Style Guide for Term Papers in Cultural Studies

Course:
Lecturer:

Submitted by:
[Firstname Lastname]
Student ID: [12345]
E-Mail: [firstname.lastname@uni-rostock.de]

[Study Programme]
[No. Semester, BA/MA]
[Module Name and Type]

[Date of Submission]

Table of Contents

1 Introduction: Formal Requirements

When you are submitting your term paper, we expect that it adheres to some formal and stylistic rules. Formal requirements are not a means to torture students but their standardising effects ensures efficiency and reader-friendliness. Further, adherence to or disregard of formal requirements is part of every communication process and indicates whether or not you are able to follow rules and conventions. Most importantly, formal requirements affect the formatting of your paper and the ways in which you reference your sources. The MLA handbook publishes and updates most rules and conventions, and is usually the guideline for papers in Cultural Studies (the most recent is the 8th edition with the 9th being available soon). We recommend to purchase a copy of the handbook, which you can consult throughout your time at university, or to consult the excellent guide at the online writing lab at Purdue University. In the following, we will outline some of the most important rules for you. As you can see, this guideline comes in the form of a term paper so that you can see what your document will look like if you format it correctly. Please note that this style guide will not give you any information on the contents of term papers. For more information on how to write a research paper, consult our handout Writing a Research Paper.

2 General Information

The length of a term paper for a *Proseminar* should be 2800 to 3200 words, and 4500 to 6000 words for a *Hauptseminar* (please check your Modulhandbücher if you are not sure). Note that only your body of text from the first page of your introduction to the last page of your conclusion counts towards the word count. The paper must be written in English. Your term paper should have a cover page, which contains all necessary information (including the title of your paper, the title of the seminar, your name, your study programme, your student ID, …). You can use the cover sheet of this document as your template. Your paper should also include a table of contents (cf. this document), a works-cited list (more on that below), and, if you have any images in your paper, a table of images; sometimes your paper also has an appendix for pictures, diagrams, screenshots, etc.; and at the very end, a declaration of originality (you find the faculty's template at the end of this document or you can click on the link). When submitting your term paper, please follow the IAA's rules for submission.

3 Headlines

Headlines and subheadings can help you structure the body of your research paper, but do not use too many of them. Use key words to signal to your reader the structure of your research project and the contents of each section. Headings and subheadings should be styled in descending order of prominence. The font size is used to signal prominence. In general, boldface and larger fonts indicate prominence. Headlines and subheadings are numbered (e.g. 1, 1.1, 1.2, 2, 2.1, 2.2, 2.3,…).

Refrain from using single sub-headlines. For example, if you have a 1.1, it should be followed by 1.2. Capitalise headings according to the MLA. Headings should be flush with the left margin.

4 Formatting

Margins should be 2.54 cm at the top and on both sides, and 2cm at the bottom. Your line spacing should be 1.5 lines. Your text is fully justified (*Blocksatz*). Some people prefer fonts with serifs (for example Garamond, Georgia, Times New Roman), because they are easier to read for most. You may, however, also use fonts without serifs (such as Arial). In any case, <u>never</u> use any arty fonts (such as Comic Sans MS, Ink Free; Castellar,…). Set your font size to 12pt. throughout your whole paper (except for the cover page).

New paragraphs are indented by 1.25cm, except for the first paragraph of a new chapter or section. Paragraphs following diagrams, photographs, tables and block quotes are also not indented. There is no additional space between paragraphs. Each paragraph outlines one idea (cf. Handout 'Writing Research Papers'). Avoid writing too long or too short paragraphs (this one is actually a bad example because it is too short).

Number all pages consecutively throughout the research paper in the upper right-hand corner, flush with the right margin. Pagination starts on the first page of your introduction with number one. Type your last name last name followed by a space before the page number.

5 Some Remarks on Gender-sensitive and Anti-racist Language

On the one hand, language can, and is used, to harm and to divide, and it frequently reflects structures of power. On the other hand, words and language can also be used to reflect the diversity of our society. We strongly encourage you to use inclusive, gender-sensitive, and anti-racist language, though it is not obligatory. Gender-inclusive means using language in such a way that all genders or identities are addressed equally visibly and appreciatively. English speakers and writers have traditionally used masculine nouns and pronouns in situations where gender is unclear or variable, or when a group contains members of various genders. Today there are a number of strategies gender-sensitive writers can use. The default use of male pronouns for neutral third-person singular, such as 'the author', is generally considered exclusive. One commonly used strategy is to use 'they/their' in this context: The author of the article explained the challenges faced by women professionals in the male dominated fields of medicine, business, and law. *They* argue that feminists must fight the limitations of the 'glass ceiling' many professional women encounter. Students who lose too much sleep may have trouble focusing during *their* exams. Gendered nouns such as *policeman* should be replaced with gender-inclusive alternatives, such as *police officer*.

Anti-racist language refers to language use that challenges and reflects critically the system of oppression that is tied to the category of 'race' and colonial structures. The often-preferred term

for non-White groups is *People of Colour / Person of Colour.* The two denominators *Black* and *White* should be capitalised to indicate that they do not refer to biological differences but to the different political and social structures established by colonialism. You may also think about whether it is necessary to highlight someone's gender and/or skin colour. Do you need to refer to someone as a *female* architect or a *Black* businessman? Would you highlight skin colour and gender if the architect or businessperson was male and white? The Department of Diversity Initiatives of the Aiken University of Science has published an [Inclusive Language Guide](). As there is no finished set of rules on gender-sensitive and anti-racist language, we encourage you to continually educate yourselves on new and changing conventions.

6 MLA Referencing Style

Different disciplines prefer different referencing styles. The kinds of information that is required for a source will differ accordingly, and also changes over time as citational norms and the kinds of sources of information that are used in academic work shift. In Cultural Studies in the Institut für Anglistik/Amerikanistik, the preferred system is MLA, currently at version 8.

6.1 Citation

In your term paper, you will need to cite other sources. It is important that you reference *everything* that you quote or paraphrase from another text, this includes both your primary and secondary sources. We can generally distinguish between direct quotes and paraphrases: "Direct quotes are word-for-word copies of a text. The quote is indicated by double quotation marks; should be integrated into the running text and comes before the closing punctuation mark" (Mustermann 1). Quotes that are longer than three lines are formatted as block quotes, they are fully indented (2.54 cm) from the left margin but flush with the right margin, and they are not set in quotation marks. Your parenthetical citation should come after the closing punctuation mark:

> Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. (Mustermann 1)

A paraphrase is the re-phrasing of a text in your own words: According to Edwards Said, the Orient was constructed by and in contrast to the Occident (1). As you can see in the examples above, MLA uses in-text citation, and author-page style. You reference your source by giving the last name of the author(s) of the text you are quoting from and the page number(s) on which your reader can find the specific text passage you are referring to. If you quote from a film of television show, you include the name of the film or show and the time frame of the scene referred to (*Film Title* 01:00:04-39) Parenthetical citations are placed either behind direct quotations or at the end of

sentence but always preceding punctuation. If you cite more than one text by the same author, place a comma between the author's name and add a distinctive key word from the cited title (Author, *Title* / "Title" 15). If you are quoting from more than one page, give the first and the last page of the quote, separated with a hyphen (Author 18-21). You may refer to the author's name in your text, in that case only the page number appears in the parenthetical reference. All your in-text references correlate to a title in your works cited list.

6.2 The Works Cited List

Your works cited list is a bibliography which contains all works you have paraphrased or cited in the text and attributed via parenthetical reference. The purpose of your works-cited list is transparency. Your reader must be able to find the exact edition of the book you are quoting from and check whether you are quoting correctly, or to follow up on ideas. Use **Works Cited** as heading, in bold print. The list appears at the end of the paper. It is organised in alphabetical order (A to Z). It begins on a new page and continues the pagination, but not the numeration of chapter headlines. Each entry begins flush with the left margin; if an entry runs over more than one line, indent all subsequent lines by 1.25 cm (hanging indention). Do not use bullet points, and do not number the entries.

There are some core elements to any entry in the works-cited list. The information should be given in the order in which they appear in the table below. Each element is followed by a punctuation mark, the entry ends with a period. The elements differ from one medium to another, your entry should be made accordingly.

Fig. 1 Core Elements MLA 8th ed.

Here are some examples outlining the particularities of referencing specific types of text. The works cited list of this documents contains the same examples for you to see what the actual list will look like.

Monographs (works with one author)

Surname, first name. *Title.* Publisher, Year.

Bousefield, Derek. *Impoliteness in Interaction.* John Benjamins, 2008.

If you cite a document published by a corporation, the corporation counts as author.

United Nations. *Report of the Secretary-General on the Work of the Organization.* United
    Nations, 2020.

To document two or more works by the same author, give the author's name in the first entry only. Thereafter, in place of the name, type three hyphens.

Borroff, Marie. *Language and the Poet: Verbal Artistry in Frost, Stevesns, and Moore.*
    University of Chicago Press, 1979.

---, editor. *Wallace Stevens: A Collection of Critical Essays.* Prentice-Hall, 1963.

Works with more than one author

List the author's names in the same sequence as specified by the book's title page. If there are more than three authors, use the first author's name followed by "et al.".

Calasanti, Toni M., and Kathleen F. Slevin. *Gender, Social Inequalities, and Aging.*
    AltaMira, 2001.

Wysocki, Anne Frances, et.al. *Writing New Media: Theory and Applications for*
    Expanding the Teaching of Composition. Utah State University Press, 2004.

E-book

Cite e-books like print books, but include the denominator "e-book" behind the title. If you know the type of book you consulted, specify it instead of "e-book".

The Modern Language Association of America. *MLA Handbook.* 8th ed., e-book.,
    Modern Language Association of America, 2016.

Jemisin, N. K. *The City We Became.* Kindle ed, AltaMira, 2001.

Anthology or Collection of Essays

If a book was not written by one author but assembled by an editor (e.g. an anthology or a collection of essays), add "editor/editors" behind their name.

Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics*. Lawrence
     Erlbaum Associates, 2004.

Nunberg, Geoffrey, editor. *The Future of the Book*. University of California Press,
     1996.

Articles in Edited Collections

If you quote from an article in an edited collection, the article appears in your works cited list (not just the collection). The title of an article is not in italics but in quotation marks, you add the information on the collection the article appeared in and give the range of page numbers for the article.

Ahmed, Sara. "Happy Objects." *The Affect Theory Reader*, edited by Melissa Gregg
     and Gregory J. Seigworth, Duke University Press, 2010, pp. 29-51.

Articles in Periodicals

Articles in periodicals follow the same basic format as works in an edited collection, but require different container information. For articles in academic journals, follow the name of the journal with its volume and issue number, before giving the month or season and the year of publication and the range of page numbers for the cited article.

Bartosch, Roman. "The Climate of Literature: English Studies in the
     Anthropocene." *Anglistik*, vol. 26, no. 2, Sep. 2015, pp. 59-70.

Daya, Tyree. "Anything Left." *Ploughshares*, vol. 43, no. 4, Winter 2017-2018. p.48.

Article in a Reference Book (e.g. Encyclopedia, Dictionary)

For entries in reference works, cite the name of the entry as you would any other work in a collection but do not include the publisher information. If the reference book is organised alphabetically, do not list the volume or page number of the article.

"Ideology." *The American Heritage Dictionary*. 3rd ed., 1997.

Film

List films by their title. Include the name of the director, the film studio, or distributor, and the release year. If you have accessed the source through an online streaming service, add the service's name in italics at the end of the entry and include the URL.

Star Wars Episode IV: A New Hope. Directed by George Lucas, Twentieth Century
      Fox, 1977.

Star Wars Episode IV: A New Hope. Directed by George Lucas, Twentieth Century
      Fox, 1977. *Disney+,* www.disneyplus.com/watch/12fVeZxD2fWJ. Accessed
      28 Sept. 2020.

Television Show

The entry starts with the show's title, followed by the name of the creator or director, the producer or distributer and the year range within which it was aired. If you have accessed the source through a streaming service, add the service's name and URL: When citing a specific episode, begin your entry with the episode title in quotation marks followed by the show as container, the season, number of the episode, and the year it was aired.

Buffy the Vampire Slayer. Created by Joss Whedon, Mutant Enemy, 1997-2003.

"Hush." *Buffy the Vampire Slayer,* created by Joss Whedon, season 4, episode 10,
      Mutant Enemy, 1999.

An Entire Website

Follow the basic format for entries and start with the author or corporate author. Follow with the name of the website and give container information, especially the publisher and date of publication or last alteration. Conclude the entry with the URL and the date of your last access. If you have a DOI, this is preferable to a website.

Purdue University. *Purdue Online Writing Lab.* Purdue University, 2020,
      https://owl.purdue.edu/index.html. Accessed 27 May 2021.

A Page or Section on a Website

List the author or alias if unknown, followed by an indication of the specific page or article being referenced. Follow this with the information covered above for entire websites.

Alonso, Alvaro, and Julio A. Camargo. "Toxicity and Nitrite to Three Species of Freshwater Invertebrates." *Environmental Toxicology*, vol. 21, no. 1, 3 Feb. 1006, pp. 90-94. *Wiley Online Library*, doi: 10.1002/tox.20155. Accessed 28 May 2021.

Jackel, Jonas, co-author. "How to Replace Road Bike Brakes", *wikiHow*, 31 July 2020, https://www.wikihow.com/Replace-Road-Bike-Brakes. Accessed 13 Aug. 2020.

When citing a website or page on a website you may not always find all information you need for entry, in which case you 1) check whether the website meets the criteria of an academic work if you use it as a secondary source, and 2) you include as much information as you can find in your works-cited entry.

This list is certainly not complete, but it contains some of the basic, and in our experience most commonly quoted, media. You will, however, come across types of text that were not covered. If this is the case, check the MLA Handbook (8th Edition). We also recommend the MLA page of Purdue's OWL.

Works Cited

"Hush." *Buffy the Vampire Slayer,* created by Joss Whedon, season 4, episode 10, Mutant Enemy, 1999.

"Ideology." *The American Heritage Dictionary.* 3rd ed., 1997.

Ahmed, Sara. "Happy Objects." *The Affect Theory Reader*, edited by Melissa Gregg

Bartosch, Roman. "The Climate of Literature: English Studies in the Anthropocene." *Anglistik*, vol. 26, no. 2, Sep. 2015, pp. 59-70.

Buffy the Vampire Slayer. Created by Joss Whedon, Mutant Enemy, 1997-2003.

Calasanti, Toni M., and Kathleen F. Slevin. *Gender, Social Inequalities, and Aging.* AltaMira, 2001.

Daya, Tyree. "Anything Left." *Ploughshares*, vol. 43, no. 4, Winter 2017-2018. p.48.

Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics.* Lawrence Erlbaum Associates, 2004.

Jackel, Jonas, co-author. "How to Replace Road Bike Brakes", *wikiHow*, 31 July 2020. Accessed 13 Aug. 2020.

Jesmin, N.K. *The City We Became.* Kindle ed., AltaMira, 2001.

Nunberg, Geoffrey, editor. *The Future of the Book.* University of California Press, 1996.

Purdue University. *Purdue Online Writing Lab.* Purdue University, 2020, https://owl.purdue.edu/index.html. Accessed 27 May 2021.

Star Wars Episode IV: A New Hope. Directed by George Lucas, Twentieth Century Fox, 1977.

Star Wars Episode IV: A New Hope. Directed by George Lucas, Twentieth Century Fox, 1977. *Disney+,* www.disneyplus.com/watch/12fVeZxD2fWJ. Accessed 28 Sept. 2020.

The Modern Language Association of America. *MLA Handbook.* 8th ed., e-book., Modern Language Association of America, 2016.

Wysocki, Anne Frances, et.al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition.* Utah State University Press, 2004.

UNIVERSITÄT ROSTOCK
Philosophische Fakultät

ERKLÄRUNG
ÜBER DIE SELBSTÄNDIGE ABFASSUNG EINER HAUSARBEIT

Hiermit erkläre ich, ..., Matrikel-Nr. ....,
(vollständiger Name in Druckbuchstaben)

dass ich die vorliegende Arbeit selbständig und ohne Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Die aus fremden Quellen direkt oder indirekt übernommenen Gedanken sind als solche kenntlich gemacht. Die Arbeit wurde bisher in gleicher oder ähnlicher Form keiner anderen Prüfungsbehörde vorgelegt.

Rostock, den ....
                                                        Unterschrift