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**Style Sheet Literary Studies  
(Minutes, Oral reports, Term papers)**

**I. Minutes****Heading [top of the first page only]:**

Type and name of the course, current semester

The lecturer's name

**Your name**

**Text:**

Title: **Minutes, 02 May 2018**

Font: **Arial, 12 pt**

Spacing: **double**

Margins top/bottom: 4 cm respectively

Right-hand margin for corrections: 4 cm

Left-hand filing margin: 2 cm

All text justified

The **first line of each paragraph** should be indented (ca. 5 characters). Individual paragraphs should be at least 5 lines in length (no one-sentence paragraphs please!).

Use the **past tense** when summarizing what we discussed in class. Use the **present tense** exclusively for plot summaries of texts.

**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 in room 4207 (or drop them in the mailbox of Fludernik next to Dr. Fehlner's office). 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. Oral reports (handouts)

### **Heading [top of the first page only]:**

Albert-Ludwigs-Universität Freiburg  
Englisches Seminar  
Type and name of the course, current semester  
The lecturer's name

**Date of the oral report**

**Your name**

Title: **The topic of your report**

**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 arguments are. 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. Term papers

#### Title page:

Albert-Ludwigs-Universität Freiburg  
 Englisches Seminar  
 Type and name of the course, current semester  
 The lecturer's name

#### **Title of your paper**

Your name  
 Address und contact details  
 Number of semesters  
 Date

#### Table of Contents (separate page):

0. Introduction .....	1
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3. Title of section 3.....	5
4. Conclusion .....	6
5. Works Cited .....	8

#### Text:

Begin your text on a new page, pagination = 1, page number in header

Font: **Arial, 12 pt**

Spacing: **double** (also for indented quotes)

Margins top/bottom: 4 cm respectively

Right-hand margin for corrections: 4 cm

Left-hand filing margin: 2 cm

All text justified

Paragraph: indent first line, ca. 5 characters. Example:

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.

### **Quotations:**

Put quotations of up to 3 lines in straight quotation marks. Example:

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).

Quotations of 4 lines or more should be put in a separate paragraph and indented (ca. 1,25 pt), no quotation marks, double spacing. Example:

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).

In the example given above, the paragraph continues after the indented quotation. Thus, the first line is left-justified (i.e. no additional indent after the indented quotation). If you follow a longer (and thus indented) quotation with a new paragraph, however, the first line needs to be indented. Example:

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.

Orthographic mistakes in the original text from which you quote should not be corrected but marked as such by use of [sic]. Example:

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

**DO NOT mix languages!**

\* Mary declared that she was "sehr begeistert".

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

**Punctuation:**

**British:** Commas, full stops, semicolons and colons OUTSIDE of the quotation marks. Example:

This is what he calls a "real life experience".

Footnotes AFTER the full stop/comma. Example:

This is what he calls a "real life experience".<sup>1</sup>

**American:** Punctuation INSIDE of the quotation marks. Example:

This is what he calls a "real life experience."

Footnotes then come AFTER the quotation marks. Example:

This is what he calls a "real life experience."<sup>2</sup>

However, semicolons and colons are treated differently:

This is what he calls a "real life experience"<sup>3</sup>.../This is what he calls a "real life experience"<sup>4</sup>;

BE CONSISTENT and use EITHER British OR American spelling and punctuation!

**Works Cited:**

An alphabetical list of all texts mentioned / cited from in your paper (as well as additional literature) in order of the authors' last names (if you cite from several books by one author, order the entries chronologically).

Use 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.

**Example with one author:**

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

Example with two authors:

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.

Example with an editor:

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

Example with two editors:

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.

Example:

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.

Example:

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.

Example:

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

Checklist:

- Font: Arial 12, indentation should be set to hanging, no extra space between entries
- Use straight quotation marks: ".....'"....."
- Numbers will follow the British pattern, for example 3-7, 13-18, 9-23, 33-7, 15-34, 111-18, 120-35. Meaning that the unchanging numbers are not repeated a second time, the one exception is between the numbers 11 and 19.
- Numbers for issues: 43.1 (= volume 43, issue 1)
- Please ALWAYS use title case, meaning all meaningful words of the title are written with a capital initial.
- Publishing Houses and Places: There are citation methods.  
Most of the time: London: Routledge. Normally our books are from the UK, which means that London is the place name without an added abbreviation (always name the place that comes first in the book).

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. or Columbia Univ. Press.

San Francisco: Univ. of California Press.

Chicago: The Chicago Univ. Press

Columbus, OH: The Ohio State Univ. Press.

Cities like New York, San Francisco and Chicago are assumed to be common knowledge, for other places the American state is added in abbreviation.