

Style Sheet – English and American Studies

You need to document all sources according to certain rules. Most of the people teaching at the IEAS, will be fine with the *MLA* style. Unless they tell you otherwise (or provide you with a separate style guide for your papers), you can use the *MLA* style. Within your text, you add quotation marks to everything that you did not think of yourself. After that, you add the name of the author and the page number of your quotation in a footnote or in parenthesis. The full citation is in your Works Cited section at the end of your paper.

We have collected the most common types of citation that you will encounter during your studies. All this is based on the seventh edition of the *MLA Handbook*. The “*MLA Formatting and Style Guide*” of the *Purdue Online Writing Lab (OWL)* is a good online resource if you have additional questions.

Monograph/a book written by one author

Last name, first name. *Name of the Publication*. Place of publication: Publisher, Year of publication. Type of publication.

Thomas, Ronald. *Detective Fiction and the Rise of Forensic Science*. Cambridge: Cambridge University Press, 1999. Print.

A book written by several authors

Last name, first name and first name last name. *Name of the Publication*. Place of publication: Publisher, Year of publication. Type of publication.

Deleuze, Gilles and Felix Guattari. *A Thousand Plateaus. Capitalism and Schizophrenia* Transl. Brian Massumi. London/Minneapolis: University of Minnesota Press, 1987. Print.

Edited volume

Last name, first name. (ed.). *Name of the Publication*. Place of publication: Publisher, Year of publication. Type of publication.

McCann, Carole R. and Seung-kyung Kim (eds.). *Feminist Theory Reader. Local and Global Perspectives*. New York/London: Routledge, 2003. Print.

Article or chapter in a book or anthology

Last name, first name. “Title of the Article or Chapter.” *Name of the Publication*. Ed. Last name, first name of the editor. Place of publication: Publisher, Year of publication. Page numbers. Type of publication.

Butler, Judith. “Performative Acts and Gender Constitution. An Essay in Phenomenology and Feminist Theory.” *Feminist Theory Reader. Local and Global Perspectives*. Ed. Carole R. McCann and Seung-kyung Kim. New York/London: Routledge, 2003. 415-427. Print.

Jeßing, Benedikt. “Frankfurter Schule.” *Metzler Lexikon Literatur- und Kulturtheorie*. Ed. Ansgar Nünning. Stuttgart, Weimar: Metzler, 2004. 195-197. Print.

Article in a journal

Last name, first name. "Title of the Article." *Name of the Publication*. Journal edition and number (Year): Page numbers. Type of publication.

Anderson, Daryll. "Physicians as Detectives in Detective Fiction of the 20th Century." *Southern Medical Journal* 95.10 (2002): 1134-1139. Print.

Article in an online journal

Last name, first name. "Title of the Article." *Name of the Publication*. Journal edition and number (Year): Page numbers. Type of publication. Date of last access. URL (if it is an unknown website).

Kissane, James and John M. Kissane. "Sherlock Holmes and the Ritual of Reason." *Nineteenth Century Fiction* 17.4 (1963): 353-362. Web. 03 March 2008. <<http://xroads.virginia.edu/>>.

Article on a website

Last name, first name. "Title of the Article or Chapter." *Name of the Website*. Name of the website's owner or the cooperation responsible. Date of creation (if available). Type of Publication. Date of last access. Short-URL (if it is an unknown website).

Semel, Paul. "Crime-Show Procedurals for Dummies. A Step-by-Step Guide on How to Watch TV Crime Dramas." *MSN Entertainment*. Microsoft. Web. 20 Aug. 2008. <<http://tv.msn.com/tv/>>.

Reference from an encyclopaedia

"term" Name of the Publication. Name of the Editor. Place of publication: Publisher, Year of publication. Page numbers. Type of publication.

"Metafiktion" *Metzler Lexikon Literatur und Kulturtheorie. Ansätze - Personen - Grundbegriffe*. Ansgar Nünning (ed.). Stuttgart/Weimar: J.B. Metzler, 2001. 429-430. Print.

Reference from an online encyclopaedia

"term" Name of the Publication. Name of the Editor. Place of publication: Publisher, Year of publication. Type of publication. Date of last access. URL (if it is an unknown website).

"Achebe, Chinua" *The Oxford Encyclopedia of Children's Literature Online*. Jack Zipes (ed.). Oxford: Oxford University Press, 2006. Web. 23 Mar 2016.

Reference from a dictionary

"term" Name of the Publication. Volume Edition. Year of publication. Type of publication.

"consonation, n." *The Oxford English Dictionary*. Vol III. 2nd Edition. 1989. Print.

Reference from an online dictionary

"term" Name of the Publication. Publisher, Year of publication. Type of publication. Date of last access. URL (if it is an unknown website).

"taxonomy, n." *OED Online*. Oxford University Press, 2016. Web. 22 Mar. 2016.

Film

Name of the film. Director. Studio, Year. Type of Publication.

Angels in America. Dir. Mike Nichols. Warner Studios, 2003. Film / DVD.

Television series

Name of the series. Creator. Place of Production: Studio, Starting Year of Production. Type of publication.

Castle. Marlowe, Andrew W. USA: Beacon Pictures, Experimental Pictures, 2009. Television/ DVD.

Episode of a television series

“Name of the Episode” SSeasonEEpisode. *Name of the series*. Creator. Place of Production: Studio, Starting Year of Production. Type of publication.

“Probable Cause” S5E05. *Castle*. Marlowe, Andrew W. USA: Beacon Pictures, Experimental Pictures, 2009. Television / DVD.

Take note that sometimes not all information is available for the online versions. Add all available information.

There are couple of things you should keep in mind when creating your Work Cited section and when you quote in your text:

- The main idea of citation is that whoever is reading your paper can find the exact same edition of the text that you had in front of you when you wrote your paper.
- You indent every line except the first one for each entry. All entries are listed alphabetically.
- If a text has more than one author, only the first one is listed with its last name first (this is done so that you can arrange the entries alphabetically). All other authors are presented “First name last name”. (See the Kissane example)
- If you do not have an author’s name for an article (for example when quoting a website), the entry begins with the title (all other rules apply).
- If there were other people involved (such as a translator or an illustrator) you can add them after the title. (See the Deleuze example)
- A title always includes all subtitles. They are separated by a full stop.
- Titles of independent publications are always in italics (books, journals etc.), titles of chapters or articles are in quotation marks.
- English quotation marks are both above the letters: “Chapter Title”. German quotation marks begin below and end above the letters „Chapter Title“. If the language of your paper is English (as it usually should be) **all quotation marks are above**, no matter the language of the text you are quoting.
- If you have not used the whole book or journal, but just a chapter or article, you must add the “Title of the chapter/article” and the page numbers. If there are no page numbers (this can happen with online journals), add n. pag. for no pagination.
- Nothing in your Works Cited section is bold or underlined.
- Punctuation is part of citation. Pay attention to commas and full stops. Every entry ends with a full stop.
- If you work with more than one text by an author, refer to the texts by using their last name and adding the year of publication.