

STYLE SHEET FOR PAPERS IN LITERARY AND CULTURAL STUDIES

Fachbereich Anglistik und Amerikanistik der Universität Salzburg

GENERAL FORMAT

- Standard-sized paper (A4), 12 point Times New Roman, block justification (Blocksatz) with 3 cm-margins on all sides
- 1.5 line spacing for main text; single spacing for quotations, footnotes, and bibliography
- The first line of a new paragraph is indented 1.25 cm. No indentation is used at the beginning of a paper or of a new chapter or section.
- Number pages consecutively centred at the top. Begin the numbering with the first page of the main text, including bibliography, notes, appendices. Do not include the title page and the table of contents in the pagination. Do not put "page" or the abbreviation "p." in front of the page number.

TITLE PAGE (see example →)

TABLE OF CONTENTS

If the paper contains chapters, a table of contents (labelled CONTENTS) should follow the title page on a separate page with the chapter headings and page numbers.

TITLES IN THE TEXT

Capitalise the first letter of each word in the title, except for prepositions, conjunctions, and articles. Italicise titles and subtitles of books, periodicals, plays, operas, films, and other works if they have been published separately (e.g. *The Awakening*). Use quotation marks for works not published separately (parts of publications such as articles, poems, stories within a collection; e.g. "The Story of an Hour").

Universität Salzburg FB Anglistik und Amerikanistik	PS: Understanding Fiction and Poetry instructor's name WS 2023/24
The Function of the Setting in Kate Chopin's <i>The Awakening</i>	
1 October 2023	student name student number

"The Dead" was written in 1906, considerably later than most of the other stories in *Dubliners*.

Change double to single quotation marks when the title appears within another title that needs quotation marks, or is mentioned within a quotation.

In his article, "James Joyce's 'The Dead': A Psychological Interpretation," John Smith points out...

QUOTATIONS / DOCUMENTING SOURCES

Quote only what is needed to illustrate your point and keep in mind that you need to comment on your quotations, showing how they support/contradict your points.

To avoid plagiarism (= the wrongful appropriation and publication of the ideas of another as one's own, *OED*) you must acknowledge the source

- when you include a word-for-word quotation of a complete text or parts of a text, or
- when you summarise or restate in your own words ideas or information from a source.

Your quotation is followed by a parenthesis in which you give the necessary information about the source from which you quote.

Example 1: if the author's name is mentioned in the text, the parenthesis contains page number(s) only:

Poe's reference to "British and Austrian millionaires" suggests that the action is set in his time (186).

Example 2: if the author's name is not mentioned, the parenthesis contains the author's name and the relevant page number(s):

The reference to "British and Austrian millionaires" suggests that the action is set in the nineteenth century (Poe 186).

Example 3: if you use several works by the same author, the parenthesis contains the (short) title of the work and the relevant page number(s):

Poe's reference to "British and Austrian millionaires" suggests that the action is set in his time ("The Cask" 186).

In this system, footnotes are used only to give explanations, comments, or additional information.

Short quotations (fewer than four typed lines of prose or three lines of verse, see examples 1-3 above) should be inserted – in double quotation marks – in the main text. Use single quotation marks to indicate a quotation within a quotation.

Long quotations: more than three typed lines of prose are single spaced and should be separated from the main text by blank lines and by being indented 0.5 cm at both margins throughout. Since this block format already indicates a quotation, quotation marks are unnecessary.

When quoting more than two lines of poetry, keep the formatting as close to the original as possible and add line numbers in parenthesis.

Love bade me welcome, yet my soul drew back,
 Guilty of dust and sin.
 But quick-ey'd Love, observing me grow slack
 From my first entrance in,
 Drew nearer to me, sweetly questioning
 If I lack'd anything. (1-6)

If you quote dialogue from a play or film, set aside and indent the quotation and put the name of the character at the beginning of the line. Add line or page numbers for dramatic texts and time indications for films.

THANOS: With all the six stones, I could simply snap my fingers, and they would all cease to exist. I call that... mercy.

DR. STRANGE: And then what?

THANOS: I finally rest, and watch the sun rise on a grateful universe. The hardest choices require the strongest wills.

DR. STRANGE: I think you'll find our will equal to yours.

THANOS: Our?

[the Avengers appear]

(*Avengers: Infinity War* 01:47:36 - 01:48:07)

When you use a quotation to form part of your own sentence, make sure that the grammar and syntax of both parts are in agreement with each other. Use square brackets to mark any words you have added or changed, and three dots plus square brackets [...] to show where you have left words out (ellipsis). Ellipsis dots are not needed, however, when material is omitted from the start of a quotation. When a misspelling occurs in the original, use the interpolation [sic] to indicate that it is not your misspelling.

COMMON ABBREVIATIONS

cf.	confer (compare)	et al.	<i>et alii</i> (and others)
e.g.	<i>exempli gratia</i> (for example)	i.e.	<i>id est</i> (that is)
ed., eds.	edited, editor(s), edition(s)	n.d./s.a.	no date/ <i>sine anno</i>

BIBLIOGRAPHY

All papers, even those which explore only the primary text under discussion, are required to have a BIBLIOGRAPHY (also called WORKS CITED). The bibliography should always start on a separate sheet and include all the works that have contributed ideas or information to your essay. The list should be in alphabetical order of authors' surnames and single spaced. It is recommended to indent the second and following lines of each item by 0.7 cm.

The format used for papers in literary and cultural studies corresponds with the one suggested by the MLA (Modern Language Association, 9th edition). Each entry normally consists of three main parts: author, title, and details of publication. Each part is followed by a full stop.

Omit articles/business abbreviations of publisher names (e.g. Ltd, Publ.). University is abbreviated to U, Press to P, e.g. Cambridge UP. When citing page numbers, reduce them after the number 100 e.g. "pp. 12-19", "pp. 113-45" or "pp. 306-07".

Notes on electronic sources: If a DOI is available, cite the DOI number (preceded with "https://doi.org/") instead of the URL; otherwise, cite the URL (without "https://"). It is highly recommended to add the date of access ("Accessed ...").

The following examples show how to list various sources. If you do not spot an entry for the kind of source you need to document, consult <http://owl.english.purdue.edu/> or a recent edition of the *MLA Handbook*.

1. A book with one author

Hirsch, Afua. *Brit(ish): On Race, Identity and Belonging*. Vintage, 2018.

For translated works, add "translated by" followed with the name(s) of the translator(s).

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.

List works alphabetically by title (ignore articles like A, An, and The). For each subsequent entry by the same author, use three hyphens and a period.

Palmer, William J. *Dickens and New Historicism*. St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

2. A dissertation or master's thesis

Dissertations and master's theses may be used as sources whether published or not. Conclude with an indication of the document type (e.g., "PhD dissertation"). The degree-granting institution may be included before the document type (though this is not required).

Bishop, Karen Lynn. *Documenting Institutional Identity: Strategic Writing in the IUPUI Comprehensive Campaign*. 2002. Purdue University, PhD dissertation.

3. A book with two or more authors

Give the authors' names in the order you find them on the title page. Invert only the first name. For books with more than two authors, give the first author and add the abbreviation "et al."

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed., Pearson, 2004.
 Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

4. A reprint

Butler, Judith. *Gender Trouble*. 1990. Routledge, 1999.

5. A volume in a scholarly series

Regal, Martin. *Tragedy*. The New Critical Idiom. Routledge, 2013.

6. An introduction to a novel, play, ...

Prigozy, Ruth. Introduction. *The Great Gatsby*, by F. Scott Fitzgerald, 1925, Oxford UP, 2008, pp. vii-xxxv.

7. An item in an anthology of several authors / collection of essays compiled by an editor

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

McCauley, Clark. "When Screen Violence Is Not Attractive." *Why We Watch: The Attractions of Violent Entertainment*, edited by Jeffrey Goldstein, Oxford UP, 1998, pp. 144-62.

Browning, Elizabeth Barrett. "The Cry of the Children." *The Norton Anthology of English Literature: The Victorian Age*, edited by Stephen Greenblatt and M.H. Abrams, Norton, 2006, pp. 1079-82.

If you cite more than one essay from the same edited collection, MLA indicates you may cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have several references from a single text. To do so, include a separate entry for the entire collection listed by the editor's name as below:

Rose, Shirley K, and Irwin Weiser, editors. *The Writing Program Administrator as Researcher*. Heinemann, 1999.

Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for Historical Work on WPAs." Rose and Weiser, pp. 131-40.

8. An article in a scholarly journal

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

For articles from online databases (such as *ProQuest*, *JSTOR*, *ProjectMUSE*, *MLA*), provide the title of the database italicised before the DOI or URL.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, <https://doi.org/10.1017/S0018246X06005966>. Accessed 27 May 2009.

For online-only scholarly journals that do not make use of page numbers, indicate the URL or DOI.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

9. A review

To cite a review, include the title of the review (if available), followed by the phrase "Review of", and provide the title of the work (in italics for books, plays, and films; in quotation marks for articles, poems, and short stories).

Loftus, Johnny. "Stream It or Skip It: *Peaky Blinders* Season 6 on Netflix, Where Tommy Shelby and His Crime Family Return for a Sixth Season." Review of *Peaky Blinders*. Decider, 10 June 2022.

10. An article from a reference book

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997.

"taboo." *A Dictionary of Sociology*. www.oxfordreference.com/view/10.1093/acref/9780199683581.001.0001/acref-9780199683581-e-2318. Accessed 12 Jan. 2023.

11. A film

Check IMDB for information on films. To highlight specific performers, you can add them after the director(s).

Speed Racer. Directed by Lana Wachowski and Lilly Wachowski, performances by Emile Hirsch, Nicholas Elia, Susan Sarandon, Ariel Winter, and John Goodman, Warner Brothers, 2008.

To highlight specific performers or directors, begin the citation with the name of the desired performer or director, followed by the appropriate title for that person.

Lucas, George, director. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977.

12. A TV series or TV episode

Check IMDB for information on TV series or TV episodes. To highlight specific performers, you can add them after the director(s).

"Celebration." *Succession*, created by Jesse Armstrong, performance by Brian Cox, Nicholas Brown, and Matthew Macfadyen, season 1, episode 1, HBO, 2018-2023.

13. A Youtube video

Crazy Russian Hacker. "8 Hot Dog Gadgets put to the Test." *YouTube*, uploaded by Crazy Russian Hacker, 6 June 2016, www.youtube.com/watch?v=WBlpjSEtELs.

Hawke, Ethan. "Give Yourself Permission to Be Creative." *YouTube*, uploaded by TED, 11 Aug. 2020, <https://www.youtube.com/watch?v=WRS9Gek4V5Q>.

McGonigal, Jane. "Gaming and Productivity." *YouTube*, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

14. A podcast

"How to Speak Bad English." *Rough Translation* from NPR, 21 April 2021, <https://www.npr.org/2021/04/21/989477444/how-to-speak-bad-english>.

"The Secret History of Gun Rights." *The Daily* from The New York Times, 1 Aug. 2023, <https://open.spotify.com/episode/6RIEQVD0efw00UerduBjJO>.

15. A song

Morris, Rae. "Skin." *Cold*, Atlantic Records, 2014. *Spotify*, open.spotify.com/track/00PES3Tw5r86O6fudK8gxi.

16. A document from the Internet

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, www.alistapart.com/article/writeliving. Accessed 2 Oct. 2023.

17. An image

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*, www.artchive.com/artchive/K/klee/twittering_machine.jpg.html. Accessed May 2006.

18. An e-book

For e-books, simply indicate after the title that the book in question is an e-book.

Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing*. E-book, American Psychological Association, 2007.

19. A tweet

@PurdueWLab. "Spring break is around the corner, and all our locations will be open next week." *Twitter*, 5 Mar. 2012, 12:58 p.m., twitter.com/PurdueWLab/status/176728308736737282.

SAMPLE BIBLIOGRAPHY

BIBLIOGRAPHY

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- "Aretha: Respect." *Genius*, created by Suzan-Lori Parks et al, season 3, episode 1, EUE/Sokolow, 2021.
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- Merse, Thorsten, et al. "Task Typologies for Engaging with Cultural Diversity: The Queer Case of LGBTIQ* Issues in English Language Teaching." *International Perspectives on Diversity in ELT*, Palgrave Macmillan, 2021, pp. 91–109.
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- . *Loveless*. HarperCollins, 2020.
- Page, Michelle L. "From Awareness to Action: Teacher Attitude and Implementation of LGBT-Inclusive Curriculum in the English Language Arts Classroom." *SAGE Open*, vol. 7, no. 4, 2017, <https://doi.org/10.1177/2158244017739949>. Accessed 23 Jan. 2023.
- Stephen, Will. "How to Sound Smart in Your TEDx Talk." *YouTube*, uploaded by TEDx Talks, 15 Jan. 2015, www.youtube.com/watch?v=8S0FDjFBj8o&ab_channel=TEDxTalks. Accessed 23 Jan. 2023.
- Thein, Amanda Haertling. "Language Arts Teachers' Resistance to Teaching LGBT Literature and Issues." *Language Arts*, vol. 90, no. 3, 2013, pp. 169–80. *JSTOR*, www.jstor.org/stable/41804391. Accessed 23 Jan. 2023.