

Style Guide for Writing Term Papers

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1 General Formatting

1.1 Margins

Your document should have margins of 2.5 cm on the right side as well as at the top and the bottom of the page and a wider margin of 4 cm on the left side of the page.

1.2 Font

Your text should be written in Times New Roman. For the main text the font size should be 12 pt, for indented quotes it should be 11 pt and for footnotes 10 pt.

1.3 Paragraphs

The text of your paper should be flush left and right (Blocksatz) and have 1.5 line spacing. The first line of every paragraph should be indented by 0.8 cm. This rule does not apply to the first paragraph after a heading or to an indented quote.

Indented quotes should be single-spaced and indented by 1 cm from both the left and the right side of the page. If a quote exceeds a length of three lines of text, it should be indented. Any quote shorter than three lines of text should be part of your regular paragraph.

1.4 Pagination

Please include page numbers at the bottom right of every page except the title page. MSWord has an option which does this automatically once you have specified where you want the page numbers to appear on your page. **IMPORTANT:** The first page of your document, your title page, should not include a page number but be counted as page number 1 anyway, making your Table of Contents page number 2. When adding your page numbers, you simply need to tick the box 'Erste Seite anders' and no page number will appear on your title page.

2 Quotes

Direct quotes of less than three lines, which are part of a regular paragraph, **have to** be indicated by quotation marks. Should your quote itself contain quotation marks, those are to be turned into single quotation marks. At the end of your quote follows the information on the source in brackets: (author year, page number). The brackets

should contain the author's last name, the year of publication and the page number from which the quote has been taken. Please note that there is no comma between author's name and year of publication, but there is a comma between year of publication and page number.

Indented quotes, i.e. direct quotes of more than three lines, are not indicated by quotation marks, but are nevertheless followed by brackets containing the quote's source.

Nine o'clock in the morning and here up on the hill she was, she didn't know where to go or where to turn.

There were the Standing Stones, so seldom she'd seen them this last nine months. Cobwebbed and waiting they stood, she went and leant her cheek against the meikle one, the monster that stood and seemed to peer over the water and blue distances that went up to the Grampians. She leant against it, the bruised cheek she leaned and it was strange and comforting – stranger still when you thought that this old stone circle ... was the only place where ever she could come and stand back from the clamour of the days. (Gibbon 2006, 111-112)

If you are merely paraphrasing what another author has said, you do not need to indicate their thoughts with quotation marks, **but** the bracket with the source information **has to** be included at the end of your sentence / paragraph to indicate that the thoughts and ideas expressed are not your own but a paraphrase of what someone else wrote.

3 Bibliography

Your bibliography should be single spaced. Unlike your main text, the first line of a paragraph should **not** be indented; instead every line apart from the first line should be indented by 0.8 cm.

3.1 Books

3.1.1 Books with a single author

Smith, Sidonie, *A Poetics of Women's Autobiography: Marginality and the Fictions of Self-Representation*, Bloomington: Indiana UP 1987.

3.1.2 Books with two or three authors

Reiß, Katharina / Hans J. Vermeer, *Grundlegung einer allgemeinen Translationstheorie*, Tübingen: Niemeyer 1984 (Linguistische Arbeiten 147).

Korte, Barbara / Klaus Peter Müller / Josef Schmied, *Einführung in die Anglistik*, Stuttgart: Metzler 1997 (Sammlung Metzler 302).

3.1.3 Books with more than three authors

Burn, Barbara, et al., *Higher Education in Nine Countries*, New York: McGraw-Hill 1971.

Only the name mentioned first on the book is listed, followed by et al. (i.e. and others).

3.1.4 Anonymous book publications

Dictionary of Ancient Greek Civilization, London: Methuen 1966.

Mention only the title.

3.1.5 Book publications in multiple volumes

Parker, William R, *Winston Churchill: A Biography*, 2 vols, Oxford: Clarendon 1968.

If you want to refer to one specific volume only, your bibliography should contain an entry like this:

Daiches, David, *A Critical History of English Literature*, 2 vols. New York: Ronald 2nd ed. 1970, vol. 2.

If the specific volume you want to cite has a title of its own, this title is added after the name of the author. The number of the volume is to be mentioned after that in the form: vol. ... of + title of the entire publication.

Brown, Ian, et al., *Modern Transformations: New Identities (from 1918)*, vol. 3 of *The Edinburgh History of Scottish Literature*, Edinburgh: Edinburgh UP 2007.

3.1.6 Books published in a series

The title of the series and number of the volume within the series are to be mentioned in brackets after the year of publication. For examples see 3.1.2.

3.1.7 Editions

If you are not citing the first edition of a book, you need to add this information.

House, Juliane, *A Model for Translation Quality Assessment*, Tübingen: Narr 2nd ed. 1981 (Tübinger Beiträge zur Linguistik 88).

If you are citing scientific texts, you should, if possible, cite the newest edition of the text.

3.1.8 Reprints

Willey, Basil, *The Eighteenth-Century Background*, Boston: Beacon 1961 [1940].

The year in which the original was published should be mentioned in brackets.

3.1.9 Commented publications

The author of the book is to be mentioned before the title, the editor of the specific edition you are citing, after the title.

Mitchison, Naomi, *Beyond This Limit: Selected Shorter Fiction*, ed. and introd. Isobel Murray, The Scottish Classics 5, Edinburgh: Scottish Academic Press 1986.

The editor of a series does not have to be mentioned.

3.1.10 Translations

Spark, Muriel, *Die Ballade von Peckham Rye*, Übers. Elisabeth Schnack, Zürich: Diogenes 1961.

If the focus is first and foremost on the translator's abilities, the translator's name is mentioned first:

Schnack, Elisabeth, Übers., *Die Ballade von Peckham Rye*, by Muriel Spark, Zürich: Diogenes 1961.

3.2 Articles in books

3.2.1 Anthologies

Anderson, Carol, "Debateable Land: The Prose Work of Violet Jacob", *Tea and Leg-Irons: New Feminist Readings from Scotland*, ed. Caroline Gonda, London: Open Letters 1992, 31–44.

If you are citing multiple articles from one publication, the publication itself can be mentioned in the bibliography under the editor's name. In this case, the publication as a whole can be referred to by its editor's name in the article entries:

Butler, Judith, "Sexual Inversions", Hekman 59–75.

Hekman, Susan J., ed, *Feminist Interpretations of Michel Foucault: Re-reading the Canon*, University Park, PA: Penn State UP 1996.

Sawicki, Jana, "Feminism, Foucault, and 'Subjects' of Power and Freedom", Hekman 159–178.

3.2.2 Introductions, Prefaces, Postfaces

Brophy, Brigid, Introduction, *Pride and Prejudice*, by Jane Austen, London: Pan 1967, v–xvii.

3.3 Periodicals

3.3.1 Articles in journals

Monk, Patricia, "Frankenstein's Daughters: The Problems of the Feminine Image in Science Fiction", *Mosaic* 13.3–4, 1980, 15–27.

After the title of the journal the number of the volume and – separated from the number of the volume by a full stop – the number(s) of the issue are mentioned.

3.3.2 Articles in newspapers

Edwards, Ruth Dudley, "Fanatical Enough to Make Granny Proud", *The Independent* 23 Feb. 1994, 16.

Instead of volume and issue, the date of publication of the issue of the newspaper is given.

3.3.3 Reviews

Bruni, Nina, rev. of *Recollections of a Tour Made in Scotland*, by Dorothy Wordsworth, ed. Carol Kyros Walker, *Cuadernos de Literatura Inglesa y Norteamericana* 2.2, Nov. 1997, 72–73.

If the review bears a title of its own, it is mentioned after the name of the reviewer.

3.4 Electronic publications

Note: Printed and electronic sources are **not** listed separately in the bibliography.

3.4.1 Internet

The information included in the bibliography for internet sources depends in large part on what is available. In addition to the 'usual' information (author, title, etc.), the URL and the date you accessed the website have to be included.

Komando, Kim, "Password Security", *ECBS News Radio*, WCBS, New York. 20 May 2002, Transcript. <http://wcbs880.com/komando/StoryFolder/Story_1002173851.html> (accessed on 23 May 2002)

Bitel, Lisa M., "St. Brigit of Ireland: from Virgin to Fertility Goddess", Matrix, ed. Katherine Gill / Bitel. Feb 2001, Boston Coll. <<http://matrix.bc.edu/commentaria/bitel01.html>> (accessed on 23 Jan. 2002)

If you cannot find the name of the author, you should begin with the title itself:

"Reebok International Ltd.", *Hoover's Online*, 2002, Hoover's Inc. <<http://www.hoovers.com/co/capsule/6/o,2163,11266,00.html>> (accessed on 19 June 2002)

For electronic periodicals, the usual information for periodicals is supplemented by the internet-specific information:

Brooks, David, "The Cultur of Martydom", *Atlantic Online* June 2002.
<<http://www.theatlantic.com/issues/2002/06/brooks.htm>> (accessed on 24 Sept. 2002)

3.4.2 CD-ROM

The medium CD-ROM should be explicitly mentioned:

The Oxford English Dictionary, 2nd ed., CD-ROM. Oxford: Oxford UP 1992.

For periodicals that appear both in print and on CD-ROM, you should mention the information on both media if you are using the CD-ROM:

Angier, Natalie, "Chemists Learn Why Vegetables Are Good for You", *New York Times* 13 April 1993. *New York Times Ondisc*, CD-ROM, Oct. 1993.

3.5 Company publications

Publications by companies are treated like book publications:

Deutsche ICI GmbH, *Blattläuse und ihre natürlichen Feinde*, Frankfurt: Deutsche ICI GmbH no year.

3.6 Unpublished papers

The title of an unpublished paper (e.g. a Diplomarbeit) is to be put in quotation marks:

Lemler, Karin, "Die Rolle der Frau in J. R. R. Tolkiens *The Lord of the Rings*", Diplomarbeit Johannes Gutenberg-Universität Mainz/FASK Gernersheim, 1999.

4 Table of Contents

The table of contents can and should be created using the MSWord option, because this guarantees that the page numbers given will match those in the document. It also saves a lot of time. Remember to refresh the table of contents after you have made changes to your text, the table of contents does **not** refresh automatically.

5 Title Page

On the next page, you will find a sample title page. All information shown there must be included on your own title page.

Johannes Gutenberg-Universität Mainz

FB 06: Translations-, Sprach- und Kulturwissenschaft

Abteilung Anglistik, Amerikanistik und Anglophonie

[Term]

[Title of the Class]

Instructor: [name of teacher]

[Title]

[student's name]

[student ID]

BA "Sprache, Kultur, Translation" / MA "Translation"

[email address]