

Prof. Dr. Martin Heusser – Seminar Papers: A Checklist – 2011

Number your pages consecutively throughout the entire paper. On the front page give the name of the course and its instructor, the title of the paper and your name, address, and telephone number. Use 1.5 line spacing for your text. (See below for block quotations and footnotes). Make sure you leave a margin of at least 2 cm on the right-hand side. The actual text (excluding bibliography or appendixes, etc.) should comprise about **4000** words for BA-seminars and **8000** words for MA-seminars. Please indicate the number of words on the front page.

••**Every paper contains a bibliography.** In it you list the title(s) you have written about plus all the secondary sources you have consulted. **Books** are always quoted in the same manner: Author's/ editor's name, first name. Title. Place of publication: publisher, year. A title within a title would be set in roman:

Kaplan, Amy and Donald Pease, eds. *Cultures of United States Imperialism*. Durham and London: Duke University Press, 1993.

Articles from journals are listed in a similar way: Author's name, first name. "Title of the article." Title of Journal, volume number (year): page number.

Booth, Wayne C. "Kenneth Burke's Way of Knowing." *Critical Inquiry* 1 (1974): 1-22.

In a bibliography all lines except the first of each record, are left-indented about 2 cm. Please obey the rules for capitalization in titles. Irrespective of the original spelling the following rules apply: 1) The first and last word of a title are always capitalized; 2) All other words are also capitalized – with the exception of articles (e.g., a, the); this, those, etc.; conjunctions (e.g., and, or) and short prepositions (e.g., at, for).

••**Quotations longer than 3 lines** are set off the regular body of writing by skipping some space and indenting the text of the quotation about 2 cm from both the left and the right margin ("Block quotations"). In addition, such quotations are single-spaced. When **citing single words** or short sentences (generally anything less than three lines), enclose your quotation in quotation marks. Use these quotation marks: "metalanguage." (The full stop is placed before the final quotation mark). For quotation marks within quotation marks use single quotation marks: " 'Of course,' Wilson said." Notice that full stops, commas, etc. are placed **before** the closing quotation mark.

••**Footnotes** are placed at the bottom of that page on which they are referred to. They are single-spaced and numbered consecutively throughout the entire paper. Do not use footnotes for bibliographical references!

••**Documenting your sources** is easy. Since all of the books and journals you have used, are listed in the bibliography, all you have to indicate in the text is the page number of the work you are referring to. This means that you must identify properly where you quote from. Either you do so in your own sentence:

E.M.W. Tillyard points out in his *The Elizabethan World Picture* that it is "worth reflecting, that *Paradise Lost* is in the main a traditional and orthodox poem" (31).

Or within the parentheses containing the page number:

"Finally, it is worth reflecting, that *Paradise Lost* is in the main a traditional and orthodox poem" (Tillyard 31).

For more detailed information consult the *Study Guide Literature* (available through the secretary's office) or the *MLA Handbook*, which can be found in the reference section of the library. Answers to trickier questions may be found in *The Chicago Manual of Style*.