

# How to Write a Research Paper/ Essay

## – Style Sheet (Footnotes) –

### 1. Principles of Academic Writing

#### 1.1 Research as Exploration and Communication

- We undertake research in order to explore an idea, investigate an issue, solve a problem, and make an argument.
- The research paper is generally based on a combination of primary (e.g. novel, film, text, performance, interviews) and secondary sources (e.g. articles, books, academic debates).
- Research entails discovering, adopting, and assessing others' research and developing, articulating, and summarising one's own ideas.
- A research paper is a form of written communication that follows a set of conventions.

#### 1.2 Selecting a Topic

- Your paper should relate to an important aspect of the seminar.
- The topic of your research paper needs to be problem-oriented: narrow your topic by focussing on a single aspect of the subject or a particular approach to the problem.
- You can use methods of brainstorming, mind-mapping, and clustering to find your focus.
- If your choice is limited by a particular list of essay topics you still need to decide which aspects to explore or which approach to use.
- Come up with a good and pointed title. Instead of "Louise Bennett's 'Colonization in Reverse'" rather use "The Politics of Language in Louise Bennett's 'Colonization in Reverse'".

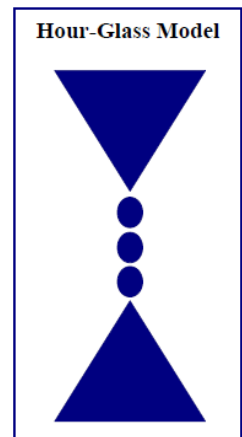
#### 1.3 General Structure

Any research paper contains an introduction, main part, and conclusion.

- The **introduction** includes (1) a teaser and lead-in to the topic with a historical and/ or cultural contextualisation of your topic, (2) your central questions and hypothesis, (3) the material/ primary sources that you seek to analyse, (3) a brief outline of the structure and approach of your research paper.
- The **main part** (1) introduces and elaborates specific theories and methods relevant to your research topic and (2) contains an interpretation of relevant primary sources based on the respective theories and methods; your interpretation serves the development and specification of your main arguments.
- The **conclusion** consists of (1) a brief summary of the arguments and interim results developed in the main analysis. (2) It answers the main question by referring to the meta-level of the topic (see explanation below) and (3) possibly lists questions for further research.

The overall structure of any research paper is based on the so-called ‘Hour-Glass Model’:

- Your paper begins on a general thematic **meta-level** (on a higher level of abstraction).
- **Narrow the scope** of your paper to **specific aspects** by means of explanation, qualification, and/ or definition.
- The main part of your research paper provides **specific examples** which illustrate and specify your topic in reference to context and texts. It supports your line of argumentation by offering examples (direct and indirect quotes) from your primary material. Structure your main ideas by concise paragraphing!
- The summary provides answers to your main question and subsequently relates the results to the overall **meta-level** of the topic. You can, for example, end your analysis by referring back to the title or the teaser of your paper.



### 1.4 Paragraphing

- Use a topic sentence for each paragraph; each paragraph should focus on and elaborate the subject introduced in the topic sentence. Each topic sentence should relate to the topic of your paper and develop the main argument.
- A paragraph is a unit of thought: It consists of several sentences that develop one line of argument step-by-step, i.e. the sentences illustrate, specify, and exemplify the central issue of the topic sentence.
- Avoid one- or two-sentence paragraphs.
- The last sentence of each paragraph should establish a link to the next one.
- Each new paragraph is either indented or separated from the preceding paragraph by a blank line.

### 1.5 Best Practice: Textual Analysis and Logical Argumentation

- Never simply summarise or describe the text you are analysing. Your paper should present a well-informed interpretation of the primary source.
- Support your ideas with concrete examples, references or quotes from the text.
- Explain and elaborate the textual references. Do not let quotes stand by themselves.
- Support your argument by referring or quoting from relevant secondary sources.
- Use secondary literature adequately. Others' thoughts should not crush your self-developed ideas.
- Assure that you document your sources correctly.
- Pay attention to argumentative conclusiveness.
- Avoid redundancies.

## 2. Language, Style, and Grammar

Seminar papers and essays must be written in English. Effective writing depends on clarity, analytical precision, and readability. Pay attention to academic language, diction, sentence structure, grammar, spelling, punctuation, capitalisation, coherence.

### 2.1 Academic Language

Good scholarship requires precise definitions of central concepts and avoids language that implies insubstantial or irrelevant generalisations. Use appropriate academic language and terminology.

### 2.2 Style

| <b>Dos</b>                                                                                                                         | <b>Don'ts</b>                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Use the present tense when writing about literary works, essays, paintings, etc.</li></ul> | <ul style="list-style-type: none"><li>• Avoid frequent use of the passive voice.</li><li>• Avoid clichés and slang.</li><li>• Avoid meaningless filler words.</li></ul> |

### 2.3 Spelling

Spelling should be consistent throughout the research paper.

| <b>Dos</b>                                                                                                                                                                                                          | <b>Don'ts</b>                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• When you use quotations, you must reproduce all accents and other marks as they appear in the original.</li><li>• Use spell check.</li><li>• Proofread the paper.</li></ul> | <ul style="list-style-type: none"><li>• Do not mix American and British English.</li><li>• Avoid contractions (e.g. don't, it's).</li></ul> |

## 2.4 Punctuation

Punctuation clarifies sentence structure.

### Use a comma

- to join two independent clauses. The comma must be followed by a coordinating conjunction (and, but, or, for, so, yet).
- to separate three or more words, phrases, and clauses in a series.
- to set off introductory phrases and clauses.

### Use a semicolon

- between independent clauses not linked by a conjunction.
- between items in a series when the item contains commas.

### Use a colon

- to introduce a list, an elaboration, the formal expression of a rule.
- to introduce a quotation that is independent from the main sentence.
- Capitalize the first word of any independent clause following a colon.

## 2.5 Capitalisation

In a title, subtitle, or whenever you cite the title from a published work capitalise the first and all following principal words including those that follow hyphens or compound terms.

| Capitalise                                                                                                                                                                                                                                              | Do Not Capitalise                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions:<br>The <u>F</u> lower of Europe, Save <u>O</u> ur Children,<br>This <u>I</u> s Literature, The <u>U</u> gly Duckling, Only<br><u>S</u> lightly Corrupt, One <u>I</u> f by Land | articles, prepositions, coordinating conjunctions, 'to' in infinitives:<br>Under <u>t</u> he Bamboo Tree, The Merchant <u>o</u> f<br>Venice, Romeo <u>a</u> nd Juliet, How <u>t</u> o Play<br>Chess |

## 3. Formal Aspects: Layout Conventions

All papers must be word-processed. A research paper contains the following elements: title page, contents page, main text, list of works cited, and declaration of authorship (*Eidesstattliche Versicherung*).

### 3.1 Title Page

The title page features (1) context information: university, title of the seminar, name of instructor, semester in which the seminar took place; (2) information about yourself and your paper: title of the seminar paper/ essay, name, address, email address, student number (*Matrikelnummer*), semester, course of study, date when you handed in the paper, word count, and, most importantly, requested credit allocation (i.e. *Art der Prüfungsleistung*).

## Sample Title Page

Heinrich-Heine-Universität Düsseldorf  
Philosophische Fakultät  
Anglophone Literatures - Institut Anglistik V  
Prof. Dr. Angela Ausgedacht

# **The Politics of Language in Louise Bennett's “Colonization in Reverse”**

Seminararbeit

im Rahmen des Seminars  
**How to Write a Research Paper**  
WS 2014/2015

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Abschlussprüfung für: Intermediate-Module Literaturwissenschaft  
Anzahl Wörter: 4500

### 3.2 Contents Page

**Sample Contents Page** (of a paper with the topic “The Female Cultural Sphere in 19<sup>th</sup>-Century American Short Fiction by Women: Kate Chopin and Charlotte Perkins Gilman”)

| <b>Contents</b>                                                                              |    |
|----------------------------------------------------------------------------------------------|----|
| 1. Introduction                                                                              | 1  |
| 2. The Female Cultural Sphere in the U.S. in the Second Half of the 19 <sup>th</sup> Century | 2  |
| 2.1 The Cult of True Womanhood                                                               | 2  |
| 2.2 Female Social Reform and the Early Feminist Movement                                     | 3  |
| 3. The Female Sphere in 19 <sup>th</sup> -Century Fiction                                    | 4  |
| 3.1 Local Color vs. Regionalism                                                              | 4  |
| 3.2 Breaking with Literary and Cultural Conventions and Taboos                               | 5  |
| 4. Kate Chopin and Charlotte Perkins Gilman as Case Studies                                  | 6  |
| 4.1 Kate Chopin: Local Color Writing as Female Agenda                                        | 6  |
| 4.2 Charlotte Perkins Gilman: Social Reforms as Driving Force                                | 9  |
| 5. Conclusion                                                                                | 12 |
| Works Cited                                                                                  | 13 |

Note:

All the headings on the contents page should be equivalent to the headings in the text.

| <b>Dos</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Don'ts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The headings should tell a ‘story’ and give a first impression of how you develop your topic.</li><li>• There is always an “Introduction” and a “Conclusion”, although they do not necessarily have to be titled thus.</li><li>• Choose topic headings or sub-headings which outline the content of your paper.</li><li>• Sub-headings serve the clarification of main headings.</li><li>• Pagination: Start counting from the title page but start page numbering on the first page of the introduction.</li><li>• Number all pages consecutively throughout the research paper.</li></ul> | <ul style="list-style-type: none"><li>• Avoid literal repetitions of headings (e.g. 2. Women’s Liberation, 2.1 Women’s Liberation and Counterculture).</li><li>• Avoid filler words, one-worded headings, generalisations, questions, and specialised terms.</li><li>• Avoid more than three levels for the structure of the paper (hence no 2.1.1.1 etc.)</li><li>• Do not use sub-headings if you only have one sub-item (e.g. if you write 2.1 you must at least write 2.2).</li><li>• Do not add a number before ‘Works Cited’, which is also not part of the chapter count and is thus not numbered.</li></ul> |

|                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• If necessary, place a ‘List of Abbreviations/ Figures/ Tables’ after the Contents page.</li> <li>• If there is an Appendix (<i>Anhang</i>), it is placed after the ‘Works Cited’ pages.</li> </ul> | <ul style="list-style-type: none"> <li>• Do not use the abbreviation “p.” in front of a page number.</li> <li>• Do not include the “Declaration of Authorship” (<i>Eidesstattliche Versicherung</i>) in the Contents.</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 3.3 Page Layout

- **Margin:** left 4cm; right 2 cm; top and bottom 2.5 cm.
- **Font:** with serifs (e.g. Garamond, Georgia, Times New Roman) in the standard size of 12 points; footnotes in the standard size of 10 points.
- **Spacing:** 1.5 in the body of the text and 1.0 in footnotes.
- **Setting:** full justification (*Blocksatz*)!
- **Set-off quotations:** Direct quotations that are longer than three lines are indented on the left margin (1 cm) and remain in 12 points, 1.0 spacing, and full justification.

### 3.4 Works Cited

- The list of works cited appears at the end of your paper.
- Begin the list on a new page and number all pages.
- As the heading ‘Works Cited’ indicates, this list only contains works (including DVDs or other media) that you cite in your text.
- The list of works cited should be broken down into primary and secondary sources/ literature.
- Entries in the list are arranged in alphabetical order by the author’s last name (or, if the name is unknown, by the title of the publication).
- If an entry runs more than one line, indent the subsequent line or lines.
- To cite two or more works by the same author, give the name in the first entry only. Thereafter, in place of the name, type three hyphens which stand for exactly the same name as in the preceding title.
- You can use programmes like CITAVI to generate your Works Cited list and document your sources.

### 3.5 Declaration of Authorship

#### Eidesstattliche Versicherung

Hiermit erkläre ich, dass ich die *Hausarbeit/ Bachelorarbeit/ Masterarbeit* mit dem Titel

*Titel*

selbständig verfasst und keine anderen als die angegebenen Quellen benutzt habe. Die Stellen der Arbeit sowie evtl. beigelegte Zeichnungen, Skizzen oder graphische Darstellungen, die anderen Werken dem Wortlaut oder dem Sinn nach entnommen sind, habe ich unter Angabe der Quelle als Entlehnung kenntlich gemacht. Die Arbeit ist nicht bereits in einem anderen Seminar vorgelegt worden.

*Ort, Datum*

*Unterschrift*

## 4. Conducting Research

### 4.1 A Selection of Useful Research Sources

|                                                                                                                                                                                                                                      |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Library Open Shelves:                                                                                                                                                                                                                | sections for reserved works, reference works, key text collections, textbook collection, periodicals |
| Library Online Information System at the <i>Universitäts- und Landesbibliothek Düsseldorf</i> :                                                                                                                                      |                                                                                                      |
| <ul style="list-style-type: none"><li>Library Catalogue (<i>Präsenz- und Ausleihbestand, Magazin, Online-Ressourcen</i>)</li><li>Library Catalogue of Inter-Library Loan (<i>Fernleihe</i>): <i>Bibliotheksverbund NRW</i></li></ul> |                                                                                                      |
| Bibliographic Databases:                                                                                                                                                                                                             | MLA, Virtual Library of Anglo American Culture, etc.                                                 |
| Full-Text Databases:                                                                                                                                                                                                                 | ARTstor, Early English Books Online, JSTOR, Project Gutenberg, Project Muse, etc.                    |

### 4.2 Searching a Catalogue or Reference Database

The following items may help you to find the source you are looking for in an online library catalogue:

- Author
- Subject
- Form of Publication
- Call Number (*Signatur*)
- Title
- Keyword
- Year of Publication
- International Standard Book Number (ISBN)



## 5. Documentation of Sources

### 5.1 Plagiarism

YOU ALWAYS NEED TO DOCUMENT YOUR SOURCE

when you are quoting, paraphrasing or summarising ideas and arguments.

OTHERWISE YOU ARE COMMITTING

**PLAGIARISM.**

Plagiarising results in a fail!

- Plagiarism is not crediting another author for his/her ideas. To plagiarise means to commit literary or intellectual theft. Plagiarising constitutes fraud.
- General forms of plagiarism: paraphrasing wording, taking a particular apt phrase, presenting an identical line of thinking, one-on-one translation without documentation.
- Only information and ideas broadly known by your readers and widely accepted by scholars, such as the biography of an author or the dates of historical events, can be used without documentation.

### 5.2 Documentation in Footnotes

- A footnote can either contain the **bibliographical reference to a quotation, the summary or paraphrasing of another author's work**. It can also provide comments, annotations, or remarks, which do not directly concern the line of argumentation, but are nevertheless relevant as background information. Please be aware that anything of importance for understanding your argumentation should be included in the text itself. You can also use the footnotes for examining and reflecting on secondary literature.
- Footnotes must be **numbered consecutively** and formatted in 10 pt. with single line spacing (see 3.3). Numerals need to be superscript (*hochgestellt*), followed by a blank space and finally the reference text. Footnotes are concluded with a full stop. You have to place the footnote's number carefully in the text, in order to clarify to which part of the text it refers. It should not be placed directly before a punctuation mark; only if the footnote refers to the entire sentence, it should be placed after the final punctuation mark.
- If a **quotation or paraphrased idea covers more than one page** of the original work, the page reference is given in the form of "64-65". "64ff" refers to several successive pages, but it does not specify which pages exactly. Therefore, you should give the pages in the form of "64-69", if possible.
- If you quote several times in succession from the same work on the same page of your paper, the reference can be replaced by "***Ibid./ ibid.***" (= *ibidem*). In the case of paraphrases or summaries you add "cp." or "cf.": for example "Cp. *ibid.*, 228-232." The first footnote on a page, however, should NOT be "***Ibid./ ibid.***" but the shortened reference of the source.
- When **quoting a reference that is not originally from the source you have**, include the abbreviation "qtd. in" (quoted in) before the indirect source in the parenthetical reference (e.g. Watt qtd. in Hunt and Jacob 493). However, citations taken from a secondary source should generally be avoided; consult the original work whenever possible.
- Direct **references longer than three lines** are indented (see above for layout specifications). Do not use quotation marks for these set-off quotations.
- When **quoting from a poem** refer to the lines in parentheses, e.g. (6-10).

- When **quoting from a drama** give number of act, scene, and lines in parentheses, e.g. (2.4.254-58).
- If you quote **two to three lines from a poem** within the continuous text use a slash ( / ) to separate them.
- If you wish to **omit a word or a sentence** from the reference you are quoting, use ellipses: “[...]”. Ellipses are also used to align subject, verb form, and capitalisation, etc. in order to fit sentence fragments into the continuous text.

### 5.2.1 Integrating Sources in Your Own Text

Secondary sources can appear in your own text in a number of distinct ways:

- **Quotations** must be identical to the original; they use a narrow segment of the source document word for word: In his famous and influential work *On the Interpretation of Dreams*, Sigmund Freud argues that dreams are the “royal road to the unconscious”.
- **Paraphrasing** involves putting a passage from the source material into your own words. Paraphrased material is usually shorter than the original passage. It takes a somewhat broader segment of the original source and condenses it slightly: Freud claims that dreams are a way for the dreamer to work through his/her unfulfilled wishes in coded imagery.
- **Summarising** involves putting the main idea of a secondary source into your own words, including only the main aspects. Summaries are significantly shorter than the original and take a broad overview of the source material: According to Freud, actual but unacceptable desires are censored internally and then subjected to coding before emerging in a kind of rebus puzzle in our dreams.

### 5.2.2 Biographical Format of References

- **Author’s Name:** Give the author’s name as it appears on the title page. Omit titles, affiliations, degrees, etc.
- **Title:** State the full title of the book, including any subtitle. Use a colon between main title and subtitle. Capitalise all titles (see 2.5). (1) Italicise books, plays, collection of poems, pamphlets, periodicals, web sites, films, albums, dance performances, visual art. (2) Put titles of articles, stories, poems, pages in a web site, episodes, songs, lectures in quotation marks.
- **Original Date of Publication:** Give information of the first date of publication after the title followed by a full stop.
- **Publication Information:** If several cities are listed in the book, give only the first. It is not necessary to identify the state or country. Only cite the last name of the publisher. Omit articles, business abbreviations, and descriptive words.
- **Common Abbreviations:** n.p. (no place of publication); n.p. (no publisher); n.d. (no date of publication); n. pag. (no pagination given).
- **Cross-References:** Citing two or more works from the same collection, you may create a complete entry for the collection and cross-reference individual pieces to the entry.

### 5.2.3 Abbreviations in Footnotes

**Primary Sources:** The first entry of a source is always a full citation. After that, the titles of cited works can be shortened in the following footnotes. In this case, the footnote referring to the first quotation of a source gives the whole reference and adds a shortened title that is to be used thereafter:

<sup>3</sup> Arthur Miller: *Death of a Salesman*. London: Penguin 1998, 13. Hereafter referred to as *Salesman*.

Following footnotes:

<sup>4</sup> *Salesman*, 102.

**Secondary sources:** The first entry of a source is always a full citation. After that, shorten the reference by only giving the author's surname. You do not need to indicate this in the first footnote. If you use several works by the same author, add the year in order to distinguish them:

<sup>3</sup> John Fleming: *Stoppard's Theatre*. Austin: University of Texas Press 2001.

Following footnotes:

<sup>4</sup> Fleming, 44.

Or

<sup>4</sup> Fleming 2001, 44.

### 5.2.4 Works Cited

Remember to sort your 'Works Cited' at the end of your paper alphabetically by last names:

Fleming, John: *Stoppard's Theatre*. Austin: University of Texas Press 2001.

Miller, Arthur: *Death of a Salesman*. London: Penguin 1998, 13.

| Type of Entry                                       | Footnotes / Abbreviations in Footnotes / Works Cited List                                                                                                                                                                                                                           |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Book</b> by a single author/<br><b>Monograph</b> | Author's first name last name: <i>Title of the Book</i> . City of publication: Publisher's name year of publication, page(s) (in the case of a direct reference).                                                                                                                   |
| Footnote:                                           | <sup>3</sup> David McWhirter: <i>Desire and Love in Henry James: A Study of the Late Novels</i> . Cambridge: Cambridge University Press 1989, 273.<br><sup>3</sup> Arthur Miller: <i>Death of a Salesman</i> . London: Penguin 1998, 13. Hereafter referred to as <i>Salesman</i> . |
| Abbreviation:                                       | <sup>4</sup> McWhirter, 273.<br><sup>4</sup> <i>Salesman</i> , 102.                                                                                                                                                                                                                 |

|                                                           |                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Works Cited:                                              | McWhirter, David: <i>Desire and Love in Henry James: A Study of the Late Novels</i> . Cambridge: Cambridge University Press 1989.<br>Miller, Arthur: <i>Death of a Salesman</i> . London: Penguin 1998.                                                                                                                                                |
| <b>Book by a single author/<br/>Monograph in a Series</b> | Author's first name last name: <i>Title of the Book</i> . Series. City of publication: Publisher's name year of publication, page(s) (in the case of a direct reference).                                                                                                                                                                              |
| Footnote:                                                 | <sup>3</sup> Florian Kläger: <i>Forgone Nations. Constructions of National Identity in Elizabethan Historiography and Literature: Stanihurst, Spenser, Shakespeare</i> . Anglistik – Amerikanistik – Anglophonie 3. Trier: WVT 2006, 11.                                                                                                               |
| Abbreviation:                                             | <sup>4</sup> Kläger, 11.                                                                                                                                                                                                                                                                                                                               |
| Works Cited:                                              | Kläger, Florian: <i>Forgone Nations. Constructions of National Identity in Elizabethan Historiography and Literature: Stanihurst, Spenser, Shakespeare</i> . Anglistik – Amerikanistik – Anglophonie 3. Trier: WVT 2006.                                                                                                                               |
| <b>Article in an Edited Volume</b>                        | An edited volume is a collection of articles by different authors dealing with a broader topic.<br>Author's first name last name: "Title of the Article." In: Editor's name (ed.) / Editor's names (eds.): <i>Title of the Edited Volume</i> . City of publication: Publisher's name year of publication, page(s) (in the case of a direct reference). |
| Footnote:                                                 | <sup>3</sup> Benita Parry: "Speech and Silence in the Fictions of J.M. Coetzee." In: Graham Huggan and Stephen Watson (eds.): <i>Critical Perspectives on J.M. Coetzee</i> . Basingstoke: MacMillan Press 1996, 38.                                                                                                                                    |
| Abbreviation:                                             | <sup>4</sup> Parry, 38.<br><br>Leave out information about the overall page numbers of the article in the footnote, but name them in the Works Cited.                                                                                                                                                                                                  |
| Works Cited:                                              | Parry, Benita: "Speech and Silence in the Fictions of J.M. Coetzee." In: Graham Huggan and Stephen Watson (eds.): <i>Critical Perspectives on J.M. Coetzee</i> . Basingstoke: MacMillan Press 1996, 37-65.                                                                                                                                             |

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|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Journal Article</b>   | <p>Author's first name last name: "Title of the Article." <i>Title of the Journal</i> volume number.Issue number (date of publication), page(s) (in the case of a direct reference).</p> <p>Footnote: <sup>3</sup> Miriam Beranbaum: "'Mistresses of Orthodoxy': Education in the Lives and Writings of Late Eighteenth-Century English Women Writers." <i>Proceedings of the American Philosophical Society</i> 121.4 (1977), 288.</p> <p>Abbreviation: <sup>4</sup> Beranbaum, 288.</p> <p>Works Cited: Beranbaum, Miriam: "'Mistresses of Orthodoxy': Education in the Lives and Writings of Late Eighteenth- Century English Women Writers." <i>Proceedings of the American Philosophical Society</i> 121.4 (1977), 281-301.</p>                                                                                                                                                                                                                                     |
| <b>Newspaper Article</b> | <p>Author's first name last name: "Title of the Article." <i>Name of Newspaper</i> date of publication: page(s).</p> <p>Footnote: <sup>3</sup> Geoffrey Cowley: "I'd Toddle a Mile for a Camel." <i>Newsweek</i> 23 Dec. 1991: 70.</p> <p>Abbreviation: <sup>4</sup> Cowley, 70.</p> <p>Works Cited: Cowley, Geoffrey: "I'd Toddle a Mile for a Camel." <i>Newsweek</i> 23 Dec. 1991: 70-71.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Web Pages</b>         | <p>Author's first name last name. Date of Creation: "Title of the Web Page." &lt;URL&gt; (Date of access).</p> <p>Footnote: <sup>3</sup> Mark Israel. 29.09.1997: "The alt.usage.english. FAQ file." &lt;<a href="http://www.cis.ohiostate.edu/hypertext/faq/usenet/alt-usage-english-faq/faq.html">http://www.cis.ohiostate.edu/hypertext/faq/usenet/alt-usage-english-faq/faq.html</a>&gt; (04.10.1997).</p> <p>Abbreviation: <sup>4</sup> Israel.</p> <p>Works Cited: Israel, Mark. 29.09.1997: "The alt.usage.english. FAQ file." &lt;<a href="http://www.cis.ohiostate.edu/hypertext/faq/usenet/alt-usage-english-faq/faq.html">http://www.cis.ohiostate.edu/hypertext/faq/usenet/alt-usage-english-faq/faq.html</a>&gt; (04.10.1997).</p> <p><b>Please note:</b> Some sources are unquotable, such as <i>Wikipedia</i> and other online encyclopedias, reader's guides, pages like <i>SparkNotes</i> or <i>Gradesaver</i>, as well as online databases of term</p> |

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|                          | papers, etc. However, every source available via the MLA, JSTOR, MUSE or Google Scholar is quotable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Films / TV Series</b> | <p>Director's first name last name: <i>Title of the Film</i>. Screenplay by name of writer. Place of production: Production Company year (of first publication), time designation (hour:minute:second-hour:minute:second).</p> <p>Footnote: <sup>3</sup> Kenneth Branagh: <i>Henry V</i>. UK: BBC Films 1989, 0:13:30-0:14:23. Hereafter referred to as <i>Henry V</i>.</p> <p>In case of special versions of a film (e.g. Directors' Cuts, Special Editions, etc.), this information needs to be added after the title. Here, the year of first publication refers to the version in question, but you add the year of publication of the original version in brackets:</p> <p><sup>3</sup> Ridley Scott: <i>Blade Runner</i>. Final Cut. US: Warner Bros 2007 (1992), 0:45:10-0:50:29. Hereafter referred to as <i>Blade Runner</i>.</p> <p>In the case of <b>TV series</b>, the Title of the relevant episode is given in quotation marks before the title of the series. Director's first name last name: "Title of the Episode." <i>Title of the Series</i>. Place of production: Production Company year (of first publication), time designation (hour:minute:second-hour:minute:second).</p> <p><sup>3</sup> Rob Bowman: "End Game." <i>The X-Files</i>. US: 20<sup>th</sup> Century Fox Television 1995, 0:15:45-0:16:01. Hereafter referred to as "End Game."</p> <p>Abbreviation: <sup>4</sup> <i>Henry V</i>, 0:13:30-0:14:23.<br/> <sup>4</sup> <i>Blade Runner</i>, 0:45:10-0:50:29.<br/> <sup>4</sup> "End Game.", 0:15:45-0:16:01.</p> <p>Works Cited: Branagh, Kenneth: <i>Henry V</i>. UK: BBC Films 1989.<br/> Scott, Ridley: <i>Blade Runner</i>. Final Cut. US: Warner Bros 2007 (1992).<br/> Bowman, Rob: "End Game." <i>The X-Files</i>. US: 20<sup>th</sup> Century Fox Television 1995.</p> |
| <b>Song</b>              | <p>Performer's first name last name: "Title of Recording." By name of composer when distinct. <i>Title of Album</i>. Rec. date of recording. Manufacturer, year of issue.</p> <p>Footnote: <sup>3</sup> Billie Holliday: "God Bless the Child." Rec. 9 May 1941. <i>The Essence of Billie Holliday</i>. Columbia, 1991.<br/> <sup>3</sup> Paul Simon: "Me and Julio Down by the School Yard." <i>Concert in the Park</i>. Warner Bros., 1991.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| Abbreviation:                                                              | <sup>4</sup> Holliday.<br><sup>4</sup> Simon.                                                                                                                                                                                                                                                  |
| Works Cited:                                                               | Holliday, Billie: "God Bless the Child." Rec. 9 May 1941. <i>The Essence of Billie Holliday</i> . Columbia, 1991.<br>Simon, Paul: "Me and Julio Down by the School Yard." <i>Concert in the Park</i> . Warner Bros., 1991.                                                                     |
| <b>Religious texts</b><br>(e.g. the Bible and other<br>Biblical Resources) | <i>Version of the Religious Text</i> . City of publication: Publisher's name year of publication, abbreviation of book. chapter number.verse number (in the case of a direct reference).                                                                                                       |
| Footnote:                                                                  | <sup>3</sup> <i>The English Standard Version Bible: Containing the Old and New Testaments with Apocrypha</i> . Oxford: Oxford UP 2009, 2 Cor. 5.17.<br><sup>3</sup> <i>New International Version</i> . Colorado Springs: Biblica, 2011. <i>BibleGateway.com</i> . Web. 3 Mar. 2011, Gen. 3.15. |
| Abbreviation:                                                              | <sup>4</sup> 2 Cor. 5.17.<br><sup>4</sup> Gen. 3.15.                                                                                                                                                                                                                                           |
| Works Cited:                                                               | <i>The English Standard Version Bible: Containing the Old and New Testaments with Apocrypha</i> . Oxford: Oxford UP 2009.<br><i>New International Version</i> . Colorado Springs: Biblica, 2011. <BibleGateway.com> (03.03.2011).                                                              |

### Further Introductory Reading:

Aczel, Richard. *How to Write an Essay*. Stuttgart: Klett, 2004. Print.

Boeglin, Martha. *Wissenschaftlich arbeiten Schritt für Schritt: Gelassen und effektiv studieren*. München: Fink, 2007. Print. Arbeitshilfen 2927.

Eco, Umberto. *Wie man eine wissenschaftliche Abschlußarbeit schreibt: Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften*. 13<sup>th</sup> ed. Wien: Facultas, 2010. Print. Uni-Taschenbücher 1512.

Lück, Wolfgang, and Michael Henke. *Technik des wissenschaftlichen Arbeitens: Seminararbeit, Diplomarbeit, Dissertation*. 10<sup>th</sup> ed. München: Oldenbourg, 2009. Print.

Sommer, Roy. *Schreibkompetenzen: Erfolgreich wissenschaftlich schreiben*. Stuttgart: Klett, 2006. Print.

Stickel-Wolf, Christine, and Joachim Wolf. *Wissenschaftliches Arbeiten und Lerntechniken: Erfolgreich studieren – gewusst wie!* 6<sup>th</sup> ed. Wiesbaden: Gabler, 2011. Print.