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.
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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 ‘eidesstaatliche 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 title of the seminar, the name of the lecturer and the semester in which the seminar took place. Try to spell the name of your lecturer correctly and mention her/his appropriate academic titles. Failure to do so will not create an enthusiastic reaction towards your paper as a whole. In the middle of the page, centered, 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

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, 2.3, 2.3 in the following example). Please think carefully before including a subchapter that extends more than one decimal point. Each subchapter should ideally consist of more than one paragraph. 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>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.1 Colour Imagery in the First Quartet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2 Olfactory Imagery in the Second Quartet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.3 Auditory Imagery in the Third Quartet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

1.5 Page Layout

The text on your pages should appear as follows:

- It should be printed in size 12.
- It should preferably be printed in a font with serifs, e.g. Times New Roman, Garamond, etc., for texts that will be read in print like research papers. Use fonts without serifs for texts that will be read on screen or on PowerPoint presentations. These include Arial, Calibri, etc. (Note that this document uses Trade Gothic LT Std. It would be more readable if it used a font with serifs throughout. A font without serifs was chosen, however, to distinguish the main text from examples as they should appear in a term paper.)
- The spacing should be 1.5 in the body of the text.
- The paper should have margins: 2.5 cm left, 4 cm right, 3 cm top, 3 cm bottom.
- The margins should be aligned (“Blocksatz”).
- 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 yourself three 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:

   In his famous and influential work *On the Interpretation of Dreams*, Sigmund Freud argues that dreams are the “royal road to the unconscious” (1987 [1900]: 5).

− paraphrasing. Paraphrasing involves putting a passage from the source material into your own words, meaning that the word class of a number of words and the syntax of the original sentence have to also 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:

   Freud claims that dreams are a way for the dreamer to work through his or her unfulfilled wishes in coded imagery (1987 [1900]: 8).

− 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:

   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 (1987 [1900]: 11-18).

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 his/her 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. You are part of this academic community. If you violate this code you can, at the worst, be expelled from university. Our university insists that an “Erklärung zur
selfändigen Erstellung der Arbeit” (see section 6 of this manual) has to be handed in with every research paper. In it, you declare that you did not plagiarise.

2.3 To Document or not to Document?

The basis on which you judge whether you need to document 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 one version of the “author-date-system” and is a mixture of MLA style and APA style. “MLA style” refers to the conventions agreed upon by the Modern Language Association and documented in the *MLA Handbook*; it is especially appropriate for studies in literature and the humanities. “APA style” refers to the conventions agreed upon by the American Psychological Association. The essence of both styles — in comparison to ways of citing sources more common in German academic contexts — is that *sources are documented not in footnotes or endnotes, but in parentheses (or brackets) in the text*. This system is completed by a list of Works Cited.

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. Hence, you are free to choose a different citation scheme than that set out below, if you wish (or if a particular instructor asks you to). Some of what is presented here as the modified MLA style which the Institute of English Studies uses may confuse you because you have come across other style sheets which also use the “author-date system” but vary in terms of their preferred punctuation. At the end of the day, however, the punctuation details themselves do not matter. 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, 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 style sheet, for example, the one suggested in this manual. There are only two aspects to keep in mind when choosing a style sheet to use in the institute:

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 (or brackets). This also means that you do not use footnotes or endnotes to document your sources. Only necessary explanatory, tangential remarks should be put in 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).

However, you do not need to use the full parenthetical citation after every single use of a source in your text. 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 to 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. In the following example, the author is “Defoe.”

Second, this means: if you quote from the same source in two or more consecutive sentences, you only need to write “ibid.” (Latin, short for ibidem, meaning the same place) followed by a page number, if the page number is different from the previous quote. If it is the same, you just write “ibid.”. Note, however, that in linguistics – particularly since the widespread use of bibliographic software – the trend is increasingly away from the use of *ibid*

In his preface, Defoe asserts that he is “far from thinking it is a satire upon the English nation” (1889: 177). He insists on the fact that the English people “are derived from all nations under heaven” (ibid.). However, the butt of his vitriolic pamphlet is “the vanity of those who talk of their antiquity and value themselves upon [...] being true-born” (ibid.: 178).

Note that if you leave out words or letters in the middle of a quotation, you need to indicate this by using square brackets with suspension points. Do not use “[…]” at the beginning or end of a quotation, unless the cited text is an incomplete sentence where e.g. the beginning part of a sentence has been omitted.

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

If a direct quotation is longer than 3-4 lines, you need to indent the whole block quotation on both sides and reduce line space to 1.0. You should not change the font size of quotations nor should you change the font style (e.g. quotations should not be in italics). This applies to all quotations - both those integrated into your paragraphs as well as those in block quotations.

Example:

Defoe 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. (1889: 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” (ibid.: 183).

Note that the indented block quotation is not opened and closed by quotation marks.

Note that the text following the citation in this example is not indented because this 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: 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. When a reader sees the citation “(Chatman 1990: 67)”, s/he needs to be able to identify the source and needs more information to do so, such as the title or the first name of the author. This is provided by the works cited. The Works Cited follows after your conclusion.

You need to

- list each and every single source that you cite in your text and only those that you cite. Otherwise, sources cannot be identified and found in a library by your reader. Before handing in your paper, check that every source you are citing in a parenthesis appears in the works cited list.
- list the sources alphabetically.
order more than one source by one author according to the year of publication (in descending order). If one author has published more than one text in the same year, identify it (in parentheses) by adding lower case letters in alphabetical order, and list the texts accordingly – 1992a, 1992b, 1992c, etc. – in the Works Cited.

Please note:
- Books, 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 s/he is dealing with and hence, where to find it.
- Depending on the area you are writing your paper in, 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 which 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 usually not made in linguistics.
- Articles in reference books (such as encyclopedia or handbooks) should not be listed under the editor of the entire work. The names of the author or authors of individual articles may be at the top of an article, or alternatively indicated by initials at the end of the article. In the latter case, you will find the full name of all authors on a list at the back of the publication.

Please note that the latest edition of the MLA Handbook asks writers of research papers to distinguish the medium of publication (print, online etc.) in the list of Works Cited, as various kinds of sources have multiplied with the rise of digital media. For the time being, the Institute of English Studies will not ask you to add this information.

2.8 Works Cited and CITAVI

If you work with the literature database CITAVI (which we warmly recommend), it will automatically format your bibliography according to whatever style sheet you select. The “English World-Wide” style (“Zitationsstil”), for example, is well suited for the works cited list for your research paper at the IES. As we said earlier, there are many different styles, the important thing is that you stick to one, and it should at least approximate the one described below. Any slight difference in detail is unimportant as long as you are consistent.

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 in parentheses is followed by a period. The use of a short title and a longer subtitle is very common for scholarly monographs; title and subtitle are separated by a colon. The title of monographs (as well as of edited volumes and journals) is printed in italics.
Note that in German language publications, titles and subtitles are separated by a period rather than a colon. When you are citing German language publications, please adhere to this convention.

The date of the first edition should be cited as well if you use a later edition. The system works as follows:

Last name, First name (Year). *Title: Subtitle* [Year of first edition]. Place: Publisher.

If there are two authors to a book, the second author’s name is cited in the following way:

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

Note that if the names are not listed alphabetically, this is not an error. Rather it signals that the author who appears first has (ideally) contributed more to the monograph. Less ideally, s/he has a higher academic position. Cite the names of authors (and editors) in the order in which they appear on the cover of the book.

One author:


Two authors:


2.10 Edited Books/Anthologies in the Works Cited

The system works in a very similar way to that of monographs. Note that “ed.” precedes the year in parentheses, if one person edited the volume, and “eds.” precedes the parentheses if there was more than one editor. Note also that volumes are often edited by more than two editors. In this case the names of all but the first editor are given as “First name Last name.”

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

Last name, First name and First name Last name, eds. (Year). *Title: Subtitle*. Place: Publisher.

Last name, First name, First name Last name and First name Last name, eds. (Year). *Title: Subtitle*. Place: Publisher.

Note that monographs may also occasionally be published by more than two authors; you need to adjust the system modelled above accordingly.
One editor:


Two editors:


Note that this example illustrates the difference in punctuation conventions between the title and subtitle in German language publications. Here, a period separates the title and the subtitle.

Three editors:


2.11 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 appear in quotation marks. To be more precise, the titles of all independent publications (i.e. also journal titles) 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.

Always use double quotation marks. Single quotation marks are only used for quotations within a quotation. Double quotation marks are also used for figurative expressions (“uneigentliches Sprechen”).

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

The system works as follows:

Last name, First name (Year). “Title of article.” Title of book. Ed. First name Last name. Place: Publisher. Page numbers.

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 system accordingly.

Example:

### 2.13 Article from a Journal

The system works as follows: the volume or issue number of the journal is not followed by a full stop but by a colon; then, the page numbers follow.

**Last name, First name (Year). “Title.”** *Journal* Volume or Issue Number: Page numbers.

**Example:**


### 2.14 Films

Films can be cited and ordered alphabetically by title or by director or by other contributors, depending on the focus your paper has. Whenever you list a source alphabetically by title, please disregard articles, i.e. do not list *The Green Mile* under “t,” but under “g.” *A Room with a View* should be listed under “r.” The name of the director follows after a “Dir.” after the parentheses. Films in your Works Cited should be listed like this:

**Title (Year). Dir. First Name Last Name. Studio.**

**Example:**

*It’s a Wonderful Life* (1946). Dir. Frank Capra. RKO.

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

**Contributor (Year). Title. Other contributors. Studio.**

**Examples:**


### 2.15 TV shows or Series

Television shows can be cited by the episode title (if there is one) and ordered alphabetically. If the full original broadcast date is unknown, then list the year. If you refer to several episodes of the same series and they are clearly marked in the main text, then reference the entire series is needed in the works cited. In that case, each episode does not need its own entry in the works cited.
“Episode Title” (Original Broadcast Date or Year). *Program /Series Name. Network.*

Example:

*The Mistress* (1985-87). BBC.

### 2.16 Citing Sources from the Internet

Internet sources should be cited as follows. Try to find out the author of the text if possible and list the source under the author’s name. If you cannot find out the name, list the source under the page’s title. You should also list the exact date when the article was posted (if available). You definitely need to list what is called “Date of access,” i.e. the exact date when you accessed this specific webpage. Note that you need to cite the URL in pointed brackets.

*Last name, First name (Year). Title. Date of posting. Date of access. <URL>.*

Example:


**Note** that sources on the internet, as in this example, can also have editors. Adjust your citation system accordingly. If no author is listed, alphabetise the entry according to title.

Example:


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.

### 2.17 Citing Sources from an Online Archive or Database

Cite articles from online archives or databases (SAGE, JSTOR, ScienceDirect) as you would cite other ones, but some additional information is needed. You should provide the title of the database in italics, the medium of publication and the date of access.
2.18 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 equivalences

<table>
<thead>
<tr>
<th>German Term</th>
<th>English Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genannte Literatur</td>
<td>Works Cited</td>
</tr>
<tr>
<td>Primärliteratur</td>
<td>Primary Sources</td>
</tr>
<tr>
<td>Sekundärliteratur</td>
<td>Secondary sources</td>
</tr>
<tr>
<td>Inhaltsverzeichnis</td>
<td>Contents</td>
</tr>
<tr>
<td>Bd. (Band)</td>
<td>Vol. (volume)</td>
</tr>
<tr>
<td>Hrsg. (Herausgeber)</td>
<td>ed. (editor)</td>
</tr>
<tr>
<td>Hgg. (Herausgeber pl.)</td>
<td>eds. (editors)</td>
</tr>
<tr>
<td>Hrsg. v. (Herausgegeben von)</td>
<td>ed. by (edited by)</td>
</tr>
<tr>
<td>vgl. (vergleiche)</td>
<td>cf. (confer to)</td>
</tr>
<tr>
<td>S. (Seite)</td>
<td>p. (page)</td>
</tr>
<tr>
<td>S. (Seiten)</td>
<td>pp. (pages)</td>
</tr>
<tr>
<td>f. (folgende)</td>
<td>f. (following)</td>
</tr>
<tr>
<td>ebd. (eben da)</td>
<td>ibid.</td>
</tr>
<tr>
<td>zit. nach (zitiert nach)</td>
<td>qtd. in (quoted in)</td>
</tr>
</tbody>
</table>

3 Style

3.1 Academic English

Each person has his or her unique voice. Nevertheless, students should adhere to certain conventions of academic writing.

- Use a medium to formal register (avoid slang and informal wording, such as a lot, very, great, 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 contraction (I’m, it’s etc.).
- Use unbiased or “gender-neutral” language. The easiest way to avoid using sexist language is to refer to generalizations in the plural. Eg. The teacher should correct homework in a timely manner. He… → Teachers should correct homework in a timely manner. They…
- 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 [http://www.phrasebank.manchester.ac.uk/](http://www.phrasebank.manchester.ac.uk/)

### 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 **important 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:

<table>
<thead>
<tr>
<th>The text follows what might be referred to as the “Cinderella pattern”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The text follows what might be referred to as the “Cinderella pattern”, yet re-interprets that pattern by omitting the figure of the prince.</td>
</tr>
</tbody>
</table>
If you insert a footnote with additional comments, the number of the footnote follows after the period/full stop:

The text follows what might be referred to as the “Cinderella pattern.”

**American punctuation:**

Quotation marks are placed behind commas and 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 period and the quotation marks:

The text follows what might be referred to as the “Cinderella pattern.”

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

**One central difference between American and British as well as German punctuation involves the use of commas:**

In American punctuation, a comma follows after the last but one item and before the “and” and the “or” in enumerations:

He above all detests death, injustice, and dishonesty.

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

In British and German punctuation, no comma appears before the “und” and the “oder”:

He above all detests death, injustice and dishonesty.

Vor allen anderen Dingen verabscheut er Tod, Ungerechtigkeit und Unehrlichkeit.

Er brauchte Erdbeeren, Himbeeren oder Brombeeren für die Torte.

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

2 This footnote would contain a comment on the quotation.

3 This footnote would contain a comment on the quotation.
True Love by “Realist Compare”: Shakespeare’s “Sonnet 130” as a Love Poem
Works Cited


4 Note that the citation system has been adjusted to reflect the information that was available on this specific source.
5 Note that you also need to list the translator(s) of a text.
6 Note that the citation system has been adjusted to reflect the information that was available on this specific source.
7 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.
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.

Eidesstattliche Erklärung

Larissa Müller  
Matrikelnummer: 10023404

Ich erkläre hiermit an Eides statt, dass
− die vorliegende Arbeit – bei einer Gruppenarbeit den entsprechend gekennzeichneten Teil der Arbeit – selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt wurden,
− alle Stellen der Arbeit, die ich wortwörtlich oder sinngemäß aus anderen Quellen übernommen habe, als solche kenntlich gemacht habe und
− die Arbeit in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegen hat.

____________________________________________
(Datum, Unterschrift)

Good luck with your research paper!