

## Style sheet: Short Version with Examples

The language in which the entire paper is written is also used for abbreviations and references. Due to its more frequent occurrence, an English context is assumed in the following examples; English abbreviations are therefore given in most instances.

### 1. Direct citations in the text

Short quotes are marked by double quotation marks "...". Longer ones are indented without quotation marks, single spaced and justified. Information about the author or editor of the quoted text is given exclusively in-text, in brackets following the citation. Primary literature is followed by (Author. *Title/Short Title*: page or other information), secondary literature by (Author year: page). Complete bibliographical details have to be given in the bibliography at the end of the paper.

#### 1.1. Shorter citations (less than four lines)

##### 1.1.1. Primary sources (esp. in literary studies)

- a) Stand-alone publications (works listed in library catalogues: novels, plays, anthologies, films, etc.)

Ex.: Mr B. is not only moved by Pamela's "mournful relation" of her attempt to commit suicide, but also by her "sweet reflections upon it" (Richardson. *Pamela* I: 213) or (*P* I: 213) in case of a frequently quoted text with abbreviation [compile list of abbreviations]

- b) Poems and shorter texts that are part of a larger publication (not individually listed in library catalogues)

Ex.: (Wordsworth. "Daffodils": 1. 5) or (Wordsworth. "Daffodils": Z. 5)

##### 1.1.2. Secondary sources

- a) Author's name, date of publication of the edition used, page

Ex.: 'Metafiction' is "a commentary on its own narrative" (Hutcheon 1984: 1).

- b) If the first publication date is to be mentioned as well, it precedes the publication date of the edition cited.

Ex.: 'Metafiction' is "fiction about fiction" (Hutcheon 1980/1984: 1).

- c) If the author's name has already been mentioned in the text, it does not have to be repeated in brackets.

Ex.: This term was introduced by Bloomfield (1933: 264).

- d) If more than one text by an author from the same year is quoted in a paper, a, b, c is added to the date.

Ex.: In *Structuralist Poetics*, Culler (1975a) discusses continental structuralist theory, while an example of narratological theorizing can be found in his article "Defining Narrative Units" (1975b).

1.2. Longer citations (more than three lines) are indented without quotation marks, single-spaced and justified.

### 2. References in the text (see also the long version of the style sheet, revised version of 2013!)

In case of non-literal citations (references, summaries, paraphrases in your own words!), the source in brackets is preceded by 'cf.' or 'vgl.', or by 'see' or 's.':

Ex.: (cf. Culler 1975a: 243)

### 3. Bibliography/list of references at the end of the paper

The bibliography contains all the sources you have used, arranged alphabetically according to the names of the authors or editors. The name and first name are followed by the date. The title of the book or the name of the journal in which an article appeared is written in *italics*, titles of shorter texts, poems or articles in periodicals are enclosed by "double quotation marks". The book title is followed by the place of publication and the publisher separated by a colon; the name of the journal is followed by the volume number and page reference. Individual entries are separated by full stops.

3.1. Stand-alone publications in print3.1.1. *Primary sources*

Template: Name, first name (year of first publication of the edition used/year of publication of the edition used). *Title in Italics* [First publication or first performance date of the work in square brackets]. Ed. First name last name of editor. Series. Volumes. Edition. Place: Publisher.

Ex.: Richardson, Samuel (1926/1978). *Pamela* [1740]. Introd. M. Kinkead-Weekes. Everyman's Library. 2 vols. London: Dent.

3.1.2. *Secondary literature*

Template: Name, first name, ed./Hg. (year). *Title in Italics*. Series. Edition. Place: Publisher.

Ex.: Görlach, Manfred (1974/1994). *Einführung in die englische Sprachgeschichte*. UTB 383. 3<sup>rd</sup> rev. ed. Heidelberg: Quelle & Meyer.

Pfister, Manfred (1977/1988). *Das Drama: Theorie und Analyse*. UTB 580. 8., durchges. u. erg. Aufl. München: Fink.

Nickel, Gerhard, ed. (1972). *Fehlerkunde*. Berlin: Cornelsen.

Grossberg, Lawrence, Cary Nelson, and Paula A. Treichler, eds. (1992). *Cultural Studies*. London: Routledge.

3.2. Texts contained in larger printed publications3.2.1. *Primary sources*

Template: Name, first name (year of first publication of the edition used/year of publication of the edition used). "Title of text in double quotation marks" [Date of first publication of the work in square brackets]. In: First name last name. *Title of the Book in Italics*. Ed. First name last name of editor. Series. Edition. Place: Publisher. Page(s).

Ex.: Wordsworth, William (1944/1952). "Daffodils" [1798]. In: William Wordsworth. *The Poetical Works*. Ed. E. de Selincourt. 2<sup>nd</sup> ed. Oxford: Clarendon. 216.

3.2.2. *Secondary sources*

Template for journal articles: Name, first name (year). "Title of article in double quotation marks". *Journal Title in Italics* volume number. Issue number: Pages [from – to].

Ex.: Corder, S. Pit (1971). "Idiosyncratic Dialects and Error Analysis". *IRAL* 9: 147–160.

Template for articles in collections of essays: Name, first name (year). "Title of article in double quotation marks". In: first name last name of editor, ed. *Book Title in Italics*. Series. Edition. Place: Publisher. Pages [from – to].

Ex.: Coseriu, Eugenio (1972). "Über Leistung und Grenzen der kontrastiven Grammatik". In: Gerhard Nickel, ed. *Fehlerkunde*. Berlin: Cornelsen. 39–58.

3.3. Electronic sources

N.B. "Access date" – Always include the date of your access to websites, since internet pages are frequently changed.

3.3.1. *Article on a website* (from a full-text database or an electronic journal)

Template: Name, first name. (Year/Date). "Title of article or chapter". *Title of full work/website in italics*. [Medium (e.g. Online, CD-ROM)]. Name of supplier, Computer Service or publisher. Full web address [Access date].

Ex.: Warner, Marina (1991, May 12). "Pity the Stepmother". *New York Times*. Late ed. Section D.17. [Online] Lexis/Nexis Universe. [http://web.lexis-nexis.com/universe/form/academic/univ\\_gennews.html](http://web.lexis-nexis.com/universe/form/academic/univ_gennews.html)-Newspapers-All Available Dates [1998, December 12].

Minow, M. (1997, Dec.). "Filters and the Public Library. A Legal and Policy Analysis". *First Monday* 2.12. [Online] [http://www.firstmonday.dk/issues/issue2\\_12/minow/index.html](http://www.firstmonday.dk/issues/issue2_12/minow/index.html) [1998, November 12].

3.3.2. *Reference works, encyclopedias*

Ex.: "Fresco" (n. d.). *Britannica Online*. [Online]. Encyclopedia Britannica. <http://www.eb.com:180/cgi-bin/g?keywords=fresco&DBase=Articles> [1998, October 6].

3.3.3. *CD-ROM*

Ex.: Rosenzweig, Roy, Steve Brier, and Josh Brown (1993). "Labor Wars". *Who Built America*. [CD-ROM]. Voyager. [no access date needed]

3.4. Film or video

Ex.: Golden, G., Producer (1975). *Changing Images: Confronting Career Stereotypes* [Film/Video]. Berkeley: U of Calif. P.