
Style Sheet Literaturwissenschaft (Protokolle, Referate, Hausarbeiten)

I. Protokolle (Minutes)

Erste Seite oben:

Art und Name der Lehrveranstaltung, aktuelles Semester

Name der Lehrkraft

Eigener Name

Text:

Überschrift: **Minutes, 02 May 2022**

Absätze müssen eingerückt werden (Erstzeileneinzug, ca. 5 Anschläge). Die einzelnen Absätze sollten im Normalfall mindestens fünf Zeilen lang sein.

Um die Ereignisse der Stunde darzustellen ist "**Past Tense**" zu verwenden "Present Tense" ist nur bei Zusammenfassungen der Handlung in literarischen Werken zu verwenden.

NB: Minutes should summarize what happened in the session in some two or three pages of text (complete sentences and real paragraphs please – avoid bullet points). The emphasis should be on the summary of the discussion in class (since each oral report had a handout anyway). Please read over your minutes carefully before handing them in in double copy at room 4207. Check the spelling of names and dates before handing in your paper.

Please remember to put your name, the name of the seminar, and the date of the session which you are summarizing on the handout. Putting your name in suitably large print and in bold is helpful, dito for the date!

II. Referate (Handouts)

Kopf [erste Seite oben]:

Albert-Ludwigs-Universität Freiburg

Englisches Seminar

Art und Name der Lehrveranstaltung, aktuelles Semester

Name der Lehrkraft

Datum, an dem das Referat gehalten wird

Eigener Name

Überschrift: **Titel/Thema des Referats**

NB: Oral Reports should be limited to something like 5 minutes. They either concern the definition of a term or the biography of an author or the summary of an essay on a topic under discussion. In the first case (definition) please use several BOOKS or ARTICLES (not exclusively internet sources!) and present a variety of different definitions on the handout, giving bibliographical information at the end. If the oral report is on a biography do not overload the handout with dates. Try to provide an overhead foil of the author's picture. Give some names and publication dates of major works and append a bibliography of standard biographical reference works on the author. If you have to summarize a critical article, you should read the article at least twice if not three times and determine what the major argument is. This is what has to be summarized. The handout should include some quotations from the article, maybe a diagram illustrating the argument. It has to include a full bibliographical citation of the article you are summarizing.

Please note to put your name, the name of the seminar, the date of the session on which you are speaking and the topic of your oral report on the handout. Putting your name in suitably big print and in bold is helpful, ditto for the date!

III. Hausarbeiten

Deckblatt:

Albert-Ludwigs-Universität Freiburg
 Englisches Seminar
 Art und Name der Lehrveranstaltung, aktuelles Semester
 Name der Lehrkraft

Titel der Arbeit

Eigener Name
 Anschrift und Email/Telefonnummer
 Semesterzahl
 Datum

Inhaltsverzeichnis (eigenes Blatt):

0. Introduction	1
1. Title of section 1	2
1.1. Title of subsection 1 (optional).....	3
1.2. Title of subsection 2 (optional).....	3
2. Title of section 2.....	5
3. Title of section 3.....	5
4. Conclusion	6
5. Works Cited	8

Text:

Text beginnt auf einer neuen Seite, Seitenzählung = 1, Seitenzahlen in der Kopfzeile

Schrift: **Arial, 12 pt.**

Zeilenabstand: **doppelt** (auch in eingerückten Zitaten)

Seitenrand oben/unten: je 4 cm

Korrekturrand rechts: 4 cm

Heftrand links: 2 cm

Blocksatz

Absatz: Erste Zeile einrücken, ca. 5 Anschläge. Beispiel:

Daniel Defoe, who is mostly known as the author of the novels *Moll Flanders* and *Robinson Crusoe*, wrote a satire against nationalism, against the pride of one's descent and pedigree, and particularly against the English aversion to the foreign-

born king, William of Orange. Published in 1701, "A True-Born Englishman" soon became immensely popular.

Zitate:

Zitate werden bei bis zu 3 Zeilen im laufenden Text zwischen Anführungsstriche gesetzt. Beispiel:

In his preface, Defoe asserts that he is "far from thinking it is a satire upon the English nation to tell them they are derived from all nations under heaven" (Defoe 1889: 177). Rather, the butt of his vitriolic pamphlet is "the vanity of those who talk of their antiquity and value themselves upon [...] being true-born" (ibid.: 178).

Bei Zitaten über 3 Zeilen: Eigener Absatz, eingerückt (ca. 1,25 pt), keine Anführungsstriche, doppelter Zeilenabstand. Das Schriftbild sieht dann wie folgt aus:

Defoe is aware that his text might not meet general approval and that it might even earn him the dubious reputation of being a foreigner, a spy. Far from aiming at merely denigrating his country, however, his intentions are entirely different. In his own words:

Possibly somebody may take me for a Dutchman, in which they are mistaken.

But I am one that would be glad to see Englishmen behave themselves better to strangers and to governors also, that one might not be reproached in foreign countries for belonging to a nation that wants manners.

I assure you, gentlemen, strangers use us better abroad; and we can give no reason but our ill-nature for the contrary here. (Defoe 1889: 182)

His main care is the reputation of the English, whose good name seems to be endangered by their gross ingratitude towards the monarch who has liberated them from "King James and his Popish Powers" (ibid.: 183).

Im obigen Beispiel geht der Absatz, in dem das eingerückte Zitat vorkommt, nach dem Zitat weiter. Der Text ist daher linksbündig (kein Einrücken nach dem Zitat). Kommt jedoch nach dem eingerückten Zitat ein neuer Absatz, muß eingerückt werden als Kennzeichnung, daß ein neuer Absatz beginnt. Beispiel:

Defoe painstakingly explains that his text is by no means intended as an attack on his country, as his critics might suppose. Rather, it may even be read as a praise of the English nation, which excels exactly by its quality of mixedness. For, as he explains,

[...] had we been an unmixed nation, I am of opinion it had been to our disadvantage. For, to go no further, we have three nations about us clear from mixtures of blood as any in the world, and I know not which of them I could wish ourselves to be like - I mean the Scots, the Welsh and the Irish; and if I were to write a reverse to the satire, I would examine all the nations of Europe, and prove that those nations which are most mixed are the best, and have least of barbarism and brutality among them; and abundance of reasons might be given for it, too long to bring into a preface. (Defoe 1889: 177)

If we now turn to an entirely different aspect - a formal analysis of the text - we may start out by stating that "A True-Born Englishman" is written in heroic couplets, a metre typical of the eighteenth century.

Fehler in der zitierten Vorlage müssen übernommen werden; Hinweis darauf erfolgt durch [sic] in eckiger Klammer. Beispiel:

According to this author, *David Copperfield* is a "novel of deveopment [sic]" ...

Kein Sprachmix!

* Mary declared that she was "sehr begeistert".

* John declared "dass er das noch nie gesehen hatte".

Interpunktion:

Britisch: Anführungsstriche VOR Kommata, Punkten, Strichpunkten, Doppelpunkten (wie deutsch): This is what he calls a "real life experience".

Aber im Gegensatz zum Deutschen Fußnoten NACH dem Punkt/Komma: This is what he calls a "real life experience".¹

Amerikanisch: Anführungsstriche NACH Kommata, Punkten: This is what he calls a "real life experience."

Fußnoten nach Kommata und Punkten auch rechts: This is what he calls a "real life experience."²

Strichpunkte und Doppelpunkte werden anders gehandhabt: This is what he calls a "real life experience"³.../This is what he calls a "real life experience"⁴;

Works Cited:

Alphabetische Liste aller im Text zitierten/erwähnten Werke (und eventuell auch weiterführender Literatur) - geordnet nach Nachnamen der AutorInnen (wenn mehrere Bücher eines Autors bzw. einer Autorin zitiert werden, chronologisch geordnet).

Das Zitieren erfolgt nach dem MLA Style, 7th edition. (Do NOT use the 8th edition!)

Books:

Last name, First name (Year) *Title. Subtitle* [If new edition then add date of first publication]. Place: Publisher.

Beispiel mit einem Autor:

Chatman, Seymour (1990) *Coming to Terms. The Rhetoric of Narrative in Fiction and Film*. Ithaca, NY: Cornell Univ. Press.

Beispiel mit zwei Autoren:

Lakoff, George, and Mark Johnson (1996) *Metaphors We Live By* [1980]. Chicago: Univ. of Chicago Press.

Edited book/anthology:

Last name, First name, and First name Last name (Year) Ed. *Title. Series, Series Number* - only if the book is part of a series. Place: Publisher.

Beispiel mit einem Herausgeber:

Fludernik, Monika (1998) Ed. *Hybridity and Postcolonialism. Twentieth-Century Indian Literature*. ZAA Studies, 1. Tübingen: Stauffenburg.

Beispiel mit zwei Herausgebern:

Fludernik, Monika, and Ariane Huml (2002) Ed. *Fin de Siècle*. Literatur, Imagination, Realität, 29. Trier: Wissenschaftlicher Verlag Trier.

Article in an edited book/ anthology:

Last name, First name (Year) "Title of article". *Title of book*. Ed. First name, last name. Place: Publisher. Page numbers.

Beispiel:

Chatman, Seymour (1989) "The 'Rhetoric' 'of 'Fiction'". *Reading Narrative: Form, Ethics, Ideology*. Ed. James Phelan. Columbus: Ohio State Univ. Press. 40-56.

Journal articles:

Last name, First name (Year) "Title". *Journal* Vol. number.Issue number: Page numbers.

Beispiel:

Stanzel, Franz Karl (1959) "Episches Praeteritum, erlebte Rede, historisches Praesens". *Deutsche Vierteljahrsschrift für Literaturwissenschaft und Geistesgeschichte* 33.1: 1-12.

Aronsson, Karin, and Ann-Christin Cederborg (1994) "Conarration and Voice in Family Therapy: Voicing, Devoicing and Orchestration". *Text* 14.3: 345-70.

Habilitationen/Dissertationen:

Last Name, First Name. (Year) "Title". Habilitation/Dissertation, Name of University, Country.

Adams, Jon-K. (1993) "Narrative Explanation. Aspects of a Theory of Narrative Discourse". Habilitation, University of Freiburg, Germany.

Checklist:

- Font: Arial 12, Datei hängend, kein extra space between entries
- Use straight quotation marks: ".....'....."
- Zahlen werden immer nach britischem Muster geschrieben, d.h. 3-7, 13-18, 9-23, 33-7, 15-34, 111-18, 120-35. Also die gleichbleibenden Zahlen kommen nicht nochmal, außer bei den Zahlen zwischen 11 und 19.
- Numbers for issues: 43.1 (= volume 43, issue 1)

- Bitte IMMER title case, also alle sinntragenden Wörter des Titels mit großem Anfangsbuchstaben.
- Verlage und Orte: Es gibt standardisierte Zitierweisen.
Meist: London: Routledge. Normalerweise sind unsere Bücher aus UK, daher dann London als Ortsbezeichnung (im Buch das was als erstes steht)

Amsterdam: Benjamins.

Ithaca, NY: Cornell Univ. Press.

Cambridge: Cambridge Univ. Press.

Cambridge, MA: MIT Press.

Cambridge, MA: Harvard Univ. Press.

Providence, RI: Brown Univ. Press.

New York: CUNY Press. oder Columbia Univ. Press.

San Francisco: Univ. of California Press.

Chicago: The Chicago Univ. Press

Columbus, OH: The Ohio State Univ. Press.

Städte wie New York, San Francisco, Chicago werden als allgemein bekannt vorausgesetzt, bei anderen Orten kommt der amerikanische Bundesstaat in Abkürzung dazu.