

Style Sheet for Literature

For additional style guidelines please refer to the *MLA Handbook for Writers of Research Papers* (8th ed.) or check the MLA guidelines at the [Purdue Online Writing Lab](#). In all cases of discrepancy, this style sheet applies. If you make your own decision on how to cite something that is neither covered by the style sheet nor the MLA, the main rule is: BE CONSISTENT. This goes for both punctuation and spelling (be mindful of British English vs American English).

1. Title page

Include the following information: your name and contact details, matriculation number, instructor's name, type of assessment (BA/MA seminar paper, independent study, BA/MA thesis), title, date of submission.

2. General

- Text: 1.5 line spacing, Times New Roman 12pt.
- Page: 2.5 cm margins on all sides.
- The first line of each paragraph is indented by 1.25 cm. Do not indent paragraphs after titles, subtitles or block quotations. Do not leave empty lines after each paragraph.
- Include page numbers.
- Use footnotes, not endnotes. Add footnotes after the punctuation mark of the sentence they refer to.
- Seminar papers and assignments must be handed in with the submission sheet.
- Printing: talk to your supervisor about the format (paper/digital, etc.) in which to hand in your paper. For instance, check with your supervisor whether printing on both sides is an option or preference.
- For BA and MA theses, include a signed plagiarism declaration. A model plagiarism declaration can be found in the document "What is Plagiarism" in the [Writing Academic Papers](#) section of our website.

3. Quotation / in-text citations

- Block quotations: any direct quotation of over four lines (three lines in case of poetry) has to be indented by 2.5 cm from the left margin. Do not add quotation marks. Use 12pt font size and leave one empty line each before and after the quotation.
- Titles of independent publications (monographs, novels, dramatic texts, collections...) are always put in italics, e.g. Wordsworth's *Lyrical Ballads*.
- Titles of texts published within larger works (poems, short stories, articles, book chapters...) are indicated by double quotation marks, e.g. "The Idiot Boy."
- The sources of **any** material you have cited directly, paraphrased, or summarized must be acknowledged by in-text references. Examples for the most common cases are listed below.

3.1. One author

Surname of author page number; no comma in between

(Taylor 388)

3.2. Two or three authors

Surname and Surname page number

(Taylor and Sullivan 34)

Surname, Surname and Surname page number

(Taylor, Sullivan and Eggins 96)

3.3. Four or more authors

Surname et al. page number

(Taylor et al. 388)

3.4. More than one work by the same author

Add a short version of the title (one or two words) to the reference in italics (for monographs) or double quotation marks (for articles) preceded by a comma.

(Taylor, *Nature* 388)

(Taylor, "Animal" 127)

3.5. Alterations to direct quotations

- Altered words: put changes within square brackets

Taylor claims "[t]hat such issues are of importance" (388)

- Errors in the original text: indicate by adding [sic]

Taylor claims that "such issue [sic] are of importance" (388)

- Ellipses: indicate by adding [...]

Taylor claims that "such issues as race, class [...] are of importance" (388)

- Original emphasis: add "emphasis in the original"

(Taylor 388; emphasis in the original)

- Added emphasis: add "emphasis added"

(Taylor 388; emphasis added)

3.6. Online sources

The in-text citation is based on your entry in the Works Cited section, more specifically, what appears first in the entry, e.g. author name, article name, website name, etc. There is no need to provide URLs, but give partial names for websites that correspond to the entry in the Works Cited section, e.g. CNN.com instead of <http://www.cnn.com>. There is no need to give page numbers or paragraph numbers if there are none available.

E.g. in-text citation: “I wish Treehugger could focus more on the sanitary solutions in tiny houses” (Nilsen). (Nilsen) to correspond to Works Cited entry:

Nilsen, Rolf. Re: “Retro-modern Scottish tiny house is all about simple comforts.”
Treehugger. [blog comment]. 23 June 2014. Accessed: 30 June 2014.
www.treehugger.com.

(Kosaka) to correspond to entry:

Kosaka, Kazuhito [Daimaou Kosaka/Pikotaro]. *Pen Pineapple Apple Pen*. Chee Yee Teoh. [video file]. 24 Sep 2016. Accessed: 4 Oct 2016. www.YouTube.com.

3.7. Quotation marks & punctuation in in-text citations

- In-text citations follow directly after closing quotation marks and before the next punctuation mark, e.g.:

Taylor claims that “such issues are of importance” (388).

Note that in this case, the citation does not include the critic’s name because it is already given in the sentence.

- In block quotations, the in-text citation follows the punctuation mark at the end, e.g.:

It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.

However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is so well fixed in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters. (Austen, *Pride and Prejudice* 3)

- Quotations within in-text quotations: quotes within quotes are put in single quotation marks. Quotes within block quotes are put in double quotation marks.

3.8. In-text citation of plays and poetry

- Plays: if available, indicate act, scene and line numbers (act number.scene number.line numbers). Provide page numbers only if strictly necessary to identify the passage you are citing. E.g:

Richard exults: “And thus I clothe my naked villainy / With odd old ends, stol’n forth of Holy Writ, / And seem a saint when most I play the devil” (Shakespeare, *Richard III* 1.3.335-337).

- Poetry: if available, indicate line numbers (“l.” for a quotation of one line, “ll.” for two lines or more) in addition to page numbers, e.g.:

I travel’d through a Land of Men,
A Land of Men and Women too,
And heard and saw such dreadful things
As cold Earth wanderers never knew. (Blake, “The Mental Traveller” 69, ll. 1-4)

4. Works cited

4.1. General

- List all texts you refer to in alphabetical order, according to the formal guidelines below. For several works by the same author, list them in alphabetical order of the first word of the title. If an author appears as the author of a monograph and as the first author of a work by several authors/editors, the single-author entry should come first.
- All lines after the first line of each entry are indented (“hanging indentation”) by 1.25 cm.

4.2. Monograph (single/multiple author/s)

- Single author:
Surname, First Name. *Title: Subtitle*. Place: Publisher, Year.
Stewart, Susan. *On Longing: Narratives of the Miniature, the Gigantic, the Souvenir, the Collection*. Durham: Duke University Press, 2007.
- Two authors:
Surname, First Name, and First Name Surname. *Title: Subtitle*. Place: Publisher, Year.
Gilbert, Sandra M., and Susan Gubar. *No Man’s Land: The Place of the Woman Writer in the Twentieth Century*. New Haven: Yale University Press, 1988.
- Three authors:
Surname, First Name, First Name Surname and First Name Surname. *Title: Subtitle*. Place: Publisher, Year.
- Four and more authors:
Surname, First Name, et al. *Title: Subtitle*. Place: Publisher, Year.

4.3. Edited work (single/multiple editor/s)

- Single editor:
Surname, First Name, ed. *Title: Subtitle*. Place: Publisher, Year.
Salzman, Jack, ed. *American Studies: An Annotated Bibliography*. Cambridge: Cambridge University Press, 1986.
- Two editors:
Surname, First Name, and First Name Surname, eds. *Title: Subtitle*. Place: Publisher, Year.
Toth, Josh, and Neil Brooks, eds. *The Mourning After: Attending the Wake of Postmodernism*. Amsterdam: Rodopi, 2007.
- Three or more editors:
Same as with authors above.

4.4. Book chapter

Surname, First Name. “Title of Article.” *Title of Book: Subtitle*. Ed. First Name Surname. Place: Publisher, Year. Page range.

Jameson, Fredric. “Postmodernism and Consumer Society.” *The Anti-Aesthetic: Essays on Postmodern Culture*. Ed. Hal Foster. Seattle: Bay Press, 1989. 111-125.

4.5. Journal article

Surname, First Name. "Title of Article." *Journal Title* Volume.Issue (Year): Page range.

Eskin, Michael. "Literature and Ethics." *Poetics Today* 25.4 (2004): 557-752.

4.6. Film

Title. Dir. First Name Surname (of director/s). Distributor, Year of release.

Cloud Atlas. Dir. Tom Tykwer, Andi Wachowski and Lana Wachowski. Warner Bros., 2012.

If appropriate, you should add the following publication information:

- Translation: after the title add Trans. First Name Surname (of translator).
Derrida, Jacques. *Specters of Marx*. Trans. Peggy Kamuf. London: Routledge, 2006.
- Later edition: add the number of the edition before the place of publication.
Abrams, Meyer Howard, and Geoffrey Galt Harpham. *A Glossary of Literary Terms*. 9th ed. Boston: Wadsworth Cengage Learning, 2009.
- The date of original publication: add the date after the title.
Dickens, Charles. *Hard Times*. 1854. Ed. Paul Schlicke. Oxford: Oxford University Press, 2008.
- Use the following abbreviations for any missing publication details: n.p. (no place), n. pag. (no pagination), n.d. (no date).

5. Online sources

The citation of online sources DOES NOT follow the MLA 8th edition. If anything is unclear, make sure the information you provide in the Works Cited section makes it possible to find the source you are referring to (and that the in-text citation clearly refers to the entry itself). If you make your own decision on how to cite something that is not covered by the style sheet or the MLA, the main rule is: BE CONSISTENT.

5.1. General remarks

- The author's name can be a screen name or group of people. If no author is available, substitute the title of the source for the author.
- If no date is available, use (n.d.).
- The titles of documents and of websites are not capitalized, but rendered in their original spelling.
- Add the format of the source in brackets, e.g. [digital image] or [video file].
- Add a short URL, DOI or permalink at the end; for the short URL, the main part of the URL is enough, e.g. not <https://www.YouTube.com/watch?v=d9TpRfDdyU0>, but www.YouTube.com.

5.2. Websites

Surname, First Name. "Title of document." *Title of Website*. [format description]. Posting date. Page numbers (if available). Accessed: Date. Short URL, DOI or permalink.

Halpern, Sue. "Our Driverless Future." *The New York Review of Books*. [online journal] 24 Nov 2016. Accessed: 7 Dec 2016. www.nybooks.com.

Diaz, Bruno. "How to win arguments in the post-truth era." *3am Magazine*. [blog post] n.d. Accessed: 3 Sep 2016. www.3ammagazine.com.

5.3. YouTube videos

Surname, First Name [real or screen name of creator]. *Title of video*. Real or screen name of poster, if different from creator. [video file]. Date of posting. Accessed: Date. Short URL.

Kosaka, Kazuhito [Daimaou Kosaka/Pikotaro]. *Pen Pineapple Apple Pen*. Chee Yee Teoh. [video file]. 24 Sep 2016. Accessed: 4 Oct 2016. www.YouTube.com.