

# Stylesheet Facharbeit Englisch

(ed. by J.F. Thelenberg - closely and humbly following the MLA stylesheet)

## A. Quotations **Avoid endless quotations. Your words and thoughts are graded.**

If you **take over phrases** or **successive words** or **just change one or two words in a sentence** you **QUOTE!** If you quote, you **MUST** name your source(s)!

If you **translate** e.g. a passage in German from your source into English, this is not a quote, but it requires a footnote **naming your German source!**

You may also use a '**collective footnote**' naming several sources, e.g. a footnote saying "For the description of the incidents in March 1968 compare Michals, Terry. Race doesn't count? 12/05/1999. 22/1/2003. <[http://www.civil\\_rights\\_guardians.com/new09/mt\\_race.html](http://www.civil_rights_guardians.com/new09/mt_race.html)>. ; Boynard, Jeffrey. Nothing new if you're not white. 11/05/1999. Civil Rights Coordination Board, Atlanta. 22/1/2003 <[http://www.crcb/atlanta/onl99/art\\_0236.html](http://www.crcb/atlanta/onl99/art_0236.html)>.

But be careful: You should not use such a collective footnote as the only source for a complete page or even more!

### 1. Quoting

Quotations shorter than five lines should be set off with quotation marks [ " " ] and be incorporated within the normal flow of the text.

For **longer quotations**, omit the quotation marks and indent the quoted language 0,5 cm from your left margin and write it single spaces.

In quotations from more than one paragraph in the original, the first line of each paragraph must be indented an additional 0,5 cm.

If there are quotation-marks within the original text of a quotation (a quote-within-a-quote), set off that inner quotation with single-quote marks [ ' ' ]:

Peterson describes that "... there is general consent about the author's obvious 'lack of understanding concerning the deeper causes of this riot' and that critics are very concerned about the failure of both the governor and the City Council to react appropriately."<sup>32</sup>

### 2. Adding or Omitting Words In Quotations

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text. For example:

Briggman, in his writings on the decisions of the first committee, claims that: "their efforts were doomed from the beginning [, which had been on September 24<sup>th</sup> that year,] as there was no clear agenda".<sup>1</sup>

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks surrounded by brackets. For example:

Briggman, in his writings on the decisions of the first committee, claims that: "their efforts were doomed [...] as there was no clear agenda".<sup>2</sup>

Note: If there are ellipsis marks in the quoted author's original work, do not put brackets around them.

## B. Footnotes/Endnotes

Notes should be indicated in the text by superscripted numbers, like this <sup>1</sup>. If you cannot superscript, enclose footnote numbers in brackets [1]. Notes should be numbered consecutively from the beginning to the end of the paper – not separately on each page.

**1. The first mention** see Halshall and Purdue University Online Writing LAB

... of a source in footnotes or endnote should contain the following information in the order given here:

**BOOK:** i) Name of author(s) ii) Title of book (underlined/italicized) iii) The edition used (not for 1st edition) vi) City of publication v) Publisher vi) Year of publication vii) page references.

- <sup>1</sup> James Bedmore, Philosophy Vol II: The Middle Ages, 2nd ed. (London: Pelican, 1979), 125.
- <sup>2</sup> Mike B. Lenders, Frank. D. Shuler, and Don Loggard, The Making of a Myth: Norma Jean, Volume 1, The Early Years, 1st ed. (New York: Signet, 1972), 218.

**JOURNAL ARTICLE:** i) Name of author(s) ii) "Title of Article" (in quotation marks) iii) Name of journal (underlined/italicized) vi) Number of Journal v) Year of publication (in parentheses) vi) page references.

- <sup>3</sup> Susan Mandan, "The Last Stand," Journal of Military Tactics and Campaigns 15 (1991), 149-161.

**ARTICLE IN A COLLECTION:** i) Name of author(s) of article ii) "Title of article" (in quotation marks) iii) the word "in" iv) Title of collection (underlined/italicized) v) The edition used (not necessary for first edition) vi) Name of editor(s) of collection vii) City of publication viii) Publisher ix) Year of publication x) page references.

- <sup>4</sup> Williard Molin, "Puritanism: A terrible Way of Life," in New Religion: Religious Movements in the 16<sup>th</sup> Century, ed. Jeff Corder and Karen Brixal, 1st ed. (London: Pelican, 1997), 208.

**INTERVIEW THAT YOU CONDUCTED**

- <sup>5</sup> Robbie Williams. Personal Interview. 4 Jan. 2004.

**ADVERTISEMENT**

- <sup>6</sup> Saab. Advertisement. Newsweek 20 Oct. 2001. 92.

**TELEVISION OR RADIO PROGRAMME**

- <sup>7</sup> "The Blessing Way." The X-Files. Fox. WXIA, Atlanta. 19 Jul. 1998.

**SOUND RECORDING**

- <sup>8</sup> Joe Jackson. Look Sharp! Sony, 1981.

**FILM**

- <sup>9</sup> The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

**TV-ADVERTISEMENT**

- <sup>10</sup> Levis. Advertisement. VIVA Europe. 9 May. 2002.

**WEB SITE**

If known: Author(s). Name of Page. Date of Posting/Revision. Organisation/Company. Date of Access. <electronic address>.

- <sup>11</sup> Dino Felluga. Undergraduate Guide to Literary Theory. 17 Dec. 1999. Purdue University. 15 Nov. 2000 <<http://omni.cc.purdue.edu/%7Efelluga/theory2.html>>.

- Underline or *italicize* titles of books, journals, magazines, newspapers, and films.
- Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
- List page numbers efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-250.

## **2. Later references to the same author**

Just give his or her last name and the page number. **Do not use** "p." or "pp." – it is less and less done in modern literary research papers in English. Simply and precisely give the pages for example:

<sup>5</sup> Myers, 26.

<sup>6</sup> Brachner, 18-55.

If you use **two books by the same author**, use the year of publication (and if there are more than one from the same year, *a, b, c* ...) to distinguish them:

<sup>5</sup> Bognard 1992, 23-29.

<sup>6</sup> Bognard 1981a, 123.

<sup>6</sup> Bognard 1981b, 35.

If **two authors have an identical last name**, use their first names in the footnote (and bibliography):

<sup>11</sup> Alfred Miller, 12-16.

<sup>12</sup> Jeremy Miller, 234-37.

**Do not use Latin reference abbreviations** such as *ibid.*, *idem*, or *op.cit.* They are unclear nowadays and look quite old-fashioned. Your aim is to present information as clearly as possible.

## **C. Bibliography** (see Halsall)

Your bibliography or booklist should list all the books and articles or webpages etc. you have consulted in writing your paper. It should contain the same information as your first citation in a footnote but in a slightly different order. For example:-

Briggman, John and Kodalschik, Ivan, eds. Losing Control: Alcohol and Fatal Accidents in Texas in 2003. 2d ed. Houston: Houghton Mifflin, 2004.

Coddles, Jake. A History Ancient Rome Vol IV: 240-315 A.D. 4th ed. London: Pelican, 1974.

Lenders, Mike B., Loggard, Don and Shuler, Frank. D. The Making of a Myth: Norma Jean. Volume 1, The Early Years, 1st ed. New York: Signet, 1972.

Molin, Willard, "Puritanism: A terrible Way of Life," in New Religion: Religious Movements in the 16<sup>th</sup> Century, ed. Jeff Corder and Karen Brixal, 1st ed., 203-18. London: Pelican, 1997.

Monter, William, "The Loss of the Centre of our Lives." Journal of Modern Aesthetics 11 (1997): 186-194.

- In the **list** of books the last name goes first. The books are listed alphabetically in order of the authors' last names.
- Books without an author are listed by the first word, excluding "the" and "a" in the title: Webster's Ninth New Collegiate Dictionary would go under "W".
- It looks better if you indent from the second line of each entry (a hanging indent).

### **Useful links/Sources I am indebted to due to using them to create this handout:**

Purdue University Online Writing LAB. Using Modern Language Association (MLA) Format. Purdue University. 14/10/02. <[http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)>.

Paul Halsall. Stylesheet for Humanities Papers. Fordham University. 14/10/02. <<http://www.fordham.edu/halsall/med/style.html>>.

Guide to Writing Research Papers: MLA-Style. 13/06/2002. Capital Community College Hartford. 14/10/02. <<http://webster.commnet.edu/mla/quotations.shtml>>.