Style sheet of the Department of Teaching English as a Foreign Language (TEFL)\(^1\)

**Page layout:**
Each page is to be printed on one side. The font to be used is Times New Roman, type size 12, 1.5 line spacing, full justification, side margin 3.5 cm (both sides), top and bottom margin 2.5 cm.

**Components of the paper:**
A seminar paper must have a title page, a table of contents, a text body, and a bibliography. All pages other than the title page and the table of contents are to be numbered. Pagination begins on the first page of the **text body** with the number 1.

**Title page:**
Bergische Universität Wuppertal
Anglistik/Amerikanistik
Didaktik des Englischen
Semester and course title
Lecturer’s name

<table>
<thead>
<tr>
<th>Title of the seminar paper</th>
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<th>Your name</th>
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<td>Matriculation number</td>
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<td>E-Mail</td>
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| Course of study (= e.g. Kombinatorischer Bachelor of Arts, Master of Education Grundschule) |
| Semester of study |
| Module and number of credit points |
| Date of submission |

**Table of contents:**
The table of contents should contain a list of all chapters of the seminar paper together with the respective page number of the first page of each chapter. The chapter headings listed in the table of contents should match the ones used in the text body, and all headings must differ from the title of the paper. In addition, each subchapter 1.1 is to be followed by a subchapter 1.2 (not chapter 2).

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\(^1\) This style sheet draws largely on the style sheet of the Department of Literary and Cultural Studies, English and American Studies of the Bergische Universität Wuppertal.
Example:
1. First main chapter heading
   1.1 Heading of the first subchapter
   1.2 Heading of the second subchapter
2. Second main chapter heading

Text body:
The text body is to be composed of an introduction, a main body, and a conclusion. The introduction is to outline what is examined, why and how. The object of study, e.g. the reading ability of 8th-graders, is to be introduced, the leading question is to be explained, and the methods used as well as the line of argumentation are to be explained. There are various ways of subdividing the main body. One well-established method is the breakdown into two parts: a theoretical part, in which the theoretical premises are explained and, if applicable, empirical data is presented to reflect the current state of research, and an analytical and interpretive part, in which the findings from the theoretical part are applied to the object of study. In the conclusion the results are summarised, and a prospect of arising questions may be given.

Formal requirements:

Italicisation
To be italicised:
- Foreign words and expressions (e.g.: *laissez-faire*)
- Titles of books, journals, and work titles
  (e.g. Shakespeare’s *Twelfth Night*)

Single quotes
To be put in quotation marks:
- English translations (e.g. *enjambement* ‘run-on-line’)
- Quotes within quotes
- Fixed expressions or phrases that have not been quoted from a particular text (e.g. Following Vygotsky’s idea of ‘inner speech’ as a cognitive tool,…)

Double quotes
To be put in double quotes:
- Short citations (to be worked into the continuous text)
- Titles in a collective volume (e.g. articles in a periodical, short stories)
Citation method:

Form and function:

Citations should support or illustrate the author’s points and observations. They also display the views adopted or dismissed by the author. All citations are to be identified as such. Citations running over fewer than 4 lines are to be worked into the continuous text and marked with double quotes (“”).

Every citation is to be a verbatim quote, identical with the original in spelling and punctuation. Any omission of a word, phrase, sentence or passage from the text quoted is to be indicated by three periods in square brackets […] and should not change the deeper meaning or context of the passage quoted. Square brackets are also to be used for explanatory notes, grammatical adjustments, and indications of any modification done by the author within a quote. In these instances, the author’s initials serve as an indicator.

Example: “Thus PPP [present, practice, produce; JK] will probably not lead to fluency […].” (Müller-Hartmann / Schocker-v. Ditfurth 2009: 42)

“This [intercultural communicative competence; JK] includes the development of a critical perspective on one’s own culture.” (ibid.: 26)

Likewise, paraphrases of views adopted or dismissed by the author are to be identified as such by using ‘cf.’ (‘confer’).

Longer citations (4 or more lines) are to be set off against the continuous text (next line), indented (full justification, left indent: 2.5 cm, single line spacing, no quotation marks), without any modifications to wording or spelling. Sources are to be referenced in the text.

Documentation within the text part

Each citation is to be followed by a parenthesised indication of the source material. This reference is to contain the author’s last name, the year of publication, and the number of the page.

Example: Testing speaking is seen by many as more difficult than testing other language abilities, “[p]erhaps because speaking is fleeting, temporal and ephemeral” (Fulcher 2003: xv).

Should any bibliographical information be provided by the context, the parenthesised indication may be limited to the information required to locate the source.

Example: In a similar vein, Alderson & Bachman rate speaking as “the most difficult language skill to assess reliably” (2004: ix).

German-language literature (if pertinent and/or relevant) may also be quoted. However, for stylistic reasons blending of English and German language are to be avoided. Instead, full sentences may be quoted (preceded by a colon). Alternatively, a passage may be paraphrased, with an indication of the source in the text (cf.), or with the original quote in a footnote.

Footnotes: Footnotes contain comments, explanatory notes, or additional information that may provide further insight but would negatively affect the line of argument. A footnote is to be referenced in the text by a superscript Arabic numeral following the punctuation mark or an
individual word or phrase. Footnotes are to be numbered consecutively throughout the whole document. Any footnote is to appear on the same page as its respective reference mark. Footnotes should be used sparingly.

Bibliography:

A list of the literature used in the composition of the paper concludes the document. As a general rule the chosen bibliographical style is to be consistently adhered to. Bibliographical styles may vary slightly between disciplines and branches; they agree, however, on the fundamentals: author, year of publication, title (and subtitle), place of publication, and publisher. A bibliographical format often employed in the field of teaching English as a foreign language is presented below. Works are to be put in alphabetical order according to name of the author, with the author’s last name given first. Multiple authors are to be separated by a slash (oblique). Entries exceeding one line are to have a hanging indent. The case-sensitivity of titles is to be adhered to. Main titles and subtitles are to be separated by a full stop. Titles of single publications (e.g. books, journals) are to be italicised. Titles of works of a larger collection (e.g. journal articles, essays within a collective volume, poems within an anthology) are to be put in double quotes. Each bibliographical entry is to adhere to the following principle:

Last name of author, First name of author (year of publication). Title: Subtitle. Place of publication: Publisher.

**Monograph.**

**Example:**


Entries of monographs and collective volumes are to contain an indication of the **edition** that has been used (if different from the first edition). In the case of unchanged reprints the year of the first edition is to be given.

**Example:**


**Editorship** is to be indicated by a postpositioned ‘ed.’ (in the case of a single editor) or ‘eds.’ (in the case of multiple editors).

**Example:**

Entries of journal articles are to contain an indication of the volume and issue, as well as the page number, subsequent to author, year, article title (in quotes), and journal title (in italics).

Example:


Entries of essays within a collection are to contain the title of the volume, editor, place, publisher, year, and page number.

Example:


Film.

Example:


The quality of internet sources is to be examined carefully prior to their utilisation. Please consult your lecturer should any doubts arise. Any indication of web sources is to contain the web address and the date of the last access. If the information is provided, common bibliographical principles apply.

Example:

Appendix and Declarations/Statements:

The bibliography is followed by the declaration of originality\(^2\) as well as a declaration of notice of plagiarism procedures.\(^3\) In accordance with this declaration an electronic version (PDF or Word document) of the document is to be submitted in addition to the printed version.

Any additional material not being used in the direct line of argumentation may be enclosed in the appendix following the statements/declarations. This makes particular sense in empirical studies. The pages of the appendix continue the pagination of the document. The appendix is to be preceded by an index (formally analogous to the table of contents).

\(^2\) A form can be retrieved from the homepage of the Department of Literary and Cultural Studies, English and American Studies under: [http://www.anglistik.uni-wuppertal.de/fileadmin/anglistik/Literaturwissenschaft/Erklaerung_Hausarbeit.pdf](http://www.anglistik.uni-wuppertal.de/fileadmin/anglistik/Literaturwissenschaft/Erklaerung_Hausarbeit.pdf) (04.02.2016).

\(^3\) A form can be retrieved from the homepage of the Department of Teaching Methodology, English and American Studies.