

Stylesheet of the Chair of English Literature / “European Studies” Degree Program

Data Format and Medium

For electronic manuscripts, please use the MS-Word format and save as a PDF file.

Page Format

- Page Margins:
 - Left: 2.5cm (when stapling), 3.0cm (when binding)
 - Right: 2.5cm

Spelling and Style

- For German papers: new spelling, carefully performed, no restrictions on the need for ß/ss – rules.
- Pay attention to sentence completions, correct grammar and the regular use of punctuation. When in doubt, please refer to Duden (for German papers) or the Oxford English Dictionary (for English papers) or another dictionary.
- Special focus should also be on the correct use of the conjunctive (indirect speech) and the Genitive (possession).
- Avoid doubles, colloquial language, informal style and personal formulations with “I”.
- Avoid awkward and unnecessary passive voice constructions.
- Read the paper carefully through once more before handing it in.

Text

- Letter font/ size: “Times New Roman” (12pt) OR “Arial” (11pt).
- Line Spacing: 1.5
- Block text
- Paragraphs and Indents:
 - Indent at the beginning of paragraphs
 - No extra space in between text paragraphs; paragraph end with command ¶ “paragraph marker”
- Distinctions
 - Hyphen = a short line without a space before or after
 - Dash = a longer line with a space before and after
- Emphasis (book titles, foreign words, etc.) in *italics* – but not in bold, blocked, in all capital letters or in quotation marks.
- Heading highlight in **bold** and use a larger font size if necessary.
- Time Specifications
 - With centuries “17. Jahrhundert” or “the 17th century”
 - With decades “1750er Jahre” or “the 1750s”

Quotations

- Signal an intext quotation with the double quotation marks signs “...” (for English papers) or „...“ (for German papers)

- Signal a quote within a quotation with the single quotation marks signs ‘...’ (for English papers) or ‚...’ (for German papers)
- For quotes exceeding three lines of text, make a new paragraph and indent, paying attention to maintaining the same text size, yet here with 1.0 line spacing and without quotation marks
- Signal omissions or additions from the author/ editor in quotes/ sources with: [...]
- Signal emphasis from the author/ editor in quotes/ sources with: “[Hervorhebung vom Vf.]” or “[Emphasis from the author]”
- A space should come before the omission sign when a sentence breaks off, such as: „Der Rest ist Schweigen ...” or “The rest is silence ...”
- A space should *not* come before the omission sign when a name or word break off, such as: „Die Marquise von O...” or “The marquise from O...”
- Quotes in the footnote section:
 - Avoid quotes with many paragraphs or verses with several stanzas
 - Verses in quotes should be split with a “/”: „Nach Golde drängt, / Am Golde hängt / Doch alles. Ach wir Armen!” or “Because I could not stop for Death / He kindly stopped for me / The carriage held but just ourselves / and immortality.”
- Function of Quotes:
 - Quotes from secondary literature do not serve to replace the author’s own formulations, but are only appropriate if there is a critical discussion of the secondary literature. If only thoughts of the secondary literature are taken over, then these should be formulated in one’s own words with the addition of a footnote citing the source from whence it is taken.
 - Quotes from primary literature are only to be indicated if they support the argument being developed in the academic paper, or when they serve as a basis for a subsequent text interpretation.

Use of Footnotes and Layout

- Citations in footnotes (not in endnotes)
- The numbering of the footnotes should use the Arabic numerals throughout the entire manuscript (not per page)
- Footnote number in the Text ^{raised} and *after* the sentence punctuation
- The text size for the footnotes should be 2pts smaller than the main text (Times New Roman: 10pt, Arial: 9 pt)
- Line spacing: 1.0
- Please avoid using multiple footnotes in one sentence as well as a high number of footnotes in a short section of text. In such cases, a collective footnote at the end of the sentence or text section serves not only as a space-saver, but is also a more elegant variant.
- Close *all* footnotes with a period.

Bibliographies

The following shows two possible alternatives for the bibliography, from which one should be chosen and consistently adhered to: 1) the literature variant and 2) the linguistics variant.

1) The Literature Variant of Bibliography

Bibliographical Citation in the Footnotes

- At the first use of a source, the complete bibliographical citation should be given in the footnote:
 - Cf. Werner Hüllen. „Der komplexe Hintergrund des einfachen Stils: Zur theoretischen und stilistischen Begründung der modernen Wissenschaftssprache durch Francis Bacon und die Royal Society“, in: Hoinkes, Ulrich (ed.). *Geschichte der Sprachtheorie: Studien zum Sprachbegriff der Neuzeit*. Münster / Hamburg: Lit, 1993, 31-46, hier 45f.
- With all other following uses of the same source, a shorter source citation should be used including the author, title and page number of the work (titles also shortened, leaving out subtitles):
 - Cf. Hüllen, „Der komplexe Hintergrund“, 45f.

Citations in the Bibliography

Please pay attention to abbreviations, placement of markings, and emphasis (in italics) in the following examples.

- Monographs:
Swift, Jonathan. *A Tale of a Tub To which is added The Battle of the Books and the Mechanical Operation of the Spirit*. Ed. A.C. Gutkelch and D. Nichol Smith. 2nd ed. Oxford: Clarendon, 1958.
- Volume of collected works:
Glaser, Brigitte / Schnackertz, Hermann J. (eds.). *Europa interdisziplinär: Probleme und Perspektiven heutiger Europastudien*. Würzburg: Königshausen & Neumann, 2005.
- Articles from collected works and encyclopedias
Henry, John. “The Scientific Revolution in England”, in: Porter, Roy / Teich, Mikulás (eds.). *The Scientific Revolution in National Context*. Cambridge: Cambridge University Press, 1992, 178-209.
- Articles from journals:
Burnham, Frederic B. “The More-Vaughan Controversy: The Revolt against Philosophical Enthusiasm”, *Journal of the History of Ideas* 35 (1974), 33-49.
- Articles from newspapers:
 - a) With author
Schmidt, Christopher. „Gute Lügen, schlechte Lügen“, *Süddeutsche Zeitung*, 30. November 2009, 11.
 - b) Without author
Anonym. "Milliarden gegen die Krise", *Donaukurier*, 13. Januar 2009, 1.
Attention: often author abbreviations are used in newspapers, which are then resolved in the imprint so that the author can be determined. You then include the author as known rather than “anonymous”.

- ≥ 3 authors / editors: the first author is named and reference with “u.a.” OR “et al.” for “und andere” (and others)
- No publication year: reference with “(n.d.)” for “no date”

2) The Linguistic Variant of Bibliography

Bibliographical Citation in the Footnotes

- From the first reference to a source, a highly shortened bibliographic citation appears in the footnotes according to the author-year principle:
C.f. Hüllen (1993: 45f.).

Citations in the Bibliography

Please pay attention to abbreviations, placement of markings, and emphasis (in italics) in the following examples.

- Monographs:
Swift, Jonathan (1958). *A Tale of a Tub To which is added The Battle of the Books and the Mechanical Operation of the Spirit*. Ed. A.C. Gutkelch and D. Nichol Smith. 2nd ed. Oxford: Clarendon.
- Volume of collected works:
Glaser, Brigitte / Schnackertz, Hermann J. (eds.) (2005). *Europa interdisziplinär: Probleme und Perspektiven heutiger Europastudien*. Würzburg: Königshausen & Neumann.
- Articles from collected works and encyclopedias:
Henry, John (1992). “The Scientific Revolution in England”, in: Porter, Roy / Teich, Mikulás (eds.). *The Scientific Revolution in National Context*. Cambridge: Cambridge University Press, 178-209.
- Articles from journals:
Burnham, Frederic B. (1974). “The More-Vaughan Controversy. The Revolt against Philosophical Enthusiasm”, *Journal of the History of Ideas* 35, 33-49.
- Articles from newspapers:
 - c) With author:
Schmidt, Christopher (2009). „Gute Lügen, schlechte Lügen“, *Süddeutsche Zeitung*, 30. November, 11.
 - d) Without author:
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- No publication year: reference with “(n.d.)” for “no date”

For both variants:

Exceptions

For an article, whose original publication year differs from that of the volume or journal in which the article was found, the original publication year may be inserted in square brackets in the title. (Examples found at the end.) However, the publication year of the publication in

which the article was found – i.e. the volume, journal, etc. – is important for finding the article! Therefore, the original year of publication can be omitted but never the publication year of work in which it was found! Here are some examples:

- 1) Bogatyrev, Peter / Jakobson, Roman. "Die Folklore als eine besondere Form des Schaffens [1929]", in: Blumensatz, Heinz (ed.). *Strukturalismus in der Literaturwissenschaft*. Köln: Kiepenheuer & Witsch, 1972, 13-24.

OR:

- 2) Bogatyrev, Peter / Jakobson, Roman (1972). "Die Folklore als eine besondere Form des Schaffens [1929]", in: Blumensatz, Heinz (ed.). *Strukturalismus in der Literaturwissenschaft*. Köln: Kiepenheuer & Witsch, 13-24.

Also, other additions that are personally added to the bibliography in some form (the information about a supposedly anonymous author, for example) must be placed in square brackets. For example, (from: Nate, Richard (2003). *Amerikanische Träume. Die Kultur der Vereinigten Staaten in der Zeit des New Deal*. Würzburg: Königshausen & Neumann.):

- 1) Anonym ["The Senator from Alaska", i.e. Fred R. Marvin]. *Fool's Gold: An Exposé of Un-American Activities and Political Action in the United States since 1860*. New York: Madison & Marshall, 1936.

OR:

- 2) Anonym ["The Senator from Alaska", i.e. Fred R. Marvin] (1936). *Fool's Gold: An Exposé of Un-American Activities and Political Action in the United States since 1860*. New York: Madison & Marshall.

Short stories written by several authors and collected in a volume with an editor are cited in the bibliography as articles in a volume of collected works – even when the terms “collected works” and “article” do not really apply:

- 1) Borchert, Wolfgang. "Das Brot", in: Bellmann, Werner (ed.). *Klassische deutsche Kurzgeschichten*. Stuttgart: Philipp Reclam jun., 2003, 18-20.

OR:

- 2) Borchert, Wolfgang (2003). "Das Brot", in: Bellmann, Werner (ed.). *Klassische deutsche Kurzgeschichten*. Stuttgart: Philipp Reclam jun., 18-20.

Further Instructions on Writing an Academic Paper

In general

- The paper should include a cover page with the degree program and semester, as well as the name of the student. In the interest of a quick response, the cover page should also include a KU email address (no personal email addresses).
- The paper should be organized with a table of contents (directly before the main text) and a bibliography (directly after the main text).
- The text should be written in paragraphs broken into logical sections. Paragraph marks do not belong after a single sentence, rather at the end of a logical section, which as a rule is composed of many sentences. One sentence does not make a paragraph.
- For all quotations and citations pay attention to (1) unity and (2) comprehensibility.
- Arguments and assertions should be well structured and thorough. An assertion without an example or explanation is not an argument.
- There should be a declaration attached that states that the paper has been completed independently and all quotations have been referenced. (See sample below).

- Internet sources are permitted when they come from academic research material and the author is definitely known. These should be verified in individual cases.

The sample for the English version of the declaration, which should be included at the end of the academic paper:

Declaration

I hereby assert, that the academic paper [Title] was completed by myself alone and that I did not engage the addition help of another. All places which were taken from other sources, either word for word or in some sense, I have referenced in every case in a citation from borrowed sources.

[Place, Date]

[Signature]