Expected length of your paper/thesis

- Hauptseminar: 15-20 pages (36,000 to 48,000 characters without spaces)
- Bakkalaureatsarbeit (= alte PO): no more than 30 pages (up to 72,000 characters w/o spaces)
- BA-Arbeit (= neue PO): between 30 and 50 pages (72,000 to 120,000 characters w/o spaces)
- Magisterarbeit: 80-100 pages (192,000 to 240,000 characters w/o spaces)
- ‘Zulassungsarbeit’ (neue LPO): 30-50 pages (72,000 to 120,000 characters w/o spaces)
- ‘Zulassungsarbeit’ (alte LPO): 40-60 pages GS/HS/RS, 60-80 pages Gym

The title-page and the table of contents are not part of this page-count, the bibliography is!

General layout

- Use a standard font like Times New Roman at size 12 pt or Arial at size 11 pt for the main body of your text, footnotes are usually set at 10 pt.
- Line-spacing should be 1.5 for the main body of your text; 1.0 for footnotes.
- Margins should be c. 4 cm on the left (for binding), c. 2 cm on all other sides

Binding

Seminararbeiten: Please do not have your term papers bound. A simple folder is sufficient. (I have to archive your papers and binding makes this rather cumbersome.)

Abschlussarbeiten: Use either spiral binding or adhesive binding.

Handing in your paper

Seminararbeiten: Please hand them in at the ‘Sekretariat Anglistik’ (PT 3.2.49)
You can also send your paper via the post.
Do NOT send it as email attachment.

‘Zulassungsarbeit’: Please hand in your Zulassungsarbeit at the Sekretariat Anglistik (PT 3.2.49).
Mrs. Post will sign the receipt for the Prüfungssekretariat.

BA/MA/Mag: You have to hand in your thesis at the Prüfungssekretariat.
Quoting primary or secondary sources

When quoting primary or secondary sources, make sure to be precise!

- if a word/phrase is underlined or in italics in your source, you must reproduce this
- if you want to emphasise a word/phrase with the use of underlining or italics, you must indicate this in square brackets: [my emphasis]
- use square brackets to mark all additions or changes to the text (e.g. when changing ‘my’ to [his] when incorporating a quote into your sentence structure)
- use […] to mark omissions
- if there is a mistake in the original, you mark it with [sic]

Short quotations (up to three lines)

Short quotes are incorporated into your text/sentence and marked by double quotation marks “ ”.

Example 1:

In this poem, Wordsworth “transgresses the boundaries of human nature” (Johnson 34).

Long quotations (more than three lines)

If you quote longer passages (three lines or more), you set this quotation off as a separate paragraph, indented on the left by c. 1.25 cm. Use single line spacing for the quotation, and do not use quotation marks.

Example 2:

As Mark Seidenberg points out, the principal goal of visual word recognition research is to understand a process that is one of the basic components of reading, itself one of the remarkable expressions of human intelligence. […] word recognition research has provided insight into broader issues concerning the nature of human perceptual and cognitive capacities. (137)

Thus, word recognition research is not primarily interested in …

Paraphrasing or referring to a text

You must indicate sources whenever you are using ideas, evaluations, etc. you found in secondary material, even if you are not quoting directly.

Example 3:

Errors seem to be an indication of the native speaker's knowledge of word formation rules and morphology (cf. Fromkin & Rodman 147).
**Documentation**

Do not use footnotes simply to give bibliographical information.

All references to primary and secondary sources should be included in the text: place the author’s name and the page on which your quote is to be found in parentheses at the end of your sentence (or where a pause would naturally occur). This refers the reader to the **bibliography** at the end of your paper, where the full bibliographical details are listed.

Quotes: (NAME PAGE)  ➔ e.g. (MacKenzie 37)
References: (CF. NAME PAGE) ➔ e.g. (cf. MacKenzie 37)

If you name the author in your sentence, you do not need to repeat it in parentheses (see example 2).

If you use more than one text from an individual author, include a shortened title of the text you refer to (if it is not mentioned in the context of the quote): e.g. (MacKenzie, Propaganda 37).

Primary texts can be referred to by shortened title (in italics) alone, eg. (HD 34) for *Heart of Darkness*, p. 34.

**Indirect quotations**

If you quote a text by person A already quoted in one of your secondary sources (by person B), this would be an indirect quotation. In general, you should try to get the original passage, i.e. the text A wrote. If this is impossible (or very impractical), you must acknowledge that you quote indirectly by putting “qtd.” in front of your documentation, e.g.: (qtd. MacKenzie 37). You should also footnote the indirect quote and provide bibliographical information on the original source.

**Quoting from a film**

If you want to quote dialogue from a film, you will have to transcribe this yourself. Instead of a page-number, you have to provide the time at which the quote occurs in the film, e.g. (1:12:24)

**Bibliography / Works Cited**

The bibliography at the end of your paper lists all the texts you have cited or referred to in your paper in alphabetical order (by authors’ or editors’ last names). You must provide the author’s full name, the title of the article or book, and its publication data. Films are usually listed by title. Particularly in a longer thesis (Abschlussarbeiten) it is usual to distinguish between ‘Primary Sources’ and ‘Secondary Sources’.

This is the basic pattern for entries:

<table>
<thead>
<tr>
<th>book (monograph):</th>
<th>Last Name, First Name. <em>Title of Book</em>. [editor/translator if any]. Place: Publisher, Year.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>essay collection:</th>
<th>Last Name, First Name, ed. <em>Title of Book</em>. Place: Publisher, Year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Example</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| multiple editors     | Last Name, First Name and First Name Last Name, eds. *Title of Book*. Place: Publisher, Year.  
| article (book)       | Last Name, First Name. “Title of Article.” *Title of Book*. Ed. Name(s) of editor(s). Place: Publisher, Year. Pages of article.  
| article (newspaper)  | Last Name, First Name. “Title of Article.” *Title of Newspaper*. Day Month Year: Page(s) of article.  
| anonymous article/entry (reference book) | “Title of article.” *Title of Book*. [editor, if applicable]. Place: Publisher, Year. Page(s) of article.  
| website              | Last Name, First Name. “Title of Website.” Date of the website [if any]. <Address>.  
| film                 | *Title of Film*. Dir. First Name Last Name [of Director]. Date of original release. Studio, Date [of the DVD you used].  

Note that the titles of books, journals and films are printed in *italics*, the titles of articles are put in quotation marks.

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**Make sure you acknowledge and document all quotes and/or paraphrases!**

Plagiarism is the most severe ‘crime’ in the humanities. If found out, you will not receive credit and you will not be given the opportunity to write an alternative paper for the course.