TECHNISCHE UNIVERSITÄT DRESDEN

Institute of English and American Studies

American Studies with a Focus on Diversity Studies | July 2023

Style Guide for Term Papers and Final Theses

1. Writing a Term Paper and Final Thesis

1.1 Formatting

Please apply the following settings to your document:

- 12 pt font size
- Full justification
- Times New Roman font
- 1.5 line spacing
- 2.5 cm margins
- Pagination starting after the table of contents
- Single side print only
- Indent each new paragraph (except for those immediately following a chapter heading)
- Use MLA headline-style for titles and chapter headings, i.e., capitalize all words except for prepositions and conjunctions

Please consult with your lecturer on the required length of your paper.

1.2 Structure

Your paper should be structured as follows:

Title page

Abstract, max. 300 words **(final theses only!)**

Table of Contents

    Introduction

    Main Body (in separate chapters)

    Conclusion   Paginated

    Bibliography

    Statement of Autonomy

1.3 Contents

Title Page

Please provide the following information on your paper's title page:

- TU Dresden, faculty, institute, and chair
- The title of your paper
- The name of the class you are writing the paper in
- The name of the respective lecturer
- Your name
- Your matriculation number
- Your examination number
- Your email address
- Your submission date (i.e., the date you hand in your paper, <u>not</u> the deadline)

Table of Contents

- The table of contents should mirror the argumentative structure of your paper
- Please use subchapters as need be (e.g., 2.1, 2.1.1, etc.)

Abstract (final theses only)

- Sketch out a self-contained summary of your thesis in 300 words or less
- Touch on the context of your research, your specific topic, previous findings on the topic, and the key questions or problem your work aims to address
- Also include the main reasons you are now addressing these issues, the goals you aim to achieve with your research, your methodology, your main findings or arguments, and the implications of your findings

Introduction

- Provide an exposition of your topic
- Sketch out the thesis you will explore in your paper (what is your aim?)
- Touch on the topic's relevance
- Address your methodology and material
- Briefly outline the individual chapters (the paper's structure)

Main Body (titled according to your topic)

• The main body of your paper will consist of several (sub)chapters, each titled respectively and listed in the table of contents

• These chapters are essentially building blocks of your overarching argument. As such, they should follow a logical trajectory and relate back to your thesis

• Remain consistent and concise in your argumentation

Conclusion

• Return to your initial thesis

• Concisely summarize your findings

• Provide an evaluation and outlook regarding your findings

Bibliography (Works Cited)

• List all the sources you have cited (directly or indirectly) in your paper in accordance with the style guide below (3. Formatting a Bibliography)

Statement of Autonomy

Include this statement on the final page of your paper:

[German] Ich versichere, dass ich die beiliegende Arbeit ohne Hilfe Dritter und ohne Benutzung anderer als der angegebenen Quellen und Hilfsmittel einschließlich des Internets angefertigt und die den benutzten Quellen wörtlich oder inhaltlich entnommenen Stellen als solche kenntlich gemacht habe.

[English] I herewith affirm that I have composed the thesis presented autonomously and that I have used no sources and aids other than those indicated. All passages in the text that were extracted from other works either literally or accordingly were identified as borrowings.

Please sign this statement.

2. Citation

- The MLA format uses in-text citation. Thus, for both direct quotations and paraphrased passages simply add the author and page (range) in parentheses after the quoted material:

  > "America's destruction was brand new, but instantaneously historic" (Blight 33).

- If you include the quotation's author in your prose, simply put the corresponding page (range) in parentheses.

  > As David Blight states, "America's destruction was brand new, but instantaneously historic" (33).

- If you are citing more than one source written by the same author, include the abbreviated title alongside the page number/s.

  > "America's destruction was brand new, but instantaneously historic" (Blight, *Race and Reunion* 33).

  > Blight further claims, "Those without a sense of irony or tragedy will probably never understand the compelling power of historical memory" ("The Memory Boom" 240).

Corresponding bibliographical entries:

Blight, David W. *Race and Reunion: The Civil War in American Memory.* Harvard UP, 2001.

———. "The Memory Boom: Why and Why Now?" *Memory in Mind and Culture*, edited by Pascal Boyer and James V. Wertsch, Cambridge UP, 2009, pp. 238–51.

- For direct quotations that run longer than four lines, set off the quotation in a free-standing block of text that is indented. Omit quotation marks.

Accordingly, David Lowenthal posits:

> Unlike the scant and scary contours of times ahead, the past is densely delineated. Countless vestiges in landscape and memory reflect what we and our precursors have done and felt. More familiar than the geographically remote, the richly elaborated past feels firmer than the present, for the here and now lacks the structured finality of what time has filtered and ordered. The past is less disconcerting than the present because its measure has already been taken. (25)

Corresponding bibliographical entry:

Lowenthal, David. *The Past is a Foreign Country – Revisited.* Cambridge UP, 2015.

- If you want to omit passages from a direct quote, use ellipses (indicated by … or […]) for the word/s omitted:

  Passage in book:

  What does it mean to be a woman writer in a culture whose fundamental definitions of literary authority are, as we have seen, both overtly and covertly patriarchal?

  In your prose:

  Gilbert and Gubar interrogate the role of female authorship "in a culture whose fundamental definitions of literary authority are … both overtly and covertly patriarchal" (45–46).

Corresponding bibliographical entry:

Gilbert, Sandra M., and Susan Gubar. *The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Literary Imagination.*1979. Yale UP, 2020.

- For additions or changes to a quote (typically for better integration or clarification as it is embedded in your prose) use brackets for any modifications made:

  Passage in book:

  Examining how they coded language and developed ideas around gender reveals much about how they understood and altered their world.

  In your prose:

  According to Fitzgerald, "Examining how [Puritans] coded language and developed ideas around gender reveals much about how they understood and altered their world (5).

Corresponding bibliographical entry:

Fitzgerald, Monica D. *Puritans Behaving Badly: Gender, Punishment, and Religion in Early America.* Cambridge UP, 2020.

- When quoting short (fewer than three lines of) verse from poetry, use a slash (/) to indicate breaks at the end of each line of verse. Include a space both before and after the slash. Indicate stanza breaks with a double slash (//).

  Creating an aural depiction, Whitman writes, "Beat! beat! drums!—blow! bugles! blow! / Through the windows—through doors—burst like a ruthless force" (1376).

Corresponding bibliographical entry:

Whitman, Walt. "Beat! Beat! Drums!" *The Norton Anthology of American Literature: 1820–1865.* 9th ed., vol. B, Norton, 2017.

- When quoting more than four lines of verse, indent the quotation, and otherwise adhere to the original formatting as closely as possible:

Poe demonstrates the sonic propensity of poetry:

> On the Future! how it tells
>
> Of the rapture that impels
>
> To the swinging and the ringing
>
> Of the bells, bells, bells,
>
> Of the bells, bells, bells, bells. (33)

Corresponding bibliographical entry:

Poe, Edgar Allan. "The Bells." *The Essential Tales and Poems of Edgar Allan Poe*, edited by Benjamin F. Fisher, Barnes and Noble Classics, 2004, 32–5.

- When quoting from a movie, TV show, YouTube video, etc., add the time stamp in parentheses:

> "This is not a war for the independence of one or two colonies, but for the independence of one nation" (*The Patriot* 11:53–12:00).

Corresponding bibliographical entry:

The Patriot. Directed by Roland Emmerich, Columbia Pictures, 2000.

3 Formatting a Bibliography

3.1 Basic Rules on Compiling a Bibliography

- Begin your Bibliography on a separate page at the end of your paper continuing pagination.
- Indent the second and subsequent lines of entries to create a hanging indent.
- List page numbers of sources using "pp." for excerpts spanning multiple pages, and "p." for single page sources.
- Page spans should furthermore omit the first sets of repeated digits. You may use a hyphen or an en-dash to indicate the range:
    - e.g., pp. 96–103, but: pp. 178–88
- All bibliography entries end with a period.
- For multi-element English surnames, shorten your entry to the latter:
    - James Fenimore Cooper = Cooper (entry: Cooper, James Fenimore)
    - Mary Boykin Chesnut = Chesnut (entry: Chesnut, Mary Boykin)
    - But: W.E.B. Du Bois = Du Bois

Abbreviations to Use:

- For "University Press" use "UP," otherwise spell out "Press"
    - e.g., Oxford UP, U of Minnesota P, but MIT Press
- Months that contain more than four letters are abbreviated:
    - Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.

Basic Template for MLA 9 Bibliography Entries

Author. Title of Source. Title of Container, Contributor, Version, Number, Publisher, Publication Date, Location.

Fill out each element relevant to your cited source in the above order paying attention to the respective punctuation. You can omit elements that are not applicable to your source (e,g., sometimes you may not find a date or place of publication).

3.2 Works Cited Formatting Examples

Below, you will find a list of the most common source types and example formatting for your bibliography.

Monographs

One Author
Last Name, First Name. *Title of Source: Subtitle of Source.* Publisher, Publication Date.

Blight, David. W. *Race and Reunion: The Civil War in American Memory.* Harvard UP, 2001.

Two Authors
Last Name, First Name, and First Name Last Name. *Title of Source: Subtitle of Source.* Publisher, Publication Date.

Boyer, Paul, and Stephen Nissenbaum. *Salem Possessed: The Social Origins of Witchcraft.* Harvard UP, 1976.

Three or More Authors
Last Name, First Name, et al. *Title of Source: Subtitle of Source.* Publisher, Publication Date.

Norton, Mary Beth, et al. *A People and A Nation: A History of the United States.* 10th ed., Cengage, 2014.

Multiple Publications by the Same Author
List works alphabetically by publication title disregarding any articles. Provide the Author's name for the first entry and use three em dashes or three hyphens for any subsequent entry.

Clinton, Catherine. *The Plantation Mistress: Woman's World in the Old South*. Pantheon, 1982.

———. *Public Women and the Confederacy*. Marquette UP, 1999.

An Edition of a Book I
If your source is a version of a work released in more than one edition, identify the version you worked with.

Last Name, First Name. *Title of Source: Subtitle of Source.* Edition, Publisher, Publication Date.

Ferris, Jean. *America's Musical Landscape*. 6th ed. McGraw, 2010.

Clinton, Catherine. *The Other Civil War: American Women in the Nineteenth Century*. Revised ed., Hill and Wang, 1999.

An Edition of a Book II
If your source is prepared by an editor, add that information after the source title:

Last Name, First Name. *Title of Source: Subtitle of Source,* edited by First Name Last Name, Publisher, Publication Date.

Franklin, Benjamin. *Benjamin Franklin's Autobiography*, edited by Joyce E. Chaplin, Norton, 2012.

Republished Books
If a book was republished without revisions to become a new edition, include both the original date of publication as well as the date of the one you are citing:

Last Name, First Name. *Title of Source: Subtitle of Source.* Original Publication Date. Publisher, New Publication Date.

Stowe, Harriet Beecher. *Uncle Tom's Cabin: Or, Life among the Lowly.* 1852. Penguin, 1981.

Multivolume Works
• When citing the entire multivolume work, include the total number of volumes at the end of your entry.
• When citing an individual volume of a multivolume set and each volume is titled the same, include only the volume number.
• When citing an individual volume of a multivolume set that has a unique title, use it for the entry title and also add the volume number and title of the entire work at the end of your entry.

Levine, Robert S., editor. *The Norton Anthology of American Literature.* 9th ed., Norton, 2017, 5 vols.

Damrosch, David, et al. *The Longman Anthology of World Literature*. 2nd ed., vol. C, Pearson Education, 2009.

Caro, Robert A. *The Passage of Power.* Vintage Books, 2012. Vol. 4 of *The Years of Lyndon Johnson.*

A Book in a Series
Last Name, First Name. *Title of Source: Subtitle of Source.* Publisher, Publication Date. Series Information.

Junker, Carsten. *Patterns of Positioning: On the Poetics of Early Abolition.* Winter, 2016. American Studies—A Monograph Series, vol. 271.

Books Published before 1900
Original copies of books predating 1900 are identified by their place of publication instead of the publisher. Unless you are using a more recent edition, in your entry, replace the publisher with the city of publication:

Last Name, First Name. *Title of Source: Subtitle of Source*. Place of Publication, Publication Date.

Mather, Cotton. *The Wonders of the Invisible World.* London, 1692.

Translated Books
Last Name, First Name. *Title of Source: Subtitle of Source.* Translated by First Name Last Name, Date. Publisher, Publication Date.

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason.* Translated by Richard Howard, Vintage-Random House, 1988.

Citing Introductions, Prefaces, Forewords, Afterwords
Last Name, First Name (of the introduction's author). Introduction/Foreword/etc. *Title of Source: Subtitle of Source*, by First Name Last Name (of the principal work's author), Publisher, Publication Date.

Clinton, Catherine. Introduction. *Mary Chesnut's Diary*, by Mary Boykin Chesnut, Penguin, 2011.

Lebsock, Suzanne. Foreword. *A Woman's War: Southern Women, Civil War, and the Confederate Legacy*, edited by Edward D. C. Campbell Jr. and Kym S. Rice, UP of Virginia, 1996.

Anthologies or Essay Collections

Citing the Entire Anthology

Last Name, First Name, editor. *Title of Source: Subtitle of Source.* Publisher, Publication Date.

Last Name, First Name, and First Name Last Name, editors. *Title of Source: Subtitle of Source.* Publisher, Publication Date.

Last Name, First Name, et al., editors. *Title of Source: Subtitle of Source.* Publisher, Publication Date.

Smith, Mark M., editor. *Hearing History: A Reader.* U of Georgia P, 2004.

Burnett, Katharine A., and Monica Carol Miller, editors. *The Tacky South.* Louisiana State UP, 2022.

Schwarz, David, et al., editors. *Keeping Score: Music, Disciplinary, Culture*. U of Virginia P, 1997.

Citing One Work in an Anthology

Last Name, First Name. "Title of Essay*." Title of Anthology*, edited by First Name Last Name, Publisher, Publication Date, Page Range of Entry.

For multiple authors and/or editors use "and" listing two, and "et al." listing three or more names.

Smith, Mark M. "Of Bells, Booms, Sounds, and Silences: Listening to the Civil War South." *The War Was You and Me: Civilians in the American Civil War*, edited by Joan E. Cashin. Princeton UP, 2002, pp. 9–34.

Jumonville, Florence M. "Set to Music: The Engravers, Artists, and Lithographers of New Orleans Sheet Music." *The Cultivation of Artists in Nineteenth-Century America*, edited by Georgia Brady Barnhill et al., American Antiquarian Society, 1997 pp. 103–8.

Citing an Article in a Dictionary or an Encyclopedia

"Entry Title." *Dictionary or Encyclopedia Title.* Year.

"Panophobia." *Merriam-Webster*, 2023.

"Virginia State Song." *Encyclopedia Virginia*, 2021.

Dissertations

Last Name, First Name. *Dissertation Title*. Year. Degree-Granting Institution, PhD dissertation.

Brookes, James. *Picturing the Civil War: Visual Culture of the Rank and File.* 2019, U of Nottingham, PhD dissertation.

Periodicals

Citing an Article in a Scholarly Journal

Last Name, First Name. "Title of Article: Subtitle." *Title of Journal*, Volume, Issue, Year, Pages.

Bailey, Candace. "Binder's Volumes as Musical Commonplace Books: The Transmission of Cultural Codes in the Antebellum South." *Journal of the Society for American Music*, vol. 10, no. 4, 2016, pp. 446–69.

Citing an Article in a Special Issue

If the special issue has a separate title:
Last Name, First Name. "Title of Article: Subtitle." *Title of the Special Issue,* special issue of *Journal Title*, Volume, Issue, Year, Pages.

If the special issue does not have a separate title:
Last Name, First Name. "Title of Article: Subtitle." Special issue on [...], *Journal Title*, Volume, Issue, Year, Pages.

Botstein, Leon. "Toward a History of Listening." *Music as Heard*, special issue of *The Musical Quarterly*, vol. 82, no. 3/4, 1998, pp. 427–31.

Frelik, Paweł. "Of Slipstream and Others: SF and Genre Boundary Discourses." Special issue on slipstream, *Science Fiction Studies*, vol. 38, no. 1, 2011, pp. 20–45.

Newspaper Articles

Last Name, First Name. "Title of Article: Subtitle." *Title of Newspaper* [city (only if not featured in newspaper title)], Full Date of Publication, Pages.

For online newspapers follow the website style below.

Graeber, Laurel. "Are the Salem Witch Trials Part of Women's History?" *New York Times*, 23 Oct. 2022, p. F22.

Electronic Sources

Citing an Entire Website
Last Name, First Name. *Name of Website*. Sponsor or Publisher of Site (If Different from Website Name) , Date of Creation, URL/DOI/Permalink. Date of Access.

Ray, Benjamin. *Salem Witch Trials: Documentary Archive and Transcription Archive.* U of Virginia, 2018, salem.lib.virginia.edu/home.html. Accessed 13 Feb. 2023.

Virginia Chronicle. Library of Virginia, virginiachronicle.com/. Accessed 8 Nov. 2022.

Citing a Page on a Website
Last Name, First Name. "Page Title." *Name of Website*. Sponsor or Publisher of Site (If Different from Website Name), Date of Creation, URL/DOI/Permalink. Date of Access.

Qureshi, Bilal. "The Anthemic Allure Of 'Dixie': An Enduring Confederate Monument." *NPR Music.* NPR, 20 Sep. 2018, www.npr.org/2018/09/20/649954248/the-anthemic-allure-of-dixie-an-enduring-confederate-monument?t=1644070772597. Accessed 29 Oct. 2022.

"Phonograph Advertising." *Library of Congress*, www.loc.gov/collections/national-jukebox/articles-and-essays/phonograph-advertising/#slide-3. Accessed 18 Jan. 2022.

E-Books
Last Name, First Name. *Name of E-Book.* E-book, Publisher, Year of Publication.

Parfitt, Clare. *Cultural Memory and Popular Dance: Dancing to Remember, Dancing to Forget.* E-book, Palgrave Macmillan, 2021. Palgrave Macmillan Memory Studies.

Artwork or Images
Last Name, First Name. *Title of Artwork.* Year of Composition, Housing Institution, Location.

For artwork on an institution's website put the URL in place of the location:
Last Name, First Name. *Title of Artwork.* Year of Composition, *Housing Institution*, URL.

Quidor, John. *The Return of Rip Van Winkle.* 1849, National Gallery of Art, Washington, D.C.

Lambdin, James Reid. *Portrait of Zachary Taylor*. 19th C., *VMHC*, museumcatalog.virginiahistory.org/template=Image&field=DerivedIma&hash=dff10046c1397e05ce72b305e9f5925b&r=1605323218&lang=en-US.

Movies
Title of Movie. Directed by First Name Last Name, Studio Title, Year of Release.

Apocalypse Now. Directed by Francis Ford Coppola, Omni Zoetrope, 1979.

TV Series
Citing the entire series:
Name/s of Creator/s, creators. *Title of Series.* Network Name, Year of Broadcasting.

Citing an episode:
"Episode Title." *Series Title*, Season Number, Episode Number, Network Name, Date of Broadcasting.

If You are citing from a streaming platform, include the platform and URL:
"Episode Title." *Series Title*, Season Number, Episode Number, Network Name, Date of Broadcasting. *Streaming Service*, URL.

Murphy, Ryan, and Brad Falchuck, creators. *American Horror Story.* FX, 2011–present.

"Mountain of Madness." *The Simpsons*, season 8, episode 12, Fox, 2 Feb. 1997.

"The Penultimate Peril: Part 1." *A Series of Unfortunate Events*, season 3, episode 5, 1 Jan. 2019. *Netflix*, *www.netflix.com/watch/80215878?*trackId=255824129&tctx=0,0,NAPA@@.

YouTube Videos
If the video's author is different from the uploader:
Last Name, First Name of author. "Video Title." *YouTube*, uploaded by [Channel Name], Date of Upload, URL.

If author and uploader are the same:
"Video Title." *YouTube*, uploaded by [Channel/Author Name], Date of Upload, URL.

Bailey, Candace. "Silencing the Guns of War: Women's Binder's Volumes in the Library of Congress." *YouTube*, uploaded by Library of Congress, 13 May 2021, www.youtube.com/watch?v=189rWdG20pI&t=898s.

"The History of the Dollar." *YouTube*, uploaded by Weird History, 9 Nov. 2022, www.youtube.com/watch?v=VK4tPNmOcUI.

Songs or Albums

Name of Artist. "Song Title." *Album Title*, Record Label, Year of Release. *Platform*, URL.

Name of Artist. *Album Title*, Record Label, Year of Release. *Platform*, URL.

If you are citing a CD, leave out the streaming platform and URL, ending your citation with the year of release.

Parton, Dolly. "9 to 5." *9 to 5 and Odd Jobs*, Sony, 1980. *Apple Music*, music.apple.com/us/ album/9-to-5-and-odd-jobs/273166232.

Fleetwood Mac. *Mirage*, Warner Records, 1984. *Apple Music*, music.apple.com/us/album/ mirage-deluxe/1111749273.

Podcasts

Last Name, First Name. "Episode Title." *Podcast Title*, Sponsor, Date of Release, URL.

Riley, Joseph, and Kerry Taylor. "Designing African American Monuments." *Lectures in History*, C-SPAN, 13 Nov. 2021.

For a detailed guide to MLA 9, consult the MLA handbook: https://style.mla.org/works-cited/citations-by-format/

Additionally, Purdue University also provides further citation examples: https:// owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/ mla_general_format.html