

**MA "English Studies: Literature and Culture"
 STYLESHEET FOR PAPERS AND COURSEWORK
 2021-2023**

FORMATTING

- Font: **Times New Roman 12**, throughout
- Spacing: **1.5**, throughout
- Margins: **top-bottom 2.54** and **left-right 3.17** (if these are not the default margins on your word processing programme, you must set them).
- Pagination: all pages should be numbered consecutively throughout the dissertation in the upper right-hand corner. Page 1 will be the first page of your text.
- Indent: the first line of each new paragraph must be indented with a tab of **1.27cm** from the left margin (if this is not the default tab on your word processing programme, you must set it).
- Justification: both right and left margins must be justified throughout.

REFERENCES

When you are using material and ideas that come from the work of others, you need to give proper credit by citing your sources. If you fail to cite a source, whether deliberately or accidentally, you are guilty of plagiarism, of presenting as your own work the words and ideas of others.

References in the body of your paper should document the information or opinion offered to allow the reader, if s/he wishes, to check the evidence on which an argument is based. A reference must, therefore, enable the reader to find the source referred to as quickly and easily as possible. This should be done as follows:

In-text parenthetical citation: references in the text should give the last name(s) of the author(s) and the page(s) referred to, or only the page number(s) if the author's last name is mentioned in the sentence incorporating or introducing the quotation. This information is enclosed in parenthesis. No comma is used between the source and the page number.

If more than one source by the same author is cited in the dissertation, then the parenthesis should include a shortened version of the title instead of the last name of the author, followed by the page number. The last name of the author should precede the title in the parenthesis only if it is not mentioned in the sentence incorporating or introducing the quotation.

When citing a website, if the document does not have page or paragraph numbers, do not include them in the parenthetical citation. Include only the author's last name or title of the website in the parenthetical citation.

Examples of in-text parenthetical references

Human beings have been described as "symbol-using animals" (Burke 3).

... as has been discussed elsewhere (Burke 3; Dewey 21).

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

At the end of your paper, the Works Cited list will of course include all the sources that have been used in your parenthetical references.

NOTES

Because long explanatory notes can be distracting to readers, most academic style guidelines (including the MLA) recommend limited use of notes. Endnotes should be preferred to footnotes and should be used for evaluative bibliographic comments or necessary textual exegesis, not for explanation or documentation.

- The endnotes should be listed on a separate page titled **Notes** (no quotation marks or italics), and should appear at the end of your paper. The notes themselves are listed by consecutive superscript arabic numbers and appear in 1.5 line spacing in regular paragraph format (a new paragraph for each note). Indent the first line of each note by one tab, as you would do for a main-text paragraph. Consecutive lines should be flush left.
- In the main text, endnote numbers in MLA format are indicated by consecutively-numbered superscript arabic numbers appearing after the punctuation of the phrase or clause the note refers to. Numerals in the text should come immediately after that part to which the note refers.

Examples of Notes:

Some have argued that such an investigation would be fruitless.⁶

Scholars have argued for years that this claim has no basis,⁷ so we would do well to ignore it.

Notes

...

⁶ On the problems related to repressed memory recovery, see Wollens 120- 35; for a contrasting view, see Pyle.

⁷ In a 1998 interview, she reiterated this point even more strongly: "I am an artist, not a politician!" (Weller 124).

QUOTATIONS

Any quotations you use in your paper should be necessary for your argument and important in themselves to warrant quoting rather than paraphrasing. A dissertation should not consist of a list of quotations. You are expected to gather ideas and passages from your sources, digest them thoroughly, and relate them to your views, always, of course, citing your sources. Any borrowed material should support your argument, rather than the inverse. When you are quoting, quote accurately the wording, spelling, and capitalisation of the original.

- For quotations incorporated in your text, use **double quotation marks**, and for quotations within quotations, single marks.
- If you add a word or words in a quotation, you should put **square brackets** around the words to indicate that they are not part of the original text. For example:

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

- If you omit a word or words from a quotation, you should indicate the deleted word or words by using a spaced **ellipsis** (no parenthesis or brackets). An unspaced ellipsis in your dissertation denotes an ellipsis in a cited source. Do not use ellipsis at the end of a quotation. Make sure that the resulting passage is grammatically complete and correct. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

- To use **short quotations** (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) according to the In-text parenthetical citation rules, and include a complete reference in the Works Cited. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Examples:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Cullen concludes, "Of all the things that happened there / That's all I remember" (11-12).

- Place **quotations longer** than four typed lines in a free-standing block of text ("offset quotation"), and omit quotation marks. Start the quotation on a new line, with the entire quote indented 1.5 cm from the left margin; maintain 1.5 line spacing. Indent the first line of the quotation by one tab only if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain 1.5 line-spacing throughout your essay.)

For prose quotations:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

For poetry quotations:

In her poem "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child
 the child at the oak desk whose penmanship,
 hard work, style will win her prizes
 becomes the woman with a mission, not to win prizes
 but to change the laws of history. (23-27)

For drama quotations:

A short time later Lear loses the final symbol of his former power, the soldiers who make up his train:

GONERIL. Hear me, my lord.

What need you five-and-twenty, ten or five,
 To follow in a house where twice so many
 Have a command to tend you?

REGAN. What need one?

LEAR. O, reason not the need! (2. 4. 254-58)

- **Punctuation with quotations:** Periods and commas should be placed **before** the closing quotation marks. Question and exclamation marks should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text; colons and semi-colons that are not part of a quotation should always appear after the closing quotation marks (or after the parenthetical citation, as applicable).

EXAMPLES:

"Poets," according to Shelley, "are the unacknowledged legislators of the World" (794).

"Read 'Kubla Khan,'" he tells the narrator (36).

"What a wonderful little almanac you are, Celia!" Dorothea Brooke responds to her sister (7).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

At the beginning of the study, participants described their dream recall rate as "low to moderate"; at the end, they described it as "moderate to high."

WORKS CITED

Basic Rules

- A Works Cited list consists only of references included in the text of your dissertation.
- Begin your Works Cited on a separate page at the end of your dissertation.

- Label the page **Works Cited** in bold (not underlined or in quotation marks), and centre it at the top of the page, as you would do with the title of any other section of your dissertation.
- List authors/editors alphabetically, according to their surname.
- Use **1.5** spacing for all citations, but do not skip spaces between entries.
- If an entry runs more than one line, indent the subsequent line (hanging **1.27cm**) from the left margin.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *The Secret Agent: A Simple Tale*.
- Use italics for titles of independently published works (e.g. books, Journals) and quotation marks for titles of embedded works (e.g. poems, articles).

Below are some examples of basic Works Cited entries in accordance with MLA 8. For further information and more examples of documentation please check <http://www.easybib.com/guides/citation-guides/mla-8/>.

Note: Only include the city of publication if a book was printed prior to 1900, has versions that differ from country to country, or is a rare book. If citing a book that was translated from another language and the focus of your work is on the translation, use the translator's name in place of the author's (see Citation Format 6 below).

MLA 8 CITATION FORMAT

1. Book Citation - General Format

Last name, First name. *Title of Book*. Publisher, Year of Publication.

example: Meyer, Stephanie. *Eclipse*. 1st ed., Little, Brown, 2007.

2. Two or More Works by the Same Author

To cite two or more works by the same author, give the name in the first entry only. In all following entries, place three hyphens in place of the name. Make sure you list the titles alphabetically.

example: Meyer, Stephanie. *Breaking Dawn*. 1st ed., Little, Brown, 2008.
 - - - . *Eclipse*. 1st ed., Little, Brown, 2007.

3. Book by Two Authors

If there are two authors, list the authors according to the order of the names on the title page. Reverse only the name of the first author, add a comma, and give the other name or names in normal form.

example: Howe, Deborah, and James Howe. *Bunnicula: A Rabbit Tale of Mystery*. Anthem, 1979.

4. A Work in an Anthology or Volume of Essays

example: Wagner, Leo. "How to Sell Tools." *Sales: A Collection of Best Practices*, edited by Ellen Lois, Westosha P., 2002, pp. 102-122.

5. The Chapter of a Book

example: Montrose, Louis. "Elizabeth Through the Looking Glass: Picturing the Queen's Two Bodies." *The Body of the Queen: Gender and Rule in the Courtly World, 1500-2000*, edited by Regina Schulte, Berghahn, 2006, pp. 61-87.

6. A Translated Book (if the focus of your work is on the translation)

example: Clarke, Alan R., translator. *The Alchemist*. By Paulo Coelho, HarperCollins, 1993.

7. An Introduction, a Preface, a Foreword, or an Afterword

example: Sevick, Gina. Foreword. *Surviving the College Experience*, by Margaret Wagner, edited by Thomas Smith, College P., 1999, pp. xv-xvi.

8. An Article in a Reference Book

example #1: "Vampire." *Merriam-Webster's Collegiate Dictionary*. 11th ed., 2003.

example #2: Allen, Anita L. "Abortion." *Encyclopedia of Bioethics*, edited by Stephen G. Post. 3rd ed., vol. 1, Macmillan-Thomson, 2004.

9. Print Periodical Citation - General Format

Author(s). "Title of Article." *Title of Periodical*, vol. x, no. x, season or month, Year: pp. x-xx.

10. An Article in a Magazine

example: Craven, Chris. "Vampires, Vampires, Vampires." *Vampire Magazine*, vol. 24, no. 1, Jan. 2003, pp. 24-34.

11. An Article in a Scholarly Journal

Author(s). "Title of Article." *Title of Journal*, vol. x, no. x, year, pp. xx-xx.

example: Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly*, vol. 16, no.1, 2008, pp. 134- 164.

12. Website

Author(s). *Name of Site*. Name of sponsor or publisher, date of publication, URL.

- When citing a website, do not include the URL (http://) in the text.
- If you cannot find some of the information, cite what is available.

- If the author is unknown, put the name of the article or the name of the web site in the author position.
- A website whose title is essentially the same as the name of its publisher may omit the publisher name.
- If the publication date is unknown, substitute the publication date with the date the site was accessed.
- DOIs, when available, are preferred over URLs.
- For in-text citations, use the first item that appears in the Works Cited entry that corresponds to the citation. Most often, this will be the author or name of the site.

example: Marks, Craig. "How to Build Paper Airplanes." *Paper Airplanes*. 21 Aug. 2007, paperairplanes.com/buildingplanes.html.

13. Article in a Website or Online Database

Author(s). "Title of Article." *Title of Journal*, volume, issue, year, pages. *Title of the Website of Database*, URL or DOI.

example #1: McManus, Anne-Marie. "Sentimental Terror Narratives: Gendering Violence, Dividing Sympathy." *Journal of Middle East Women's Studies*, vol. 9, no. 2, Spring 2013, pp. 80-107. *JSTOR*, www.jstor.org/stable/10.2979/jmiddeastwomstud.9.2.80

example#2: Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly*, vol.16, no. 1, 2008, pp. 134- 164. *Academic Search Complete*, doi:xx.xxx/abc.xxxx.xxxx

PROOFREADING

All your work should be carefully proofread before it is handed in. Typographical errors, spelling mistakes etc. make a very bad impression. It is your responsibility to edit your work and to make sure that the language is accurate and the style appropriate. You will need to read the dissertation at least twice in order to be sure of its accuracy. Remember that the quality of your writing is one element that is taken into account in the grading.

