminar, the name of the lecturer and the semester in which the seminar or course took place. Ensure you spell the name of your lecturer correctly and mention their appropriate academic titles. In the middle of the page, centred, 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 handed in the paper (not the deadline). For a sample cover page, please refer to the end of this document.

1.3 Title and Section Headings – Rules for Capitalisation

In English, words in titles and in section headings need to be capitalised. In a title you need to capitalise:
- the first word of the title
- nouns, pronouns, adjectives, verbs and adverbs

Exceptions are articles (a, an, the), coordinate conjunctions (for, and, nor, but, or, yet, so), and prepositions (at, around, by, after, along, for, from, of, on, to, with, without), which are not usually capitalised.

Example:

True Love by "Realist Compare":
Shakespeare's "Sonnet 130" as a Love Poem

1.4   Contents Page

On the contents page, you need to list the four parts of your paper: introduction, body of the text (which, depending on the subject topic, may consist of a number of chapters), conclusion and works cited. You need to number these parts consistently; the numbering reflects the structure of your paper. Each chapter can be subdivided into smaller thematic units or subchapters (2.1, 2.2, 2.3 in the following example). If subchapters are used, there should be a minimum of two subchapters within a section. Please think carefully before including a subchapter that extends beyond more than one decimal point. Each subchapter must consist of at least two paragraphs. Before handing in your paper, check that the headings and numbers are identical on the contents page and in the paper. The following example shows a sample content page of a paper which has just one main chapter with three subchapters.

Example:

<table>
<tr><td>1. Introduction</td><td>1</td></tr>
<tr><td>2. Imagery in Shakespeare's "Sonnet 130"</td><td>2</td></tr>
<tr><td>2.1 Colour Imagery in the First Quartet</td><td>2</td></tr>
<tr><td>2.2 Olfactory Imagery in the Second Quartet</td><td>5</td></tr>
<tr><td>2.3 Auditory Imagery in the Third Quartet</td><td>7</td></tr>
<tr><td>3. Conclusion</td><td>9</td></tr>
<tr><td>4. Works Cited</td><td>11</td></tr>
</table>

1.5   Page Layout

The text on your pages should appear as follows:
- It should be printed in font **size 12**.
- It should preferably be printed in a **font without serifs**, e.g., Arial, Calibri, etc. (Note that this document uses Trade Gothic LT Std., which is without serifs, but it uses a font with serifs (Times New Roman) to distinguish the main text from the examples.)
- **The spacing should be 1.5 in the body of the text.**
- **The paper should have margins: 2.5 cm top, left, and bottom, and 3 cm on the right to allow for comments.**
- The first line of every paragraph should be indented, except for the first paragraph of a new chapter or subchapter. The heading does the job of alerting the reader to the fact that a new paragraph has started. Thus, indentation is not needed.
- **All chapters (but not subchapters) in B.A. and M.Ed. theses (but not in term papers) should begin on a new page**. This does not mean that you can save 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 an approx. 30-page B.A. thesis, you should write around thirty 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.

2   Documentation of Sources

2.1   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:

> Efforts to preserve Yosemite "as though it were a painting" (Solnit 1999, 263) create a distance between the visitor and the landscape. Solnit worries that such a distance between nature and visitor implies that nature is "a place in which we do not belong, a place in which we do not live, in which we are intruders" (263). This distanced relationship with a place differs drastically from one in which the individual interacts with and relies upon the land, sometimes altering it and sometimes being altered by it.

- **paraphrasing.** Paraphrasing involves putting a passage (one to three sentences) from the source material into your own words, meaning that the language and syntax of the original sentence also have to be altered. It is not acceptable to only use a few synonyms for some of the words in the original sentence. Paraphrased material is usually shorter than the original passage. It takes a somewhat broader segment of the original source and condenses it slightly:

> Solnit (1999, 263) argues that because conservation efforts have conceived of Yosemite as a work of art, the park is represented as nature appropriately experienced as one might experience a painting: through sight only. While this representation makes sense in light of the throngs of people flocking to Yosemite, it limits the ways in which an individual might experience the park's landscape, since it implies that that nature is to be viewed and not altered, that it is to be visited and not lived in.

- **summarising.** Summarising 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 while leaving out details deemed irrelevant:

> Conservation efforts traditionally have represented Yosemite as a work of art marked by distinct borders (Solnit 1999, 263). While Solnit acknowledges that this representation may serve to protect the park, she also suggests that it limits the individual's relationship to the landscape.

2.2   What Is Plagiarism?

> **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.**

Plagiarism is not crediting another author for their 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 plagiarise 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. As a student, you are part of this academic community. If you violate this code, your work will be marked as a fail and you will likely need to repeat the module in another semester – as based on the Rahmenprüfungsordnung [(RPO) for BA and Masters Lehramt (2021)](#) and on the RPO for the Leuphana [Bachelor](#) and for [Master](#) programs (2020). Our university insists that an "*Erklärung zur selbständigen Erstellung der Arbeit*" (see section 6 of this manual) has to be handed in with every research paper. In it, you certify that you did not plagiarise.

2.3   To Document or Not to Document?

The basis on which you judge whether you need to provide a citation 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.**

2.4   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 use at the Institute of English Studies is the Chicago Manual of Style (CMOS 17th edition (Author-date)). Using a standardized set of conventions makes it easier for writers to know how to present their sources, and helps readers understand the information they are reading and where they can find the original sources. In the text, **sources are documented <u>not</u> in footnotes or endnotes, but in "short form" in parentheses (or brackets)**. At the end of the text, a list of Works Cited provides the complete bibliographic entry.

It is important to point out that what is presented below is **one possible citation system**. Different journals and volumes use different styles and indeed there is also extensive variation across citation conventions across subjects. Since the institute's lecturers and professors have agreed upon the Chicago style of citation, you are asked to follow the guidelines presented and explained below, unless your instructor/lecturer has asked you to use a different style. Please be aware that you may have come across another "author-date citation system" which might vary in terms of punctuation. What matters is that you are consistent in using your system of citing sources, i.e., if you use a comma

after the year of publication in one entry, use a comma after the year in every bibliographical entry; if you use a full stop, then use a full stop after every entry. The easiest way to be consistent is to closely follow one recommended style sheet, for example, the one suggested in this manual. There are two aspects to keep in mind when: citing your sources in Chicago style:

a) **Parenthetical citation should be used** (i.e. sources are documented in parentheses in the text, not in footnotes or endnotes).
b) **The author-date system should be used** (i.e. each citation should consist of two parts: the *text citations*, which provides brief identifying information within the text, and the *reference list* (list of sources used), which provides full bibliographic information).

2.5   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**. You have already seen examples in section 2.1 above. This also means that you **do not use footnotes or endnotes** to document your sources. Only necessary explanatory, marginal remarks should be put into footnotes.

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 a 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).

In general, you should 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 be distracted by too much information.

First, this means: if you happen to use the author's name in the sentence preceding the citation you can leave it out of the parenthetical reference.

Second: even though you should include the author and date in every in-text citation, if you repeat a citation, you repeat it entirely (do not, for example, cite only the page number). The year can be omitted from a citation if it was cited directly beforehand (as in the example below). However, in order to prevent ambiguity, if you cite multiple works by the same author or authors, regardless of the publication years, include the date in every in-text citation.

In his preface, Defoe (1889) asserts that he is "far from thinking it is a satire upon the English nation" (177). He insists on the fact that the English people "are derived from all nations under heaven" (Defoe, 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" (Defoe, 178).

Note that if you leave out words or letters in the middle of a quotation, you need to indicate this by using an ellipsis with three full stops/periods and square brackets around them [...]. Use four full stops/periods – a full stop/period plus an ellipsis [. ...] – to show a sentence break within the omitted material, such as when a quotation includes the end of one and the beginning of another sentence. Do not use an ellipsis at the beginning or end of a quotation, unless the cited text is an incomplete sentence where, for example, the beginning part of a sentence has been omitted. Use square brackets, not parentheses, to enclose an addition or explanation you as the author or your paper have inserted in a quotation. To emphasise a word in a quotation, use italics and make sure you insert [emphasis added] in the citation, e.g. (Lyons 1998, 23 [emphasis added])).

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.

2.6   Format of quotations

For quotations of fewer than 3-4 lines you add quotation marks around the words and incorporate the quote into your own text – no additional formatting is needed. If a direct quotation is longer than 3-4 lines, you do not use quotation marks to enclose the block quotation. You start the block quotation on a new line and indent by 0.5 cm the whole block quotation on both sides and reduce line space to 1.0. In the case of both block quotations and in-line citations, you should not change the font size of quotations; nor should you change the font style (e.g., quotations should not be in italics). Either cite the source in parentheses after the final punctuation of the quotation or cite the author and year in the text before the quotation and place only the page number in parentheses after the end of the quotation (see example). In either case, do not add a full stop/period after the closing parenthesis.

Example:

Defoe (1889) 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. (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" (Defoe, 183).

Note that the indented block quotation is **not** enclosed in quotation marks.

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

2.7   Works Cited

Your documentation of sources in parentheses in the text is incomplete without your list of Works Cited, which is the list of references which follows your conclusion. When a reader sees, for example, the citation "(Chatman 1990, 67)", they need to be able to identify the source and need more information to be able to do so, therefore, you must provide the full name of author, the date of publication, the title, and the source in your list of references.

You need to
   – **list each source that you cite in your text and <u>only</u> those that you cite.** Otherwise, your reader cannot identify sources and find them in a library. Before handing in your paper, check that every source you are citing in the text appears in the Works Cited list and ensure that the information is accurate and complete.
   – list the sources **alphabetically** (<u>without</u> any numbers, bullet points or other listing symbols added)
   – when you cite **multiple works by the same author(s) and date**, differentiate the sources by adding a lowercase letter after the year in both the in-text citation and the reference list, and order the sources in descending order in your Works Cited:
      Chatman, Seymour. 1990a.
      Chatman, Seymour. 1990b.
      Chatman, Seymour. 1990c.

Please note:
   – **Books (monographs and edited volumes), 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 they are dealing with and hence where to find it.
   – Depending on what you are writing your paper about, it might make sense to separate **primary and secondary sources** in your Works Cited. **Primary sources are original sources.** For instance, when you are writing about literature, primary texts include works of literature (poems, plays, novels, etc. – also films). **Secondary sources are texts that describe, analyse, criticise or otherwise discuss primary sources.** When writing about literature, these would be articles and books **about** literature, authors and theoretical issues. In linguistics, primary literature might be a play or TV series which you analyse from a linguistic perspective. However, this differentiation between primary and secondary sources is not usually made in linguistics or in didactics.
   – **Articles in reference books** (such as encyclopedia or handbooks) should not be listed under the editor of the entire work but under the name of the author(s) of the individual article. This may be at the top of the article, or alternatively indicated by initials at the end of the article. In the latter case, you will usually find the full name of all authors on a list at the back of the publication. Follow the rules for citing from edited volumes (see below).
   – **Unlike other styles, the important words (not prepositions or articles) of a title in English are ALWAYS capitalised according to Chicago style.**

2.8   Works Cited and CITAVI/ZOTERO

If you work with the literature database CITAVI or ZOTERO (which we warmly recommend), it will automatically format your Works Cited according to whatever style you select. HOWEVER, it cannot correct mistaken input. This is especially important in terms of capitalisation and punctuation.

There are many different citation styles. The important thing is that you stick to one style. Any slight difference in detail is unimportant as long as you are **consistent**. Since the IES has generally agreed on the Chicago Manual of Style (CMOS 17th edition (Author-date)), you are asked to follow these guidelines, unless your instructor/lecturer has told you to use a different style. Therefore, the examples given below comply to the Chicago style.

To set your style in CITAVI, you can go to "Zitation" →"Zitationsstile" → "Zitationsstil wechseln". There, you only have a limited number of styles. You click on "Stil suchen" and enter CMOS Chicago Manual Style 17th edition. **Important: It must be the author-date version!**

2.9   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 volume).

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

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

Note that the year of publication is followed by a full stop/period. The use of a short title and a longer subtitle is very common for scholarly monographs; title and subtitle are usually separated by a colon. The title of monographs (as well as of edited volumes and journals) is written in *italics*. The place is followed by the name of the publisher/publishing house.

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

Note: If a book was published by two or more publishers, include all of them in the order shown on the work, separated by semicolons. However, do not include designations of business structures (e.g., Co., Inc., Ltd. etc.).

If you have information on **the edition or volume,** include this information after the title and add a full stop/period:

Last name, First name. Year. *Title: Subtitle*. Edition/ Volume. Place: Publisher.

If there are **two authors** to a book, you cite as follows:

Last name, 1st author's First name, and 2nd author's First name Last name. Year. *Title: Subtitle*. Place: Publisher.

Note that if the names of the authors are not listed alphabetically on the cover, this is not an error. Rather it indicates that the author who appears first has (ideally) contributed more to the text. Cite the names of authors (and editors) in the order in which they appear on the cover of the book.

Note that you always mention all authors in the Works Cited. However, you only mention all authors' names in the in-text citations if there are no more than three authors. For four to ten authors, you use the name of the first author followed by "et al."

Note that monographs may also be published by more than two authors; in this case, you need to adjust your citation accordingly.

One author:

Chapelle, Carol A. 2003. *English Language Learning and Technology: Lectures on Applied Linguistics in the Age of Information and Communication Technology.* Amsterdam: John Benjamins.

Two authors:

Lakoff, George, and Mark Johnson. 1980. *Metaphors We Live by.* Chicago: University of Chicago Press.

2.10 Translated Books

Citing translated books is very similar to citing monographs. You simply add "translated by" and the corresponding name.

Last name, First name. Year. *Title.* Translated by First name Last name. Place: Publisher.

Example:

Lahiri, Jhumpa. 2016. *In Other Words.* Translated by Ann Goldstein. New York: Alfred A. Knopf.

2.11 Edited Books/Anthologies in the Works Cited

This works in a similar way to monographs. **Note** that "ed." precedes the year, if one person edited the volume, and "eds." if there was more than one editor. Note also that volumes are often edited by more than two people.

Last name, editor's First name, ed. Year. *Title: Subtitle.* Place: Publisher.

Last name, 1st editor's First name, and 2nd editor's First name Last name, eds. Year. *Title: Subtitle.* Place: Publisher.

Last name, 1st editor's initial/s, 2nd editor's initial/s Last name, and 3rd editor's initial/s Last name, eds. Year. *Title: Subtitle.* Publisher.

One editor:

Fludernik, Monika, ed. 1998. *Hybridity and Postcolonialism: Twentieth-century Indian literature.* Tübingen: Stauffenberg.

Two editors:

Fludernik, Monika, and Ariane Huml, eds. 2002. *Fin de Siècle.* Trier: WVT Wiss. Verl. Trier.

Three editors:

Nünning, A., M. Gymnich, and R. Sommer, eds. 2006. *Literature and Memory: Theoretical Paradigms – Genres – Functions*. Tübingen: Francke.

2.12   Book and Articles in the Works Cited

The **central difference** between the citation of books and the citation of articles according to the citation system employed here is the following: **book titles are printed in italics, titles of articles are not italicised, but the title of the journal in which they appear are**. The titles of all independent publications - books and journals 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.

2.13   Article from an Edited Book/Anthology in the Works Cited

The system works as follows:

Last name, author's First name. Year. "Title of article". In *Title of book*, edited by editor's First name Last name, page numbers. Place: Publisher.

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 accordingly.

Example:

Chatman, Seymour. 1989. "The 'Rhetoric' of 'Fiction'". In *Reading Narrative: Form, Ethics, Ideology,* edited by James Phelan, 40-56. Ohio: Ohio State University Press.

2.14   Article from a Journal

Last name, First name. Year. "Title of the article." *Journal* Volume (Issue Number): Page numbers. DOI.

Example:

Piaget, Jean. 1972. "Intellectual Evolution from Adolescence to Adulthood". *Human Development* 15 (1): 1-12. https://doi.org/10.1159/000271225.

Note: Both the title of the article and the journal title are capitalised.

Note: For electronic journal articles and other web sources, DOIs [Digital Object Identifiers] are preferable to URLs [Uniform Resource Locators- or links]. If the article does not have a DOI but has a URL, include the URL of the article at the end of the reference.

2.15 Textbooks

Title of textbook. Year. Part of the book (i.e. Students' Textbook, Workbook, Grammar Book, Cassette, CD, DVD, Teachers' Textbook etc.) (Edition). Place: Publisher.

Examples:

Red Line 1. 2014. Students' Textbook (1st ed.). Stuttgart: Klett.
Nottinghill Gate 5. 2021. Students' Textbook (Prüfauflage). Braunschweig: Westermann.

Note: When referring to textbooks, you do not name the authors/editors but the title of the textbook and the year of publication in your in-text citation as well as the list of references. Also specify the part of the textbook you are referring to (e.g. students' textbook, workbook, grammar book, Cassette, CD, DVD, teachers' textbook).

2.16 Films

Films should be cited and ordered alphabetically according to the director's name. However, if the director is unknown, someone in a similar role can be credited instead to aid readers to retrieve the work. Films in your Works Cited should be listed like this:

Director Last name, First name, dir. Release year. *Film Title*. Production Company or Distributor.

Examples:

Shankman, Adam, dir. 2007. *Hairspray*. New Line Cinema.

Note: It is not necessary to specify the format or to provide any other information about how you watched the film.

If you want to name contributors it can be done like this:

Contributor's Last name, First name, contribution. Year. *Title*. Other contributors. Production Company or Distributor.

Examples:

Gore, Al, perf. 2006. *An Inconvenient Truth*. Dir. Davis Guggenheim. Lawrence Bender Productions.
Kazan, Elia, dir. 1954. *On the Waterfront*. Perfs. Marlon Brando, Lee J. Cobb, Rod Steiger, Eva Marie Saint. Columbia Pictures Corporation.
Karloff, Boris, perf. 1931. *Frankenstein*. Dir. James Whale. Perfs. Boris Karloff, Colin Clive, Mae Clark. Universal Pictures.
Rozsa, Miklos, comp. 1945. *Spellbound*. Dir. Alfred Hitchcock. Perfs. Ingrid Bergman, Gregory Peck. United Artists.

2.17   TV shows or Series

The format for citing TV shows depends on whether you refer to an entire TV series, or a part of it, a single episode of the greater whole. TV shows as the greater whole are cited according to the executive producer(s), whereas you credit an episode in a TV series to the writer or director of that specific episode. You describe the format in square brackets [TV series] in the title element of the reference. The source is the name of the production company.

For TV series that stand alone:

Last name of the executive producer, First name. (Executive Producer). Year/duration of production. *Series Title* **[TV Series]. Production Company or Distributor.**

Example:

Simon, David, Robert F. Colesberry, and Nina Kostroff Noble. (Executive Producers). 2002-2008. *The Wire* [TV Series]. Blown Deadline Productions; HBO.

For TV series' episodes that are part of a greater whole:

Last name of writer and/or director, First name. (Writer & Director/ Writer/Director). Year, month day. Title of episode (Season, Episode) [TV series episode]. In producer's First name Last name (Executive Producer), *Title of TV Series.* **Production Company or Distributor.**

Example:

Oakly, Bill (Writer), Josh Weinstein (Writer), and Jeffrey Lynch. (Director). 1995, May 21. Who shot Mr. Burns? (part one) (Season 6, Episode 25) [TV Series Episode]. In David Mirkin, James L. Brooks, Matt Groening, and Sam Simon (Executive Producers), *The Simpsons*. Gracie Films; Twentieth Century Fox Film Corporation.

2.18   Citing Sources from the Internet

Internet sources include websites and webpages. Try to identify the author of the text if possible and list the source under the author's name. If the name is not listed, list the source under the name of the organisation or institution. When the author of the webpage and the organisation or institution are the same, omit the name of the organisation or institution to avoid repetition. You should also provide the exact date when the article was posted (if available). When no date of publication or revision is stated, use n.d. (for "no date") in place of the year and include the retrieval date (the date when you accessed the specific webpage). When the contents of a page are habitually updated without being archived, you should also include a retrieval date. Note that you need to cite the URL (see below).

Last name, author's First name. Date of publication. "Title." Website. URL.

Or:

Last name, author's First name. Date of publication. "Title." Website. Retrieved month day, year, from URL.

Note that sources on the internet can also have editors or a group name, then adjust your citation accordingly.

If no author is listed, alphabetise the entry according to the name of the organisation or institution. Only if the work is signed as "Anonymous" use "Anonymous" as the author element.

At the end of this document you will find a sample list of 'Works Cited' which gives examples of the types of publications listed here as well as of other sources.

2.19   Specialised English Vocabulary for Bibliographies

In a term paper, BA. or M.Ed. thesis written in English, you will need certain specialised terms in English in your bibliography which you might hitherto only have come across in German. Here is a list of common terms and their abbreviations in German and their English equivalences.

List of common terms and their abbreviations in German and their English equivalents		
Genannte Literatur	=	Works Cited
Primärliteratur	=	Primary Sources
Sekundärliteratur	=	Secondary sources
Inhaltsverzeichnis	=	Contents
Bd. (Band)	=	Vol. (volume)
Hrsg. (Herausgeber)	=	Ed. (editor)
Hgg. (Herausgeber pl.)	=	Eds. (editors)
Hrsg. v. (Herausgegeben von)	=	ed. by (edited by)
vgl. (vergleiche)	=	cf. (confer to)
S. (Seite)	=	p. (page)
S. (Seiten)	=	pp. (pages)
f. (folgende)	=	f. (following)
zit. nach (zitiert nach)	=	qtd. in (quoted in)
ebd.	=	ibid.

3 Style

3.1 Academic English

Each person has their unique voice. Nevertheless, students should adhere to certain **conventions of academic writing.**

- Use a **formal register** (avoid slang and informal wording, such as *a lot, very, great, kind of,* etc.).
- **Limit the use of the first person** (I, we), except if you are discussing teaching ideas which you have tried out in the classroom or presenting your own opinion/analysis of a particular phenomenon.
- **Do not use contractions** (I'm (instead of I am), it's (instead of it is) etc.).
- **Use unbiased or "gender-neutral" language**. The easiest way to avoid using sexist language is to refer to generalisations in the plural. E.g., *The teacher should correct homework in a timely manner. He...*could be rephrased as follows*: Teachers should correct homework in a timely manner. They...* You may also use the so-called "singular they": *The teacher should correct homework in a timely manner. They give feedback to students in this way.*
- Use the **passive voice** when the agent is not important, but do not overdo it. The passive voice is generally used less in academic writing in English than in German.
- Choose **strong reference verbs** and a variety of phrases to introduce citations. The Academic Phrasebank is a helpful resource, see https://www.phrasebank.manchester.ac.uk/. In addition, the UGC ICOSA Project is a helpful resource, see http://online-resources.elc.cityu.edu.hk/ELSS/Resource/Using%20In-text%20reference%20verbs%20(ICOSA%20version)/
- The **Writing Centre** offers many **free services** to students **writing in English language** including writing processes, techniques and strategies, see https://www.leuphana.de/en/institutions/writing-center.html

The Language Center has purchased licenses to Grammarly Premium an app for writers that uses artificial intelligence to locate spelling, vocabulary and, grammar mistakes. It also offers suggestions for improvement. Some caution is necessary. For more information, see https://www.leuphana.de/en/institutions/language-center/languages-offered/english/grammarly-premium.html

3.2 Revision

Writing is a process. Thus, it is important to not only **edit your paper**, i.e. look for spelling, punctuation, and formatting errors, but to also take the time to **revise your paper**. When you have completed the entire paper, take a look at the following:

- **Sentence variety**. Have you varied sentence beginnings, sentence length, and sentence structure?
- **Paragraphs**. A paragraph consists of meaningfully connected sentences; a single sentence rarely constitutes a paragraph. Are all sentences within your paragraphs connected in some way? Have you used appropriate transitional words and phrases without overdoing it? Does each paragraph have a topic sentence placed strategically? Do all of your arguments have the proper amount of support? Is less more? Would your argument be stronger if you deleted unnecessary fluff—anything that does not clearly relate to the topic sentence.
- **Nominalisations**. English is a verbal language, which means that writers should pack i**mportant information into verbs**. If you find yourself, repeatedly using the verbs *to get, to do, to have, to make,* and *to be*, then replace some of them with other more expressive verbs.
- **Introductions and Conclusions**. It is important to write strong introductions and conclusions, as these are the first and last impression of your work. An introduction should never begin with your thesis statement. Ease into your topic. Give some background information, discuss an argument that your paper refutes, and/or create

interest in your topic. Why should anyone want to take the time to read your paper? Likewise, put care into your conclusion. Providing a summary is fine but you should also include other elements. Discuss your contribution to the topic, relate the conclusion in some way back to the introduction, discuss what is still left to be done, or end with a vivid quotation.

3.3   A Note on Spelling and British vs. American vs. German Punctuation

Note that when writing an academic paper in English, you should decide beforehand whether to use British or American spelling and punctuation (or another variety of English). However, if you e.g., use British spelling and quote a text passage written in American spelling, do not adapt the quote to the British orthography, since this would be considered an inadmissible change.

Note that British and American English and German differ in terms of punctuation.

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 full stop/period:

The text follows what might be referred to as the "Cinderella pattern".[2]

American punctuation:

Quotation marks are placed behind commas and full stops/periods (but before colons and semicolons):

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 full stop/period and the quotation marks:

The text follows what might be referred to as the "Cinderella pattern."[3]

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[2] This footnote would contain a comment on the quotation.
[3] This footnote would contain a comment on the quotation.

Note that in our system of citation, the co-occurrence of a quotation mark and a full stop/period is rare because quotations are followed by parentheses citing the source; the full stop/period then follows after the parentheses. In the sentence above, quotation marks and full stops/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.

In English, a comma before the second-to-last item in a list is optional:

He above all detests death, injustice, and dishonesty.

He needed to buy strawberries, raspberries or blackberries to bake the cake.

Leuphana Universität Lüneburg
Institute of English Studies

Module: English Literature I
Seminar: Introduction to Elizabethan Drama and Poetry

Prof. Dr. Anja Ausgedacht

WS 2019/2020

True Love by "Realist Compare":
Shakespeare's "Sonnet 130" as a Love Poem

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5   Sample Works Cited

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[4] If journals name their issues "spring," "summer," etc., you need to add this information as it helps your reader track down the article more easily.

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

6   Eidesstattliche Erklärung

Copy this document and include it at the very end of your paper on a new page, i.e. after the Works Cited and the appendices. Please **do not** try to translate it into English yourself; you should use this German version.

Eidesstattliche Erklärung

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Hiermit versichere ich, dass

– die Arbeit – bei einer Gruppenarbeit der entsprechend gekennzeichnete Teil der Arbeit – selbst-ständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt wurden und
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– die Arbeit in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegen hat und
– die schriftliche sowie die elektronische Fassung der Arbeit mit der Ausnahme der gem. Abs. 10 Satz 2 vorzunehmenden Anonymisierung der elektronischen Fassung inhaltlich übereinstimmen.

_____
(Datum, Unterschrift)

Good luck with your research paper!