Style sheet for Academic Papers

1. General format

Format: DIN A4
Font: Arial 11pt or Times New Roman 12pt for main text
same size + bold for headings
Spacing: 1.5 (for main text)
single (for block quotations, footnotes, list of references)
Margins: 2.5 cm on all sides
Pagination: Page 1 starts on first page of main text (i.e. Introduction)
Paragraphs: Indents or paragraph spacing
Length: For the main body of the paper (not incl. table of contents, bibliography etc.)
PO 2011: M3: 15-20 pages
PO 2015: FW3/FW4/M4: 15-20 pages
PO 2018: M4: 15-20 pages  M6: 20 pages
ZULA: 70-80 pages
BA: 30 pages
MA Secondary: 60-80 pages

Content
Your paper should consist of the following “building blocks”:
• Title page
• Table of contents
• Introduction
• Main part
• Conclusion
• References
• Appendix
• Statement of authorship (for details see Guidelines, 4)

Footnotes
Use them for additional information or commentary.

Plagiarism
The last page of your paper has to be the signed statement of authorship (cf. Guidelines, 4.7).

Submission
Hand in a printed version of your paper via Hauspost or snail mail and send your instructor a pdf-copy (for details see Guidelines, 9).

1 This is only a brief summary of the most important points. For more detailed information see the English Department’s Guidelines for Academic Papers.
2 cf. stands for confer (the imperative form of the Latin verb conferre, literally meaning bringing together) and is used as short form for compare.
2. Text formatting

**Italics**

Use italics for:
- emphasis in main text as well as in quotations
- example words and sentences
- words in other languages (e.g. laissez-faire)
- titles of books

**‘Single quotation marks’**

Use single quotation marks for:
- quotes within quotes

**“Quotation marks”**

Use quotation marks for:
- quotations up to three lines
- to indicate titles of journal articles, short stories, and poems
- rarely for distancing effect from certain expressions

**Quotations (<3 lines)**

Indicate shorter quotations with quotation marks and integrate them into your text.

**Quotations (>3 lines)**

Indicate longer quotations as an indented block without quotation marks and in single spacing.

**Modifications**

Indicate any modifications in direct quotes with [square brackets]. (For details see Guidelines, 6.1.1.)

3. Documenting sources

Always make sure to document sources. Use parenthetical citations (author-date system) in the main text of your paper to refer to the respective bibliographic entry in the alphabetic bibliography at the end of your paper. (For more details see Guidelines, 6.)

All quotations, direct (cf. Guidelines, 6.1) and indirect (cf. Guidelines, 6.2), must be accompanied by a bibliographic reference (author-date system), immediately following the literal quote (Author 2011, pp) or paraphrase (cf. Author 2011, pp). For sources with more than one author, use and between names in the text and & between names in brackets. Write n.d. (= no date) if there is no date given with the source, write n.p. (= no page) if there are no page numbers in the source.

Example:

“[T]here are conventions regarding the format of academic papers from margins and spacing to block quotations, footnotes and bibliographies” (Lewis & Clark n.d., 2).
4. Style for references (for details see Guidelines, 7)

<table>
<thead>
<tr>
<th>Main text</th>
<th>List of references</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book, one author</strong></td>
<td>Yule, George (‘2010). <em>The Study of Language.</em> Cambridge: CUP.</td>
</tr>
<tr>
<td><em>(Yule 2010, 7)</em></td>
<td></td>
</tr>
<tr>
<td><em>(Ellis &amp; Brewster 2002, 49)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Book, more than three authors or editors</strong></td>
<td>Ungerer, Friedrich, Gerhard Meier, Klaus Schäfer &amp; Shirley Lechler (2009). <em>A Grammar of Present-Day English.</em> Stuttgart: Klett.</td>
</tr>
<tr>
<td><em>(Ungerer et al. 2009, 12)</em></td>
<td></td>
</tr>
<tr>
<td><em>(McRobbie 2001, 78)</em></td>
<td></td>
</tr>
<tr>
<td><em>(McRobbie 2001, 83)</em></td>
<td></td>
</tr>
</tbody>
</table>

In the bibliography: please separate Print Sources, Online Sources and Websites

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3 Only state the name of the author in brackets if not obvious from surrounding text.

4 *ed.* stands for *editor* (German: *Herausgeber*, short *Hg.*). An editor is someone who compiles a collection of articles, stories, or poems contributed by several authors. For more than one editor write *eds.*