

## Style sheet for term papers (Cultural Studies – Linke/Rossow)

### Allgemeine Regeln zur Einreichung von Hausarbeiten

- **Hausarbeiten müssen ab sofort zusätzlich zur gedruckten Fassung in elektronischer Form eingereicht werden.** Ab dem laufenden Semester (WS 2012/13) gelten für alle Hausarbeiten (BA, alle LÄ) die Anforderungen von 2800-3200 Wörtern bei PS-Arbeiten und 4500-6000 Wörtern bei HS-Arbeiten. Im MA gelten gesonderte Regelungen, Details finden sich in den Modulbeschreibungen.
- Beachten Sie dabei **UNBEDINGT** die folgenden Vorgaben:
  - 1.** Die Hausarbeit darf lediglich aus **EINER** Datei bestehen und **MUSS** in einem der folgenden Formate vorliegen: WORD, (MAC-User) RTF, OpenOffice, PDF (bes. bei Arbeiten mit Sonderzeichen + Grafiken)
  - 2.** Der Dateiname **MUSS** folgendem Muster entsprechen:  
Nachname-Vorname, PS/HS Nachname DozentIn - Kurztitel des Seminars  
z. B. Mustermann-Max, PS Bös - Social Varieties
  - 3.** Der E-Mail-Betreff **MUSS** wie folgt formuliert werden:  
PS/HS Nachname DozentIn, Kurztitel des Seminars (SS/WS ...)  
z. B. PS Bös, Social Varieties (WS 2011/12)
  - 4.** Die Hausarbeit ist an die folgende Adresse zu senden: [iaa.hausarbeiten\(at\)uni-rostock.de](mailto:iaa.hausarbeiten(at)uni-rostock.de)

Wünscht der/die DozentIn dies ausdrücklich, senden Sie die Arbeit bitte gleichzeitig mit "Cc" an ihn/sie. Benutzen Sie für die Übersendung (wie für jegliche universitäre Korrespondenz) Ihre "uni-rostock.de"-E-Mail-Adresse.

**Achtung:** Bei Nichteinhaltung der oben beschriebenen Form erfolgt keine Bearbeitung der E-Mail und die Hausarbeit gilt als nicht eingereicht.

### Style sheet for papers in cultural studies

#### **Length**

- PS: 2800-3200 / HS: 4500-6000 words plus front page, table of contents and bibliography

#### **Language**

- Papers should be written in English but quotations from German language sources can be left untranslated.

#### **Title page**

- This page should include the title of the class, the lecturer's name, the title of the paper, the student's name, email, postal address and the date of submission.

#### **Table of contents**

- The table of contents should be added as a second page and should carry the heading "Contents".
- Headings and subheadings of the table of contents should refer to topics and subtopics. You may use "Introduction" and "Conclusion" without further specifications but not "Main Part" or similar phrases.
- The main part should be structured by thematic headings.
- Numbering should follow the decimal pattern. The headings and subheadings must reappear in exactly the same formulation in the text section.

#### **Introduction and conclusion**

- In the introduction, you should outline your **topic** and **how** you are going to proceed and **why**. The introduction should include either a thesis statement (Arbeits[hypo]these) or a guiding question. As part of the introduction, you should also logically develop the structure of the paper ('Contents') reflecting subquestions/subtopics of your main topic.
- The conclusion should contain a summary and an evaluation of your findings referring back to the thesis statement or the guiding question.

#### **The text section**

- **Spacing** (Zeilenabstand) should be 1 ½ spaces for running text.
- **Short quotations** should be fitted into the running text, marked with double quotation marks and accompanied by a reference (see "Referencing").

- Only **longer quotations** (more than two lines) should be inserted as separate paragraphs, indented, single-spaced and without quotation marks.  
Example:  
Rowbotham (1973) describes the rise of the English middle class as follows:  
The growth of a distinct middle-class consciousness was mediated by the close connection in England between business and landed property. Business men became capitalist farmers and landowners invested in canals and mines. (23)
- In general, **quotations** should be used sparingly and should be restricted to a few key passages. What counts is not the wording of your source, however good it may be, but how you can present it in your own words or interpret it.
- Do not use **contracted forms** ("isn't", "don't", etc.) in academic writing (exception: quotations).
- The text should be divided into **sections** (Kapitel), subsections and paragraphs. **Sections** should be at least one page, subsections half a page, and both should be headed by the headings listed in the table of contents. A page should be divided into at least two **paragraphs**.
- **Diagrams** and tables should always be numbered and have a caption.

### Referencing

- Papers are based on **sources**. Sources can either be quoted word-for-word (a method you should use sparingly and preferably with primary sources) or they can be reformulated, summarised and discussed. In both cases you must give a reference to the page or pages on which your account is based. This means that you must also supply references when you do not quote word-for-word.
- As a rule, a **reference** must be inserted when you switch from one source to another or when you jump pages in the same source.
- There are several acceptable **ways of referring to sources**. You should choose one of them and stick to it throughout your paper. The following is one possible method: Insert a bracket into the text containing name of author, year of publication and page number(s).  
Example: The English landscape is mainly a product of the last fifteen hundred years although earlier ages also contributed to its present shape (Hoskins 1955, 20). The Celts ...
- If you refer to the **same source** again later, author and date of publication have to be given again together with the (new) page number. If the same source is quoted successively, you use (Ibid., page number). If the quote is from the same page, the page number is dropped (ibid. = ibidem = am angegebenen Ort).
- To quote an **author who is quoted in your source**, use a reference like the following.  
Example: Medieval boundaries can be traced today when they were marked by a ditch or bank (Crawford in Hoskins 1955, 94).
- **Alternative methods of referencing** such as footnotes and endnotes are also acceptable if used consistently.

### Bibliography/References/Works Cited

- Even if you have only used two or three sources, the titles must be listed in a bibliography at the end of the paper. Sources must be listed alphabetically by the surname of the author.

#### Examples

##### Basic formats:

##### **One author:**

Nabokov, Vladimir (1955). *Lolita*. New York: Putnam.

##### **Another work, same author:**

--- (1999). *Speak, Memory: An Autobiography Revisited*. New York: Knopf.

##### **Two authors:**

Cross, Susan, and Christine Hoffman (2004). *Bruce Nauman: Theaters of Experience*. New York and London: Guggenheim Museum, Thames and Hudson.

##### **Three authors:**

Lowi, Theodore, Benjamin Ginsberg, and Steve Jackson (1994). *Analyzing American Government: American Government, Freedom and Power*. 3rd ed. New York: Norton.

##### **More than three authors:**

Gilman, Sander, et al. (1993). *Hysteria beyond Freud*. Berkeley: University of California Press.

**Corporate author:**

Herbert F. Johnson Museum of Art (1993). *A Guide to the Herbert F. Johnson Museum of Art, Cornell University*. Ithaca: Cornell University Press.

**Multivolume work:**

Morison, Samuel Eliot, Henry Steele Commager and William E. Leuchtenburg (1980). *The Growth of the American Republic*. 2 vols. New York: Oxford University Press.

**No author or editor:**

*Peterson's Annual Guides to Graduate Study* (1999). 33rd ed. Princeton: Peterson's.

**Editor (anthology or collection of essays):**

Hill, Charles A., and Marguerite Helmers (eds.) (2004). *Defining Visual Rhetorics*. Mahwah, NJ: Taylor & Francis.

**Essay or chapter in edited books:**

Ahmedi, Fauzia Erfan (2010). "Welcoming Courtyards: Hospitality, Spirituality, and Gender." *Feminism and Hospitality: Gender in the Host/Guest Relationship*. Ed. Maurice Hamington. Lanham: Lexington Books, 109-24.

**Article in journals, magazines, and newspapers:**

- Issue numbers should be stated as decimals added to a given volume number. In the example below, the number 25.4 reads as Volume 25, issue 4. When citing newspapers, it is important to specify the edition used (e.g. late ed.) because different editions of a newspaper may contain different material.

**Journal article:**

Laing, Jennifer, and Warwick Frost (2010). "How Green Was My Festival: Exploring Challenges and Opportunities Associated With Staging Green Events." *International Journal of Hospitality Management* 29.2, 261-267.

**Magazine article:**

Kaplan, David A. (2010). "Corporate America's No. 1 Gun For Hire." *Fortune* 1 Nov., 81-95.

**Newspaper article, no author:**

Anon. (2009). "Africa Day Celebrated in Havana." *Granma International* 31 May, English ed., 16.

**Articles or entries from reference books:**

- If the article or entry is signed, place the author's name first; if it is unsigned, give the title first. For well-known reference works, it is not necessary to include full publication information. Include only the title of the reference source, edition, and date of publication.

**Dictionary entry:**

"Hospitality." Def. 1a. *Webster's Third New World Dictionary*. 1993.

**Encyclopedia entry:**

Mercuri, Becky. "Cookies." *The Oxford Encyclopedia of Food and Drink in America*. Ed. Andrew F. Smith. Vol. 1. 2004.

**Article from a less familiar reference book:**

- For articles from less familiar reference sources, include the full publication information.

Bernheisel, J. Frank (2001). "Setting Recycling Goals and Priorities." *McGraw-Hill Recycling Handbook*. Ed. Herbert F. Lund. 2<sup>nd</sup> ed. New York: McGraw-Hill Professional.

**Government documents:**

- References to government documents vary in their required elements. In general, if you do not know the writer of the document, cite the government agency that issued the document as author.

United Nations. General Assembly (1979). *Convention on the Elimination of All Forms of Discrimination Against Women*. New York: United Nations.

**Audio visual:****Film or video recording:**

*Annie Hall*. Dir. Woody Allen. 1977. Videocassette. MGM/UA Home Video, 1991.

*Brick Lane*. Dir. Sarah Gavron. 2007. DVD. Optimum Home Entertainment, 2007.

**Sound recording:**

Counting Crows. *August and Everything After*. DGC, 1993. CD.

**Sound recording, specific song:**

Counting Crows. "Mr. Jones." *August and Everything After*. DGC, 1993. CD.

**CD-ROM:**

- Citations should include the medium of the electronic publication (CD-ROM), the name of the vendor that made the material available on CD-ROM, and publication dates for the version used, if relevant.

"Marriage." *Encyclopedia Judaica*. CD-ROM. Vers. 1.0. Jerusalem: Judaica Multimedia, 1997.

**Citing material from online sources:****Online Sources:**

- Citations for online sources, like those for print sources, should provide information that both identifies a source and allows that source to be located and retrieved again. All citations should include the medium of publication (Web) and the date the content was accessed. If the source is difficult to locate, list the complete address within angle brackets after the date. In many cases, it is also necessary to identify the Web site or database that has made the material available online.
- Because there are currently few standards that govern the organization and presentation of online publications, the information that is available to fulfill these objectives can vary widely from resource to resource. In general, references to online works require more information than references to print sources.

**Web page:**

- This example includes the optional URL. All other examples below use the shorter citation format.

Cornell University Library. "Introduction to Research." *Cornell University Library*. Cornell University, 2009. Web. <www.library.cornell.edu/resrch/intro> 19 June 2009.

**Personal web site:**

- If a work is untitled, you may use a genre label such as Home page, Introduction, etc.

Rule, Greg. Home page. Web. <www.gregrule.com> 03 January 2013.

**Entry in an online encyclopedia:**

"Einstein, Albert." *Encyclopaedia Britannica Online*. Encyclopedia Britannica, 1999. Web. 27 April 2009.

**Article from a less familiar online reference book:**

Nielsen, Jorgen S. (2009) "European Culture and Islam." *Encyclopedia of Islam and the Muslim World*. Ed. Richard C. Martin. New York: Macmillan Reference-Thomson/Gale, 2004. Web. 4 July 2009.

**Article in an online periodical:**

- If pagination is unavailable or is not continuous, use n. pag. in place of the page numbers.

Chaplin, Heather (1999). "Epidemic of Extravagance." *Salon* 19 Feb. 1999: n. pag. Web. 12 July 1999.

**Article in a full-text journal accessed from a database:**

Vargas, Jose Antonio (2011). "The Face of Facebook." *New Yorker* 86.28 (2010): 54-63. *Academic Search Premier*. Web. 25 January 2011.