

Style Sheet for Papers in British/American Literature & Culture

pages	title page: title of paper student's name, matriculation number, major & minor fields of study, e-mail address title of course and name of instructor, semester, date of submission table of content (<i>Gliederung</i> , not needed for short essay assignments) introduction body of argument, structured in paragraphs conclusion bibliography: listing all works cited in MLA Style (format see next page) declaration of authorship, signed (text see below)
margins	2.5 cm on all sides page numbers in lower right-hand corner
font	Times New Roman 12 pt 1.5 space 1.25 cm indentation for first line of each paragraph quotations longer than 3 lines need to be set off as separate, indented paragraph <i>italics</i> for all book titles and foreign words (NB: essay titles are indicated by "Quotation Marks") 10 pt footnotes for additional clarifications (keep to a minimum)
references	in-text citation, MLA style, see http://owl.english.purdue.edu/owl/resource/747/02/ Observe correct sequence of citation marks, parenthesis, and punctuation marks!
direct quotations	Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).
paraphrases	Wordsworth extensively explored the role of emotion in the creative process (263).
binding/ format	printed copy: A4 size paper, paper clip or ordinary clip-in binder digital copy: MS Word (.docx), Rich Text (.rtf), or PDF (.pdf)
declaration of authorship	"Hiermit versichere ich an Eides statt, dass ich die vorliegende Arbeit selbstständig und ohne fremde Hilfe verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe, alle Ausführungen, die anderen Schriften wörtlich oder sinngemäß entnommen wurden, gekennzeichnet sind und die Arbeit in gleicher oder ähnlicher Form noch kein Bestandteil einer Studien- oder Prüfungsleistung war."

Bibliography (MLA Style)

general	include the following information for all references used <ul style="list-style-type: none">▪ authors' names and first names (sorted by name)▪ title of work (independent works in italics)▪ place and name of publisher▪ year of publication (by same author sorted by ascending year) For detailed info see http://owl.english.purdue.edu/owl/resource/747/05/ .
monographs by one author	Alexander, Michelle. <i>The New Jim Crow: Mass Incarceration in the Age of Colorblindness</i> . New York: New Press, 2010. Print.
by several authors	Gillespie, Paula, and Neal Lerner. <i>The Allyn and Bacon Guide to Peer Tutoring</i> . Boston: Allyn, 2000. Print.
articles from editions	Singer, Debra. "Reclaiming Venus: The Presence of Sarah Bartmann in Contemporary Art." <i>Black Venus 2010: They Called Her 'Hottentot'</i> . Ed. Deborah Willis. Philadelphia: Temple University Press, 2010. 87-95. Print.
articles from journals (print/online)	Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's <i>White Noise</i> ." <i>Arizona Quarterly</i> 50.3 (1994): 127-53. Print. Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." <i>Emerging Infectious Diseases</i> 6.6 (2000): 595-600. Web. 8 Feb. 2009.
newspapers/ magazines (print/online)	Poniewozik, James. "TV Makes a Too-Close Call." <i>Time</i> 20 Nov. 2000: 70-71. Print. Bernstein, Mark. "10 Tips on Writing the Living Web." <i>A List Apart: For People Who Make Websites</i> . A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.
films/movies	<i>Ed Wood</i> . Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.
websites with academic interest (!)	Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." <i>Social Work and Society: The International Online-Only Journal</i> 6.2 (2008): n. pag. Web. 20 May 2009. Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." <i>Historical Journal</i> 50.1 (2007): 173-96. ProQuest. Web. 27 May 2009.
inacceptable	Websites without source verification, general dictionary entries, lecture scripts/notes.