


Centre for British Studies
Style Sheet for Essays and MA Theses



All papers are to be written in English.

General Layout

- Use either Times New Roman, size 12 pt, or Arial, size 11 pt.
- Line spacing: 1.5
- Please set the text with justified left and right margins. This is easily done in MS Word by using the right-hand button in this range of buttons: 
- Please leave a left-hand margin of 2.5 cm and a right-hand margin of 4 cm for comments and corrections. The top and bottom margins should each measure 2 cm.
- The first line of each paragraph should be indented by 0.5 cm, apart from that of the first paragraph of a chapter or subsection, which should not be indented.
- The pages are to be numbered consecutively.
- Always put your name at the top right-hand side of each page.
- For longer pieces of writing (including the thesis), please include a title page with your name, and a table of contents (incl. page numbers).

Referencing

- When referring to another person's writing (a source), make sure to be precise!
- When quoting verbatim, you *must* place this quote within quotation marks.
- If a word or a phrase is bold, underlined, or in italics in your source, you must reproduce this (or else state it in a footnote). Conversely, if you set a word in bold, underlined, or italics when quoting it, you must state so in a footnote: (my emphasis) or (emphasis added).
- Use square brackets to indicate all additions or changes (including omissions [...]) to the quoted text.
- If there is a grammatical or typographic mistake in the original, reproduce it and mark it with [sic].
- Always include a bibliography at the end of your essay or thesis. This should contain every source you have referred to or cited in your essay or thesis.

Short quotations (up to three lines)

Shorter quotations are incorporated into the text in correct grammatical form by quotation marks (normal British practice is ‘single’ quotation marks, normal US practice is “double” quotation marks – use either, but be consistent):

Deirdre informed him that ‘[s]he’s not here.’ (Lodge 110).

If using single quotation marks, direct speech within the quotation has to be demarcated by double quotation marks (and vice-versa):

either “‘I’m terribly sorry,’ said Philip.’ (Lodge 110).

or “‘I’m terribly sorry,’ said Philip.” (Lodge 110).

Long quotations (more than three lines)

If you quote longer passages, you set this quotation off as a separate paragraph which is indented on the left by 1.25 cm. Use single line spacing. No quotation marks are necessary, as the quotation is demarcated by being indented.

Material not reproduced verbatim

You must indicate your sources whenever you are using ideas, data, theories or any other kind of intellectual production which is not your own. This applies even if you are not quoting verbatim, e.g.:

Noel Coward praised Harold Pinter’s exceptional achievement in drama technique in general as well as his implementation of the more comic elements of drama (Innes 279).

Plagiarism

Make sure you acknowledge and document all quotes and paraphrases!

“Plagiarism is the copying or paraphrasing of other people’s work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.” (“What is plagiarism?” University of Oxford. Web. 9 October 2012. <<http://www.ox.ac.uk/students/academic/goodpractice/about>>.)

Any form of plagiarism will be penalized.

References in the text

Style 1: Parenthetical citations

For essays in Cultural and Literary Studies, and Economics, you should use the parenthetical citation method specified in the *Modern Language Association Handbook for Writers of Research Papers*, 7th edn., widely known as 'MLA' (accessible online or in the student assistants' office). In this style of citation, cited or paraphrased works are referred to by a parenthetical reference. This means that the author's name, a short version of the title if using more than one work by the same author, and the relevant page numbers are put in brackets and are inserted directly into the text.

e.g. (Stedman 144)
(Dannemann 184f.)
(Eisenberg, 'Embedding Markets' 56-8)
(Eisenberg et al., *100 Years of Football* 12-18)

In this style, footnotes are used only where they contain additional comments and explanations that do not belong to the main text rather than for bibliographical information.

Style 2: Footnotes

For history essays, literary references are given in footnotes or endnotes, using the same MLA style as above.

Style 3: Law

For law essays, you would be well advised to follow the Oxford Standard Citation of Legal Authorities (OSCOLA), details of which can be obtained from the University of Oxford Law Faculty Website at <http://www.law.ox.ac.uk/publications/oscola.php>.

Clarify in good time with your lecturer/supervisor what the formal requirements are, then choose a method and be sure to stick to it! Be consistent!

Bibliography

The bibliography at the end of your paper lists the complete bibliographical details of all works referred to in your paper in **alphabetical order** (by authors' or editors' last names).

NB: The *titles of publications* (books or periodicals) are set in italics, the 'titles of sections' (articles or chapters) are set in quotation marks (single or double, but be consistent).

You do not need to state if you have accessed an academic journal in print or online format.

For all other electronic resources (online databases, websites), please include the URL and the date of access in your bibliography. Do not list electronic sources in a separate list.

Examples for entries in the bibliography using MLA style

for essays in Cultural and Literature Studies, History, Sociology, Economics.

book (monograph)	Last Name, First Name. <i>Title of Book</i> . Place: Publisher, Year. Stedman, Gesa. <i>Cultural Exchange in Seventeenth-Century France and England</i> . Farnham: Ashgate, 2013.
essay collection (one editor)	Last Name, First Name, ed. <i>Title of Book</i> . Place: Publisher, Year. Eisenberg, Christiane, ed. <i>Fußball, soccer, calcio: Ein englischer Sport auf seinem Weg um die Welt</i> . Munich: dtv, 1997.
essay collection (multiple editors)	Last Name, First Name and First Name Last Name, eds. <i>Title of Book</i> . Place: Publisher, Year. Dannemann, Gerhard, and Stefan Vogenauer, eds. <i>The Common European Sales Law in Context: Interactions with English and German Law</i> . Oxford: Oxford University Press, 2013.
article (book)	Last Name, First Name. "Title of Article." <i>Title of Book</i> . Ed(s). Name(s) of Editor(s). Place: Publisher, Year: Pages of Article. Spindler, Erik. "Flemings in the Peasants' Revolt, 1381." <i>Contact and Exchange in Later Medieval Europe: Essays in Honour of Malcolm Vale</i> . Eds. Hannah Skoda, Patrick Lantschner and R.L.J. Shaw. Woodbridge: Boydell, 2012: 59-78.
article (journal)	Last Name, First Name. "Title of Article." <i>Title of Journal</i> Volume.Issue (Year): Pages of Article. Fischer, Jessica. "British Art Now." <i>Hard Times Magazine</i> 92 (2012): 61-3.
article accessed online (other than those in academic journals)	Last Name, First Name. "Title." <i>Title of Publication</i> . Publication date. Web. Access date <URL>. Dannemann, Gerhard. "Schavanzentrisches Weltbild." <i>Der Tagesspiegel</i> 3 March 2013. Web. 13 November 2013 < http://www.tagesspiegel.de/wissen/die-ex-ministerin-und-ihre-unterstuetzer-schavanzentrisches-weltbild/7863836.html > NB: do line breaks in URLs after forward slashes if possible.
anonymous entry in reference book (here: online access)	"Title of Article." <i>Title of Book</i> . [Editor, if applicable]. Publication Date. Publisher. Access date <URL>. "British, adj. and n." <i>OED Online</i> . September 2013. Oxford University Press. 13 November 2013 < http://www.oed.com/view/Entry/23462?redirectedFrom=british >.

For cases that do not fit these categories, please check the MLA handbook.

For essays mainly in the field of **Law**, please consult OSCOLA (see above) for your bibliography.