

Stylesheet for the BA and MA European Languages and Cultures Degree Programmes

Please note the information regarding the use of AI-tools at the end of the document!

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
 - Right: 2.5cm

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
 - Alternatively: extra space between paragraphs
- Distinctions
 - Hyphen = a short line without a space before or after
 - Dash = a longer line with a space before and after
- 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”
- For papers in **linguistics**, please also note:
 - Prove abstract thoughts with linguistic examples
 - Examples in italics, meanings in single quotation marks, e.g. ,...‘

Example:

Im Niederländischen fällt eine Reihe von Substantiven mit *eren*-Plural auf, vgl. *kinderen* ‚Kinder‘, *bladeren* ‚Blätter‘ etc.

- A table or graph may be used to illustrate the point. Always number tables and graphs and add a short description. Refer to each table or graph in your text.

Spelling and Style

- 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.

Quotations

- General rules:
 - All thoughts which are not originally by you must be marked as quotations
 - For each quotation, there is a source reference in the text (in-text citation or footnote, cf. below) which can be associated with a detailed reference in the bibliography
- 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 quotations 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 in quotes/ sources with: [...]]

Source references (linguistic papers)

- In-text citation: source references in the text (footnotes only when there is further information)

Example:

„Der erste energische Versuch zur Schaffung einer [...] deutschen Rechtschreibung war gescheitert, hauptsächlich am preußisch-deutschen Konservativismus, der das geistige Klima des neuen Reiches in entscheidendem Maße bestimmte.“ (Wurzel 1998: 68)

- Indirect quotations
 - No quotation marks
 - Summarise the idea; while you should use your own words, you should never change the meaning

Example:

Wurzel (1998: 68) vertritt den Standpunkt, die erste orthographische Konferenz sei vor allem wegen der dominant konservativen Grundstimmung im Deutschen Reich gescheitert.

- Often, there is a mix of direct and indirect quotations

Example:

Wurzel (1998: 68) macht für das Scheitern der ersten orthographischen Konferenz den „preußisch-deutschen Konservativismus“ verantwortlich, „der das geistige Klima des neuen Reiches in entscheidendem Maße bestimmte“.

Source references:

- The source references contains the last name of the author, the year of publication and – if there is only reference to part of the work – after a colon, the page numbers.
- If there are more than one work by the same author, use letters to differentiate these works

Examples:

Schützeichel (1956a: 23–45)

Schützeichel (1956b: 18)

- If there is no author mentioned or if there are several authors, you may use the editor or the title (particularly in case of dictionaries etc.) as point of reference:

Beispiele:

Duden. Deutsches Universalwörterbuch (2023: 234)

Duden. Die Grammatik (2022: 236)

Renn/König (Hg., 2006: 63)

- You may use the following abbreviations only in case of non-academic papers (such as non-academic journals and newspapers or non-academic sources from the internet): no author (German: o. A.; English: Anon.), no year of publication (German: o. J.; English: n.d.) and (in the bibliography: no place of publication (German: o. O.; English: n.p.):

Example:

O. A. (2025)

Cite the source reference in the bibliography as follows:

O. A. (2025): „Die Sprache von Politikern ist näher an Habermas als an der Bild“. In: *Der Spiegel* 25, 04.08.2025.

Bibliography

- The bibliography contains the full references of the cited sources in alphabetical order
- There is a full stop at the end of each bibliographical reference.
- References (monographs)
 - template:
last name, first name (year of publication): *title. subtitle.* edition. Place of publication: publisher (optional: series / additional information).

Examples:

Wurzel, Wolfgang U. (1998): *Konrad Duden. Leben und Werk.* Mannheim u.a.: Dudenverlag.

Pittner, Karin/Berman, Judith (2021): *Deutsche Syntax. Ein Arbeitsbuch.* 7. überarbeitete und erweiterte Auflage. Tübingen: Narr Francke Attempto (Narr Studienbücher).

Nübling, Damaris et al. (2017): *Historische Sprachwissenschaft des Deutschen. Eine Einführung in die Prinzipien des Sprachwandels.* 5. Auflage. Tübingen: Narr Francke Attempto (Narr Studienbücher).

- Further instructions:
 - Two or three authors: divide the names by slash
 - More than three authors: only name the author who comes first (in alphabetical order) and add „et al.“
 - More than one given name: only give the first one in full and add the other(s) by adding the first letter and a full top, e.g.: John F. Smith
 - Title and subtitle in italics
 - Add the edition if it is not the first one
 - If there are more than one place of publication: name the first one and add „u.a.“ (und andere) or in English: „a.o.“
 - Add additional information on the publisher or the series in brackets
- References (contribution in an edited volume, article in a journal):
 - Template (contribution to an edited volume):

last name, first name (year of publication): Title of the contribution. In: last name, First name of the editor (ed. [or: Hg. In german]): *Title of the edited volume. Subtitle of the edited volume*. Place of publication: publisher ([optional] series), x–y.

examples:

Weigand, Edda (1999): Dialogue in the grip of the media. In: Naumann, Bernd (Hg.): *Dialogue analysis and the mass media. Proceedings of the international conference. Erlangen, April 2-3, 1998*. Tübingen: Niemeyer (Beiträge zur Dialogforschung 20), 35–40.

Mattheier, Klaus J. (2003): 66. Die Herausbildung neuzeitlicher Schriftsprachen. In: Besch, Werner et al. (Hg.): *Sprachgeschichte. Ein Handbuch zur Geschichte der deutschen Sprache und ihrer Erforschung*. 2., vollständig neu bearbeitete und erweiterte Auflage. Berlin u.a.: Walter de Gruyter (Handbücher zur Sprach- und Kommunikationswissenschaft 2.3), 1085–1106.
 - Further remarks:
 - If there are more than three editors, only name the first one (in alphabetical order) and add „et al.“
 - Write the title and subtitle of the edited volume in italics
 - Add additional information on the publisher or the series in brackets
 - Give the first and last page of the page range the the contribution covers and add a dash between the two page numbers (but do not add any space before and after the dash), e.g. 1085–1106

- Template (article in a journal):
last name, first name (year of publication): title of the article. In: *Name of the journal*
volume/[optional] issue, x–y.

examples:

Gooskens, Charlotte/Swarte, Femke (2017): Linguistic and extra-linguistic predictors of mutual intelligibility between Germanic languages. In: *Nordic Journal of Linguistics* 40/2, 123–147.

Berthele, Raphael (2011): On abduction in receptive multilingualism. Evidence from cognate guessing tasks. In: *Applied Linguistics Review* 2, 191–220.

- References internet (academic papers)
 - OA-publications either as monograph or article (see above) but add DOI.
 - If a text is available online and as print, always use the print edition.
 - Publications that are only available online and do not have any doi are hardly used. If used, they should be analysed critically.
 - template (with DOI)
last name, first name (year of publication): *Title*. In: name of journal
volume/[optional]issue, x–y. DOI.
 - Schema (without DOI)
last name, first name (year of publication): *Title*. URL (date of access).

examples (with and without DOI):

Bachmann-Stein, Andrea (2022). Produktverpackungen der Lebensmittelindustrie: Werbung oder Wahrheit? In: *Zeitschrift für Literaturwissenschaft und Linguistik* 52/4, 669–692. <https://doi.org/10.1007/s41244-022-00274-y>.

Debatin, Bernhard (1997): *Literatur zur Metaphertheorie*. https://www.uni-leipzig.de/~debatin/english/Research/Metaphor.htm#Met_biblio (12.07.2006).

Source references (papers in Cultural Studies)

Footnotes

- Sequential numbering throughout the whole document; use arabic numbers
- Superscripted numbers; if the footnote refers to the whole sentence, add the footnote after the punctuation mark
- Font size: 2 points smaller than in the main text (Times New Roman: 10pt, Arial: 9pt)
- Spacing: 1,0
- Please avoid several footnotes in one sentence or too many footnotes in a short passage. Use one footnote in which you cite all the sources
- End each footnote with a full stop.

Source references in the footnotes

- template:
Last name (year of publication: x).

Hüllen (1993: 45).

Bibliography

Please note abbreviations, punctuation marks and emphasis in the following examples. Please add the DOI or URL and date of last access if you refer to digital resources.

- Template monographs:
last name, first name (year of publication). *Title*. edition. Year of publication: publisher.

example:

Assmann, Aleida (2011). *Einführung in die Kulturwissenschaft: Grundbegriffe, Themen, Fragestellungen*. 3. Aufl. Berlin: Schmidt.

- Template contribution to edited volume (and glossaries):
last name, first name (year of publication). „title contribution“, in: last name, first name of the editor (ed. [in German: Hrsg.]). *title*. Place of publication: publisher, x-y.

example:

Henry, James (1992). „The Scientific Revolution in England“, in: Porter, Roy / Teich, Mikulás (Hrsg.). *The Scientific Revolution in National Context*. Cambridge: Cambridge University Press, 178-209.

- Template article in a journal::

last name, first name (year of publication). „title“, *Name journal* volume (issue), x-y.

examples:

Burnham, Frederic B. (1974). „The More-Vaughan Controversy. The Revolt against Philosophical Enthusiasm“, *Journal of the History of Ideas* 35, 33-49.

Claussion, Nick (2006). „‘Perpetuating the Language’: Romantic Tradition, the Genre Function, and the Origins of the Trench Lyric“, *Journal of Modern Literature* 30 (1), 104–128. <http://www.jstor.org/stable/4619316>.

- Template article in a newspaper:

- (with author):

Last name, first name (year of publication). „title“, *Name of the newspaper*, date of publication, x-y.

- (without author):

Anonym (year of publication). „title“, *Name of the newspaper*, date of publication, x-y.

- Further information: sometimes the authors of articles in a newspaper use initials only, but you may find the full name in the imprint.

examples:

Schmidt, C. (2009). „Gute Lügen, schlechte Lügen“, *Süddeutsche Zeitung*, 30. November 2009, 11.

Anonym (2009). „Milliarden gegen die Krise“, *Donaukurier*, 13. Januar 2009, 1.

- digital media

- template film:

last name, first name (director) (year of release). *Title* [film]. Production company.

example:

Shanley, J. (director) (1990). *Joe Versus the Volcano* [film]. Warner Home Video.

- template TV show:

last name, first name (executive producer) (year of release). „title“ (season x, episode y), in: *Title*. Production company.

example:

Sherman-Palladino, A., Palladino, D. (executive producers) (2023). „Four Minutes“ (season 5, episode 9), in: *The Marvelous Mrs. Maisel*. Dorothy Parker Drank Here Productions; Picrow, Amazon Studios.

○ template music:

last name, first name (year of release). „title #number [song]“. *Title album*. Recording studio.

example:

Dylan, Bob (2006). „Workingman’s Blues #2“ [Song]. *Modern Times*. Columbia.

Additional information

>= 3 authors / editors: only name the first author / editor and add „et al.“ for „and others“

No year of publication: add: „o.J.“ for „ohne Jahr“ (papers in German)/ „n.d.“ for „not dated“ (papers in English)

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! For example:

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:

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 which are collected in a volume with an editor are cited in the bibliography as articles in a volume of collected works:

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

- Add a cover page which contains the following information:
 - Title of the work (in the middle of the page)
 - Information on the course: course title, course instructor, term
 - Information on you: Name, matriculation number, degree programme, semester, KU email address (no personal email addresses!)
- Add a table of content (directly before the main text) and a bibliography (directly after the main text)
- Subdivide the text into paragraphs. Paragraphs are logical sections and are therefore composed of at least three 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.
- Internet sources are permitted when they come from academic research material and the author is definitely known. If necessary, this should be verified.
- **Add a declaration which states that the paper has been completed independently. Also add an AI declaration. For further information and samples see below.**

Further information on the use of AI

Generally speaking, you are permitted to use AI tools (for research, for developing ideas, for correcting grammar and spelling). However, the use of these tools has to be transparent and verifiable. It goes without saying that the paper must still be an original piece of work. You are the author, not any AI-tool you used. If you directly take over passages written by AI, you may be accused of plagiarism. In this context, neatly compile your bibliography and only add sources that you are familiar with (despite the possibilities AI-tools may offer in this respect).

Watch out: AI hallucinates with regard to academic sources and may add publications which do not exist or add incorrect information to existing publications (such as wrong year of publication or wrong place of publication). This means: If you use AI, make sure that you are able to control the information given to you; use the advantages, but be aware of the disadvantages. Use AI responsibly and prudently.

In your declaration, name the AI-tools and the respective prompts you used, also make sure you name the purpose and list the passages of your text in which you used AI-tools. You are fully responsible for the content, argumentation, academic quality and formalities of the paper.

Declaration for the use of AI

I confirm that the content and wording of this research paper [title of the paper] were developed independently.

The following AI-tools were used in the preparation of this paper:

Tool	Type of use	Prompt [you may add a screenshot of your prompt]	chapter / passage of the paper
e.g. ChatGPT, Claude, ...	Review of literature for the research field „intertextuality“	Provide me with some recent literature on the research field „intertextuality“	Basis for review of literature in chapter 1.2
...			
...			

I confirm that no AI-generated text has been reproduced verbatim in the final version and that, apart from the tools, chapters and types of use mentioned above, no other AI-assisted tools were used in the preparation of this thesis.

I am aware that I bear full responsibility for the content, argumentation, academic quality and formal structure of this thesis.

[place, date]

[signature]

If you did not use any AI-assisted tools in the preparation of your paper, please add the following declaration:

No AI-based tools were used in this study.

[place, date]

[signature]

Declaration of Originality

I hereby assert, that the academic paper [Title] was completed by myself alone and that I did not engage the additional 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]