



**Text Body:** The text body consists of an introduction, a main part and a conclusion. In your introduction you should outline the topic of your paper and briefly explain why and how you will approach it. You should introduce the object of investigation, i.e. your primary source, state your main research question and the resulting thesis and briefly describe your methods and line of argument. There are several options to structure your main part. A standard method is dividing it into two sections: A ‘theoretical part’, in which you explain the theoretical premises of your paper, and an ‘interpretation part’, in which you apply your findings from the theoretical part to your primary source and thus analyze it. The conclusion sums up the results of your paper and might also give a prospect for future research questions.

### Formal Aspects:

Use *italics* for:

- Foreign-language words or phrases (e.g.: *laissez-faire*)
- Titles of books and journals, work titles (e.g.: Shakespeare’s *Twelfth Night*)

Use single quotation marks for:

- Quotations within a quotation
- Set expressions and phrases which are not quoted from a specific text (e.g.: This is a case of ‘romantic irony’.)

Use double quotation marks for:

- Short quotations (in-text citation)
- Titles of dependent publications (journal articles, short stories, poems etc.)

### Quotations:

FUNCTION  
AND FORM

Quotations should support and illustrate your observations and argumentation. In addition, they may serve to present others’ views, which you take or object to. All quotations must be clearly marked as such. Use in-text citation.

Quotations reproduce the exact wording, spelling and punctuation of the original. You are not allowed to alter the wording or spelling in a quotation. Ellipses, i.e. omissions of a word, sentence or larger text segment of a quoted text, must be indicated by three dots in square brackets ([...]). An indirect reproduction of others’ views, which you take or object to, must be indicated, too.

Quotations of less than 4 lines must be integrated in the text and marked by double quotation marks (“”). When quoting up to 4 lines of a poem use a single forward slash (/) to indicate the end of a line and a double forward slash (//) to indicate the end of a stanza. Longer quotations (4 lines and more) must start in a new line, be indented (full justification, indent left: 2 cm in addition to the standard page margin) and typed with single line spacing and no quotation marks.

DOCUMENTATION IN THE TEXT SECTION: Each quotation is followed by a reference in parentheses, which enables the reader to check its source. If an author is only mentioned once in the bibliography, their name and the relevant page number(s) of the text passage are sufficient.

Example: The Movement can be characterized by “an uneasy combination of class-consciousness and acceptance of class division” (Morrison 74).

If the bibliography features more than one resource by the same author, the title of the publication must be included (longer titles may be shortened).

Example: His can be called a “mimetic approximation” (Huysen, “Of Mice” 75).

If the context contains bibliographical data, the parentheses should only contain the missing information.

Example: In a similar vein, Mathur classifies *Bride and Prejudice* as belonging “to the upcoming genre of South Asian cross-over cinema in its diasporic incarnation” (1).

FOOTNOTES: As in-text citation is used, footnotes are reserved for commentaries, explanations and additional information, which are relevant in the context of your paper but might be too digressive for the main text.

### **Bibliography (‘Works Cited’):**

Your paper ends with a complete list of works cited. Your sources must be put in alphabetical order. Each entry starts with the author’s last name. Alphabetize works with no known author by the first noun of its title. If an entry is longer than one line, the following lines must be indented (hanging indent). In English titles of books and articles all words are capitalized except for articles, prepositions and conjunctions. German orthography applies to German titles.

The following examples illustrate the most common types of works cited, which information is needed and how it should be formatted. Please note the format as well as the punctuation. These guidelines follow standard MLA style. For additional information consult the *MLA Handbook* (9<sup>th</sup> ed. MLA, 2021).

#### **Monograph:**

Pfister, Manfred. *The Theory and Analysis of Drama*. Cambridge UP, 2000.

The **editor** of a work is marked by adding “editor” after their name.

Feldman, Paula R., editor. *British Women Poets of the Romantic Era*. Johns Hopkins UP, 1997.

For **journal articles** include the title of the journal, the issue number, the year of publication and the page number. Do not include the publisher.

McDevitt, Patrick F. "Muscular Catholicism: Nationalism, Masculinity and Gaelic Team Sports 1884-1916." *Gender and History*, vol. 9, no. 2, 1997, pp. 262-84.

#### **Articles in edited collections:**

Reynolds, Kimberly. "Changing Families in Children's Fiction." *The Cambridge Companion to Children's Literature*, edited by Matthew O. Grenby, Cambridge UP, 2011, pp. 193-208.

#### **Two or more authors or editors:**

Cox, Jeffrey N., and Michael Gamer, editors. *The Broadview Anthology of Romantic Drama*. Broadview, 2003.

Rockett, Kevin, et al. *Cinema and Ireland*. Routledge, 2013.

Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens: Foodways in Literature and Life*. U of Nebraska P, 1987.

When a work that is **usually independent** (drama, novel etc.) appears **in an anthology**, the titles of the quoted text as well as the anthology are italicized:

Hansberry, Lorraine. *A Raisin in the Sun*. *Black Theater: A Twentieth-Century Collection of the Work of Its Best Playwrights*, edited by Lindsay Patterson, Dodd, 1971, pp. 221-76.

#### **Newspaper article:**

Manning, Anita. "Curriculum Battles from Left and Right." *USA Today*, 2. Mar 1994: 5D.

#### **Film:**

*Bram Stoker's Dracula*. Directed by Francis Ford Coppola, Columbia Tristar Home Video, 1992.

**Online resource:** If you quote an online resource, you need to add the DOI, if available (precede it with "https://doi.org/"), otherwise use the URL (without the "https://") or permalink. Add the date of access:

Mathur, Suchitra. "From British 'Pride' to Indian 'Bride': Mapping the Contours of a Globalised (Post?)Colonialism." *M/C Journal*, vol. 10, no. 2, 2007, <https://doi.org/10.5204/mcj.2631>. Accessed October 10, 2021.